CONTRA COSTA COUNTY ELECTION DIVISION

INFORMATIONAL HANDBOOK FOR CANDIDATES

SPECIAL PRIMARY ELECTION
SEPTEMBER 1, 2009

COUNTY OF CONTRA COSTA
REGISTRAR OF VOTERS

555 ESCOBAR STREET
P.O. BOX 271
MARTINEZ, CA 94553

925.335.7800
Toll Free 1.877.335.7802
www.cocovote.us

CANDIDATE GUIDE

This booklet has been prepared to assist candidates for the ***September 1, 2009 SPECIAL PRIMARY ELECTION****. This booklet is not all encompassing; it merely summarizes the major provisions related to candidates running for office in Contra Costa County.*

While staff has attempted to be as informative as possible in compiling this information, and we appreciate the opportunity to address your questions not answered in this booklet, the law prohibits employees from answering questions of a legal nature. This booklet is not intended as a substitute for legal counsel. For your protection, we strongly urge you to consult an attorney.

For additional election-related information, feel free to contact our office Monday through Friday 8 a.m. to 5 p.m., except holidays. Typically, dates that fall on a Saturday. Sunday or a holiday use the next regular business day for transactions. Please observe comments regarding dates where noted.

STEPHEN L. WEIR
COUNTY CLERK & REGISTRAR OF VOTERS

NOTICE

No duty is imposed upon the Registrar of Voters to determine whether a candidate meets the requirements for holding office. The Declaration of Candidacy signed by a candidate, states that the candidate meets the statutory and/or constitutional qualifications for office (including, but not limited to, citizenship, residency, etc).

IMPORTANT CONTACT INFORMATION

Candy Lopez *- Assistant Registrar*
Tomy Ocasio *- Elections Manager*

CANDIDATE FILING - 925.335.7874 - 925.335.7842 FAX

Sue Olvera - Election Processing Supervisor
Rosa Mena - Election Services Specialist
Dianne McHugh - Election Technician
Will Alas - Election Technician

PRECINCT & MAPPING - 925.335.7869 - 925.335.7839 FAX

Kathy Gover - Election Processing Supervisor
Evan Ayers - Election Services Specialist
David Stevens - Election Services Specialist
Joel Paschall - Election Technician
Ben Botello - Election Technician

OUTREACH SERVICES - 925.335.7821

Eren Mendez - Outreach Coordinator

ELECTION OFFICERS & POLLING PLACES - 925.335.7873 - 925.335.7839 FAX

Eren Mendez - Election Processing Supervisor
Travis Ebbert - Election Services Specialist
Wenona Jefferson - Election Technician

REGISTRATION & ABSENTEE VOTING - 925.335.7871 - 925.335.7838 FAX

Gwen Saxon - Election Processing Supervisor
Tess Jazmin - Election Services Specialist
Alicia Little - Election Technician
Kim McDonald - Election Technician
Mary Sanchez - Election Technician

INFORMATION TECHNOLOGY - 925.335.7800

Judy Chase - Information System Technician
Elsa Yoshimoto - Election Services Specialist

OFFICE OF THE SECRETARY OF STATE
www.sos.ca.gov

Elections Division
elections@sos.ca.gov
General information, filing for State and Federal offices - 916.657.2166 - 916.653.3214 FAX

Political Reform Division
politicalreform@sos.ca.gov
Committee ID number, termination - 916.653.6224

FAIR POLITICAL PRACTICES COMMISSION
www.fppc.ca.gov

Technical Assistance Division (9 a.m. - 12 p.m. and 1:30 - 4:30 p.m.)
Campaign disclosure, state contribution limits, conflict of interest disclosure - 866.275.3772 - 916.322.3711 FAX

Legal Division (9 a.m. - 12 p.m. and 1:30 - 4:30 p.m.)
Conflict of Interest disqualifications, use of campaign funds - 866.275.3772

Enforcement Division (9 a.m. - 12 p.m. and 1:30 - 4:30 p.m.)
File complaint under Political Reform Act - 800.561.1861

CALIFORNIA RELAY SERVICE (TTY) - 800.735.2929

STATE FRANCHISE TAX BOARD - 800.852.5711
www.ftb.ca.gov

Automated information
Committee tax status, tax deductible contributions, charitable non-profit groups, general information - 800.338.0505

FEDERAL ELECTION COMMISSION
www.fec.gov

Federal campaign disclosure, contributions from national banks, national corporations, foreign nationals - 800.424.9530

CALIFORNIA LAW
www.leginfo.ca.gov

ADDITIONAL IMPORTANT CONTACT INFORMATION

Contra Costa Registrar of Voters Office appreciates notification of cases of alleged voter registration, petition or voter fraud, however this office is not an enforcement agency and is therefore unable to investigate any violations.

In response to the inquiries our office receives regarding possible election violations or fraud, the following is a list of resources regarding whom to contact for the various types of violations.

- **False or misleading campaign materials** - No agency enforcement; these issues are dealt with in court.
- **Violations of the Political Reform Act (Title 9 of the California Government Code 81000-91015), i.e. mass mailing requirements, slate mailers, campaign disclosure, proper use of campaign funds, disclosure of economic interests** - Contact your local district attorney's office or the appropriate city attorney for local candidates or measures, or the Fair Political Practices Commission at 1.800.561.1861 or www.fppc.ca.gov.
- **Election fraud** - Contact your local district attorney's office or the California Secretary of State's office at 916.657.2166 or www.sos.ca.gov.
- **Unlawful use of public funds, violations of the Elections Code, the Penal Code, or any laws other than the Political Reform Act** - Contact your local district attorney's office or the California State Attorney General's office at 1.800.952.5225 or www.caag.state.ca.us.
- **Federal campaigns, e.g. U.S. Senate, House of Representatives, the President of the United States, etc.** -Contact the Federal Election Commission at 1.800.424.9530 or www.fec.gov
- **Open meeting laws (Brown Act)** - Contact your local district attorney's office or the California State Attorney General at 1.800.952.5225 or www.caag.state.ca.us.
- **Local ordinances** - Contact your local Community Development Department.
- **Vandalism or requirements concerning campaign signs** - Contact your local city attorney or local district attorney's office.

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SECTION 1

ELECTION
CALENDAR

Election Calendar

SPECIAL PRIMARY ELECTION SEPTEMBER 1, 2009

10th CONGRESSIONAL DISTRICT

IMPORTANT NOTICE
All documents are to be filed with and duties performed by the Election Official unless otherwise specified.

06/26/09		1	**VACANCY**	
07/03/09		2	**GOVERNOR'S PROCLAMATION** On this date, the Governor issued his proclamation calling the special election.	§§ 10700, 10703; Gov. Code § 1773
			The date of the special primary election is calculated by counting back eight Tuesdays or, if the eighth Tuesday is the day of or the day following a state holiday, the ninth Tuesday preceding the day of the special general election at which the vacancy is to be filled.	§ 10704
			If one candidate receives a majority of the votes (50% + 1), no special general election will be held.	§ 10705
Vacancy to 07/05/09*	(Vacancy to E-58)*	3	**IN-LIEU PETITIONS** Period for candidates to obtain forms from the county elections official for securing signatures-in-lieu of all or part of the filing fee. Signatures may also be applied to the signature requirement for office on the Nomination Papers.	§§ 8061, 8106(b)
06/30/09 to 07/20/09	(E-63 to E-43)	4	**DECLARATION OF CANDIDACY AND NOMINATION PAPERS** Period for candidates to obtain and deliver Nomination Papers to the county elections official for filing. Candidates must also file a Declaration of Candidacy during this period.	§§ 8040, 8062, 10704
			Filing fees shall be paid at the time the candidate obtains nomination forms from the county elections official.	§§ 8105, 8106(b)(3)
07/05/09*	(E-58)*	5	**IN-LIEU PETITIONS** Last day to submit in-lieu filing fee petitions to the county elections official. The county elections official shall notify the candidate of any deficiencies within 10 days after receipt of a petition.	§ 8106(b)(3)
07/06/09 to 08/18/09	(E-57 to E-14)		**STATEMENT OF WRITE-IN CANDIDACY AND NOMINATION PAPERS** During this period, all write-in candidates must file their Statement of Write-In Candidacy and Nomination Papers with the county elections official.	§ 8601
07/11/09*	(E-52)	7	**NOTICE OF RANDOMIZED ALPHABET DRAWING** Secretary of State to notify news media of the randomized drawing at least ten days before the event.	§ 13112(c)

*Asterisked dates indicate that the deadline falls on a Saturday, Sunday, or a holiday; in most cases, the deadline will move forward to the next business day.

07/20/09	(E-43)	8	**DECLARATION OF CANDIDACY AND NOMINATION PAPERS FILED IN COUNTIES** Last day for any candidate to file the Declaration of Candidacy and Nomination Papers	§ 10704
07/21/09	(E-42)	9	**RANDOMIZED ALPHABET DRAWING** On this date (first weekday after the close of filing of nomination papers for the office), the Secretary of State draws the randomized alphabet to determine the order for placing candidates' names on the ballots. The same randomized alphabet drawing will be used for the special primary election and special general election if such run-off is necessary.	§ 13112(d)
07/22/09	(E-41)	10	**NOTICE TO EACH CANDIDATE** Secretary of State to notify each candidate for partisan office of the names, addresses, offices, occupations, and party affiliations of all other persons who have filed for the same office. (Not less than 5 days before transmission of certified list of candidates).	§ 8121
07/23/09 to 08/22/09*	(E-40 to E-10)	11	**COUNTIES MAIL SAMPLE BALLOTS** Between these dates, the county elections official shall mail a polling place notice and sample ballot to each registered voter. The polling place notice shall state whether the polling place is accessible to the physically handicapped.	§§ 13300, 13304
07/24/09	(E-39)	12	**DECLARATION OF CANDIDACY AND NOMINATION PAPERS** Last day for the county elections official to certify and file the Declaration of Candidacy and Nomination Papers with the Secretary of State.	§ 10704
07/27/09	(E-36)	13	**CERTIFIED LIST OF CANDIDATES** Last day for the Secretary of State to send the Certified List of Candidates to the county elections official.	
08/03/09	(E-29)	14	**PRECINCT BOARD MEMBERS AND POLLING PLACES** Last day for the county elections official to appoint the members of the precinct boards and designate the polling places.	§ 12286
08/03/09	(E-29)	15	**VOTE-BY-MAIL VOTERS** The first day for the county elections official to process applications for vote-by-mail ballots for the special primary election.	§ 3001
08/17/09	(E-15)	16	**VOTER REGISTRATION** The last day to register to vote in the special primary election.	§§ 2102, 2107
08/18/09 to 08/25/09	(E-14 to E-7)	17	**NEW CITIZEN REGISTRATION PERIOD** Registration for new citizens shall begin the 14th day prior to an election and end on the 7th day prior to election day. A new citizen registering to vote after the close of registration shall provide the county elections official with proof of citizenship prior to voting and shall declare that he or she has established residency in California.	§§ 331, 3500, 3501
08/18/09	(E-14)	18	**WRITE-IN CANDIDACY** The last day to file as a write-in candidate.	§ 8601
08/18/09	(E-14)	19	**BILINGUAL PRECINCT BOARD MEMBERS** The last day to prepare a list of precincts to which bilingual officers were appointed. A copy of this list shall be made available to the public.	§ 12303(d)

*Asterisked dates indicate that the deadline falls on a Saturday, Sunday, or a holiday; in most cases, the deadline will move forward to the next business day.

08/22/09*	(E-10)	20	**SAMPLE BALLOTS** The last day for the county elections official to mail the sample ballots to voters for the special primary election.	§ 13300
08/22/09*	(E-10)	21	**PUBLICATION OF TALLY CENTER LOCATION** On or before this date, a notice shall be published by the county elections official in a newspaper of general circulation within the district specifying the public place to be used as the central tally center for counting the ballots.	§ 12109
08/25/09	(E-7)	22	**VOTE-BY-MAIL VOTERS** The last day to file an application for a vote-by-mail ballot.	§ 3001
08/25/09	(E-7)	23	**NEW CITIZENS REGISTRATION** Last day for new citizen registration.	§ 3500
08/25/09	(E-7)	24	**COMPUTER PROGRAM TO SECRETARY OF STATE** The last day to verify election night vote count computer programs and deposit copies thereof with the Secretary of State.	§ 15001
08/25/09	(E-7)	25	**LOGIC AND ACCURACY** The last day to send Logic and Accuracy Test certifications to the Secretary of State.	§ 15000
09/01/09	(E)	26	**SPECIAL PRIMARY ELECTION** Polls open at 7:00 a.m. and close at 8:00 p.m. All vote-by-mail ballots must be received by the county elections official by 8:00 p.m. If one candidate receives a majority of the votes (50% + 1), no special general election will be held.	§§ 3020, 10705, 14212
09/04/09	(E+3)	27	**OFFICIAL CANVASS** The last day for the county elections official to complete the official canvass and certify the results to the Secretary of State.	

*Asterisked dates indicate that the deadline falls on a Saturday, Sunday, or a holiday; in most cases, the deadline will move forward to the next business day.

PARTISAN MINI CALENDAR

OFFICE	SIGNATURES-IN-LIEU PERIOD (Voluntary)		NOMINATION PERIOD (Mandatory)		
	SIGNATURES-IN-LIEU OF FILING FEE E.C. 8061, 8105, 8106	***"SUPPLEMENTAL" SIGNATURES-IN-LIEU*** E.C. 8106, (b) (3)	***NOMINATION PERIOD*** E.C. 8020, 8070, 8082	***EXTENDED NOMINATION PERIOD*** E.C.8020, (b), 8022, 8204,	*****NOMINATION SIGNATURES REQUIRED***
U.S. CONGRESS	06/29/09 - 07/06/09	On or before 07/20/09	6/30/09 to 7/20/09 (E-63 to E-43)	N/A	*40 - 60
SIGNERS - Any registered voter may sign an in-lieu filing fee petition or nomination petition for any candidate for whom he or she is eligible to vote. E.C. 8106, 8068 Candidates using Elections Code 8106 (a) (6) provisions are limited to signatures from members of their own parties. **CIRCULATORS -** Must be voters within the district & serve only within the county in which they reside. E.C. 8066, 8106.b4 *Exception: The candidate may circulate an in-lieu / nomination petition in all shared counties affecting the district. E.C. 106 (a) ***A separate petition section must be used for each county***. ***NOTE:** Please ensure the circulator information has been completed & signed by the circulator prior to submission. E.C. 8065	Signatures-in-lieu help pay for the cost of the filing fee. ***These will not be accepted after the July 6, 2009, 5:00 p.m. deadline. See "Nomination Period" in column 4.*** Only supplemental signatures-in-lieu will be accepted to replace deficient signatures after nomination papers are issued.	Only deficient signatures found may be replaced with supplemental signatures-in-lieu. The **BALANCE DUE of deficient "supplemental" signatures in-lieu,** must be paid in full or a combination - by check or signatures-in-lieu ***not to exceed the filing fee, ON OR BEFORE THE NOMINATION DEADLINE, 07/20/09.***	**The filing fee must be paid** by check, signatures-in-lieu or a combination of these **at the time the nomination papers are issued. Credit cards will not be accepted. *Filing Fees are non-refundable.*** *Nomination signatures are required & they will need to be circulated during the nomination period. (See column 6) **Signatures-in-Lieu* ***are due on or before the "signatures-in-lieu deadline" or at the time nomination papers are issued, but in no case may signatures-in-lieu be filed later than 07/06/09 at 5:00 p.m.*** **Once signatures-In-lieu have been applied to the filing fee**, the number of valid "signatures-in-lieu" **can then be applied to the "nomination signature requirement"** ***if the signer is in the same party as the candidate*.** **The Declaration of Candidacy must be filed during the nomination period.**	*There is **no extension** period for this vacant seat.*	Candidates must file a minimum but not more than their maximum amount of "nomination signatures" to qualify.This does not apply if the candidate has **already met the nomination signature requirement by applying valid signatures-in-lieu to the nomination signature requirement**. .

SECTION 2

CANDIDATE
INFORMATION

SPECIAL PRIMARY ELECTION

OFFICE & FILING FEES

OFFICE	TERM	OFFICE HOLDER	FILING FEES E.C. 8103	IN-LIEU E.C. 8106 DEM/ REPS	IN-LIEU E.C. 8106 MINOR PARTY *Totals are shown on page 6 of this guide.	NOM SIGS E.C. 8062	CANDIDATE STATEMENT 250 Words G.C. 85601 E.C. 8020 (b) 13307 (Optional)
FEDERAL							
U.S. Rep Congress 10th District (Elected by district, shared with Alameda, Sacramento & Solano County)	Fulfill Unexpired Term	Vacant	$1,740.00 (1%)	3,000	*	40 - 60	$6,600.00

FILING FEES

DEMOCRATIC AND REPUBLICAN PARTY CANDIDATES

FILING FEE	NUMBER OF SIGNATURES REQUIRED IN-LIEU OF FILING FEE**	PRORATED DOLLAR VALUE OF EACH SIGNATURE**
$ 1,740.00	3,000	$0.58000

A filing fee is required at the time of issuing nomination papers and is ***non-refundable.***

It must be paid in full or a combination by check or signatures-in-lieu ***not to exceed the filing fee*** on or before the July 20, 2009, 5:00 p.m. nomination deadline. Credit cards are not accepted.

Any registered voter who is a resident of the district may sign a **signatures in-lieu of filing fee** petition for any candidate for whom he/she is eligible to vote. Signatures in-lieu of filing fee are counted toward the nomination signature requirement, provided that the signers are of the same political affiliation as the candidate.

DEFICIENT SIGNATURES-IN-LIEU

The candidate has the option of paying for deficient signatures-in-lieu by check OR collecting ONLY those **invalid** signatures initially submitted.

Only supplemental signatures-in-lieu will be accepted to replace deficient signatures after nomination papers are issued.

FILING FEES - MINOR PARTY CANDIDATES***

Minor party candidates can either:

1) **Obtain 3,000 signatures of voters eligible to vote at election or**

2) **Obtain 10% of the registered voters affiliated with the same political party as the candidate or 150 signatures, whichever is less (as indicated below).**

MINOR PARTY	NUMBER OF SIGNATURES REQUIRED***	PRORATED DOLLAR VALUE OF EACH SIGNATURE***
American Independent	**150**	**$11.60**
Green	**150**	**$11.60**
Libertarian	**150**	**$11.60**
Peace and Freedom	**63**	**$27.619048**

NOTE*:* The Natural Law & Reform parties are no longer qualified parties.

**** Minor Party: A qualified party whose registered voters constituted less than 5% of the registered votes in the State and the last statewide election. (E. C. § 8106)*

CANDIDATE FILING PERIODS

1. The **voluntary Signature-In-Lieu period** for the above candidates starts 06/29/09 & ends July 6, 2009 at 5:00 p.m. Signatures-In-Lieu will not be accepted after the July 6, 2009 deadline.

   The Signature-In-Lieu period *is optional*. It helps pay the filing fee which is required to run for the above offices in the 09/01/09 Special Primary Election.

   This is not to be confused with the mandatory nomination period shown below in item # 2.

   Please refer to the applicable Partisan Mini Calendar for guidelines in determining valid partisan signatures & circulator information for the 09/01/09 Special Primary Election.

   Signatures-In-Lieu collected during this time frame and applied to the filing fee, may then also be applied to the mandatory nomination signature requirement during the nomination period shown below in item #2 provided that the signers are of the same political affiliation as the candidate. E.C. 8104 (b), 8105, 8106 (a), (4), (5), (7)

2. The **mandatory Nomination period** for the above candidates starts June 30, 2009 & ends July 20, 2009 at 5:00 p.m. The **Congressional District 10 seat is vacant therefore there is NO extension period**.

   Congressional candidates are required to collect no less than 40, no more than 60 nomination signatures of eligible voters at the time of filing their nomination papers, which includes the Declaration of Candidacy.

   Out of those 40 - 60 nomination signatures collected, the candidate **must have a minimum of 40 valid nomination signatures of registered voters who live in their jurisdiction & are of the same political affiliation** to qualify as an eligible candidate. (Please refer to the Partisan Mini Calendar for details.)

   Signatures-In-Lieu that have been collected during the time frame in item #1 and applied toward the filing fee when taking out papers during the nomination period in item #2 may then be applied towards the nomination signature requirement here in item #2 **provided that the signers are of the same political affiliation as the candidate.** E.C. 8020, 8024, 8028, 8040, 8064, 8065, 8100, 8101

SIGNATURE-IN-LIEU GUIDELINES

Any registered voter who is a resident of the district may sign an in-lieu of filing fee petition for any candidate for whom, he/she is eligible to vote. Signatures-In-Lieu of filing fee are counted toward the number of signatures required on nomination paper, provided that the signers are of the same political affiliation as the candidate.

SHARED COUNTY PARTISAN CANDIDATES

If the petition is circulated for an office in more than one county, the candidate shall submit the signatures to the elections official in the county in which the petition was circulated. (E.C. 8106 (7b4))

PARTISAN CIRCULATOR

Each circulator of a petition-in-lieu shall be a registered voter of the district or political subdivision in which the candidate is to be voted on.

The circulator shall serve within the county in which he or she resides.

The circulator does not have to be within the same party of the candidate in which they are circulating the petition-in lieu forms. (E.C. 8106, (7b 4), E.C. 8066)

Signatures-in-lieu documents shall be limited to "viewing" only. The public may NOT copy or distribute copies of the documents that contain signatures of voters. E.C. 17100 (c)

NOMINATION SIGNATURE GUIDELINES

Signers shall be voters in the district or political subdivision in which the candidate is to be voted on and shall be affiliated with the party, if any, in which the nomination is proposed. (E.C. 8068)

No signer shall, at the time of signing a certificate, 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. (E.C. 8069)

No more signers shall be secured for any candidate than the maximum number required.

If 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. (E.C. 8067)

SHARED COUNTY PARTISAN CANDIDATES

If the nomination form is circulated for an office in more than one county, the candidate shall submit the signatures to the elections official in the county in which the petition was circulated.

PARTISAN CIRCULATORS

Each circulator of a nomination form shall be a registered voter of the district or political subdivision in which the candidate is to be voted on.

The circulator shall serve within the county in which he or she resides. (E.C. 8066)

The circulator does NOT have to be within the same party of the candidate in which they are circulating the nomination forms. (E.C. 8106 (7b 4), E. C. 8066)

PARTISAN NOMINATION SIGNATURE FORMS

Nomination signature forms no longer need to be notarized when the circulator does not submit them to the elections

official.

QUALIFICATIONS AND REQUIREMENTS

U.S. REPRESENTATIVE IN CONGRESS, 10th DISTRICT

TERM OF OFFICE

U.S. Representatives in Congress will fulfill the unexpired term ending January 3, 2011.

U.S. Const. Art. I, 2, (1); Amendment xx § 1

QUALIFICATIONS

A candidate for U.S. Representative in Congress shall:

- Be at least 25 years of age; and
- Be a citizen of the United States for seven years; and
- Be a resident of California when elected, and
- There is no durational residency requirements for congressional candidates.
- Candidate must have been affiliated with the political party shown on affidavit of registration, at least three (3) months prior to filing nomination documents, or for as long as he or she has been eligible to register to vote in the State.
- The candidate must not have been affiliated with any other qualified party within three (3) months immediately prior to filing. E.C.8001, 10700
- Term Limits not applicable

There are no district residency requirements for U.S. Representative in Congress.

U.S. Const. Art. I, 2

FILING REQUIREMENTS

Filing Fee or Signatures-in-Lieu of Paying Filing Fee

FILING FEE: The non-refundable filing fee is payable to the Secretary of State, and must be paid at the time the candidate obtains the nomination forms. The filing fee is:

- U.S. Representative in Congress $1,740.00

SIGNATURES-IN-LIEU: A candidate may submit petitions containing signatures of registered voters to cover all, or any pro-rata portion, of the filing fee. The Petitions-in-lieu form may be obtained from any county elections official beginning June 29, 2009. The petitions must be filed with the county elections official in the county where circulated, no later than the close of business on July 6, 2009, and prior to obtaining a Declaration of Candidacy. Supplemental signatures (to replace *only deficient* signatures filed by July 6, 2009, which were found not to be valid) may be filed no later than the close of business on July 20, 2009, 5:00 p.m. Circulators of an in-lieu-filing-fee petition shall be a registered voter of the district in which the candidate is running. The circulator shall serve within the county in which he or she resides.

3,000 valid signatures are required to offset the entire fee for a candidate seeking the Democratic or Republican nomination. Except as set forth on the following page, any registered voter may sign an in-lieu-filing-fee petition for any candidate for whom he or she is eligible to vote.

NOTE: The Secretary of State's office cannot accept Petitions-in-lieu of filing fees since they have no way of verifying the signatures.

E.C. 8103 (a) (2), 8105, 8106 (a) (2), (6), (b) (4)

Number of signers required to offset entire filing fee (must be affiliated with the political party):

Political Party	American Independent	Green	Libertarian	Peace & Freedom
Office				
Congressional Dist. 10th	150	150	150	63

NOMINATION DOCUMENTS AND PROCEDURES

DECLARATION OF CANDIDACY: Each candidate is required to file a Declaration of Candidacy between June 30, 2009 and July 20, 2009. The Declaration shall be obtained from the county elections official of the county in which the candidate resides and is a voter. The Declaration of Candidacy must be executed in the office of the elections official unless the candidate, in a written statement signed and dated by the candidate, designates a third party to obtain the Declaration from the county elections official and deliver it to the candidate. Such written statement shall state that the candidate is aware the Declaration must be properly executed and delivered to the county elections official from whom it was obtained not later than the close of business on July 20, 2009, 5:00 p.m.

Congressional District 10 seat is vacant, therefore there is no extension period.

E.C. 8020, 8022, 8028, 8040, 8064

NOMINATION PETITIONS: Each candidate is required to file a Nomination Petition between June 30, 2009 and July 20, 2009 containing at least 40 and no more than 60 signatures of registered voters, in the jurisdiction, affiliated with the political party whose nomination the candidate is seeking. **Each section of the Nomination Petition shall be delivered to the county elections official of the county where circulated,** not later than the close of business on July 20, 2009, 5:00 p.m. Circulators shall be registered voters in the jurisdiction in which the candidate is seeking election, and shall circulate the petition only in the county in which he or she reside.

NOTE: **Signatures submitted in lieu of paying the filing fee, which meet the requirements of this section, may be designated to satisfy this requirement.**

E.C. 8020, 8041, 8061, 8062, 8063, 8066, 8068

CAMPAIGN COMMITTEE FILING OBLIGATIONS

For information regarding campaign disclosure reporting requirements or to obtain filing forms, contact the Federal Elections Commission by one of the following:

Phone: 1.800.424.9530

Email: www.fec.gov

Write to: Federal Elections Commission
999 E Street, N.W.
Washington, D.C. 20463

IMPORTANT SUMMARY INFORMATION!

U.S. REPRESENTATIVE IN CONGRESS, 10th DISTRICT

FILING FEES

U.S. Rep in Congress	$1,740.00 or 3,000 Signatures-in-Lieu*

NOMINATION SIGNATURES

U.S. Rep in Congress	40 - 60

FILING PERIODS

06/29/09 - 07/06/09	Filing Period for Signatures-in-Lieu of Filing Fees
06/29/09 - 07/20/09	Filing Period to make up only deficient Signatures-in-Lieu filed by 07/06/09. (Check, signatures or combination thereof)
6/30/09 - 7/20/09	Filing Period for Nomination Documents
	Congressional District 10 seat is vacant, therefore there is no extension period.

ALL CANDIDATES MUST FILE:

1. Nomination Petitions - Eligibility requires the candidate to collect no less than 40 valid nomination signatures from voters within their party and jurisdiction in which they're running.
2. Declaration of Candidacy
3. Ballot Designation Worksheet
4. Contact the Federal Elections Commission for Campaign Finance Reporting Obligations.

OPTIONAL:

*Candidate Statements and the Code of Fair Campaign Practice form are optional and are not mandatory for the candidate to file.

NOTE: This summary of qualifications and requirements is for general information only and does not have the force and effect of law, regulation or rule. In case of conflict, the law, regulation or rule will apply. The candidate should obtain the most up-to-date information available because of possible changes in law or procedure since the publication of this information.

CANDIDATE STATEMENT ESTIMATED COSTS

Office	Registration Count	Cost Estimate	Word Limit	Who Pays
U.S. Rep Congress, 10th District	251,372	$6,600.00	250	Candidate

CANDIDATE STATEMENT OF QUALIFICATIONS GUIDELINES

A candidate for U.S. Representative may purchase the space to place a statement in the voter information portion of the sample ballot that does not exceed 250 words. The statement may not make reference to any opponent of the candidate. E.C. 13307.5

The cost for the candidate statement to appear in the local voter pamphlet in Contra Costa County is based upon the number of registered voters within each applicable district & party.

The statements will be limited to 250 words. In Contra Costa County, the candidate will be refunded or billed the difference of the estimated costs after the election.

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 may be withdrawn but not changed, during the period for filing nomination papers and until 5:00 p. m. of the next working day after the close of the nomination period. E.C. 13307 (3) Candidate Statements will remain confidential until the expiration of the filing deadline. E.C. 13311

IMPORTANT!

THE 10TH CONGRESSIONAL DISTRICT ENCOMPASSES CONTRA COSTA, ALAMEDA, SACRAMENTO & SOLANO COUNTIES.

Candidates will be responsible to pay in advance the estimated cost of the optional candidate statement IN EACH SHARED COUNTY THEY DESIRE THEIR CANDIDATE STATEMENT TO APPEAR.

Procedures, requirements, fees, formats and public examination periods for candidate statements may vary between counties. It is the candidate's responsibility to contact each county in which he or she wishes to have a statement printed. ***Failure to do so may jeopardize the printing of the candidate's statement in other shared counties.***

The candidate's statement is optional.

A candidate must sign a statement if he/she chooses not to file a statement.

1. **CONTENTS**

The statement may contain the name, age and occupation of the candidate and a description of the candidate's education, personal background and qualifications.

The name, age and occupation at the top of the candidate statement form are not included in the word count.

Each statement shall be accompanied by a declaration executed under penalty of perjury, declaring that the information contained therein is true and correct.

2. **FORMAT AND WORD COUNT**

In order to insure uniformity of candidates' statements, the candidate must prepare the statement as follows:

a. Submit typed or word processed copy only.

This may be prepared on a separate sheet of paper, cut and taped onto the candidate statement form. Hand written statements are not acceptable.

b. Submit statement in **paragraph block form**.
Outline form is not acceptable. The statement will be set with **both left and right justified margins**.

c. Lists and enumerations will be wrapped as a single paragraph.

Multiple single sentence paragraphs that do not fit in the space will be wrapped.

Indented text, if submitted, will be run together as a sentence.

d. Confine the statement to the word limit assigned.

e. *It is important to use the "word count standard" provided by the Election Division. Using the "word count standard" as a guide will ensure the candidate stays within the assigned word count.*

f. Statements shall be written in the first person (e.g. "I am running…" not "She is running…" or "Jane Doe is running…"

g. *Italics*, **bold Print,** underlining, bullets, stars and asterisks are not allowed.

h. Only standard use of capital letters will be accepted. No statement will be printed in "ALL CAPS".

i. All regularly hyphenated words that appear in any generally available dictionary will be accepted as one word.

j. Check the statement for errors in spelling, punctuation, and grammar. No corrections **on the candidate statement** will be allowed after the candidate has filed his nomination documents. E.C. 13307 (3)

k. Statements will be printed in the random alphabet order used for placement of candidates' names on the official ballot. Statements do not rotate.

3. **EMAIL CANDIDATE STATEMENT**

a. The Contra Costa County Election Division will only accept candidate statements by email at **CFile@vote.cccounty.us**

b. The candidate statement will be prepared for the voter pamphlet upon confirmation that the candidate statement has been paid & filed, based upon the provisions set forth in the district's resolution.

c. Absolutely no corrections or changes are allowed after the candidate statement has been officially filled. E.C. 13307 (3)

4. **PROVISION**

In the case where a candidate submits a statement that is not in conformance with guidelines provided, such statement will be reformatted and set in uniform type by the elections official.

5. **RESTRICTIONS**

The candidate's statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement may not make reference to any opponent of the candidate. E.C. 13307.5

6. **LIABILITY**

Nothing in this section shall be deemed to make any such 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 Information Pamphlet.

Any candidate who knowingly makes a false statement of material fact in a candidate's statement prepared pursuant to Elections Code Section 13307, with the intent to mislead the voters in connection with his or her campaign for nomination of election to a nonpartisan office is punishable by a fine not to exceed $1,000.00.

7. **CONFIDENTIALITY**

The candidates' statements shall remain confidential until after the close of the filing period for the office sought. E.C. 13311

8. **WITHDRAWAL**

The candidate statement may be withdrawn, **but NOT changed**, until 5:00 p.m. on the next business day after the close of the nomination period for the office sought.

9. **EXAMINATION PERIOD**

After the deadline for filing nomination papers, anyone may examine any candidate's statement and may purchase copies thereof.

During a 10-calendar day period commencing the day after the close of nomination, any voter of the jurisdiction in which the election is being held may seek a writ of mandate or an injunction requiring any or all of the material in a candidate's statement to be amended or deleted.

10. **TRANSLATIONS**

The Federal Register published on Friday July 26, 2002, designated Contra Costa County as a covered jurisdiction for Spanish.

This means the County as well as all cities and districts within the County must now provide materials for voters, including candidate statements and measure voter pamphlets, in Spanish as well as in English.

11. **ESTIMATED COST IN CONTRA COSTA COUNTY**

The estimates quoted are based on one statement per candidate in English and Spanish.

Candidates are required to prepay the estimated cost will be either billed for the additional cost or refunded any overpayment following the election.

Actual costs may vary substantially from the estimate, depending on the number of candidates in a particular contest.

If the format of the statement causes the information to move to a second page, the estimated cost will double.

12**. FILING INFORMATION**

Candidates' statements shall be emailed before nomination papers are returned for filing.

GUIDELINES FOR PREPARING
CANDIDATE STATEMENT OF QUALIFICATIONS
E.C. 13307.5

CONTENTS*: The statement shall be limited to a recitation of the candidate's own personal background and qualifications, and shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities.*

PREPARATION OF CANDIDATE STATEMENT ▸ Shown below is a reduced facsimile of a Candidate Statement of Qualifications form.

Note that the first paragraph in the upper portion contains information as to the limitations on the number of words and the cost of printing and handling your statement. This portion of the form is to be completed by the election official. The statement shown below has been prepared in upper and lower case, block paragraph form. The candidate has corrected and initialed a typographical error (had she not corrected this error it would have been typeset as submitted). Candidate should carefully review, complete this portion, date and sign where indicated.

CANDIDATE STATEMENT OF QUALIFICATIONS
For the **Special Primary Election** to be held **September 1, 2009**

Instructions to Candidate:
- This statement may include your age…
- Statements must be emailed to the official filing agent prior to filing the nomination documents.
- Prepare statements according to the following rules:
- Contents must be a recitation of candidates own personal background & qualifications.
  - Statements must be…
- Statements which do not conform to the rules will be corrected by the elections official in order …

Despite formatting changes mentioned above, check carefully for…

Official issuing form, to complete → NO MORE THAN ___ WORDS ESTIMATED COST: $ _____ TO BE PAID BY: CANDIDATE ____

My name is: *ELITA P. SNODGRASS*
My age is (Optional): *32*
My occupation is: Businesswoman

Occupation may be more descriptive than ballot designation that appears on the official ballot.

If either age or occupation is left blank, none will be printed

*(STATEMENT / WORD COUNT **BEGINS BELOW**)*

I am running for the governing board of the Washington Unified School District because I feel I can bring a balance to the board. I attended local schools, graduating from Washington High School in 1985. I am married and currently have two children attending school in the district.

I own and operate my own business, so I am well aware of the need to operate within a budget. With proper distribution of resources and educational materials I am convinced we can offer quality education to all students within the district.

I have been active in the P.T.A., served on the Save Our Youth committee, and am an active member of the All-Faith Church. I have served as Boy Scout Den Mother and Girl Scout Leader for the past 3 years. I also serve as a volunteer at the Community Recycling Center as time allows.

I am looking forward to serving you on the Washington Unified School District Governing Board.

All statements should be prepared in upper and lower case lettering, block paragraph style

Statements need to be written in first person

Correct any typos and initial, prior to filing → Thank you for your votes. E.P.S.

I have reviewed the above candidate statement and I understand no corrections or changes are allowed according to E.C. 13307(3) after it has been filed. I understand I am limited to a recitation of my own personal background & qualifications & shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities. E.C.13308 *I also understand that the candidate statement is optional & it is not mandatory to file.*

I certify under penalty of perjury that the candidate statement submitted is true and correct to the best of my knowledge and belief.

Please sign and date where appropriate → Dated _____ Signature of Candidate_____

I do not elect to file a statement as permitted by E.C. 13307 Candidate sign here if choosing not to have a statement	Withdraw my candidate statement if no one files against me at the close of nomination. ☐ YES ☐ NO Candidate to Initial: _____

SAMPLE ONLY

WORD COUNT STANDARD
FOR CANDIDATE STATEMENT AND MEASURE ARGUMENTS
(Elections Code 9)

The following are the guidelines for computing the word count for measures and candidate statements.

Dictionary words	one word
Words like: “a”, “the”, “and”, “an”	one word
Abbreviations - UCLA, PTA	one word
Abbreviations - U.C.L.A., P.T.A.	separate words
California Geographical names: For purposes of determining whether a geographical name should be counted as one word under Elections Code section 9, a “geographical name” is the name of a governmental entity that consists of fixed boundaries, is vested with its own governmental functions and powers by the Legislature, and is governed by an elected or appointed board. Examples:	
County of Contra Costa, Contra Costa Community College District, Antioch Unified School District, East Bay Regional Park District, Bay Area Rapid Transit District. →	one word
Contra Costa County Fire Protection District →	one word
Briones Regional Park →	three words
Antioch High School →	three words
School Facilities Improvement District No.1 → (This is a financing district created by a school district that is not vested with its own governmental powers)	six words
Bay Area →	two words
Whole Numbers - Digits (1 - 10 - 100, etc.) Spelled out numbers - One Hundred, Ten Thousand	one word one for each word
Number combinations (1990, 1990-1991, 100%)	one word
Dates - all digits (11/5/96) Word and digits (June 2, 1998)	one word two words
Monetary amounts: If the dollar sign is used with figures - $1,000 Spelled out (one thousand dollars)	 one word three words
Regularly 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. (Grammar rules do not apply)	one word
Normal punctuation	not counted
Telephone Numbers	one word
Website Addresses (i.e. www.com.etc)	one word
If measure designation (example: Measure “A”) is used in the text.	one word

NOTE: It is the administrative policy of this office that *italics*, **bold print**, underlining, bullets, stars and asterisks **will not be permitted on candidate statements.**

Only standard use of capital letters will be accepted.

BALLOT NAME GUIDELINES

The **ballot name** may be designated as follows:

- First, middle and last names.
- Initials only and last name.
- A nickname may be included but must be in parentheses ( ) or quotation marks " ".
- A short version of the first name, such as "Bill for William," "Dick for Richard" or "Kathy for Kathleen."

NO TITLES OR DEGREES ARE ALLOWED IN THE BALLOT NAME. (E. C. § 13106)

WITHIN ONE YEAR OF ANY ELECTION, A CHANGE IN LEGAL NAME SHALL NOT APPEAR ON THE BALLOT UNLESS THE CHANGE WAS MADE BY MARRIAGE OR BY DECREE OF COURT. (E. C. § 13104)

NOTE: (July 21, 2009) the Secretary of State shall hold a public drawing to determine the order of Candidate names on the ballot by randomly drawing each letter of the alphabet. (EC 13112 (d)

BALLOT DESIGNATION GUIDELINES

SELECTING YOUR BALLOT DESIGNATION – The **ballot designation** describes the current profession, vocation, occupation or incumbency status of the candidate that will appear on the ballot under the candidate's name.

Ballot designations:

1) The listing of a designation on the ballot is OPTIONAL
2) Becomes public record once the information is filed on the Declaration of Candidacy.
3) Ballot designations **cannot be changed after the final date to file nomination documents**.

Only one of the following categories is allowed:

1) **Elective Office Title:** Words describing an elective office title may be used **IF** the candidate holds the office at the time nomination documents are filed and the office was filled by a vote of the people.

   Example A: Governing Board Member

   Example B: Board member, XYZ School District

2) **Incumbent:** The word **Incumbent** may be used **IF** the candidate is seeking re-election to the same office and was elected to that office by a vote of the people or was appointed as a nominated candidate in lieu of an election.

3) **Appointed Incumbent:** The words **Appointed Incumbent** <u>must</u> be used **IF** the candidate was appointed to the office and is seeking election to that office. The word Appointed may also be used with the office title.

   Example A: Appointed Incumbent

   Example B: Appointed Board member, XYZ School District

   Exception: Candidates appointed to office in lieu of an election **do not** have to use the word appointed.

4) **Principal Occupation:** No more than **three words** to either describe the current principal profession, vocation, or occupation of the candidate **or** the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.

Example A: High School Teacher

Example B: Attorney/Educator/Rancher

Example C: CEO/Councilmember

5) **Community Volunteer:** A Community Volunteer shall constitute a valid principal vocation or occupation subject to the following conditions:

a) A candidate's community volunteer activities constitute his or her 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.

c) A candidate is not engaged concurrently in another principal profession, vocation or occupation.

6) **No Occupation Desired:** If no ballot designation is requested, write the word "NONE" and place your initials in the space provided for ballot designation on the Declaration of Candidacy form.

FORMAT OF BALLOT DESIGNATION – Ballot designations selected which exceed space allotted on the ballot (approximately 60 characters) are printed in a smaller typeface pursuant to § 13107(f) of the California Elections Code. **Restrictions:** The rules governing ballot designations can be the subject of confusion. The California Secretary of State's ballot designation regulations are available upon request.

BALLOT DESIGNATION WORKSHEET – A Ballot Designation Worksheet that supports the use of that ballot designation is required to be filed with the Election Official at the same time as the Declaration of Candidacy. If a candidate fails to file a Ballot Designation Worksheet, no designation will appear on the ballot.
(E.C. § 13107.3)

REJECTION OF BALLOT DESIGNATION – If the designation is in violation of any of the restrictions set forth in California Elections Code, the candidate will be notified by phone or by registered or certified mail with a return receipt addressed to mailing address appearing on the candidates ballot designation worksheet. If an alternative designation is not provided within the time allowed, no designation will appear on the ballot.
(**E.C. § 13107(c))**

UNACCEPTABLE DESIGNATIONS – Pursuant to Elections Code §13107(b), the elections official shall not accept a ballot designation if:

a. It would mislead the voter.

b. It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.

c. It abbreviates the word "retired" or places it following any word(s) that it modifies.

Unacceptable:

Ret. Policeman
Policeman, Retired

It uses a word or prefix, such as "former" or "ex-," which means a prior status.

Unacceptable:

Former Policeman
Ex Policeman

The only exception is the use of the word "retired."

Acceptable:

Retired Policeman

d. It includes the name of any political party, whether or not it has qualified for the ballot.

e. It uses a word(s) referring to a racial, religious or ethnic group.

f. It refers to any activity that is prohibited by law.

GUIDELINES FOR ACCEPTABLE BALLOT DESIGNATIONS (BASIC TEST):

a. Is it true?

b. Is it accurate?

c. Does it mislead?

d. Is it generic? (This means "IBM" is unacceptable, "Computer Company" is acceptable.)

e. Is it neutral? (This means not for or against)

f. Is it how this person makes a living?

Candidates may review their own ballot designation, as well as that of other candidates, in this office during working hours:**, (E- 42)** through **(E- 39) (Excluding Saturdays, Sundays and Holidays).**

If you have any questions regarding the nomination procedures, please call the Election Division at (925) 335-7874.

FALSE OR MISLEADING INFORMATION TO VOTERS

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

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

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

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

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

INDEPENDENT CANDIDATE INFORMATION

Elections Code 8300 & 8550

The Mandatory nomination period for Independent candidates begins E - 63, June 30, 2009 and ends E - 43, July 20, 2009 at 5:00 p.m.

A candidate filing as an independent candidate for partisan office must meet the following requirements:

1. A candidate shall be at least 25 years of age, a U. S. citizen for seven years, and a resident of California when elected. There is no durational residency requirement for congressional candidates.

2. Be a registered voter and otherwise qualified to vote for that office at the time that nomination papers are issued to the person.

3. That the candidate is not, and was not at any time during the three (3) months preceding the filing of the Declaration of Candidacy, registered as affiliated with a political party qualified under Section 5100. EC 8550 (f), 10700, 10704

4. Pay the requested filing fee or submit signatures in-lieu of filing fee.

SIGNATURES REQUIRED ON NOMINATION PAPERS. **–** Nomination Papers for United States Representative in Congress, to be voted for at a special election to fill a vacancy, shall be signed by voters in the district not less in number **than 500 or 1 percent** of the entire vote cast in the area at the preceding general election **(295,165)**, whichever is less, nor more than **1,000**. For this election, the signature requirement is **500**.

PARTY DESIGNATION ON BALLOT – The word "Independent" will be used as the party designation on the candidate's Nomination Documents and on the ballot.

WRITE-IN CANDIDATE INFORMATION

Election Code Sections 8600 & 8601

A person who has not followed the usual procedure for placing his or her name on the ballot for the election may still be elected to office as a Write-in Candidate.

The nomination period for Write-In candidates begins E - 57, July 6, 2009 and ends E - 14, August 18, 2009 at 5:00 p.m.

A Write-in Candidate **is not required** to pay a filing fee.

Write-In candidacy forms will be available during the nomination period and must be **filed** with the Election Division's Office **NO LATER THAN 5 P.M. ON THE 14th DAY** prior to the election.

To qualify as a write-in candidate, the following document must be filed:

- 40 - 60 Nomination Signatures
- Eligibility requires the candidate to collect no less than 40 valid nomination signatures from voters within their party and jurisdiction in which they're running.
- Statement of Write-In Candidacy (Declaration of Candidacy)

The "Code of Fair Campaign Practices" form shall be issued to write-in candidates. This form is optional. If in agreement, the candidate may sign and submit the form. This form is not mandatory and is not necessary for the candidate to file.

Contact the Federal Election Commission for Campaign Finance Reporting Obligations at 1.800.424.9530 or www.fec.gov

The Ballot Name and Candidate Statement are not an option for a write-in candidate.

Write-In Votes Required For Nomination At the Special Primary Election	
Votes last cast for office (November 4, 2008)	295,165
Write-In votes required for nomination	2,952

ELECTION RESULTS FOR WRITE-IN CANDIDATES

Write-in election results are not determined until the canvass is completed. California election law allows a prescribed number of days for the conduct of the official canvass. During the official canvass, write-in ballots must be individually reviewed to determine if the write-in vote is for a qualified/unqualified write-in candidate and whether a voter has over voted. All aspects of the canvass shall be open to the public. **Write-in votes are counted and certified in an election only if qualified candidates have filed the required nomination documents with the elections official.**

POSITION ON THE BALLOT

Division 20 of the California Elections Code

State Random Alphabet List E.C.13112 (b) (1) (D)

The Secretary of State conducts a random drawing of the alphabet on the 42nd day before the Special Primary Election which is July 21, 2009.

Names of candidates will be arranged on the ballot in accordance with the random alphabet.

MASS MAILING REQUIREMENTS

G.C. 84305

As defined in Government Code 82041.5, "Mass mailing" means more than two hundred substantially similar pieces of mail, but does not include a form letter or other mail that is sent in response to an unsolicited request, letter, or other inquiry.

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 slate mail in the mass mailing and on at least one of the inserts included within each piece of slate mail in no less than 8-point type which shall be in a color or print which contrasts with the background 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's Political Reform Division.

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).

SLATE MAILER ORGANIZATIONS

G.C. 82048.3, 82048.4, 84108

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

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

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

POLITICAL ADVERTISING REQUIREMENTS - NEWSPAPERS

E.C. 20008

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 of 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.

SECTION 3

GENERAL INFORMATION

VOTER REGISTRATION INFORMATION

E.C. 2188, 2194

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

Any person, organization, company, committee, association or group requesting voter registration information must complete an application provided and maintained by the Registrar of Voters. Individuals requesting confidential voter registration information must provide valid documentation to support the request.

This also applies to indexes and the Vote By Mail voter lists.

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

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

It is a misdemeanor for any person knowingly to acquire possession or use of voter registration information without first complying with Elections Code Section 2188, which requires an application for voter registration information.

VOTE-BY-MAIL BALLOT INFORMATION

Who may Vote-By-Mail?
Any registered voter who requests a Vote-By-Mail ballot in writing may vote-by-mail. E.C. 3001, 3003

Permanent Vote-By-Mail Voter Information - Any voter may apply for permanent Vote-By-Mail status. A voter will lose his or her permanent Vote-By-Mail status if he or she does not return a Vote-By-Mail ballot in two consecutive **statewide general elections**. E.C. 3201, 3206

Mail Ballot Precinct Information - Though technically not Vote-By-Mail voters, voters who reside in a precinct that has fewer than 250 registered voters 88 days prior to an election may be declared to be in a "mandatory mail ballot precinct." When this occurs, all voters in that precinct will automatically be mailed a Vote-By-Mail ballot therefore no **application is necessary.** Because of the increasing number of jurisdictions with overlapping boundaries that hold elections at the same time, the number of mail ballot precincts has increased. Voters should check the back of their Sample Ballots to determine if they are in a mail ballot precinct.

What Information Must Be Provided to Obtain a Vote-By-Mail Ballot?
To obtain a Vote-By-Mail ballot, voters must apply in writing to the local Registrar of Voters. As required by law, an application for a Vote-By-Mail ballot is always included in the Sample Ballot sent to each voter in the county prior to each election; however, no application form is necessary. A voter may write a note to the local elections official requesting a Vote-By-Mail ballot. The request shall contain the following:

1. The voter's **printed name**
2. The voter's **residence address**
3. The mailing address to which the **voter wants the Vote-By-Mail ballot sent**
4. The **name and date of the election** for which the voter is applying
5. The **voter's signature**

In Contra Costa County mail request to: **or Fax your request to:**

Contra Costa County Registrar of Voters
P.O. Box 271
Martinez, CA 94553

925.335.7838

E.C. 3001, 3006

When to Apply for a Vote-By-Mail Ballot

Elections officials process applications and mail Vote-By-Mail ballots during the period 29 - 7 days prior to an election. A voter may submit an application prior to this time, but the elections official will hold it until the 29th day. Applications for Vote-By-Mail ballots **that are to be mailed to the voter** cannot be processed if received less than 7 days prior to an election. Vote-By-Mail ballots are available in the Registrar of Voters Office until 8:00 p.m. on Election Day. E. C. 3001

Distributing Applications for Vote-By-Mail Ballots

Any candidate, group of candidates, ballot measure committee or other political organization that intends to conduct a Vote-By-Mail voter drive, should note the following information regarding distribution of applications for Vote-By-Mail ballots. Before you do anything, contact your local Registrar of Voters.

Uniform Vote-By-Mail Voting Application

The Secretary of State has prepared a uniform application format for a Vote-By-Mail ballot for use by all individuals, organizations and groups distributing Vote-By-Mail ballot applications. Failure to conform your application to the uniform format is a misdemeanor. A master Vote-By-Mail ballot application form will be provided by the Registrar of Voters office, 555 Escobar Street, Martinez, CA 94553.

Important Information

To ensure accuracy, the voter should fill out all the information on the application; however, the following information may be preprinted on the application form:

1. The voter's name and residence address as they appear on the voter's affidavit of registration
2. The name and date of the election for which the Vote-By-Mail ballot is being requested
3. The deadline date by which the application must be received by the elections official

There is a separate section of the form to indicate a mailing address if the voter wishes to receive his or her ballot at an address other than his or her residence address. This information **may not** be preprinted and may only be completed by **the voter**. The mailing address to which a Vote-By-Mail ballot is requested to be sent **may not** be the address of any political party, political campaign headquarters, or a candidate's residence. This provision does not apply to a candidate, or to a candidate's immediate family or housemates, who request that a Vote-By-Mail ballot be mailed to the candidate's residence address.

The voter must **personally** affix his or her signature.

Any application containing preprinted information shall contain the following statement (verbatim) printed conspicuously on the form:

You have the legal right to mail or deliver this application directly to the local elections official of the county where you reside.

The name, address and telephone number of any organization, individual or group that authorizes the distribution of applications shall be printed on the application.

Any individual, organization or group that distributes applications for Vote-By-Mail ballots and receives completed application forms shall deliver the forms to the appropriate elections official **within 72 hours** of receipt. It is a crime to delay the return of a Vote-By-Mail ballot application.

Vote-By-Mail ballot applications provided by a group or organization shall be sent by non-forwardable mail.

Any individual, group or organization that knowingly distributes any application for a Vote-By-Mail ballot that does not conform to the state requirements is guilty of a misdemeanor.

Voters who use a Vote-By-Mail ballot application provided by an individual, group or organization must attest to the truth and correctness of the contents and sign under penalty of perjury.

The Vote-By-Mail ballot application must contain information regarding permanent Vote-By-Mail status.

The size of the uniform format approved by the Secretary of State is 8 ½" x 5 ½".

Vote-By-Mail Ballot Counting

Vote-By- Mail ballots are processed beginning 11 business days prior to an election but no results may be released until 8:00 p.m. election night. Partial Vote-By-Mail results are the first results announced on election night. EC 15101

ELECTIONEERING ON ELECTION DAY

E. C. 18370, 18541

On Election Day, within 100 feet of a polling place, ("100 feet of a polling place" means a distance of 100 feet from the room in which voters sign the roster and cast their ballots) no person shall:

Solicit a vote or speak to a voter on the subject of marking his ballot, or do any electioneering

Speak to a voter on the subject of his qualifications for voting (except as a part of the formal challenge procedure) or place a sign relating to voters' qualifications;

Circulate any type of petition

Any person who violates this section is punishable by imprisonment in the County Jail or State Prison for not more than 12 months. Any person who conspires to violate this section is guilty of a felony.

ELECTIONEERING DURING VOTE-BY-MAIL

E. C.18371

No candidate or representative of a candidate, and no proponent, opponent, or representative of a proponent or opponent, of an initiative, referendum, or recall measure, or of a charter amendment, shall do the following:

Solicit the vote of an absentee voter

Do any electioneering, while in the residence or in the immediate presence of the voter, and during the time he or she knows the absentee voter is voting.

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

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

POLITICAL SIGNS

The placement of political signs is subject to regulation. Be sure you know what the restrictions are. For signs within a city, see the City Clerk for information.

APPENDIX A

In the matter of Political Sign Regulations in the Unincorporated Areas of Contra Costa County:

With the exception of signs which are located on legal Commercial Outdoor Advertising Structures, all political signs placed in areas under the jurisdiction of the Contra Costa County Community Development Department are regulated by Contra Costa County Ordinance Code Title 8, Division 88, Chapter 88-6, as follows:

Article 88-6 **Section 88-6.810** **Political Campaign Advertising**

Political signs may be erected or displayed before an election until ten days after the election inclusive.

These signs may not be erected in the right-of-way of any state highway, county highway, or public road or street. (Ords. 92-36)

Other Sections relating to sign placements throughout Contra Costa County:

Article 88-6.8 **Section 88.6.812** **Sign - On Utility Poles**

No person shall post, place, attach, erect, or maintain any sign, poster, advertisement, or any material or object of any kind on a pole, post, wire, or structure maintained under a franchise by a public utility or public service corporation in the right-of-way of any county or public highway.

The director of public works may issue permits for the posting of notices required by law, by order of any court or by the board of supervisors and shall require, as a condition of permit, that the notice be removed within ten days after the expiration of the period for which the notice is being given.

Article 88-6.8 **Section 88.6.618** **Sign - Intersection**

No outdoor advertising structure, except Type IV signs, shall be erected or maintained in such a location or position that operators of motor vehicles who are within one hundred feet of the intersection of any public road with any other public road or any railroad will not have a clear and unobstructed view of the intersection and of any traffic on all of the roads or railroads entering the intersection for a distance of one hundred feet along all the roads or railroads.

If the sight distance at the intersection is already obstructed by building, structure, vegetation or topography, then the outdoor advertising structures may be located within one hundred feet of the intersection, so long as they do not constitute additional obstruction of sight distances.

If you plan to post signs, **you must submit** the STATEMENT OF RESPONSIBILITY FOR TEMPORARY POLITICAL SIGNS form **to the Department of Transportation**, which will be given to candidates during the nomination period.

General Information	Reports described in this document are generated from the database of registered voters maintained by the Elections Department and are available for a fee. This booklet describes the type of information, formats and purchase costs that are available. Most records are generally available for public inspection and use. Some records, however, are not available or are available only for specified uses. See **"Accessing Voter Registration Information"** on the following page.
Routine Reports	Routine computer reports generated for internal and public use are available. These reports are described in this booklet on page 33, and are generally available on relatively short notice.
Custom Reports	Custom reports may be generated from the database, upon request. Custom reports depend on availability of computer time and staff and require a minimum 24 hour notice.
Paper or CD-ROM	Reports are available on paper or CD-ROM. A limited number of reports, including custom reports, may be mailed or created on CD-ROM. Please check with Computer Operations before ordering a report. **Large files, such as the Master Voter File, are available only on CD-ROM.**

ACCESSING VOTER REGISTRATION INFORMATION

Viewing or Purchasing Voter Registration Records

When an individual, government agency or a political entity requests information of registered voters, an **'Application to Purchase or View Voter Registration Information'** must be completed, signed and approved before any information can be released.

This form is available at the Elections Office.

Agreement

By signing this form, the requestor agrees to use the information only for election or governmental purposes (California Administrative Code Sections 19005 and 19008).

The requestor further agrees not to sell, lease or deliver possession of the registration information, or a copy thereof, or any portion thereof, to any person, organization or agency without receiving prior written authorization to do so from the Contra Costa County Registrar of Voters.

Penalties for Unauthorized Use

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

For example, if an unauthorized use resulted in a mailing to all registered voters in Contra Costa County, the penalty would be approximately $300,000.

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

EXAMPLES OF USES OF VOTER REGISTRATION INFORMATION	PERMITTED	NOT PERMITTED
Using registration information for purposes of communicating with voters in connection with any election	X	
Sending communications, including, but not limited to: Mailings which campaign for or against any candidate or ballot measure in any election	X	
Mailings by or on behalf of any political party, provided that the content of such communications will be devoted to news and opinions of candidates, elections, political party developments, and related matters	X	
Mailings incidental to the circulation or support of or opposition to any recall, initiative, or referendum petition	X	
Sending newsletters or bulletins by any public official, political party or candidate for public office	X	
Conducting any survey of: Voters in connection with any election campaign	X	
Opinions of voters by any government agency, political party, elected official or political candidate for election or governmental purposes	X	
Opinions of voters other than a survey in connection with any election campaign or a survey of opinions of voters by any governmental agency, political party, elected official or political candidate for election or governmental purposes		X
Conducting an audit or voter registration lists for the purpose of detecting voter registration fraud	X	
Soliciting contributions or services as part of any election campaign on behalf of any candidate for public office or any political party in support of or opposition to any ballot measure	X	
Official use by any local, state or federal governmental agency	X	
Any communication or other use solely or partially for any commercial purpose		X
Solicitation of contributions or services for any purpose other than on behalf of a candidate or political party or in support of or opposition to a ballot measure		X

Reference California Administrative Code Section 19004

ORDERING INSTRUCTIONS

ANTICIPATE NEEDS

PLEASE PLAN AHEAD

All computer-generated reports must be coordinated with Election job. We process requests as fast as we can, but during really busy periods, it could take up to 72 hours to process a request.

Information purchased on a CD is not formatted to provide walking lists, mailing labels or any other type of report.

It is raw data only. You will need to process and format the file on your PC.

(The Election Department cannot train you or give you instructions on how to read or process information contained on the CD).

APPLICATION TO VIEW

Before a report can be released to you, you must first complete an 'Application to Purchase or View Voter Registration Information', available from the Elections Office.

The form must be completely filled out and you must also show a photo ID, such as a driver's license, press card or university identification card.

FEES

Once your application has been approved pay the required fee in full.

For fees, refer to available reports and services in this booklet.

Fees may be paid in cash, check or money order.

Checks and money orders should be made payable to "County Clerk".

We do not accept credit cards.

AVAILABLE REPORTS AND CHARGES
(Customer must prepay postage either by US Mail, UPS or Federal Express)

NAME OF REPORT	JOB NO.	DESCRIPTION	NOTES/FEES
Voter Master File (May be created with voting history).	CXRJ001 MVMJ010 for Household Mailing	Lists the records in the voter file. May be created with voting history. Countywide or district.	Available Countywide or by district on CD-ROM. Entire County: $250, plus the cost of CD, plus tax. District: $50 for the first 100,000 names; $175 for all districts over 100,000 names, plus the cost of the CD, plus tax.
Street File	SGMJ001	Lists streets in alphabetical order with the range of addresses, precinct numbers, city name and zip code. Countywide or District.	Available on CD-ROM on the first of each month. $25 plus cost of CD, plus tax.
Precinct/District Customer File	PDMJ001	District and Precinct records for each precinct in the County Registration totals by party are included. Countywide or District.	Available on CD-ROM. $25 plus cost of CD, plus tax.
Daily Absentee List	AVMR015	A county wide alphabetical list of all absentee voter applications processed the previous day, beginning 29 days before an election. Not cumulative. Shows applicant's residence and mailing addresses, political party, date application received, date ballot mailed, the voting and absentee precincts. Not available by district.	Available for viewing only at Election Office during regular business hours, no charge. Copying charge - $0.25 per page plus tax ($1.00 minimum).

NAME OF REPORT	JOB NO.	DESCRIPTION	NOTES/FEES
Absentee Customer File	AVMJ004, 010, 011	Lists voters who have **applied** (**AVMJ004**); **issued AVMJ010**); **returned** (**AVMJ011**); an absentee ballot. Gives mailing address, political party, precinct and affidavit number. Cumulative or by date. Countywide or district. Return information available starting 29 days before election.	Countywide or by district. Available on CD-ROM or Email. Requires a minimum 24-hour notice. $25 per file created, plus cost of CD, plus tax
AV Customer File by District	AVMR132	Prints condensed absentee voter list by district and date request.	Available on paper only. $25 plus cost of paper, plus tax.
Voted Voter Records (Those who did vote)	MVMR018	Lists names of voters, including absentee voters, who voted in an election. Countywide or district.	Available on CD-ROM, entire county $150 plus cost of CD, plus tax. District: $50.00 plus cost of CD, plus tax.
Statement of Votes (Results)		Shows the number of votes cast within each precinct for each contest on the ballot.	On paper, specific contests or precincts may be purchased for $0.25 per page, plus tax. The entire report is available on CD-ROM (in Excel format) for $50 plus the cost of the CD, plus tax.

There are other reports available, and smaller files can be sent via email.

If what you want is not on this list, call Information Technology at 925.335.7800

We will try to accommodate you.

There is a charge for all Files, CD-ROMS, and paper.

CD-ROM……..$0.50 each plus tax

8 ½ x 11 paper…….$0.15 per page plus tax

CHARGES FOR VARIOUS SERVICES

Political Reform Documents	$0.10 per page (no minimum) (Government Code Section 81008)
Retrieval Fee F.P.P.C. Campaign Forms	$5.00 per request: reports and statements five or more years old (Government Code Section 81008)
Transcripts	$5.00 each (no tax)
Certified Copies	$2.25 per copy (no tax)
Copies of Documents	$0.25 per page, plus tax ($1.00 minimum)
Election Results (Statement of Vote)	$0.25 per page, plus tax ($1.00 minimum)
Absent Daily List (Voters who have applied for absentee ballots - Election specific countywide only)	$0.25 per page, plus tax ($1.00 minimum)
Precinct List (Walking List) MVMR010	$0.50 per 1,000 names, plus tax ($1.00 minimum)
(BizHub) Precinct Maps, 11” x 17”	$1.50 each, plus tax
Full Plotter Maps	$25.00 per running foot, plus tax
Candidate’s Statement of Qualifications	$0.25 per page, plus tax ($1.00 minimum)