

CONTRA COSTA COUNTY ELECTIONS DIVISION

INFORMATIONAL HANDBOOK FOR DISTRICT CANDIDATES



GENERAL ELECTION
NOVEMBER 6, 2012

**COUNTY OF CONTRA COSTA
REGISTRAR OF VOTERS**

**555 Escobar Street
P.O. Box 271
Martinez, CA 94553-0027**

925.335.7800
Toll Free 1.877.335.7802
www.cocovote.us

CANDIDATE GUIDE

*This booklet has been prepared to assist candidates for the **NOVEMBER 6, 2012 GENERAL 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 8:00 a.m. to 5:00 p.m., except holidays. For dates that fall on a Saturday, Sunday, or a State holiday, use the next regular business day for transactions.

**STEPHEN L. WEIR
COUNTY CLERK AND 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
Tomasita Ocasio - Elections Manager

CANDIDATE FILING - 925.335.7874 - 925.335.7842 FAX

Rosa Mena - Election Processing Supervisor
Olga Hernandez - Election Services Specialist
Will Alas - Election Technician

PRECINCTING & MAPPING - 925.335.7869 - 925.335.7837 FAX

Melissa Petty - 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

Yolanda Pinkston - Election Services Specialist

REGISTRATION & VOTE BY MAIL VOTING - 925.335.7871 - 925.335.7838 FAX

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

INFORMATION TECHNOLOGY - 925.335.7827 - 925.335.7826

Travis Ebbert - 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

Campaign disclosure, state contribution limits, conflict of interest disclosure - 866.275.3772 - 916.322.3711 FAX

Legal Division

Conflict of Interest disqualifications, use of campaign funds - 866.275.3772

Enforcement Division

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 many 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 city attorney or local district attorney's office.
- **Vandalism or requirements concerning campaign signs** - Contact your local city attorney or local district attorney's office.

TABLE OF CONTENTS

SECTION 1 - INTRODUCTION INFORMATION	PAGE
Abbreviated Election Calendar	1-3
Incompatibility of Offices	4
Offices, Terms, Incumbents	5
Candidate Statement Estimated Costs	5
Ballot Designation and Candidate Statement of Qualifications.....	6
Candidate Statements in Shared Counties.....	7
 SECTION 2 - SCHOOL DISTRICTS	
Offices, Terms, Incumbents	8-11
Candidate Statement Estimated Costs	8-11
Candidate Qualifications and Requirements, Overview of Nomination Process	12-14
Summary Information for School District Candidates	15
 SECTION 3 - SPECIAL DISTRICTS	
Offices, Terms, Incumbents	16-22
Candidate Statement Estimated Costs	16-22
Candidate Qualifications and Requirements, Overview of Nomination Process	23-25
Summary Information for Special District Candidates.....	26
 SECTION 4 - SCHOOL AND SPECIAL DISTRICTS CANDIDATE INFORMATION	
School and Special Districts Mini-Calendar	27
Special Districts Mini-Calendar / Nomination Signature Guidelines.....	28
Candidate Statement of Qualification Guidelines.....	29-32
Word Count Standard	33
Ballot Name and Ballot Designation Guidelines.....	34-38
Voluntary Code of Fair Campaign Practices	39-40
Campaign Disclosure - General Information	41-50
Position on the Ballot	51
Write-In Candidates	51
Summary Information for Write-In Candidates.....	52
 SECTION 5 - ADDITIONAL CANDIDATE INFORMATION	
Mass Mailing Requirements and Prohibitions	53
Slate Mailer Organizations.....	53
Political Advertising Requirements - Newspapers	54
False or Misleading Information to Voters.....	54
 SECTION 6 - GENERAL INFORMATION	
Voter Registration Information	55
Vote By Mail Ballot Information.....	55-57
Electioneering on Election Day and During Vote By Mail.....	57
Political Signs	58
Voter Registration and Election Reports	59
Accessing Voter Registration Information	60-61
Ordering Instructions.....	62
Available Reports and Charges for Various Services	63-65

SECTION 1

INTRODUCTION INFORMATION

ABBREVIATED ELECTION CALENDAR - NOVEMBER 6, 2012

All section references are to the California Elections Code unless stated otherwise.

<p>*July 5, 2012 (E-125)</p> <p>*July 4, 2012 Holiday</p>	<p>LAST DAY for Special District to submit resolution requesting and consenting to consolidation, specifying; setting forth the specifications of the election order.</p> <p>E.C. 10002, 10400, 10509</p>
<p>July 6, 2012 (E-123)</p>	<p>LAST DAY for School District to submit resolution requesting and consenting to consolidation, specifying; setting forth the specifications of the election order.</p> <p>Ed. Code 5016, 5304, 5322</p>
<p>July 16 through August 10, 2012 (E-113-88)</p>	<p>NOMINATION PERIOD: Declaration of Candidacy form and nomination papers may be obtained from and must be filed with the County Election Officials office from July 16 through August 10, 2012, 5:00 p.m.</p> <p>E.C. 10510, 10511</p>
<p>July 16 through August 10, 2012 (E-113-88)</p>	<p><u>OPTIONAL</u></p> <p>CANDIDATE'S STATEMENT OF QUALIFICATIONS: Each candidate may prepare a statement on a form provided by the Elections Clerk. The statement may contain no more than words. The statement must be filed at the same time the Declaration of Candidacy, is filed.</p> <p>E.C. 13307</p> <p>*Word count to be determined by jurisdiction.</p> <p><u>IMPORTANT:</u></p> <p>CANDIDATE'S STATEMENT OF QUALIFICATIONS MAY MAKE NO REFERENCE TO ANOTHER CANDIDATE: In addition to the restrictions set forth in Section 13307, any candidate's statement submitted pursuant to Section 13307 shall be limited to a recitation of the candidate's own personal background and qualifications, and shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities. The Elections Official shall not cause to be printed or circulate any statement that the Elections Official determines any reference prohibited by this section.</p> <p>E.C. 13308</p> <p>The jurisdiction will determine the total cost of printing and handling the candidates' statements and will require each candidate filing a statement to pay in advance his/her estimated pro rata share as a condition of having his/her statement included in the voter's pamphlet. This amount must be paid at the time the candidate's statement is filed. Some jurisdictions have other options. Refer to specific jurisdiction candidate statement information for details.</p> <p>Please note: If the estimate does not cover the total actual cost, the candidate shall be required to pay the balance of the cost incurred <u>after the election</u>. The jurisdiction will notify the candidate if this has occurred. Overpayments will be refunded within 30 days of the election.</p> <p>E.C. 13307</p> <p>The candidate's statement is confidential until after the expiration of the filing period. Copies of all candidate statements will be available for public inspection at the Elections Office for 10 days prior to being submitted for printing.</p> <p>E.C. 13311, 13313</p> <p><i>The candidate statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.</i></p> <p>E.C. 13307 (a) (3)</p>
<p>August 11, through August 15, 2012 (E-87-83)</p>	<p>NOMINATION EXTENSION PERIOD: If the incumbent is eligible to run and <u>does not</u> file, the deadline is extended 5 calendar days to <u>non-incumbents only</u>.</p> <p>If the office is <u>vacant</u>, it is <u>not extended</u>.</p> <p>E.C. 8022, 10516</p>

July 16 - August 10, 2012 (E-113 - E-88)	FILING PERIOD DEADLINE for Candidate Statements for offices for which nomination papers were NOT required to be filed . Federal, State Senate, State Assembly and County Office run-offs , if <u>any</u> , may purchase space for a 250 word candidate statement in the County Voter Information Pamphlet of the county or counties in the jurisdiction. Candidates for State Senate and Assembly may purchase statement space only if they have agreed to voluntary expenditure limits. G.C. 85601 (c), E.C. 13307.5
July 18, 2012 (E-111) (Date designated by the Secretary of State)	DEADLINE for Candidate Statements in the State Voter Information Guide . Last day Statewide candidates and United States Senate candidates may purchase space for a 250-word candidate statement in the official State Voter Information Guide. Statewide candidates may purchase statement space only if they have agreed to the voluntary expenditure limits. G.C. 85601 (a), E.C. 9084 (i)
July 31, 2012 (E-98)	CHANGE OF CANDIDATE'S DESIGNATION ON BALLOT - Last day that any candidate may request in writing a different ballot designation than that used at the primary election. This request should be made to both the Secretary of State and the County Elections Official if the candidate is running for a State or Federal office. E.C. 13107 (e)
August 10, 2012 (E-88)	LAST DAY FOR CANDIDATES TO WITHDRAW : No candidate shall withdraw his/her Declaration of Candidacy, <u>after</u> 5:00 p.m. on the 88 th day prior to the election. E.C. 10510
	COUNTY ELECTIONS OFFICIAL to determine argument filing deadlines. E.C. 9163, G.C. 6061
Public review is 10 calendar days after the close of applicable filing.	PUBLIC REVIEW PERIOD FOR CANDIDATES' STATEMENTS, BALLOT DESIGNATIONS, AND MEASURE DOCUMENTS, IF APPLICABLE : Public review period for Candidates' Statements of Qualifications; ballot designations; and measure's impartial analysis, fiscal impact statements, full text of the measure (if any), and direct arguments. These materials will be available at the County Elections Office. E.C. 13311, 13313
August 16, 2012 (E-82)	RANDOMIZED ALPHABET DRAWING : On this day, the Secretary of State shall conduct a drawing at 11:00 a.m. of the letters of the alphabet, the result of which shall be known as the randomized alphabet, to determine the order in which candidates appear on the Election ballot. E.C. 13112 (b) (1)
September 7 - November 6, 2012 (E-60-0)	LIST OF VOTE BY MAIL VOTERS : Time period CDs are available for purchase indicating all voters who have been issued a Vote By Mail ballot.
September 10 - October 23, 2012 (E-57-14)	WRITE-IN CANDIDATES : First day Statement of Write-In Candidacy and nomination papers are available for Write-In candidates. Must be filed by October 23, 2012, 5:00 p.m. E.C. 8601
September 27 - October 16, 2012 (E-40-21)	SAMPLE BALLOT MAILING : Between these dates, sample ballot pamphlets will be mailed by the Registrar of Voters Office. E.C. 13303
October 8, 2012 (E-29)	29 DAY CLOSE - FIRST VOTER REGISTRATION DEADLINE : These voters <u>will</u> receive a sample ballot pamphlet for the upcoming election.
October 8 - October 30, 2012 (E-29-7)	VOTE BY MAIL VOTING : Applications for Vote By Mail ballots available during this period from the Registrar of Voters. Applications must be received by the Registrar of Voters by October 30, 2012 . E.C. 3001, 3003, 3006

October 5, 2012	FIRST PRE-ELECTION CAMPAIGN DISCLOSURE STATEMENTS DUE: The last day to file campaign disclosure statements for candidates and committees covering the period July 1, 2012 through September 30, 2012 . G.C. 84200.5, 84200.7 (b)
October 22, 2012 (E-15)	15 DAY CLOSE - SECOND VOTER REGISTRATION DEADLINE AND LAST DAY TO REGISTER TO VOTE IN THIS ELECTION: Voters who register to vote by this date will only receive a polling place notification card for this election. They will <u>not</u> receive a sample ballot pamphlet. E.C. 15, 2102, 2107
October 23, 2012 (E-14)	DEADLINE FOR WRITE-IN CANDIDATES TO FILE: Last day for Write-In candidate to file Statement of Write-In Candidacy with the Elections Official by 5:00 p.m. E.C. 8601
October 25, 2012	SECOND PRE-ELECTION CAMPAIGN DISCLOSURE STATEMENTS DUE: The last day to file campaign disclosure statements for candidates and committees covering the period October 1 - October 20, 2012 . G.C. 84200.5, 84200.7 (b)
October 21 - November 5, 2012 Within 24 Hours	LATE CAMPAIGN CONTRIBUTION REPORTING PERIOD: Contributions received of \$1,000 or more per source must be reported within 24 hours during this period, October 21 - November 5, 2012 . G.C. 84203
October 30, 2012 (E-7)	LAST DAY for Election Division to <u>receive Vote By Mail ballot application request</u> is October 30, 2012 .
October 31 - November 6, 2012 (E-6-0)	VOTE BY MAIL VOTING - LATE CONDITIONS: During this period Vote By Mail ballots are available when a voter is unable to vote at his/her polling place on Election Day. Written application signed under penalty of perjury is required unless the absent voter's ballot is voted in the Registrar of Voters' office. E.C. 3021
November 6, 2012 (E-0)	ELECTION DAY: Polls will be open from 7:00 a.m. to 8:00 p.m. Ballots will be counted on precinct scanners at the polling place and Vote By Mail will be centrally counted at the Registrar of Voters' office. E.C. 1000, 14212, 15260
November 6, 2012 (E-0)	VOTE BY MAIL VOTER BALLOTS RETURNED: Deadline for the Registrar of Voters to receive Vote By Mail ballots by mail or in person is November 6, 2012, 8:00 p.m. A voter may deliver his/her Vote By Mail ballot in person to any available polling place in the County by the close of the polls. E.C. 3017, 3020
November 6, 2012 (E-0)	SEMI-OFFICIAL CANVASS OF ELECTION RETURNS: Beginning at 8:00 p.m. and continuously until completed, the Registrar of Voters will conduct the semi-official canvass of votes. E.C. 15150
November 8, 2012 (E+2)	COMMENCE OFFICIAL CANVASS OF ELECTION RETURNS: The Registrar of Voters will commence canvassing votes. E.C. 10547, 15301
December 4, 2012 (E+28)	COMPLETE OFFICIAL CANVASS OF RETURNS: The Registrar of Voters must complete the canvass and certify the results of the election by this date. E.C. 355.5, 10418, 15301, 15302, 15360, 15372
	CERTIFICATE OF ELECTION: The Elections Official shall make and deliver to each person elected a Certificate of Election signed by the County Elections Official. E.C.10553
January 31, 2013	SEMI-ANNUAL CAMPAIGN DISCLOSURE STATEMENT DUE: Last day to file semi-annual campaign disclosure statements for all candidates and committees for the period from October 21 - December 31, 2012 . G.C. 84200, 84212

INCOMPATIBILITY OF OFFICES

G.C. 1099

The Political Reform Act does not prohibit any office holder from holding multiple public offices or seeking more than one elective office.

For example, a Deputy District Attorney can hold the office of City Councilmember, or a Water Board Director may also be elected to a Park and Recreation District. There are, however, instances of holding more than one office that are considered incompatible.

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

The courts have defined this concept as follows:

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

The State of California Attorney General's Office has issued many opinions of particular compatibility questions.

Here are six examples of incompatible offices:

1. The offices of City Councilman and School District Board Member where the City and the School District have territory in common;
2. Fire Chief of a County Fire Protection District and Member of the Board of Supervisors of the same county;
3. High School District Trustee and Trustee of an Elementary School District which is wholly within the geographic boundaries of the High School District;
4. Water District Director and a City Councilmember,
5. Water District Director and a School District Trustee having territory in common; and
6. Deputy Sheriff and County Supervisor.

If you have a question about whether two public offices which you hold or seek to hold would be considered incompatible, contact the Attorney General's office at 916.324.5437 or visit their website, www.caag.state.ca.us

For further information about Conflict of Interest or Incompatibility of Offices, contact the Fair Political Practices Commission website at www.fppc.ca.gov, or phone toll free 1.866.275.3772

**GENERAL ELECTION
NOVEMBER 6, 2012**

OFFICE	TERM	OFFICEHOLDER	CANDIDATE STATEMENT 250 Words G.C. 85601 E.C. 13307	COUNT	COST ESTIMATE FOR CONTRA COSTA COUNTY	WHO PAYS
FEDERAL						
U.S. Senate (Elected Statewide)	6 years	Dianne Feinstein Elected	250		Contact Secretary of State's Office	Candidate
U.S. Rep Congress 5 th District (Elected by district, shared with Lake, Napa, Solano, and Sonoma Counties)	2 years	*	250	45,514		
U.S. Rep Congress 9 th District (Elected by district, shared with Sacramento and San Joaquin Counties)	2 years	*	250	83,722		
U.S. Rep Congress 11 th District (Not a shared District)	2 years	*	250	350,978		
U.S. Rep Congress 15 th District (Elected by district, shared with Alameda County)	2 years	*	250	34,663		
STATE						
State Senate 3 rd District (Elected by district, shared with Napa, Sacramento, Solano, Sonoma and Yolo Counties)	4 years	*	Applicable if Voluntary Exp Limits Accepted	45,619		Candidate
State Senate 7 th District (Elected by district, shared with Alameda County)	4 years	*	Applicable if Voluntary Exp Limits Accepted	365,308		
State Senate 9 th District (Elected by district, shared with Alameda County)	4 years	*	Applicable if Voluntary Exp Limits Accepted	103,950		
Member of Assembly 11 th District (Elected by district, shared with Sacramento and Solano Counties)	2 years	*	Applicable if Voluntary Exp Limits Accepted	99,967		
Member of Assembly 14 th District (Elected by district, shared with Solano County)	2 years	*	Applicable if Voluntary Exp Limits Accepted	155,726		
Member of Assembly 15 th District (Elected by district, shared with Alameda County)	2 years	*	Applicable if Voluntary Exp Limits Accepted	99,578		
Member of Assembly 16 th District (Elected by district, shared with Alameda county)	2 years	*	Applicable if Voluntary Exp Limits Accepted	159,606		

***Due to redistricting and the complete renumbering of districts, at the time of printing this guide, determination of the incumbent for these districts was not available**

GENERAL ELECTION

NOVEMBER 6, 2012

BALLOT DESIGNATION CHANGE

The last day candidates' may request in writing a different ballot designation than that used at the 06/05/12 Primary Election is **July 31, 2012 at 5:00 p.m.** This written request should be made to the County Elections Official and the Secretary of State's Office for applicable candidates. E.C. 13107

CANDIDATE STATEMENT OF QUALIFICATIONS (VOLUNTARY)
STATEWIDE CANDIDATE STATEMENT PACKAGE AVAILABLE UPON REQUEST

STATE VOTER INFORMATION GUIDE - United States Senate and Statewide Candidates

July 18, 2012 (Date designated by the Secretary of State)

Last day candidates may purchase space for a 250 word candidate statement in the Official State Voter Information Guide. Statewide candidates may purchase statement space only if they have agreed to voluntary expenditure limits. **Contact the Secretary of State's Office at 916.657.2166.** G.C. 85601 (a), E.C. 9084 (i)

COUNTY VOTER INFORMATION GUIDE - Congressional, State Senate and State Assembly Candidates

July 16 - August 10, 2012

The last day candidates may purchase space for a 250 word candidate statement in the County Voter Information Pamphlet of the county or counties in the jurisdiction for the **11/06/12 General Election** is **August 10, 2012 at 5:00 p.m.**

State Senate and Assembly candidates may purchase statement space only if they have agreed to voluntary expenditure limits. Any candidate for elective State office who decline to accept the voluntary expenditure limits but nevertheless does not exceed the limits in the primary, special primary, or special election, may file a statement of acceptance of the expenditure limits for a general or special runoff election within 14 days following the primary, special primary, or special election. G.C. 85401 (c) G.C. 85601, E.C. 13307

(See Form 501, Candidate Intention Statement, for additional instructions regarding information for the Voluntary Expenditure Ceiling.)

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.

COUNTY VOTER INFORMATION PAMPHLET - County Candidates

The last day **County** candidates may purchase space for a 250 word candidate statement in the County Voter Information Pamphlet for the **11/06/12 General Election** is **August 10, 2012 at 5:00 p.m.**

IMPORTANT!

CANDIDATE STATEMENTS IN SHARED COUNTIES

Candidates in districts that encompass more than one county - Procedures, requirements, fees, formats and public examination periods for candidate statements **may vary** between counties.

The cost for such a statement in Contra Costa County and in other shared counties, for the local Voter Information Pamphlet is based upon the number of registered voters within each applicable district and party.

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

It is the candidate's responsibility to contact and obtain the appropriate information from each county within the district they are running, 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.

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.

Refer to Candidate Statement of Qualification Guidelines of this guide for preparation instructions.

SECTION 2

SCHOOL DISTRICTS

NOVEMBER 6, 2012 GENERAL ELECTION
SCHOOL DISTRICTS (22) / FULL TERM (4 YEARS) - SHORT TERM (2 YEARS)

SCHOOL DISTRICTS (22)	OFFICE POSITIONS All Offices are 4 Year Terms unless Noted Otherwise	INCUMBENT (E) = Elected (AV) = Appointed to Vacancy	CANDIDATE STATEMENT		QUALIFICATIONS / NOTES
			COUNT	COST ESTIMATE	
Acalanes Union High School District	2 Bd Members	Gwen Reinke (E) Kathleen Coppersmith (E)	71,521	\$1,450.00	Resident elector of District At-Large. Candidate pays for statement at time of filing. 200 words
Antioch Unified School District	3 Bd Members	Claire Smith (E) C. Diane Gibson-Gray (E) Walter Ruehlig (E)	45,034	\$980.00	Resident elector of District At-Large. Candidate pays for statement at time of filing. 200 words
Brentwood Union School District	2 Bd Members	Lori Strauss (E) Carlos Sanabria (E)	26,177	\$640.00	Resident elector of District At-Large. Candidate pays for statement at time of filing. 200 words
Byron Union School District	2 Bd Members	Kenneth Silman (E) Bobbi Nugent (E)	7,333	\$400.00	Resident elector of District At-Large. Candidate pays for statement at time of filing. 200 words
Canyon Elementary School District	2 Bd Members	Brian Coyle (E) Karen Pickett (AV)	151	\$400.00*	Resident elector of District At Large. <i>*Candidate pays the cost of the statement but only required to pay 10% - \$40.00 at time of filing. The district will bill candidate the remaining balance after the election.</i> 300 words

SCHOOL DISTRICTS	OFFICE POSITIONS <small>All Offices are 4 Year Terms unless Noted Otherwise</small>	INCUMBENT <small>(E) = Elected (AV) = Appointed to Vacancy</small>	CANDIDATE STATEMENT		QUALIFICATIONS / NOTES
			COUNT	COST ESTIMATE	
Chabot-Las Positas Community College District	Ward 7, 1 Bd Member (Shared with Alameda)	Barbara Mertes (E)	125	\$400.00	Resident elector of Ward 7. Candidate pays for statement at time of filing. 200 words
Contra Costa Community College District	Ward 2, 1 Bd Member	Tomi Van de Brooke (E)	131,208	\$2,522.00	Resident elector of Wards 2 or 5 of which candidate is seeking.
	Ward 5, 1 Bd Member	Robert Calone (E)	85,392	\$1,697.00	Candidate pays for statement at time of filing. 200 Words
Contra Costa County Board of Education	Area 1, 1 Bd Member	Pamela Mirabella (E)	83,399	\$1,670.00	Resident elector of Areas 1 or 3 of which candidate is seeking.
	Area 3, 1 Bd Member	Daniel Gomes (E)	101,462	\$1,990.00	Candidate pays \$100.00 deposit for statement at time of filing. District pays the remaining balance. 200 Words
John Swett Unified School District	3 Bd Members	Jerrold Parsons (E) Norma Cole-Clerici (E) Jim Delgadillo (E)	6,771	\$400.00	Resident elector of District At Large. Candidate pays for statement at time of filing. 300 words
Knightsen School District	3 Bd Members	Dorothy Walter (E) Franklin Dell (E) Barbara Cecchini (E)	1,055	\$400.00	Resident elector of District At Large. Candidate pays for statement at time of filing. 200 words

SCHOOL DISTRICTS	OFFICE POSITIONS All Offices are 4 Year Terms unless Noted Otherwise	INCUMBENT (E) = Elected (AV) = Appointed to Vacancy	CANDIDATE STATEMENT		QUALIFICATIONS / NOTES
			COUNT	COST ESTIMATE	
Lafayette School District	2 Bd Members	Shayne Silva (E) Stephanie Teichman (E)	18,150	\$550.00	Resident elector of District At Large. Candidate pays for statement at time of filing. 200 words
Liberty Union High School District	2 Bd Members	Holly Hartman (E) Raymond Valverde (E)	49,620	\$1,500.00	Resident elector of District At Large. Candidate pays for statement at time of filing. 300 words
Livermore Valley Joint Unified School District	2 Bd Members (Shared with Alameda)	Chuck Rogge (E) Belia Martinez (AV)	150	\$500.00	Resident elector of District At Large. Candidate pays for statement at time of filing. 200 words
Martinez Unified School District	3 Bd Members	Denise Elsken (E) John Fuller (E) Kathleen Mc Laughlin (E)	16,528	\$510.00	Resident elector of District At Large. Candidate pays for statement at time of filing. 200 words
Moraga School District	2 Bd Members	Dennis Kelleher (E) Dexter Louie (E)	10,152	\$400.00	Resident elector of District At Large. Candidate pays for statement at time of filing. 200 words
Mt. Diablo Unified School District	2 Bd Members	Gary Eberhart (E) Sherry Whitmarsh (E)	125,734	\$2,430.00	Resident elector of District At-Large. Candidate pays for statement at time of filing. 300 words

SCHOOL DISTRICTS	OFFICE POSITIONS All Offices are 4 Year Terms unless Noted Otherwise	INCUMBENT (E) = Elected (AV) = Appointed to Vacancy	CANDIDATE STATEMENT		QUALIFICATIONS
			COUNT	COST ESTIMATE	
Oakley Union Elementary School District	2 Bd Members, Full Term	Karen Bergenholtz (E) Larry Polk (E)	15,055	\$480.00	Resident elector of District At Large. Candidate pays for statement at time of filing. 200 words
	1 Bd Member, Short Term	Arthur Fernandez (AV)			
Orinda Union School District	2 Bd Members	Patricia Rudebusch (E) Matthew Moran (E)	12,695	\$400.00	Resident elector of District At Large. Candidate pays for statement at time of filing. 300 words
Pittsburg Unified School District	2 Bd Members, Full Term	Laura Canciamilla (E) George Miller (E)	21,114	\$610.00	Resident elector of District At Large. Candidate pays for statement at time of filing. 200 words
	1 Bd Member, Short Term	Vacant			
San Ramon Valley Unified School District	2 Bd Members	Greg Marvel (E) Paul Gardner (E)	78,802	\$1,580.00	Resident elector of District At Large. Candidate pays for statement at time of filing. 200 words
Walnut Creek School District	2 Bd Members	Arthur Clarke (E) Catherine Mc Elroy-Peña (E)	30,373	\$710.00	Resident elector of District At Large. Candidate pays for statement at time of filing. 200 words
West Contra Costa Unified School District	2 Bd Members	Antonio Medrano (E) Tony Thurmond (E)	98,971	\$1,950.00	Resident elector of District At Large. Candidate pays for statement at time of filing. 200 words

CANDIDATE QUALIFICATIONS AND REQUIREMENTS

SCHOOL OFFICES

ELECTED BY AT-LARGE, WARD, OR AREA

TERM OF OFFICE

After the initial election of governing board members in any school district or community college district, a governing board member's term begins the first Friday in December following the election for 4 years. If there was a "short term" seat, the term begins the first Friday in December following the election for 2 years. ED.C. 5000, 5017

After the initial election of governing board members in the County Board of Education, a governing member's term begins the last Friday in November following the election for 4 years. ED.C. 1007

QUALIFICATIONS / RESTRICTIONS

Any person who is 18 years of age or older, a citizen of the United States, a resident and registered voter of the District in which they are seeking office, and who is not disqualified by the Constitution or laws of the State of California from holding a civil office, is eligible to be elected or appointed to a District Office.

Specific restrictions apply to candidates for school boards. No person shall file nomination papers for more than one (school) district office, including a county board of education office, at the same election. E.C. 10603 (c)

OVERVIEW OF NOMINATION PROCESS

THE NOMINATION PERIOD

The nomination period begins **July 16 and ends August 10, 2012, 5:00 p.m.** Candidates may withdraw his/her Declaration of Candidacy until **5:00 p.m. on August 10, 2012**. E.C. 10407, 10510

If an incumbent does not file, the nomination period is extended 5 calendar days, **August 15, 2012 until 5:00 p.m.** for **non-incumbents only**. **If the seat is vacant, there is no extension period.** E.C. 10516 (b)

CODE OF FAIR CAMPAIGN PRACTICES (VOLUNTARY)

At the time an individual receives his/her nomination packet, or any other paper evidencing an intention to be a candidate for public office, the designated filing official shall give the individual a copy of the Code of Fair Campaign Practices.

The candidate will also receive a copy of the provisions of Ch. 5, Div. 20 of the Election Code. E.C. 20440

This form states that the candidate will conduct a decent and fair campaign. Subscription to this code is voluntary. The Election Official shall accept at all times prior to the election all completed forms properly subscribed to by a candidate. Forms shall be retained for public inspection until 30 days after the election. E.C. 20442

Refer to "Fair Campaign Practices" within this guide.

CAMPAIGN DISCLOSURE FORMS

The Political Reform Act of 1974, as amended, is applicable to all state and local candidates, their committees, and committees supporting or opposing ballot measures.

This Act requires candidates to report, in detailed statements, campaign contributions and expenditures. Up to three filings may be required, two prior to the applicable election, and one filing after the election.

When the candidate applies for nomination papers, he/she will receive an informational manual and the appropriate forms. Candidates should familiarize themselves thoroughly with the information in the manual and to note carefully the filing deadlines, as the Act imposes penalties for late filing of campaign statements.

The filing dates are shown on the Campaign Report and Statement Filing Calendar. Please make special note of the dates so that you comply with the requirements of the Act.

All district related FPPC documents for both candidates and measures need to be filed with the County Clerk according to Govt. Code 84216 (e).

Refer to “Campaign Disclosure - General Information” within this guide.

STATEMENT OF ECONOMIC INTEREST

All district candidates must file a Statement of Economic Interest (Form 700) with their nomination papers, as required by the 1974 Political Reform Act.

The Act requires that certain designated public officials at all levels of government to publicly disclose their private economic interests and requires all public officials to disqualify themselves from participating in decisions in which they have a financial interest.

Misrepresentation in a statement - Any candidate in an election (including an incumbent in a recall) who knowingly makes a false statement of a material fact in a candidate's statement prepared pursuant to E.C. 11327, with the intent to mislead the voters, is punishable by a fine not to exceed one thousand dollars (\$1,000).

CANDIDATE STATEMENT OF QUALIFICATIONS (VOLUNTARY)

A Candidate Statement of Qualifications is information provided to the public relating to the candidate's education and qualifications. **It is optional.**

If submitted, this statement must be emailed to the Election Official prior to filing the nomination documents. This statement must be prepared according to the guidelines on the form provided in the nomination package. The statement will be printed in the Voter Information Pamphlet and mailed with the sample ballot and other official election material.

The district's governing body will determine the word limit and who will bear the prorated share of the cost of printing and handling of the candidate's statement and the estimated cost.

If the responsibility of the cost is the candidate's, the full estimated fee will be required at the time of filing the nomination documents unless specified differently from the governing body. Any balance due after the election will need to be paid in full to the applicable district.

Refer to “Candidate Statement of Qualification Guidelines” within this guide.

BALLOT NAME

The **ballot name** as provided by the candidate on the Declaration of Candidacy is the way it will appear on the **Official Ballot**.

It **CANNOT** be changed after the final date for filing nomination documents during the nomination period. E.C. 13107 (d)

The candidate may:

- Use a nickname, provided the given name or initials are shown.
- Use only the initials of the given name with the last name.
- Omit the middle name.
- Use a shortened familiar form of the given name such as “Bill for William”
- Not use titles such as “Miss,” “Mrs.,” “Dr.,” “Col.,” “Rev.”

If the candidate has changed his/her name within one year of any election, the new name will not appear on the ballot unless the name change was made by marriage or by Decree of Court. E.C.13104

Refer to “Ballot Name Guidelines” within this guide.

BALLOT DESIGNATION

A ballot designation expresses the occupation/vocation of the candidate. **It is optional.** If desired, the candidate will need to write the occupation/vocation underneath their ballot name on the Declaration of Candidacy form when filing nomination papers.

IMPORTANT: *Assembly Bill 1090 went into effect for the year 2008 and requires a candidate who submits a ballot designation with their nomination documents to also file a "Ballot Designation Worksheet".*

Please carefully review the Ballot Designation Guidelines within this guide to determine if the ballot designation is acceptable. The worksheet must provide information to support the use of these words and be filed with the Elections Official at the same time that the candidate files their ballot name.

The Elections Official will not evaluate designations or review supporting documents prior to filing. After the review process has been completed, the candidate will be notified if the first choice is not acceptable and alternate designation, if any, will be used.

If no ballot designation is desired, the candidate will need to write in the word "none" and initial. The word "none" will not appear on the official ballot and the space will be blank.

Refer to "Ballot Designation Guidelines" within this guide.

FILING OF NOMINATION DOCUMENTS

The candidate is responsible for the delivery of the nomination documents to the County Election Official no later than 5:00p.m. on the close of the nomination period, whether in person or by a designated agent.

The Declaration of Candidacy must be notarized if returned by a designated agent.

IMPORTANT: *All candidates are encouraged to file as early as possible so that their documents may be checked and any deficiencies or discrepancies may be corrected before the deadline.*

Failure to meet the deadline will result in disqualification.

WITHDRAWAL OF CANDIDACY

Candidate may withdraw his/her Declaration of Candidacy until 5:00 p.m., August 10, 2012 by submitting a written request on or before the nomination period deadline. E.C. 10510 (a)

Non-incumbent candidates may withdraw his/her Declaration of Candidacy until 5:00 p.m., August 15, 2012 if the contest has been extended due to an eligible incumbent not filing by the August 10, 2012 deadline. E.C. 10516 (b)

PROHIBITIONS

A candidate and members of a candidate's household are not eligible to serve as precinct officials nor provide polling place facilities, for any election at which the candidate's name appears on the ballot.

NONPARTISAN OFFICE

If a candidate is seeking a nonpartisan office, all reference to party affiliation must be omitted on all required forms.

SCHOOL DISTRICT OFFICES

SUMMARY INFORMATION IMPORTANT!

FILING PERIODS

07/16/12 - 08/10/12	Filing Period for Nomination Documents. Statement of Qualifications must be filed with Nomination Documents.
08/11/12 - 08/15/12	Extension Period for filing Nomination Documents, <u>if applicable</u> .

FILING FEES

Governing Board Member	Not Applicable
Nomination Signatures	Not Applicable

NOMINATION DOCUMENTS TO FILE:

1. Campaign Statement Forms (501, 410, 460, 470)
2. Statement of Economic Interests Form (700), if applicable
3. Code of Fair Campaign Practices (Optional)
4. Candidate Statement of Qualifications (Optional)
5. Candidate Statement of Qualifications Acknowledgement Form
6. Ballot Designation Worksheet
7. Declaration of Candidacy

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 procedures since the publication of this information.

SECTION 3

SPECIAL DISTRICTS

NOVEMBER 6, 2012 GENERAL ELECTION
SPECIAL DISTRICTS (34) / FULL TERM (4 YEARS) - SHORT TERM (2 YEARS)

SPECIAL DISTRICTS (34)	OFFICE POSITIONS	INCUMBENT (E) = Elected (AV) = Appointed to Vacancy	CANDIDATE STATEMENT		QUALIFICATIONS / NOTES
			COUNT	COST ESTIMATE	
Alameda-Contra Costa Transit District	At-Large, 1 Director (Shared with Alameda)	H.E. Peeples (E)	74,180	\$2,400.00	Resident elector of District At-Large or Ward 1. <i>AC Transit requires 50 valid nomination signatures.</i> <i>Candidate to pay <u>one time only in County of Domicile</u>. Must show proof of payment to shared county.</i> 200 Words
	Ward 1, 1 Director (Shared with Alameda)	Joe Wallace (E)	74,180	\$600.00	
Ambrose Recreation and Park District	2 Directors	Eva Garcia (E) Terrillynn Kopitar (AV)	8,279	\$400.00	Resident elector of District At-Large. Candidate pays for statement at time of filing. 200 words
Bay Area Rapid Transit District	District 1, 1 Director (Not Shared)	Gail Murray (E)	218,682	\$4,100.00*	Resident elector of Districts 1, 3 or 7 in which candidate is seeking to run. <i>*Candidate to pay \$750.00 one-time only in County of Domicile. District pays the remaining balance.</i> 200 words
	District 3, 1 Director (Shared with Alameda)	Vacant	48,065	\$1,030.00*	
	District 7, 1 Director (Shared with Alameda)	Lynette Sweet (E)	90,625	\$1,800.00*	
Bethel Island Municipal Improvement District	3 Directors	Dennis Eisenbeis (E) Jeffrey Rocca (E) Anthony Berzinas (AV)	1,005	\$400.00	Resident elector of District At-Large. Candidate pays for statement at time of filing. 200 words
Byron Sanitary District	3 Directors	Harry Leighton (E) Randy Knaus (E) Michael Nisen (E)	230	\$400.00	Resident elector of District At-Large. Candidate pays for statement at time of filing. 200 words

SPECIAL DISTRICTS	OFFICE POSITIONS	INCUMBENT (E) = Elected (AV) = Appointed to Vacancy	CANDIDATE STATEMENT		QUALIFICATIONS / NOTES
			COUNT	COST ESTIMATE	
Byron-Bethany Irrigation District	Division 2, 1 Director (Not Shared)	Jim Panagopoulos (E)	892	\$400.00	Resident elector of District At-Large. <i>Candidate <u>must own land</u> within <u>Division 2</u>. Candidate must <u>reside within the District At-Large</u> which includes CCC, Alameda & San Joaquin counties.</i> IMPORTANT! Election Official must check with district before issuing nomination papers to determine eligibility of landowner. Candidate pays for statement at time of filing. 200 words
Castle Rock County Water District	3 Directors, Full Term	Fred Allen (E) Charles O Conner (E) Matthew Smith (E)	167	\$400.00*	Resident elector of District At-Large. <i>*Candidate pays \$100.00 deposit at time of filing. District pays the remaining balance.</i>
	1 Director, Short Term	Vacant			100 words
Central Contra Costa Sanitary District	3 Directors	Barbara Hockett (E) Mario Menesini (E) James Nejedly (E)	197,221	\$3,710.00*	Resident elector of District At-Large. <i>*Candidate pays \$500.00 deposit at time of filing. District pays the remaining balance.</i> 300 words
Contra Costa Water District	Division 3, 1 Director	Joe Campbell (E)	55,723	\$1,170.00	Resident elector of Divisions 3, 4 or 5 in which candidate is seeking to run.
	Division 4, 1 Director	Bette Boatmun (E)	40,018	\$890.00	Candidates are elected by Division per Water Code.
	Division 5, 1 Director	Karl Wandry (E)	42,750	\$930.00	Candidate pays for statement at time of filing. 200 Words
Crockett Community Services District	2 Directors, Full Term	Patrick Glover (E) Harold Burnett (AV)	1,996	\$400.00	Resident elector of District At-Large. Candidate pays for statement at time of filing.
	1 Director, Short Term	John Mc Kenzie (AV)			200 words

SPECIAL DISTRICTS	OFFICE POSITIONS	INCUMBENT (E) = Elected (AV) = Appointed to Vacancy	CANDIDATE STATEMENT		QUALIFICATIONS / NOTES
			COUNT	COST ESTIMATE	
Diablo Community Services District	2 Directors, Full Term	Marilee Headen (E) Raymond Brant (E)	713	\$400.00	Resident elector of District At-Large. Candidate pays for statement at time of filing. 100 words
	1 Director, Short Term	Donald Hoffman (AV)			
Diablo Water District	2 Directors	Edward Garcia (E) Richard Head (E)	17,114	\$5200.00	Resident elector of District At-Large. Candidate pays for statement at time of filing. 200 words
Town of Discovery Bay Community Services District	2 Directors, Full Term	Mark Simon (E) Ray Tetreault (E)	6,667	\$400.00	Resident elector of District At-Large. Candidate pays for statement at time of filing. 200 words
	1 Director, Short Term	James Mattison (AV)			
Dublin San Ramon Services District	3 Directors (Shared w/Alameda)	Richard Halket (E) Dwight Howard (E) Vacant	15,704	\$490.00*	Resident elector of District At-Large. <i>*Candidate pays \$450.00 deposit at time of filing. District pays the remaining balance.</i> 200 words
East Bay Municipal Utility District	Ward 1, 1 Director (Not Shared)	Lesa Mc Intosh (E)	72, 564	\$1,470.00*	Resident elector of Ward 1. <i>*Candidate pays \$1,000.00 deposit one time only in County of Domicile. Must show proof of payment to shared county. District pays the remaining balance. Candidate needs no less than 10, no more than 20 nomination signatures from ward candidate is seeking.</i> 200 Words
East Bay Regional Park District	Ward 1, 1 Director (Shared with Alameda)	Whitney Dotson (E)	84,735	\$1,690.00*	Resident elector of Wards 1 or 2 which candidate is seeking to run. <i>*Candidate pays \$1,000.00 deposit one time only in County of Domicile. Must show proof of payment to shared county. District pays the remaining balance. 50 nomination signatures are required from ward candidate is seeking.</i> 200 words
	Ward 2, 1 Director (Shared with Alameda)	John Sutter (E)	52,722	\$1,110.00*	

SPECIAL DISTRICTS	OFFICE POSITIONS	INCUMBENT (E) = Elected (AV) = Appointed to Vacancy	CANDIDATE STATEMENT		QUALIFICATIONS / NOTES
			COUNT	COST ESTIMATE	
East Contra Costa Irrigation District	Division 2, 1 Director	Mark Dwelley (E)	6,864	\$400.00	<i>Resident elector of Divisions 2, 3, or 5 in which candidate is seeking to run & must “own land” within the District At-Large.</i> <i>IMPORTANT! Election Official must check with district before issuing nomination papers to determine eligibility of landowner.</i> Candidate pays for statement at time of filing. 250 words
	Division 3, 1 Director	Glenn Stonebarger (E)	8,207	\$400.00	
	Division 5, 1 Director	Frank Maggiore (E)	10,203	\$400.00	
Green Valley Recreation and Park District	2 Directors, Full Term	Dennis Ross (AV) David Ninekirk (AV)	699	\$400.00	Resident elector of District At-Large. Candidate pays for statement at time of filing. 300 words
	1 Director, Short Term	Doug Messer (AV)			
Ironhouse Sanitary District	3 Directors	Doug Hardcastle (E) David Contreras (E) Michael Painter (E)	17,506	\$530.00	Resident elector of District At-Large. Candidate pays for statement at time of filing. 200 words
Kensington Fire Protection District	2 Directors	Joseph De Ville (E) Leslie Michael (E)	3,617	\$400.00	Resident elector of District At-Large. Candidate pays for statement at time of filing. 200 words
Kensington Police Protection and Community Services District	2 Directors	Cathie Kosel (E) Charles Toombs (E)	3,617	\$400.00	Resident elector of District At-Large. Candidate pays for statement at time of filing. 200 words

SPECIAL DISTRICTS	OFFICE POSITIONS	INCUMBENT (E) = Elected (AV) = Appointed to Vacancy	CANDIDATE STATEMENT		QUALIFICATIONS / NOTES
			COUNT	COST ESTIMATE	
Knightsen Town Community Services District	2 Directors	Linda Weeks (E) Janet Brown (E)	759	\$400.00	Resident elector of District At-Large. Candidate pays for statement at time of filing. 200 words
Los Medanos Community Healthcare District	2 Directors	J. Levern Cromartie (E) Darnell Turner (E)	32,942	\$760.00	Resident elector of District At-Large. Candidate pays for statement at time of filing. 200 words
Moraga-Orinda Fire Protection District	Division 2, 1 Director	Fred Weil (E)	4,085	\$400.00	Resident elector of Divisions 2, 3, or 5 in which candidate is seeking to run. Candidate pays for statement at time of filing. 300 words
	Division 5, 1 Director	Vacant	4,946	\$400.00	
	Division 3, 1 Director Short Term	Vacant	4,984	\$400.00	
Mt. Diablo Health Care District	3 Directors, Full Term	Grace Ellis (E) Frank Manske (E) Raymond Adler (AV)	103,637	\$2,500.00	Resident elector of District At-Large. Candidate pays for statement at time of filing. 300 words
	1 Director, Short Term	Jeffrey Kasper (AV)			
Mt. View Sanitary District	3 Directors	David Maggi (E) Elmer Schaal (E) Randell Williams (E)	11,525	\$400.00	Resident elector of District At-Large. Candidate pays for statement at time of filing. 200 words

SPECIAL DISTRICTS	OFFICE POSITIONS	INCUMBENT (E) = Elected (AV) = Appointed to Vacancy	CANDIDATE STATEMENT		QUALIFICATIONS / NOTES
			COUNT	COST ESTIMATE	
Pleasant Hill Recreation and Park District	2 Directors	Dennis Donaghu (E) Sherry Sterrett (E)	22,134	\$630.00	Resident elector of District At-Large. Candidate pays for statement at time of filing. 300 words
Rodeo-Hercules Fire Protection District	2 Directors	Beth Bartke (E) John Mills (E)	15,942	\$500.00	Resident elector of District At-Large. Candidate pays for statement at time of filing. 200 words
Rodeo Sanitary District	3 Directors	Gaither Brooks (E) Mike Carlson (E) Barbara Russey (E)	3,777	\$400.00	Resident elector of District At-Large. Candidate pays for statement at time of filing. 300 words
Rollingwood-Wilart Park Recreation & Park District	2 Directors, Full Term 2 Directors, Short Term	Bernie Quintana (E) Charlotte Rude (E) Miguel Ontiveros (AV) Steven Brayfield (AV)	907	\$400.00	Resident elector of District At-Large. Candidate pays for statement at time of filing. 200 words
San Ramon Valley Fire Protection District		Thomas Linari (E)	78,639	\$1,580.00	Resident elector of District At-Large. Candidate pays for statement at time of filing. 300 words
	3 Directors	Roxanne Lindsay (E) Matthew Stamey (E)			

SPECIAL DISTRICTS	OFFICE POSITIONS	INCUMBENT (E) = Elected (AV) = Appointed to Vacancy	CANDIDATE STATEMENT		QUALIFICATIONS / NOTES
			COUNT	COST ESTIMATE	
Stege Sanitary District	2 Directors	Paul Gilbert-Snyder (E) Bea O'keefe (E)	19,755	\$580.00	Resident elector of District At-Large. Candidate pays for statement at time of filing. 200 words
West Contra Costa Healthcare District	2 Directors	Deborah Campbell (E) Eric Zell (E)	103,754	\$2,030.00	Resident elector of District At-Large. Candidate pays for statement at time of filing. 200 words
West County Wastewater District	2 Directors	Alfred Granzella (E) Michael Caine (E)	35,154	\$800.00	Resident elector of District At-Large. Candidate pays for statement at time of filing. 300 words

CANDIDATE QUALIFICATIONS AND REQUIREMENTS

SPECIAL DISTRICT OFFICES

ELECTED BY AT-LARGE, DISTRICT, DIVISION, WARD OR AREA

TERM OF OFFICE

After the initial election of directors in any special district, a director's term begins at 12:00 noon the first Friday in December following the election for 4 years. If there was a "short term" seat, the term begins at 12:00 noon the first Friday in December following the election for 2 years. E.C. 10507, 10554 or Principal Act

QUALIFICATIONS / RESTRICTIONS

Any person who is 18 years of age or older, a citizen of the United States, a resident and registered voter of the District in which they are seeking office, and who is not disqualified by the Constitution or laws of the State of California from holding a civil office, is eligible to be elected or appointed to a District Office.

Candidate shall not file nomination papers for more than one district office or term of office for the same district at the same election. E.C. 10510 (b)

OVERVIEW OF NOMINATION PROCESS

THE NOMINATION PERIOD

The nomination period begins **July 16 and ends August 10, 2012, 5:00 p.m.** Candidates may withdraw his/her Declaration of Candidacy until **5:00 p.m. on August 10, 2012.** E.C. 10407, 10510

If an incumbent does not file, the nomination period is extended 5 calendar days, **August 15, 2012 until 5:00 p.m. for non-incumbents only.** **If the seat is vacant, there is no extension period.** E.C. 10516 (b)

CODE OF FAIR CAMPAIGN PRACTICES (VOLUNTARY)

At the time an individual receives his/her nomination packet, or any other paper evidencing an intention to be a candidate for public office, the designated filing official shall give the individual a copy of the Code of Fair Campaign Practices.

The candidate will also receive a copy of the provisions of Ch. 5, Div. 20 of the Election Code. E.C. 20440

This form states that the candidate will conduct a decent and fair campaign. Subscription to this code is voluntary. The Election Official shall accept at all times prior to the election all completed forms properly subscribed to by a candidate. Forms shall be retained for public inspection until 30 days after the election. E.C. 20442

Refer to "Fair Campaign Practices" within this guide.

CAMPAIGN DISCLOSURE FORMS

The Political Reform Act of 1974, as amended, is applicable to all state and local candidates, their committees, and committees supporting or opposing ballot measures.

This Act requires candidates to report, in detailed statements, campaign contributions and expenditures. Up to three filings may be required, two prior to the applicable election, and one filing after the election. When the candidate applies for nomination papers, he/she will receive an informational manual and the appropriate forms.

Candidates should familiarize themselves thoroughly with the information in the manual and to note carefully the filing deadlines, as the Act imposes penalties for late filing of campaign statements.

The filing dates are shown on the Campaign Report and Statement Filing Calendar. Please make special note of the dates so that you comply with the requirements of the Act.

All district related FPPC documents for both candidates and measures need to be filed with the County Clerk according to Govt. Code 84216 (e).

Refer to "Campaign Disclosure - General Information" within this guide.

STATEMENT OF ECONOMIC INTERESTS

All district candidates must file a Statement of Economic Interests (Form 700) with their nomination papers, as required by the 1974 Political Reform Act.

The Act requires that certain designated public officials at all levels of government to publicly disclose their private economic interests and requires all public officials to disqualify themselves from participating in decisions in which they have a financial interest.

Misrepresentation in a statement - Any candidate in an election (including an incumbent in a recall) who knowingly makes a false statement of a material fact in a candidate's statement prepared pursuant to E.C. 11327, with the intent to mislead the voters, is punishable by a fine not to exceed one thousand dollars (\$1,000).

CANDIDATE STATEMENT OF QUALIFICATIONS (VOLUNTARY)

A Candidate Statement of Qualifications is information provided to the public relating to the candidate's education and qualifications. **It is optional.**

If submitted, this statement must be emailed to the Election Official prior to filing the nomination documents. This statement must be prepared according to the guidelines on the form provided in the nomination package. The statement will be printed in the Voter Information Pamphlet and mailed with the sample ballot and other official election material.

The district's governing body will determine the word limit and who will bear the prorated share of the cost of printing and handling of the candidate's statement and the estimated cost.

*If the responsibility of the cost is the candidate's, the full estimated fee will be required at the time of filing the nomination documents unless specified differently from the governing body. **Any balance due after the election will need to be paid in full to the applicable district.***

Refer to "Candidate Statement of Qualification Guidelines" within this guide.

BALLOT NAME

The **ballot name** as provided by the candidate on the Declaration of Candidacy is the way it will appear on the **Official Ballot**.

The ballot name **CANNOT** be changed after the final date for filing nomination documents.

E.C. 13107 (d)

The candidate may:

- Use a nickname, provided the given name or initials are shown.
- Use only the initials of the given name with the last name.
- Omit the middle name.
- Use a shortened familiar form of the given name such as "Bill for William".
- Not use titles such as "Miss," "Mrs.," "Dr.," "Col.," "Rev."

If the candidate has changed his/her name within one year of any election, the new name will not appear on the ballot unless the name change was made by marriage or by Decree of Court.

E.C.13104

Refer to "Ballot Name Guidelines" within this guide.

BALLOT DESIGNATION

A ballot designation expresses the occupation/vocation of the candidate. **It is optional.** If desired, the candidate will need to write the occupation/vocation underneath their ballot name on the Declaration of Candidacy form when filing nomination papers.

IMPORTANT: *Assembly Bill 1090 went into effect for the year 2008 and requires a candidate who submits a ballot designation with their nomination documents to also file a “Ballot Designation Worksheet”.*

Please carefully review the Ballot Designation Guidelines within this guide to determine if the ballot designation is acceptable. The worksheet must provide information to support the use of these words and be filed with the Elections Official at the same time that the candidate files their ballot name.

The Elections Official will not evaluate designations or review supporting documents prior to filing. After the review process has been completed, the candidate will be notified if the first choice is not acceptable and alternate designation, if any, will be used.

If no ballot designation is desired, the candidate will need to write in the word “none” and initial. The word “none” will not appear on the official ballot and the space will be blank.

Refer to “Ballot Designation Guidelines” within this guide.

FILING OF NOMINATION DOCUMENTS

The candidate is responsible for the delivery of the nomination documents to the County Election Official no later than 5:00p.m. on the close of the nomination period, whether in person or by a designated agent.

The Declaration of Candidacy must be notarized if returned by a designated agent.

IMPORTANT: *All candidates are encouraged to file as early as possible so that their documents may be checked and any deficiencies or discrepancies may be corrected before the deadline.*

Failure to meet the deadline will result in disqualification.

WITHDRAWAL OF CANDIDACY

Candidate may withdraw his/her Declaration of Candidacy until 5:00 p.m., August 10, 2012 by submitting a written request on or before the nomination period deadline. E.C. 10510 (a)

Non-incumbent candidates may withdraw his/her Declaration of Candidacy until 5:00 p.m., August 15, 2012 if the contest has been extended due to an eligible incumbent not filing by the August 10, 2012 deadline. E.C. 10516 (b)

PROHIBITIONS

A candidate and members of a candidate's household are not eligible to serve as precinct officials nor provide polling place facilities, for any election at which the candidate's name appears on the ballot.

NONPARTISAN OFFICE

If a candidate is seeking a nonpartisan office, all reference to party affiliation must be omitted on all required forms.

SPECIAL DISTRICT OFFICES

SUMMARY INFORMATION IMPORTANT!

FILING PERIODS

07/16/12 - 08/10/12

Filing Period for Nomination Documents. Statement of Qualifications must be filed with Nomination Documents.

08/11/12 - 08/15/12

Extension Period for filing Nomination Documents, if applicable.

FILING FEES

Governing Board Member

Not Applicable

Nomination Signatures

Not Applicable

NOMINATION DOCUMENTS TO FILE:

1. Campaign Statement Forms (501, 410, 460, 470)
2. Statement of Economic Interests Form (700), if applicable
3. Code of Fair Campaign Practices (Optional)
4. Nomination Petitions if applicable
5. Candidate Statement of Qualifications (Optional)
6. Candidate Statement of Qualifications Acknowledgement Form
7. Ballot Designation Worksheet
8. Declaration of Candidacy

Special Instructions apply to A.C. Transit, East Bay Municipal Utility District and East Bay Regional Park District - please refer to specifics within this guide.

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 procedures since the publication of this information.

SECTION 4

SCHOOL AND SPECIAL DISTRICTS CANDIDATE INFORMATION

SCHOOL AND SPECIAL DISTRICTS MINI-CALENDAR

<p style="text-align: center;">NOMINATION PERIOD E.C. 10510, 10511, 10512, 10513</p>	<p style="text-align: center;">EXTENDED NOMINATION PERIOD E.C. 10225</p>	<p style="text-align: center;">GUIDELINES FOR "OPTIONAL" CANDIDATE STATEMENT E.C. 13307</p>
<p style="text-align: center;">July 16 - August 10, 2012</p>	<p style="text-align: center;">August 11 - August 15, 2012</p>	<p style="text-align: center;">July 16 - August 10, 2012</p>
<p>All necessary forms for school and special district candidacy are available from the Elections Division and must be filed with the County Elections Official.</p> <p>ELIGIBILITY</p> <p>Any person who is 18 years of age or older, a citizen of the United States, a resident and registered voter of the district in which they are seeking office, and who is not disqualified by the Constitution or laws of the State of California from holding a civil office, is eligible to be elected or appointed to a school or special district office.</p> <p>Please note:</p> <p>Some seats up for election require additional qualifications that each person must meet in order to have their name placed on the ballot as a candidate. If applicable, more detailed information regarding the qualifications is available from the Elections Official.</p> <p>NOMINATION SIGNATURES</p> <p>Nomination signatures <u>are not</u> required for school and special district offices.</p> <p>EXCEPTION: AC Transit, East Bay MUD and East Bay Regional Park District require nomination signatures. Please refer to the following page for instructions.</p> <p>WITHDRAWAL OF CANDIDATE</p> <p>No candidate shall withdraw their nomination papers after 5:00 p.m. on August 10, 2012. E.C. 10510 (a)</p>	<p>If an <u>incumbent does not file</u> for re-election by the deadline, August 10, 2012, 5:00 p.m., candidates, <u>other than the incumbent</u>, may file or withdraw Declarations of Candidacy until 5:00 p.m. August 15, 2012. E.C. 10516 (a)</p> <p>If the <u>seat is vacant</u>, there is <u>no extension period</u>.</p> <p>WITHDRAWAL OF CANDIDATE</p> <p>No eligible candidate for an extension period, may withdraw their nomination papers after 5:00 p.m. on August 15, 2012. E.C. 10516 (b)</p>	<p>CANDIDATE STATEMENT COSTS</p> <p>The estimated costs <u>are determined</u> by the School and Special District Governing Board Members and Directors.</p> <p>The governing board/directors will determine if the "optional" candidate statement cost is <u>due</u> at the time the candidate files their nomination papers.</p> <p>Typically, the candidate is required to pay the full estimated cost of the statement at the time of filing the nomination papers.</p> <p>Some seats up for election require <u>different guidelines</u> for candidate statements. Detailed information regarding the statement cost is available from the Elections Official when the nomination package is issued.</p> <p>Email statement typed as a word or text document <u>PRIOR</u> to filing the nomination papers at CFile@vote.cccounty.us - Hand written statements are not acceptable.</p> <p>The emailed statement will be printed out at the time of filing. The candidate must review and correct any changes needed at that time.</p> <p>The Election Official will cut and paste the statement onto the completed candidate statement form provided.</p> <p>The candidate <u>MUST</u> complete, date and sign this form.</p> <p>Election Code prohibits changes <u>after</u> the nomination papers <u>have been filed</u>. E.C. 13307 (3)</p> <p><i>SHARED COUNTY GOVERNING BOARD / DIRECTOR SEATS</i></p> <p><i>Candidates in districts that encompass more than one county - 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 within the district to obtain the appropriate information. Failure to do so may jeopardize the printing of the candidate's statement in other shared counties.</i></p> <p style="color: red; text-align: center;">Refer to "Candidate Statement Guidelines" within this guide.</p>

SPECIAL DISTRICTS MINI-CALENDAR

<p>NOMINATION SIGNATURES</p> <p><i>Nomination signatures <u>are</u> required for the following Special District Offices:</i></p>	<p>NOMINATION SIGNATURE GUIDELINES</p>
<p>AC TRANSIT DISTRICT</p> <p>50 Valid Nomination Signatures</p> <p>EAST BAY MUNICIPAL UTILITY DISTRICT</p> <p>No less than 10, no more than 20 Valid Nomination Signatures</p> <p>EAST BAY REGIONAL PARK DISTRICT</p> <p>50 Valid Nomination Signatures</p>	<p>CIRCULATORS</p> <p>A candidate may sign and circulate their nomination petitions or may appoint a circulator.</p> <p>Any person registered and qualified to vote for the elective office of the district which the nomination is made, may circulate a nomination paper.</p> <p><u>Only one person</u> may circulate <u>each nomination paper</u>.</p> <p>The <u>circulator must complete and sign</u> the "Affidavit of Circulator" to the effect that <u>they witnessed all the signatures</u> appended thereto. They must know that they are signatures of the persons whose names they purport to be.</p> <p>SIGNERS</p> <p>A <u>signature is valid</u> if it is of a <u>registered voter who lives within the candidate's district the candidate is seeking to run for office</u>. The <u>person must be registered at their current residence address</u>.</p> <p>No voter may sign more than one nomination paper for the <u>same office and or seat</u>. In the event the voter does so, that voter's signature shall count only on the first nomination paper filed which contains the voter's signature. Please see the following examples:</p> <p>Mayor, 1 seat - Voter may sign <u>one nomination paper</u> for <u>this contest for this one seat</u>.</p> <p>Councilmember, 3 seats - Voter may sign <u>up to 3 different</u> candidate nomination papers one for <u>each individual seat</u>.</p> <p>DEFICIENT SIGNATURES</p> <p>Once a nomination paper is filed with the Elections Official, it <u>may not</u> be returned to the candidate to obtain additional signatures. If it is determined to be insufficient, the Elections Official shall provide a copy of the nomination paper to the candidate with an indication of which signatures are valid, and issue one supplemental petition to the candidate on which the candidate may collect additional signatures. The supplemental petition shall be filed not later than the last day for filing for that office. The form of the supplemental petition shall be the same as the nomination paper, <u>except</u> that the word "Supplemental" shall be inserted above the phrase "Nomination Paper."</p> <p>PLEASE NOTE: The Circulator Information <u>must be COMPLETED and SIGNED BY THE CIRCULATOR PRIOR</u> to filing the nomination petitions with the Elections Official.</p>

CANDIDATE STATEMENT OF QUALIFICATION GUIDELINES

E.C.13307, 13308, 13312, 18351

A Candidate Statement of Qualifications is information provided to the public relating to the candidate's education and qualifications. **It is optional.** A candidate must sign a statement if he/she chooses **not** to file a statement.

The jurisdiction will determine the word limit, the estimated cost & who will pay for the candidate statement.

If a candidate statement is submitted, it must be emailed to the County Elections Division **prior** to filing the nomination documents. This statement must be prepared according to the guidelines on the form provided in the nomination package of information. The statement will be printed in the Voters Information Pamphlet and mailed with the sample ballot and other official election material.

IMPORTANT!

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. The Elections Official shall not cause to be printed or circulated any statement that the Elections Official determines is not so limited or that includes any reference prohibited by this section.

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

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 as a word or text document. Handwritten statements are not acceptable.
- b. Submit statement in **paragraph block form**. (**Refer to statement sample within this guide.**) 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.
- d. Multiple single sentence paragraphs that do not fit in the space will be wrapped.
- e. Indented text, if submitted, will be run together as a sentence.
- f. Confine the statement to the word limit assigned.
- g. *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.*
- h. Statements shall be written in the first person (e.g. “I am running...” not “She is running...” or “Jane Doe is running...”)
- i. *Italics, bold Print, underlining, bullets, stars and asterisks are not allowed.*

- j. Only standard use of capital letters will be accepted. No statement will be printed in "ALL CAPS".
- k. All regularly hyphenated words that appear in any generally available dictionary will be accepted as one word.
- l. 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.
- m. 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. Candidates must email their candidate statement to CFile@vote.cccounty.us at the Contra Costa Elections Division prior to filing their nomination documents.
- b. The candidate statement will be prepared for the Voter Information 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 filed.
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 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.13308

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. E.C. 13307 (d) E.C.18351

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 statements 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 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. After the election, they will be either billed for the additional cost by their district 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 must email their candidate statements prior to filing their nomination documents.

GUIDELINES FOR PREPARING CANDIDATE STATEMENT OF QUALIFICATIONS

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 officer issuing the form. 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 General Election to be held November 6, 2012

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 and 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 DIST:

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

My name is: ELITA P. SNODGRASS

My age is (Optional): 32

My occupation is: Businesswoman

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

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

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

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.

Statements
need to be
written in
first person

Correct any typos
and initial, prior to
filing

Thank you for your votes. E.P.S.

Please sign and
date where
appropriate

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 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. E.C.13308 I also understand that the candidate statement is optional and 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.

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: _____

**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
<p>California Geographical names: For purposes of determining whether a geographical name should be counted as one word under Elections Code section 9, a "<u>geographical name</u>" is the name of a <u>governmental entity</u> 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:</p> <p>County of Contra Costa, Contra Costa Community College District, Antioch Unified School District, East Bay Regional Park District, Bay Area Rapid Transit District. →</p> <p>Contra Costa County Fire Protection District →</p> <p>Briones Regional Park →</p> <p>Antioch High School →</p> <p>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)</p> <p>Bay Area →</p>	<p>one word</p> <p>one word</p> <p>three words</p> <p>three words</p> <p>six words</p> <p>two words</p>
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 <u>do not</u> 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**, in order to comply with the Elections Code 13307(b) requirements that "The statement of each candidate shall be printed in uniform type size & darkness with uniform spacing."

Only standard use of capital letters will be accepted.

CANDIDATES NAME ON THE OFFICIAL BALLOT

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: The Secretary of State shall hold a public drawing on August 16, 2012, (E-82) to determine the order of candidate names on the ballot by randomly drawing each letter of the alphabet.

E.C. 13112 (b) (1)

BALLOT DESIGNATION GUIDELINES

E.C. 13107

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**.

E.C. 13107 (d)

ONLY ONE OF THE FOLLOWING CATAGORIES ARE ALLOWED

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

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." If used, the word "Incumbent" must be used alone.

Example A: Incumbent

APPOINTED INCUMBENT

The words **Appointed Incumbent** must be used **IF** the candidate was appointed to the office "to a mid-term or vacant seat" 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 "Appointed Incumbent" as shown in above example A.

CURRENT OR PRINCIPAL PROFESSION, VOCATION OR OCCUPATION

No more than **three words** to either describe the CURRENT **PROFESSION, VOCATION OR OCCUPATION** of the candidate **OR** the **PRINCIPAL PROFESSION, VOCATION OR OCCUPATION** of the candidate during the calendar year immediately preceding the filing of nomination documents. E.C. 13107 (3)

Example A: High School Teacher

Example B: Attorney/Educator/Rancher

Example C: Banker/Councilmember

COMMUNITY VOLUNTEER

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

A candidate's community volunteer activities constitute his or her principal profession, vocation or occupation.

A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation or occupation.

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

UNACCEPTABLE DESIGNATIONS

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

IMPORTANT - BALLOT DESIGNATION WORKSHEET

A “Ballot Designation Worksheet” that supports the use of the candidate’s ballot designation, is required when filing the nomination documents with the Elections Official.

If a candidate does not choose a designation, they are still required to indicate “none”, date, sign and file the worksheet. No ballot designation will appear on the ballot. E.C.13107.3

Candidates are requested to carefully review their ballot designation against the following California Election Code 13107 (b) (1-7) and to use the “Basic Ballot Designation Test” to determine whether it is an acceptable/unacceptable designation.

Please note: Each worksheet will be carefully reviewed by the Elections Official to determine the ballot designation and the facts stated support and coincide with the following Secretary of State’s guidelines. Questionable designations may require further review. The Elections Official will notify the candidate of the decision to accept/decline when determined. E.C. 13107 (b) (1 - 7)

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.

GUIDELINES FOR BASIC TEST FOR ACCEPTABLE BALLOT DESIGNATIONS

- a. Is it true?
- b. Is it accurate?
- c. Does it mislead?
- d. Is it generic? (This means "IBM" is unacceptable, "Computer Company Manager" 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. **(Excluding Saturdays, Sundays and Holidays).**

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. The space provided for your ballot designation on the official ballot, will be blank.

FORMAT OF BALLOT DESIGNATION

Ballot designations selected which exceed space allotted on the ballot (approximately 60 characters) are printed in a smaller font pursuant to E.C. 13107 (f).

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 candidate's 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)

The rules governing ballot designations can be the subject of confusion. The California Secretary of State's ballot designation regulations are available upon request.

Voluntary Code of Fair Campaign Practices

Chapter 5. Fair Campaign Practices

Article 1. General Intent

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

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

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

Article 2. Definitions

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

Article 3. Code of Fair Campaign Practices

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

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

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

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

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

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

CODE OF FAIR CAMPAIGN PRACTICES

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

THEREFORE:

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

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

Signature

Date

Print Name

CAMPAIGN DISCLOSURE

Government Code 81000 et seq.

*State law requires candidates (and their committees, if any) to file one or more **Campaign Statements** disclosing their campaign receipts and expenditures in connection with an election.*

CAMPAIGN DISCLOSURE FORMS

The Political Reform Act of 1974, as amended, is applicable to all state and local candidates, their committees, and committees supporting or opposing ballot measures.

This Act requires candidates to report, in detailed statements, campaign contributions and expenditures. Up to three filings may be required, two prior to the applicable election, and one filing after the election.

When the candidate applies for nomination papers, he/she will receive an informational manual and the appropriate forms.

Candidates should familiarize themselves thoroughly with the information in the manual and to note carefully the filing deadlines, as the Act imposes penalties for late filing of campaign statements.

Payment from candidate's personal funds for a candidate filing fee or a candidate statement does not count as a "contribution" or "loan." However, all other expenses from the candidate's personal funds are considered contributions.

The filing dates are shown on the Campaign Report and Statement Filing Calendar.

Please make special note of the dates so that you comply with the requirements of the Act.

NOTE: *The law provides for a \$10 per day late filing penalty if filing deadlines are not met.*

All District related FPPC documents for both candidates and measures need to be filed with the County Elections Official.

CAMPAIGN REPORTING REQUIREMENTS CAMPAIGN FILING OBLIGATIONS

Except as noted below, an individual who intends to be a candidate for an elective office must file Form 501. Please see instructions on the Form 501 for the filing requirements. For State Candidates, Form 501 is filed with the Secretary of State. Local Candidates file with the appropriate local filing officer for their jurisdiction.

G.C. 85200 et seq.

FORM 501 – Candidate Intention Statement ▶ This statement must be filed before a candidate solicits or receives any contributions or loans from others or before any expenditure are made from personal funds on behalf of his/her candidacy, excluding personal funds used to pay filing fees and/or fees for Statements of Qualifications.

G.C. 85200

Exception: Form 501 is not required to be filed by candidates who do not intend to receive any contributions or loans, and the only expenditures from personal funds would be for payment of the filing fee, if applicable, and the Statement of Qualifications. Form 501 is not used to obtain a Committee Identification Number.

FORM 410 - Statement of Organization ▶ In addition to the above mentioned form, a Form 410 must be filed with the Secretary of State's Office to obtain a Committee Identification Number. Form 410 must be filed if a candidate or committee receives contributions or loans totaling \$1,000 in a calendar year. This statement must be filed within 10 days of opening a campaign bank account at a financial institution in California. All personal funds and/or contributions or loans made to the candidate, to a person on behalf of the candidate, or to the candidate's controlled committee shall be deposited in the campaign bank account prior to expenditure. All campaign expenditures shall be made from the account. For more details, refer to FPPC Information Manual 2. G.C. 85201 (f), (g)

FORM 470 - Officeholder/Candidate Campaign Statement-Short Form ▶ Candidates for office who expect to receive or spend less than \$1,000 during the election and who do not have a controlled committee may file a Form 470 with their Declaration of Candidacy (or no later than the filing deadline for the first pre-election campaign statement). G.C. 84206(a), (b)

FORM 470 - Supplement ▶ Any candidate who files a Form 470 and who subsequently has \$1,000 or more in receipts and/or expenditures during the six months prior to his/her election must send a notice to the Secretary of State, the local filing officer, if any, and to all candidates for the same office. This notice must be sent within 48 hours. After a supplemental 470 is filed, the candidate or office holder will be required to file a Form 410 and 460. Detailed information concerning the notice required is included on the Supplemental Form 470. G.C.84206(c)

FORM 460 - Recipient Committee Campaign Statement ▶ Candidates for office who receive contributions or have expenditures in excess of \$1,000 must file pre-election and semi-annual campaign statements during the year in which their election is being held. For candidates involved in the November General Election, the first semi-annual campaign statement must be filed no later than July 31, 2012; the first pre-election campaign statement is due not later than October 5, 2012; the second pre-election campaign statement is due no later than October 25, 2012; and the second semi-annual campaign statement must be filed no later than January 31, 2013. Please refer to the Campaign Report and Statement Filing Schedule in this guide for the actual filing periods covered by each statement. G.C. 84200 et seq.

Termination: Once contributions and expenditures for a particular office cease, all funds are expended, the ending cash balance is \$0.00, and the bank account is closed, **an original and one copy of Form 410 must be filed with the Office of the Secretary of State**. Additionally, you must file a copy of Form 410 along with an original and one copy of the final campaign statement (Form 460) with the appropriate filing officer. G.C. 84214

PRE-CAMPAIGN REPORTING REQUIREMENTS
FOR CANDIDATES AND/OR COMMITTEES

Form 501 - Candidate Intention Statement

Who files:

A candidate for State or local office must file Form 501 prior to solicitation or receipt of any contribution or expenditure of any personal funds used for the election.

You must file a **separate Form 501 for each election, including re-election to the same office.**

Exception: This form is not required if you will not solicit or receive contributions from other persons and the only expenditures will be from your personal funds used for the filing fee and/or Statement of Qualifications in the sample ballot or ballot pamphlet.

When to file:

Form 501 must be filed **before** you **solicit or receive any contributions or before you make any expenditure from personal funds on behalf of your candidacy.** This form is considered filed the date it is postmarked or hand delivered.

Pursuant to Government Code §84300 (a), no contribution of one hundred dollars (\$100) or more shall be made or received in cash. Pursuant to Government Code §84300(b), no expenditure of one hundred dollars (\$100) or more shall be made in cash.

Where to file:

All Committees send original and one copy to:	Secretary of State Political Reform Division 1500 11 th Street, Room 495 Sacramento, CA 95814
---	--

County and City Committees send copy to:	The appropriate local filing officer.
--	---------------------------------------

See California Form 501 for additional specific instructions and filing requirements.

Form 410 - Statement of Organization

Definitions:

Recipient Committee - A recipient committee is any individual (including an officeholder or a candidate), group of individuals, organization, or any other entity that receives contributions totaling \$1,000 or more during a calendar year.

Contribution - The term "contribution" includes monetary payments, loans and non-monetary goods or services.

Personal Funds - Candidates - The personal funds of a candidate or officeholder used in connection with seeking or holding elective office are contributions and are counted towards qualifying as a recipient committee. However, personal funds used to pay a candidate filing fee, if applicable, or a fee for the Statement of Qualifications to appear in the ballot pamphlet **are not** counted toward the **\$1,000 threshold**.

Pursuant to Government Code §84300(a), no contribution of one hundred dollars (\$100) or more shall be made or received in cash. Pursuant to Government Code §84300(b), no expenditure of one hundred dollars (\$100) or more shall be made in cash.

When to file:

File the Form 410 within 10 days of receiving \$1,000 in contributions. The date this form is postmarked is the date it is considered filed.

A recipient committee qualifying during the 16 days prior to an election in which it must file pre-election statements must file a Form 410 (or the information required on a Form 410) by fax, guaranteed overnight delivery or personal delivery within 24 hours of qualification with the filing officer who will receive the committee's original disclosure statements. A Form 410 must also be filed with the Secretary of State within 10 days.

A recipient committee qualifying during the 16 days prior to an election in which the committee makes independent expenditures of \$1,000 or more to support or oppose a candidate in that election must file the Form 410 (or the information contained on the Form 410) within 24 hours of qualification with the filing officer who will receive the committee's original disclosure statements and with the filing officer(s) for the candidate(s) supported or opposed by the independent expenditure. These filings must be made by fax, guaranteed overnight delivery, personal delivery or online (if online filing is available).

Where to file:

All Committees send original and one copy to: Secretary of State Political Reform Division
1500 11th Street, Room 495
Sacramento, CA 95814

County and City Committees send copy to: The appropriate local filing officer.

You will receive written notification from the Secretary of State's Office assigning an identification number to your committee. Identification numbers are also posted on the Secretary of State's web site at:

www.cal-access.ss.ca.gov

See California Form 410 for additional specific instructions and filing requirements.

**Fair Political Practices Commission
Candidates for Local Office
Committees Primarily Formed to Support/Oppose Local Candidates
Committees Primarily Formed to Support/Oppose Local Measures
Being Voted on November 6, 2012**

Deadline	Period	Form	Notes
Apr 30, 2012 Quarterly	1/1/12 – 3/31/12	<u>460</u>	<ul style="list-style-type: none"> Ballot Measure Committees formed during this period must file this report. Candidate committees and committees primarily formed to support/oppose candidates are not required to file this report.
July 31, 2012 Semi-Annual	thru – 6/30/12	<u>460</u> <u>470</u>	<ul style="list-style-type: none"> All committees must file Form 460. Incumbents and candidates who filed candidacy papers on or before June 30, and who do not have open committees must file Form 470. (See Form 470 bullet below.)
Oct 5, 2012 Pre-Election	7/1/12 – 9/30/12	<u>460</u> <u>470</u>	<ul style="list-style-type: none"> All committees must file Form 460. Incumbents and candidates who are listed on the ballot and who do not have open committees must file Form 470. This report is not required if a Form 470 was filed by July 31.
Oct 25, 2012 Pre-Election	10/1/12 – 10/20/12	<u>460</u>	<ul style="list-style-type: none"> All committees must file this report. File personal delivery or guaranteed overnight service.
Within 24 Hours 16-Day Reports	10/21/12 – 11/5/12	<u>496</u> <u>497</u>	<ul style="list-style-type: none"> 496: File if independent expenditures of \$1,000 or more are made. Candidates and primarily formed ballot measure committees: Do not file for expenditures made on your own committee's behalf. 497: File if a contribution of \$1,000 or more is received. 497: File if a contribution of \$1,000 or more is made to another candidate or another measure being voted upon November 6. Deadlines: File within 24 hours except the deadline for a Form 497 reporting a contribution received on October 21 is October 22, and the deadline for a Form 497 due October 27 or 28, is extended to October 29. The recipient of a non-monetary contribution during this period must file a Form 497 report within 48 hours from the time the contribution is received. File personal delivery, guaranteed overnight service, or fax.
Jan 31, 2013 Semi-Annual	10/21/12 – 12/31/12	<u>460</u>	<ul style="list-style-type: none"> All committees must file this report unless the committee filed a termination Form 410 and Form 460 before December 31.

Fair Political Practices Commission

Additional Election Reports

Depending on committee activity, one or all of the following reports may also be required:

- **465 - Supplemental Independent Expenditure Report:** Committees that make independent expenditures of \$1,000 or more file this report. Candidates see prohibition below.
 - **511 - Paid Spokesperson Report:** File within 10 days of making an expenditure totaling \$5,000 or more to an individual to appear in an advertisement to support or oppose a ballot measure.
-
- **Judges/ Unpaid Officeholders:** Elected officers whose salaries are less than \$200 per month and judges who are not listed on a ballot are not required to file the semi-annual statement due July 31 if no contributions were received or expenditures made from January 1 through June 30.
 - **Primarily Formed Ballot Measure Committees:** Prior to the semi-annual period in which the measure(s) supported or opposed is being voted upon, committees must file quarterly campaign statements in addition to semi-annual statements. Following the election, quarterly statements may also be required.
 - **Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
 - **Method of Delivery:** All paper filings are to be filed by personal delivery or first class mail unless otherwise noted.
 - **Filing Deadlines:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to Form 497 due November 3 or November 4, 2012, or any Form 496 report. Such reports must be filed within 24 hours regardless of the day of the week. Late statements are subject to a \$10 per day late fine.
 - **Prohibition on Candidate Independent Expenditures:** A controlled committee may not make independent expenditures to support or oppose candidates and may not contribute to another committee for the purpose of making independent expenditures to support or oppose other candidates.
 - **Form 470:** Incumbents and candidates who do not have a committee or do not raise/spend \$1,000 in 2012 may file Form 470. This form is filed only once during a calendar year. If, later during the calendar year, a campaign committee must be opened, a Form 470 Supplement and the Form 460 must be filed.
 - **Candidates:** After an election, reporting requirements will depend on whether the candidate is successful and whether a campaign committee is maintained.
 - Local jurisdictions may impose contribution limits and additional filing requirements.
 - All statements are public documents.
 - For important information, refer to www.fppc.ca.gov and click on the Candidates and Committees section. Candidates use [Campaign Manual 2](#), and ballot measure committees use [Campaign Disclosure Manual 3](#) or [contact the FPPC](#) for specific information.

GENERAL ELECTION

NOVEMBER 6, 2012

WHERE TO FILE

MOST COMMONLY USED FORMS FORM 501	FILING OFFICERS	FILE
Any candidate for state or local office in California must file this form before soliciting or receiving campaign contributions.	County Clerk Exception: Superior Court candidates file with Secretary of State	Original and 1 copy
FORM 410		
Individuals or groups organizing a committee.	Secretary of State	Original and 1 copy
	County Clerk	2 copies
TYPE OF OFFICE FORMS 460, 470, 425, 450		
Superior Court Judges, candidates for Superior Court Judge, their controlled committees and primarily formed committees	Secretary of State	Original and 1 copy
	County of domicile or county with the largest number of registered voters in the jurisdiction.	2 copies
Multi-County Offices Elected officers in local agencies that have jurisdiction in two or more counties, candidates for these offices, their controlled committees, and primarily formed committees:	County with the largest number of registered voters in the jurisdiction	Original and 1 copy
	County of domicile, if different from above.	2 copies
County Offices Elected county officers, candidates for these offices, their controlled committees, and primarily formed committees:	County Clerk	Original and 1 copy
	County of domicile, if different from above	2 copies
City Offices Elected city officers, candidates for these offices, their controlled committees, and primarily formed committees:	City Clerk	Original and 1 copy

ADDRESSES OF FILING LOCATIONS

Office	Address	Phone/Fax/E-mail/Notes
Secretary of State	Political Reform Division 1500 11 th Street, Room 495 Sacramento, CA 95814	www.sos.ca.gov
Fair Political Practices Commission (FPPC)	428 J Street, Suite 620 Sacramento, CA 95814	1.866.ASK.FPPC www.fppc.ca.gov Forms may also be downloaded from the FPPC's website.
Federal Election Commission		1.800.424.9530 www.fec.gov Federal campaign disclosure laws, contributions to/from national banks, national corporations & foreign nationals.
Contra Costa County Elections Division	555 Escobar Street Martinez, CA 94553	925.335.7874 Fax 925.335.7842

CAMPAIGN DISCLOSURE INFORMATION MANUALS

The Fair Political Practices Committee (FPPC) prepares campaign disclosure information manuals that provide information on who must file, when campaign statements must be filed, where statements are to be filed, etc. Current manuals are available at the Registrar of Voters Office. Candidates or committees must check to be sure they are using the correct manual.

- ◆ **Manual 1** - Information for State candidates, their controlled committees, and primarily formed committees for State candidates.
- ◆ **Manual 2** - Information for local candidates, Superior Court Judges, their controlled committees, and primarily formed committees for local candidates.
- ◆ **Manual 3** - Information for committees primarily formed to support or oppose a Ballot measure.
- ◆ **Manual 5** - Information for Major Donor Committees.
- ◆ **Manual 6** - Information for Independent Expenditure Committees.
- ◆ **Manual F** - Information for slate mailers.

CAMPAIGN FINANCE PROHIBITIONS

Federal and State law provide for the following prohibitions regarding campaign funds:

- ◆ Transfers to candidates subject to contribution limits and to committees, which make contributions to candidates and officeholders. G.C. 85304
- ◆ Cash contributions/expenditures of \$100 or more. G.C. 84300
- ◆ Anonymous contributions of \$100 or more. G.C. 84304
- ◆ Contributions made in the name of another person. G.C. 84301
- ◆ Commingling contributions with personal funds. G.C. 84307
- ◆ Newsletters sent at public expense. G.C. 89001
- ◆ Personal use of campaign funds. G.C. 85800, et. seq.
- ◆ Contributions from national banks, national corporations, foreign nationals.
Federal Election Campaign Act, 2 U.S.C. '441b and e
- ◆ Raffles Penal Code 319

SUMMARY OF FORMS

FORM 410 - Statement of Organization and Termination. Individuals or groups organizing a committee use Form 410. File original with Secretary of State and copy to the County Clerk.

FORM 410 (AMENDED) - An amendment of the Statement of Organization must be filed when changes are made to a committee (i.e. if the treasurer changes).

FORM 425 - Semi-Annual Statement of No Activity. Not to be used by candidate controlled committees.

FORM 450 - Recipient Committee Campaign Statement - Short Form to be used by organization and unions opposing or supporting measures.

FORM 460 - California Long Form - The three former "long form" campaign reports (Form 419, 420, 490) have been combined into one form for use by all candidates and committees. An amendment box is provided to identify amended filings.

FORM 460 is used by state and local recipient committees that have filed a Form 410 and have **raised or spent \$1000 or more, including personal funds, in a calendar year.**

FORM 461 - Independent Expenditure Committee and Major Donor Committee Campaign Statement.

FORM 465 - Supplemental Independent Expenditure Report. Officeholders, candidates or committees who make independent expenditures totaling \$1,000 or more in a calendar year to support or oppose a single candidate, a single ballot measure, or the qualification of a single ballot measure file this form.

FORM 470 - Candidate and Officeholders Campaign Statement - Short Form. Candidates and officeholders who **spend less than \$1000 for the calendar year file Form 470 once a year.** If Form 470 is filed with the declaration of candidacy, or on or before the first pre-election filing deadline, no additional campaign statement need be filed in connection with the election as long as total receipts and expenditures remain less than \$1000.

FORM 470 (SUPPLEMENTAL) - Supplemental Candidate and Officeholder Campaign Statement. This form applies to candidates and officeholders who have filed a Form 470 and subsequently receive contributions or make contributions totaling \$1000 or more for a calendar year. Once a Supplemental Form 470 is filed, the candidate or officeholder will be required to file a Form 410 and 460.

FORM 495 - Supplemental Pre-election Campaign Statement. Officeholders, candidates or committees who make contributions totaling \$5000 or more in a calendar year file a Form 495.

FORM 496 - Late Independent Expenditure Report. Office holders, candidates or committees who make independent expenditures totaling \$1000 or more to support or oppose a single candidate or measure during the 16 days prior to the election.

FORM 497 - Late Contribution Report used to report contributions from a single source of \$1000 or more, 16 days immediately prior to the election.

FORM 501 - Candidate Intention Notice. Any candidate for state or local office in California must file this form before soliciting or receiving campaign contributions (including loans and use of personal funds).

POSITION ON THE BALLOT

Division 20 of the California Elections Code

State Random Alphabet List

The Secretary of State conducts a random drawing of the alphabet on the 82nd day before the General Election which is **August 16, 2012**. E.C.13112 (b) (1)

WRITE-IN CANDIDATES

NOMINATION FILING PERIOD

September 10 thru October 23, 2012 (E-57 - E-14)

E.C. 8600

A person whose name does not appear on the ballot may run for office as a **Write-In candidate**.

There is no fee or charge required **except in the case of a city office** as provided in E.C. 10228 and 8604.

To **qualify as a Write-In candidate** for a particular office a person **must** file the following documents:

- **Nomination petition for signatures** are required for AC Transit, East Bay MUD and East Bay Regional Park District. Ask Elections Official for details. E.C. 8601
- **Additional forms are required** of all Write-In candidates similar to a regular candidate. They are listed on the "Summary Information" page of this guide.
- The **Statement of Write-In Candidacy** form is issued when Write-In candidates file the required nomination documents. It is mandatory the candidate complete, sign and file this form in order to be considered a qualified Write-In candidate.

*The Candidate Statement and the Ballot Name **do not** apply to Write-In candidates.*

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.

WRITE-IN CANDIDATES

SUMMARY INFORMATION IMPORTANT!

FILING FEES

Not applicable

NOMINATION SIGNATURES

Only applicable for AC Transit, East Bay MUD and East Bay Regional Park District. Ask Elections Official for details.

CANDIDATE STATEMENT OF QUALIFICATIONS

NOT AN OPTION FOR WRITE-IN CANDIDATES

FILING PERIODS

September 10 thru October 23, 2012

Filing Period - All Nomination Documents must be filed at one time.

There is **no Extension Period** for Write-In candidates.

ALL CANDIDATES MUST FILE

1. Nomination Petition for Signatures **if applicable**
2. Statement of Economic Interests (Form 700)
3. Campaign Statement Forms (501, 410, 470 or 460)
4. Statement of Write-In Candidacy (Declaration of Candidacy)

OPTIONAL

1. Code of Fair Campaign Practices

NOT APPLICABLE FOR WRITE-IN CANDIDATES

1. Candidate Statement of Qualifications
2. Ballot Name
3. Ballot Designation

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.

SECTION 5

ADDITIONAL CANDIDATE INFORMATION

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).

MASS MAILING PROHIBITIONS

G.C. 89001

No newsletter or other mass mailing shall be sent at public expense. For further information, contact the Fair Political Practices Commission.

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.

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 some time not more than 30 days prior to such distribution. E.C. 18302

SECTION 6

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.

This also applies to indexes, absentee voter list and election officer and polling place 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 “mailed ballot precinct.” When this occurs, all voters in that precinct will automatically be mailed a Vote By Mail ballot **no application is necessary**. Because of the increasing number of jurisdictions with overlapping boundaries that hold elections at the same time, the number of mailed ballot precincts has increased. Voters should check the back of their Sample Ballot Pamphlets to determine if they are in a mailed 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 Elections Official. As required by law, an application for a Vote By Mail ballot is always included in the Sample Ballot Pamphlet 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:
Contra Costa County Registrar of Voters
P.O. Box 271
Martinez, CA 94553

or Fax your request to:
925.335.7838

Individual Contra Costa County voters may apply electronically on the Election Division's web site: www.cocovote.us

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 Elections Official.

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 7 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.

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, contact 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:

<u>Article 88-6</u>	<u>Section 88-6.810</u>	<u>Political Campaign Advertising</u>
----------------------------	--------------------------------	--

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:

<u>Article 88-6.8</u>	<u>Section 88.6.812</u>	<u>Sign - On Utility Poles</u>
------------------------------	--------------------------------	---------------------------------------

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.

<u>Article 88-6.8</u>	<u>Section 88.6.618</u>	<u>Sign - Intersection</u>
------------------------------	--------------------------------	-----------------------------------

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.

VOTER REGISTRATION AND ELECTION REPORTS

General Information	<p>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.</p> <p>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.</p>
Routine Reports	<p>Routine computer reports generated for internal and public use are available. These reports are described in this booklet on page 63, and are generally available on relatively short notice.</p>
Custom Reports	<p>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.</p>
Paper or CD-ROM	<p>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 Information Technology <u>before</u> ordering a report.</p> <p>Large files, such as the Master Voter File, are available only on CD-ROM.</p>

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 an Election job. We process requests as fast as we can, but during 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/FEEES
Daily Absentee List	AVMR015	<p>A county wide alphabetical list of all absentee voter applications processed the previous day, beginning 29 days before an election. Not cumulative.</p> <p>Shows applicant's residence and mailing addresses, political party, date application received, date ballot mailed, the voting and absentee precincts.</p> <p>Not available by district.</p>	<p>Available for viewing only at Election Office during regular business hours, no charge.</p> <p>Copying charge - \$0.25 per page plus tax (\$1.00 minimum).</p>
<p>Voter Master File</p> <p>(May be created with voting history).</p>	MVMJ004	<p>Lists the records in the voter file.</p> <p>May be created with voting history.</p> <p>Countywide or district.</p>	<p>Available Countywide or by district on CD-ROM.</p> <p>Entire County: \$250, plus the cost of CD, plus tax.</p> <p>District: \$50 for the first 100,000 names;</p> <p>\$175 for all districts over 100,000 names, plus the cost of the CD, plus tax.</p>
Vote By Mail Customer File	AVMJ004, 010, OR 011	<p>Lists voters who have been issued an absentee ballot.</p> <p>Gives mailing address, political party, precinct and affidavit number.</p> <p>Cumulative or by date. Countywide or district. Return information available one (1) week before election.</p>	<p>Countywide or by district.</p> <p>Available on CD-ROM or Email.</p> <p>Requires a <u>minimum 24-hour notice</u>.</p> <p>\$25, plus the cost of CD, plus tax.</p>
Street File	SGMJ001	<p>Lists streets in alphabetical order with the range of addresses, precinct numbers, city name and zip code.</p> <p>Countywide or District.</p>	<p>Available on CD-ROM on the first of each month.</p> <p>\$25 plus cost of CD, plus tax.</p>

NAME OF REPORT	JOB NO.	DESCRIPTION	NOTES/FEEES
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.
Records of Voters who Voted	MVMR018	Lists names of voters, including Vote By Mail 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.
Vote By Mail Customer File by District	AVMR132	Prints condensed Vote By Mail voter list by district and date request.	Available on paper only. \$25 plus cost of paper, 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 a report you are interested in is not on this list, please call Information Technology at (925) 335-7800. We will try to accommodate your request.

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

(Customer must prepay postage either by US Mail, UPS or Federal Express)

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)
Certified Copies	\$1.50 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)	\$0.25 per page, plus tax
Precinct List	\$0.50 per 1,000 names, plus tax
Color Maps 11" x 17"	\$1.00
Full County Maps or large format printing (36" X 72")	\$150.00 plus tax (\$25.00 per running foot)
Copy of Candidate's Statement of Qualifications	\$0.25 per page, plus tax (\$1.00 minimum)