

County of Monterey Candidate Guidelines



Presidential Primary Election March 5, 2024



Monterey County Elections

Prepared by Monterey County Elections
(831) 796-1499 | www.montereycountyelections.us

*The text in this book is specific to all other offices.

For information related to judicial offices, please refer to our Judicial Candidate Guidelines or for a central committee, please refer to our Central Committee Candidate Guidelines located on our website at www.MontereyCountyElections.us.

The materials contained in this guide represent the research of the staff at Monterey County Elections (MCE). The contents of the guide and any legal interpretations contained herein are not to be relied upon as legal opinion. Reliance on the content without prior submission to and approval of your appropriate legal counsel is done at your own risk.

This guide should be used as a general reference only, in addition to other references that may be used by you or your campaign. This guide does not have the force and effect of law, regulation, or rule; in the case of conflict, the law, regulation, or rule will apply. Our office is precluded from providing you legal advice. It is suggested that legal advice come from private counsel.

If you have any questions or comments, please call (831) 796-1499 or visit our website at www.MontereyCountyElections.us.



Message from Monterey County Elections

Congratulations on your decision to run for public office. This is undoubtedly one of the most significant and meaningful decisions one can make. We trust this will be a positive experience for you and those involved in your campaign. This informational guide provides an overview of important forms and campaign deadlines related to the March 5, 2024 Presidential Primary Election. Please take the time to review the information; it may answer many questions you have regarding the rules and guidelines for running for public office.

Please note, this guide is for general reference only and is not a substitute for legal advice. We strongly urge you to talk to private counsel if you have any legal questions.

Elections Contact

The Elections Program Manager, Genesis Cabaccang, can assist you in understanding the general information discussed in this guide. Ms. Cabaccang can be reached at (831) 796-1486 or via email at CandidateServices@co.monterey.ca.us.

What to Expect

This filing period, you can expect the following:

- Appointments required to finalize documents

Information will be updated on our website as applicable.

Filing Reminders

Although this office is precluded from providing legal advice on matters of campaign filing, we certainly can offer simple tips that will expedite the process:

- ✓ Make an appointment
- ✓ File early
- ✓ Review this guide in its entirety

I wish you the best of luck!

Sincerely,

Gina Martinez
Registrar of Voters

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ELECTIONS DEPARTMENT CONTACT INFORMATION

Location and Hours:	Monterey County Government Center 1441 Schilling Place – North Building Salinas, CA 93901 Monday – Friday; 8am to 5pm
Mailing Address:	Monterey County Elections PO Box 4400 Salinas, CA 93912
General Phone:	(831) 796-1499 Toll Free: (866) 887-9274
Candidates and Campaigns:	(831) 796-1486
Fax:	(831) 755-5485
General Email:	Elections@co.monterey.ca.us
Website:	www.MontereyCountyElections.us
Data Services: Departmental Data Processing Election and Registration Data, Precinct Maps	Elections@co.monterey.ca.us
Genesis Cabaccang, Elections Program Manager: Candidates and Campaigns <i>*The candidate services email is to <u>submit the electronic version</u> of the candidate statement of qualifications.</i>	CabaccangG@co.monterey.ca.us and CandidateServices@co.monterey.ca.us

ELECTION KEY DATES

Dates and processes are subject to change.

Signatures In-Lieu of Filing Fee Period	September 14, 2023 – November 8, 2023
Nomination/Candidate Filing Period	November 13, 2023 – December 8, 2023
Certified List of State Candidates	December 28, 2023
Military/Overseas Voter Ballot Delivery Period	January 20, 2024
Write-In Candidate Period	January 8 – February 20
Ballots Mailed to Each Voter	February 5, 2024 – February 27, 2024
Registration Deadline	February 20, 2024*
Conditional Voter Registration Period	February 21** – March 5
Last Day to Request a Vote-by-Mail Ballot	February 27, 2024
Last Day to Return a Vote-by-Mail Ballot in Person	March 5, 2024
Election Day	March 5, 2024
Deadline to Receive Ballot returned via mail postmarked by Election Day	March 12, 2024
Certification Deadline	April 4, 2024

*Date adjusted due to weekend and/or holiday.

**Original start date is impacted by state holiday and therefore moves forward to the next business day.

MARCH 5, 2024 – PRESIDENTIAL PRIMARY ELECTION CALENDAR

ACTION ITEM	APPLIES TO	DATES
Signatures In-Lieu of Filing Fee Period ELEC §§8061, 8105, 8106	All candidates *Not applicable to County Central Committees	September 14, 2023 – November 8, 2023
Last day for central committees to notify county elections office whether they intend to use the public ballot for the election of their members EC § 7209,7225	County Central Committees ONLY	September 15, 2023
Nomination Period for candidates running for a county central committee. ELEC §8020(b)	County Central Committees ONLY	September 29, 2023 – December 8, 2023
New Party Qualification ELEC §5100	Secretary of State **Date falls on a weekend or state holiday; it moves forward to the next business day.	October 23, 2023
Candidate Statement Period for State Voter Information Guide <i>(Date designated by SOS)</i>	U.S. House of Representatives, State Senate & State Assembly	November 13, 2023 – December 8, 2023
School or Special District Vacancy Last day for the governing body of the local jurisdiction to call an election to fill a vacancy. GOV §1780; EDC §5091	School or Special Districts	October 27, 2023
Declaration of Intention ELEC §§8023, 8103-06	Judicial Candidates ONLY	October 30, 2023 – November 8, 2023
Cities to publish election notice, if any city is consolidating an election ELEC §§12101, 12111	Cities	October 30, 2023 – November 13, 2023
Secretary of State to Prepare Notice Designation Qualified Political Parties ELEC §12103	Secretary of State	November 1, 2023
Statement of Election Facts, Notice of Election, and District maps ELEC §§10509, 10522, 10524	All Cities, Schools and Special Districts	November 1, 2023
Adopted school resolutions due to Superintendent EDU §5322	School Districts	November 3, 2023
U.S. President: Nomination Paper Period for Presidential Candidates not selected by the Secretary of State	U.S. Presidential Candidates	November 6, 2023
County Superintendent to deliver resolutions to call a special vacancy election EDU §§5324, 5325	County Superintendent	November 6, 2023

Publication of Notice of Election ELEC §§12109, 12112; GOV §6061; EDU §5363 (include date of election, offices to be filled, where nomination papers are available, and deadline for filing forms)	County Elections Department	November 6, 2023 – December 6, 2023
Last day to file Declaration of Intention ELEC §§8023, 8103-06	Judicial Candidates	November 8, 2023
Last day to file Signatures In-Lieu of Filing Fee ELEC §§8105, 8106(b)(3)	All candidates *Not applicable to County Central Committees	November 8, 2023
Extended Period for Declaration of Intention ELEC §§8022, 8023(b), 8103-06	Judicial seats for which no eligible incumbent files a Declaration of Intention by November 8	November 9, 2023 – November 13, 2023
County Holiday - Veterans Day (Observed)		November 10, 2023
Last day for the remaining council to call an election to fill a vacancy. City Clerk shall immediately publish Notice of Election. ELEC §§12101-02; GOV §36512	Cities	November 12, 2023
Filing Period of Declaration of Candidacy/Nomination Papers *Candidate Statement of Qualifications due at the time of filing ELEC §§13, 100, 104, 333, 8020, 8024, 8028, 8040, 8041, 8061, 8067, 10220, 10224-10227, 10407, 10510-10516, 10602, 10705, 13107, 13307-13308; CCP §2015.5, GOV §§87200-87201	All Offices *Exception, the nomination period for candidates running for County Central Committees begins on the 158th day prior to the primary election.	November 13, 2023 – December 8, 2023
Voter Information guide U.S. Senate Office Candidate Statement Deadline	U.S. Senate	November 15, 2023
County Holiday - Thanksgiving Day		November 23, 2023
County Holiday - Day after Thanksgiving		November 24, 2023
497 24-hour Contribution Report	Filed by state and local committees making or receiving contributions of \$1,000 or more 90 days before election.	December 6, 2023 – March 5, 2024
24-hour Late Contribution/Independent Expenditure Report GOV §§84101, 84108, 84203, 84204	All Committees	December 6, 2023 – March 5, 2024
Last day to file a Local Measure ELEC §10403	Local Jurisdictions	December 8, 2023
Last day to file a Tax Rate Statement for Bond Measures ELEC §9400, 9401	Local Jurisdictions	December 8, 2023

Candidate Filing Period Closes ELEC §§8020, 10224, 10510, 10603(b)	All Offices	December 8, 2023
Elections official will designate letters for local measures after 5:00 p.m. ELEC §13116	County Elections Department	December 8, 2023
Extended Candidate Filing Period ELEC §§8022, 8024, 10516	Offices for which no eligible incumbent files nomination papers by December 8 *Not applicable to County Central Committees	December 9, 2023 – December 13, 2023
10-day public review period of local measure on the ballot ELEC §§9190, 9295, 9380, 9509, 13313	All Jurisdictions	December 9, 2023 – December 18, 2023
Period to file <u>Primary Arguments</u> in favor of or against local ballot measures ELEC §§9162-9164, 9281-9283, 9286, 9315-9316, 9501-9502, 9600-9601	Local Jurisdictions (not to exceed 300 words)	December 9, 2023 – December 14, 2023
Public review period of Candidate Statement of Qualifications ELEC §§9190, 9295, 9380, 9509, 13313	All candidates *Not applicable to County Central Committees	December 9, 2023 – December 18, 2023
"Write-In Candidacy" Filing Period Against Incumbent Judge Running Unopposed ELEC §8203, 8600-8605	Judicial Candidates	December 9, 2023 – December 18, 2023
Last day to withdraw "Candidate Statement of Qualifications" for offices that closed on the 88th day ELEC §13307(a)(3)	All candidates *Not applicable to County Central Committees	December 11, 2023
Last day for local jurisdiction to withdraw ballot measure. ELEC §§9604-05	Local Jurisdictions	December 13, 2023
Extended Candidate Filing Period Closes ELEC §§8022, 8024	Offices for which no eligible incumbent files nomination papers by December 8 *Not applicable to County Central Committees	December 13, 2023
Randomized alphabet drawing for ballot placement (order of names on the ballot) ELEC §§13111, 13112, 13113	Secretary of State/County Elections Department	December 14, 2023
Last day to file <u>Primary Arguments</u> in favor of or against local ballot measures ELEC §§9162-9164, 9281-9283, 9286, 9315-9316, 9501-9502, 9600-9601	Local Jurisdictions (not to exceed 300 words)	December 14, 2023

Last day to file <u>Impartial Analysis</u> regarding local ballot measures ELEC §9160, 9163, 9203, 9280, 9313, 9314, 9500	County Counsel and/or City Attorneys (not to exceed 500 words)	December 14, 2023
Last day to withdraw "Candidate Statement of Qualifications" for offices that closed on the 83rd day ELEC §13307(a)(3)	Candidates who filed during the extended filing period	December 14, 2023
Public review period of Candidate Statement of Qualifications ELEC §§9190, 9295, 9380, 9509, 13313	Candidate Statements of Qualifications filed during the extended period *Not applicable to County Central Committees	December 14, 2023 – December 23, 2023
10-day public review period for arguments ELEC §§9190, 9295, 9380, 9509, 13313	All Jurisdictions	December 15, 2023 – December 25, 2023
Period to file <u>Rebuttal Arguments</u> in favor of or against local ballot measures ELEC §§9163-9164, 9167, 9281-9286, 9316-9317, 9502, 9504, 9600-9601	Local Jurisdictions (not to exceed 250 words)	December 15, 2023 – December 21, 2023
Last day to file a Write-In Candidacy Against Incumbent Judge Running Unopposed ELEC §§8203, 8600-8605	Judicial Write-In Candidates	December 18, 2023
Last day to file <u>Rebuttal Arguments</u> in favor of or against local ballot measures. ELEC §§9163-9164, 9167, 9281-9286, 9316-9317, 9502, 9504, 9600-9601	Local Jurisdictions (not to exceed 250 words)	December 21, 2023
10-day public review period for rebuttals ELEC §§ 9190, 9295, 9380, 9509, 13313	All Jurisdictions	December 22, 2023 – January 1, 2024
County Holiday - Christmas Eve (Observed)		December 22, 2023
Notice to Candidates for Voter-Nominated Offices ELEC § 8121	Secretary of State *Date falls on a weekend or state holiday; it does not move forward to the next business day.	December 23, 2023
County Holiday - Christmas Day		December 25, 2023
Certified List of Candidates for Voter-Nominated Offices ELEC §§ 8120-8125	Secretary of State	December 28, 2023
Semi-Annual Campaign Statement (Period: 07/01/23 - 12/31/23) GOV §§84200(a), 84200.5, 84218	All Committees	December 31, 2023 – January 31, 2024

"Write-In Candidacy" Filing Period ELEC §§8600-8605	Any qualified person	January 8, 2024 – February 20, 2024
Counties may begin to mail county voter information guide ELEC §§ 13303-13304	County Elections Department <i>*Please contact the elections department for exact date</i>	January 25, 2024 – February 13, 2024
Ballots mailed to each voter. ELEC §§3000.5, 3001	Any registered voter may obtain a ballot by mail	February 5, 2024 – February 27, 2024
U.S. President: Statement and Endorsement of Write-in Candidacy Deadline	U.S. Presidential Candidates	February 13, 2024
Late Contribution/Independent Expenditure Report GOV §§84101, 84108, 84203, 84204	All Committees	February 18, 2024 – March 4, 2024
Last day to <u>register to vote</u> . ELEC §§ 2102	Any eligible citizen. <i>**Date falls on a weekend or state holiday; it moves forward to the next business day.</i>	February 20, 2024
Last day to file a "Write-In Candidacy" ELEC §§8600-8606	Write-In candidates	February 20, 2024
Conditional Registration Period ELEC §§2170-2173	Any citizen or registrant eligible to register to vote (at Elections Office Only) <i>**Original start date is impacted by state holiday and therefore moves forward to the next business day.</i>	February 21, 2024 – March 5, 2024
New Citizens Registration Period ELEC §§331, 3500-3501	New Citizens (registration at the Elections office only)	February 20, 2024 – March 5, 2024
Certified List of State Write-In Candidates	Secretary of State	February 23, 2024
Last day to receive written request/application for a ballot via mail. After this date, any registered voter may pick one up in-person until election day. ELEC §3001	Any registered voter may obtain a ballot by mail.	February 27, 2024
FINAL DAY TO VOTE ELEC §§1000, 1100, 14212	Voters may vote in person at the County Elections Department from 7:00am to 8:00pm	March 5, 2024
Last day for county elections office to receive ballots in the mail that are postmarked no later than the election date. ELEC §§3017, 3020; Assembly Bill 37	County Elections Department	March 12, 2024

US President: Counties to send Statement of Results to Secretary of State ELEC §15372, 15375	County Elections Department	April 2, 2024
Last day for county elections officials to certify election results ELEC §15372, 15375	County Elections Department	April 4, 2024

All above California Code Sections are available online at: <http://leginfo.legislature.ca.gov/>

OFFICES UP FOR ELECTION

March 5, 2024 – Presidential Primary Election
(This information is subject to change at any time)

OFFICE	NO. TO BE ELECTED	TERM LENGTH	ELECTED	MULTI-COUNTY OFFICE
FEDERAL				
President of the United States	1	4	Elected at Large	n/a
United States Senator	1	6	Elected at Large	n/a
United States Representative Congressional, District 18	1	2	Elected by Area	Monterey San Benito Santa Clara Santa Cruz
United States Representative Congressional, District 19	1	2	Elected by Area	Monterey San Luis Obispo Santa Clara Santa Cruz
STATE				
Senate, District 17	1	4	Elected by Area	Monterey San Benito San Luis Obispo Santa Clara Santa Cruz
Assembly, District 29	1	2	Elected by Area	Monterey San Benito Santa Clara Santa Cruz
Assembly, District 30	1	2	Elected by Area	Monterey Santa Cruz San Luis Obispo
JUDICIAL				
Judge of the Superior Court	4	6	Elected at Large	n/a
COUNTY				
Board of Supervisors, District 1	1	4	Elected by Area	n/a
Board of Supervisors, District 4	1	4	Elected by Area	n/a
Board of Supervisors, District 5	1	4	Elected by Area	n/a

QUALIFICATIONS FOR OFFICE

ALL CANDIDATES MUST MEET THE FOLLOWING REQUIREMENTS:

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

ELECTIONS CODE 201

- b) A person is disqualified from holding any office upon conviction of designated crimes as specified in the Constitution and laws of the state.

GOVERNMENT CODE 1021

- c) Not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes.

ELECTIONS CODE 20

SPECIAL REQUIREMENTS FOR SPECIFIC OFFICES

FEDERAL OFFICES

United States Senator

(6-year term; No term limits)

At least 30 years of age, a U.S. citizen for nine years, and a resident of the state when elected. (U.S. Const., art. I, § 3; 20th Amend.)

United States Representative – Congressional, District 18 and 19

(2-year term; No term limits)

At least 25 years old, registered voter, U.S. citizen for at least 7 years, and resident of the state when elected. (U.S. Const., art. I, § 2; 20th Amend.)

STATE OFFICES

State Senator, District 17

(2-year term)

U.S. citizen, has been a resident of the legislative district for one year and a resident of California for 3 years immediately preceding the election, and serve no more than 12 years in the State Senate, the Assembly, or both, in any combination of terms during his or her lifetime if he or she was first elected to the Legislature after June 2012 and has not previously served in the State Senate or Assembly. (Cal. Constitution, Art. IV, Sec. 2)

Member of the State Assembly, District 29 and District 30

(2-year term)

U.S. citizen, has been a resident of the legislative district for one year and a resident of California for 3 years immediately preceding the election, and serve no more than 12 years in the State Senate, the Assembly, or both, in any combination of terms during his or her lifetime if he or she was first elected to the Legislature after June 2012 and has not previously served in the State Senate or Assembly. (Cal. Constitution, Art. IV, Sec. 2)

COUNTY OFFICES

Board of Supervisors, District 1

(4-year term)

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

Board of Supervisors, District 4

(4-year term)

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

Board of Supervisors, District 5

(4-year term)

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

Retirees Running for Office

Please note that the election of a retiree of a public or private retirement system/program may have an impact on the benefits received by that elected/retiree; the retiree may wish to consult their personal financial planner or the administrator of that program regarding any such impact.

FILING FEES AND SIGNATURES REQUIRED

Federal/State Office Filing Fees and Number of Required Signatures

OFFICE	SALARY	FILING FEE (% OF SALARY)	IN-LIEU SIGNATURES	VALUE OF EACH SIGNATURE	NOMINATION SIGNATURES REQUIRED
United States Senator	\$174,000.00	\$3,480.00 (2%)	7,000	\$ 0.497143	65 – 100 (minimum – maximum)
US Congress, District 18	\$174,000.00	\$1,740.00 (1%)	2,000	\$ 0.870000	40 – 60 (minimum – maximum)
US Congress, District 19	\$174,000.00	\$1,740.00 (1%)	2,000	\$ 0.870000	40 – 60 (minimum – maximum)
State Senate, District 17	\$122,694.00	\$1,226.94 (1%)	2,000	\$ 0.61347	40 – 60 (minimum – maximum)
State Assembly, District 29 & 30	\$122,694.00	\$1,226.94 (1%)	1,000	\$ 1.22694	40 – 60 (minimum – maximum)

ELECTIONS CODE 8062, 8103 – 8106

County Office Filing Fees and Number of Required Signatures

OFFICE	SALARY	FILING FEE (1% of salary)	REG. VOTERS*	IN-LIEU SIGNATURES	VALUE OF EACH SIGNATURE	NOMINATION SIGNATURE REQUIRED
Supervisor, District 1	\$157,790.09	1,577.90	32,971	2,308	\$0.683675	20 – 40 (minimum – maximum)
Supervisor, District 4	\$157,790.09	1,577.90	45,406	3,178	\$0.496442	20 – 40 (minimum – maximum)
Supervisor, District 5	\$157,790.09	1,577.90	57,768	4,044	\$0.390206	20 – 40 (minimum – maximum)

ELECTIONS CODE 8062, 8103 – 8106

*The number of registered voters in the district as of **February 10, 2023** pursuant to Elections Code 8106(a)(4).

When Filing Fees Are Due

State candidates must pay the filing fee at the time of pulling out the *Nomination Petition*.

ELECTIONS CODE 8105

All Other Candidates

The filing fees for all other candidates are to be paid at the time the candidate files their *Nomination Papers*.

ELECTIONS CODE 8105

Filing fees may be paid by cash or check. Credit Cards are not accepted. The county elections official cannot accept any papers unless the fees are paid at the time required.

To Whom Filing Fee is Paid

- ✓ Federal and State candidate filing fees are to be made payable to the Secretary of State.
- ✓ Local candidate filing fees are to be made payable to “Monterey County Elections”.

Filing Fees Are Nonrefundable

All filing fees received by the county elections officials and Secretary of State are **nonrefundable**.

ELECTIONS CODE 8105

How Filing Fees Are Determined

The filing fees for each office are prescribed by law under the Elections Code. The filing fees are as follows:

- 2% of the first-year salary for the office of United States Senator or for any state office.
- 1% of the first-year salary for the office of Representative in Congress and member of the State Board of Equalization.
- 1% of the first-year salary for the office of state Senator or Member of the Assembly.
- 1% of the annual salary for a judicial office or for a county office.

These estimates are subject to change. Final figures are based on salary figures in place on the first day papers are available.

ELECTIONS CODE 8103, 8104

Signatures In-Lieu of Filing Fees (Optional)

The law provides an alternative to paying the filing fee in currency. Candidates may obtain a Signatures In-Lieu of Filing Fee and collect signatures of voters to cover the entire cost of the filing fee or some portion thereof.

ELECTIONS CODE 8106

Do Write-In Candidates Pay a Filing Fee?

No. There are no fees required for a write-in candidate except in the case of a candidate for city office as provided in Elections Code Section 10228.

ELECTIONS CODE 8604

CANDIDATE FILING CHECKLIST

This checklist is for reference only and may not be fully inclusive of every requirement for office.

1. Make an Appointment. Call (831) 796-1499 to schedule an appointment.

- ☐ Provide your name and address – we must verify you are registered to vote in the district for the office you plan to run for.
- ☐ Bring identification card to verify who you are.
- ☐ Bring any campaign information (phone number, mailing address, email, website, if applicable)

2. Nomination Documents

- ☐ a. Signatures In-Lieu of Filing Fee issued (if applicable)
- ☐ b. Nomination Petition issued
- ☐ c. Nonrefundable Filing Fee
 - ☐ If you are running for a federal or state office, the check is to be payable to:
 - Secretary of State, “not to exceed _____”
 - ☐ If you are running for a local office, the check is to be payable to:
 - Monterey County Elections
- ☐ d. Code of Fair Campaign Practices (*optional*)
- ☐ e. Permission to Post your Information on the Internet
- ☐ f. Ballot Designation Worksheet
- ☐ g. Declaration of Candidacy, which includes:
 - ☐ 1. Name on Ballot (no title or degrees)
 - ☐ 2. Ballot Designation (3 words or less)
 - ☐ 3. Oath of Office
 - ☐ 4. All other portions filled out and signed
- ☐ h. FPPC Form 700 issued. Due back to MCE by: **Friday, December 8, 2023**

3. Candidate’s Statement of Qualifications (optional) – payment and statement due at time of filing Nomination Petition. If nominations are satisfied with Sigs In-Lieu, the candidate statement of qualification is due at the time of filing for office.

- ☐ a. Local offices: 200 words; State offices: 250 words
- ☐ b. Bring a hardcopy and email Microsoft Word version to CandidateServices@co.monterey.ca.us
- ☐ c. Check or Money Order payable to “Monterey County Elections”

4. Campaign Financial Disclosure Requirements (FPPC): State and Local Candidates

- ☐ File FPPC Form 501 indicating your intention as a candidate. *This must be filed before you raise or spend a single penny.* Most local candidates file with local elections official, but state offices file with the Secretary of State.
- ☐ File FPPC Form 410 plus a \$50.00 check made out to the Secretary of State if your committee receives, raises and/or spends \$2,000 or more on your campaign.
- ☐ File Form 470 indicating either no committee or fund raising under \$2,000.

Additional FPPC financial disclosure filing requirements may apply. For more information, visit fppc.ca.gov or [Summary of Campaign Disclosure Forms](#)

Campaign Financial Disclosure Requirements: Federal Candidates

- ☐ Contact Federal Election Commission at www.fec.gov for financial disclosure requirements or call toll-free (800) 424-9503 or mailing at 999 E Street, NW, Washington, D.C., 20463.
- ☐ US House of Representatives contact the House Committee on Ethics at <http://ethics.house.gov/> or call (202) 225-7103

PREPARE FOR YOUR MEETING – QUESTIONNAIRE CHECKLIST

This is a primer for you to prepare for your meeting. You will answer a series of questions (sample below) to complete your candidate filing paperwork.

- ☐ **Will you be filing a candidate statement of qualifications?** Optional. (YES OR NO)
- ☐ **Did you file your FPPC Form 501?** (YES OR NO) The Form 501 is the candidate intention statement and is filed by all candidates. This must be filed before you raise or spend a single penny.
[FPPC Form 501](#) – file this form with the state in the address provided in the instructions.
(This does not apply to Federal candidates as they follow FEC rules)
- ☐ **Do you anticipate to raise, spend or receive \$2,000 or more for your candidacy?** (YES OR NO)
*If **yes**, a copy of the **FPPC Form 410** should be filed with MCE.
*If **no** (you do not anticipate spending \$2,000 or more), complete the **FPPC Form 470**.
[FPPC Form 410](#) – file this form with the Secretary of State (address in the instructions) and a copy with MCE.
[FPPC Form 470](#) – file this form with MCE.
(This does not apply to Federal candidates as they follow FEC rules)
- ☐ **Did you complete and file a FPPC Form 700 this year to cover the 2022/2023 cycle?** (YES OR NO) All candidates running for office are required to complete a Form 700 for their candidacy.
*If **yes**, make a copy of any schedules filed this year and complete a new cover sheet.
→If **no**, complete the Form 700 and applicable schedules.
[FPPC Form 700](#) – file this form with MCE.
(This does not apply to Federal candidates as they follow FEC rules)
- ☐ **Did you create any contact information for your candidacy that you would like MCE to share with voters?** Optional. (YES OR NO)
With your permission, we will publish the contact information on our **Candidate List** that will be available for voters on the Monterey County Elections website.
- Telephone numbers?
 - Email address?
 - Different mailing address (i.e. business address)?
 - Website address?

☐ **How would you like your name to appear on the ballot?** Please note, candidates can do the following:

- John Smith in place of Jonathan Smith

☐ **What is your proposed ballot designation?** Optional. The ballot designation is your **current Principal Profession, Vocation, or Occupation** in **3 words or less**. The proposed ballot designation will appear under your name on the ballot. This is similar to your job title on your business card. There are strict rules in CA Elections Code of what a candidate can or cannot use.

**What do you do for a living?* Or complete the sentence “I am a _____”.*

- Provide a 1st Alternative Ballot Designation
- Provide a 2nd Alternative Ballot Designation
- ✓ You will provide a **justification for EACH DESIGNATION** (i.e. *Attorney/Educator – the candidates must type a justification for the **Attorney** and a justification for the **Educator** – in one or two sentences*).
- ✓ You will provide the **person(s) who can verify EACH DESIGNATION (telephone and email)**. Be mindful of providing any personal cell numbers and/or emails because this is a public document.
- ✓ You will answer a series of **questions** related to your proposed ballot designation. You must answer “**NO**” & “**INITIAL**” to all the questions. If you answered “**YES**” to any of the questions, your proposed ballot designation is likely to be rejected.

☐ **Would you like to subscribe to the Code of Fair Campaign Practices?** Optional. (YES OR NO) By subscribing to the Code of Fair Campaign Practices, you vow to follow the principles of decency, honesty, and fair play. If you choose not to sign, you will initial acknowledging that the document was offered to you.

☐ **Declaration of Candidacy and Oath of Office** – is the official document indicating how your name and ballot designation will appear on the ballot. You declare that you meet the statutory and/or constitutional qualifications for the office sought. When you come into the office to officially sign your nomination documents, you will take the oath of office and sign the declaration of candidacy.

☐ **Appointment will be scheduled to SIGN your Official Nomination Documents**

IMPORTANT

In order to appear on the ballot, all documents must be completed, signed and filed with the elections official. Failure to do so will result in disqualification as a candidate.

CANDIDATE FILING FORMS

All filing documents are obtained and/or executed at the Monterey County Elections office. Appointments will be made between the hours of 8:30 a.m. and 4:30 p.m. Monday through Friday at:

Monterey County Elections
1441 Schilling Place – North Building
Salinas, CA 93901

Be prepared by:

- ✓ Scheduling an appointment at (831) 796-1499.
- ✓ Check your registration status and verify you are in the district.
- ✓ Prepare information needed to complete the nomination papers.
- ✓ Prepare Candidate Statement of Qualifications (optional) - due at the time of filing.
- ✓ Review Campaign Financial Disclosure Filing Requirements.

Signatures In-Lieu of Filing Fee Petition (Optional)

A candidate may submit a petition containing signatures of registered voters, in-lieu of paying the filing fee in order to run for office. The signatures may cover all, or a portion, of the filing fee. Only registered voters who are qualified to vote for the candidate may sign the petition. No voter shall sign more petitions for candidates than there are offices to be filled. The petitions may be submitted on an ongoing basis. The petition may be viewed by the public.

Filing Period

TYPE OF CANDIDATE:	DATE PETITION AVAILABLE:	LAST DAY TO FILE PETITION:
ALL Candidates	September 14, 2023 (E-173)	November 8, 2023 (E-118)

The elections official will issue a master petition copy of *Signatures In-Lieu of Filing Fee*. The candidate will make additional blank copies to obtain the desired quantity.

ELECTIONS CODE 8061, 8105, 8106

Applying Signatures In-Lieu to Nominations

Signatures In-Lieu petitions will be applied to nomination signatures during the signatures in-lieu period. The elections official will take the first petitions section in sequence and apply those sections to nominations. The candidate will only have to file separate Nomination Petitions if the requisite number of signatures are not obtained.

ELECTIONS CODE 8061

State Candidates will submit a check and write in the amount “not to exceed” the full amount of the filing fee. The Secretary of State will only deduct the balance due after all the signatures in-lieu are accounted for.

Note: *Petitions must be delivered to the county elections official of the county in which the signers of the petition reside. All signers on a petition section must reside in the same county.*

Nomination Papers

All candidates must complete and execute nomination papers to be included in the March 5, 2024 Presidential Primary Election.

Nomination Papers consists of:

- Nomination Petition with required signatures
- ****After nominations are filed, the candidate will complete the following:***
- Declaration of Candidacy
- Ballot Designation
- Code of Fair Campaign Practices
- Permission to Post
- Candidate Statement of Qualifications (Optional – due at the time of filing)

Filing Period

TYPE OF CANDIDATE:	DATE AVAILABLE:	LAST DAY TO FILE:
ALL Candidates	November 13, 2023 (E-113)	December 8, 2023 (E-88)

*Extended Period for Nomination Papers

Only available to candidates for which no eligible incumbent files *Nomination Papers and Declaration of Candidacy* by December 8th. The extended filing period is December 9 – December 13.

ELECTIONS CODE 8022, 8024

Nomination Petition

The *Nomination Petition* must be filed by **all candidates** for the March 5, 2024 election. The Nomination Paper consists of a petition that must contain anywhere from 20 to 65 valid signatures depending on the office sought. The petition may be obtained and filed prior to filing the Declaration of Candidacy. If submitting a Candidate Statement of Qualifications, it is due when filing the Nomination Paper.

ELECTIONS CODE 8020, 8062

The elections official will transmit to the Secretary of State the nomination document for each candidate for United States Senator, Representative in Congress, and Member of the State Senate or State Assembly.

Declaration of Candidacy

The *Declaration of Candidacy* is filed by a candidate for Federal, State, County, School and Special District offices. The Declaration of Candidacy is an affidavit in which each candidate swears that he/she meets the qualifications of office, will accept the office if elected and will not withdraw before the election. For voter-nominated offices, candidates shall provide party affiliation/preference history [10 years prior to current year]. The candidate will also indicate how his/her name will appear on the ballot and reaffirms the ballot designation.

ELECTIONS CODE 8020, 8028, 8040, 8101, 8800

The candidate's name should be recognizable as the legal name under which they are registered, although the form of the name need not be identical. For example, a candidate registered as "Jennifer Marie Williams" may state "Jen Williams," "J.M. Williams," or "Jennifer M. Williams".

If a candidate changes his or her name within one year of any election, the new name can only appear on the ballot if the change is due to marriage or by decree of any court jurisdiction.

ELECTIONS CODE 13104

Ballot Designation

The ballot designation is a candidate's principal profession, vocation or occupation in three words or less or the elected office, if applicable. The ballot designation will appear on the ballot under the candidate's name.

Ballot designations will be made public upon filing.

ELECTIONS CODE 13107, 13107.3, 13107.5; CCR Title 2 Div. 7 Ch.7

Code of Fair Campaign Practices (Optional)

By subscribing to the Code of Fair Campaign Practices, a candidate vows to follow the principles of decency, honesty, and fair play. Subscription to the Code is optional.

ELECTIONS CODE 20400, 20420, 20440-20444

Permission to Post on the Internet

Document granting or denying MCE permission to post information beyond your name and your desired office. **This information will be due at the time of filing and cannot be changed or added to after filing.**

GOVERNMENT CODE 7928.205

Document Status – What is Viewable, Available for Copy and Confidential

The Secretary of State's Office further clarified the confidentiality of certain documents. In all cases, whether for candidates or public, only the Ballot Designation Worksheet and financial disclosure forms are available for copy. The Declaration of Candidacy and the Code of Fair Campaign Practices may be viewed but not copied. Pursuant to Elections Code 17100(c), nomination petitions, and those portions of the signatures In-Lieu of Filing Fee petitions applied to nominations, may be viewed but not copied. "Copied" is a generic term which includes, replication of any kind including on a copy machine, photography, and hand-written notes.

ELECTIONS CODE 17100

WRITE-IN CANDIDATES

Interested persons who did not file a Declaration of Candidacy and fulfill their nomination requirements (if applicable) to place their name on the ballot may run for office as a Write-In Candidate. Write-In Candidates may not complete a Candidate Statement of Qualifications for the voter information guide and their names do not appear on the ballot. There is no fee or charge required of a Write-In Candidate, except in the case of some city offices. Write-In votes will be counted and certified in the Statement of Votes only for qualified write-in candidates who file the required forms with MCE between the following periods.

Filing Periods

TYPE OF CANDIDATE:	DATE AVAILABLE:	LAST DAY TO FILE:
All Other Candidates	January 8, 2024 (E-57)	February 20, 2024 (E-14)

ELECTIONS CODE 8600, 8601

All Other Candidates

To qualify as a Write-In Candidate for all other offices, a person must:

- Meet the requirements of office as indicated in [QUALIFICATIONS FOR OFFICE](#).
- File a **Write-In Nomination Petition** containing 20 – 65 signatures.
- File FPPC **Form 501** and **Form 700**. (Federal candidates follow FEC rules)
- File a **Statement of Write-In Candidacy**.

ELECTIONS CODE 13, 13.5, 305, 8600 – 8605; GOVERNMENT CODE 82007

MCE will provide a list of qualified Write-In Candidates at all voting locations and on the MCE website at www.MontereyCountyElections.us.

INCOMPATIBILITY OF OFFICES

The common law doctrine of incompatibility of offices prevents an elected official from holding two offices simultaneously if the offices have overlapping and conflicting public duties.

Government Code Section 1099 stipulates that if public officials hold two different public offices simultaneously, they must not have overlapping and conflicting public duties. Each position must be a “public office” in order for this code section to apply. In any case in which an incompatibility of office is determined, the person is “deemed to have forfeited the first office upon acceding to the second”.

GOVERNMENT CODE 1099

A person is not allowed to hold two public offices simultaneously if:

- 1) Either of the offices may audit, overrule, remove members of, dismiss employees of, or exercise supervisory powers over the other office or body.
- 2) Based on the powers and jurisdiction of the offices, there is a possibility of a significant clash of duties or loyalties between the offices.
- 3) Public policy considerations make it improper for one person to hold both offices.

The Attorney General’s office has given numerous opinions on the subject of incompatible offices. If you have any questions about whether two public offices would be considered incompatible offices, contact your attorney, or the Attorney General’s office (<http://oag.ca.gov>).

Some examples as provided by the State Attorney General include:

1. The offices of city councilman and school district board member where the city and the school district have common territory.
2. Fire chief of a county fire protection district and a member of the board of supervisors of the same county.
3. Water district director and school district trustee having territory in common.

MCE does not have the authority to determine incompatible offices. Pursuant to Elections Code §10510, nomination documents may be issued to one candidate for separate offices provided those offices are in separate districts. In no way does this imply a determination to the compatibility of offices. Please contact the district offices for the offices of interest.

GATHERING SIGNATURES FOR PETITIONS

A number of offices require that a candidate first be nominated to run for office by means of nomination signatures on a petition. Circulators (whether the candidate or another person at least 18 years of age) perform the important duty of obtaining signatures of properly registered voters for the Nomination Petition. If the signatures are not obtained properly and in accordance with the law, the candidate's right to be placed on the ballot could be questioned. All candidates should try to obtain the required number of signatures as soon as possible in order for MCE to examine and file or certify to the Secretary of State, as the case may be.

Petition Circulator Information

Anyone who is circulating a Nomination Petition must be 18 years of age or older. Any person obtaining signatures (including the candidate), who is otherwise qualified to sign the papers may do so and their signature shall be given the same effect as any other qualified signer.

- This means a candidate may circulate and sign his/her own petition.
- This means a circulator other than the candidate may sign ("personally affix") so long as he/she is eligible to sign.

ELECTIONS CODE 102, 106

Affidavit of Circulator

All petition circulators must complete, in **HIS OR HER OWN HAND**, the following:

1. The printed name of the circulator.
2. The residence address of the circulator, giving street and number, or if no street or number exists, adequate designation of residence so that the location may be readily ascertained.
3. The dates between which all the signatures to the petition or paper were obtained.
4. The circulator circulated that section and witnessed the appended signatures being written.
5. That according to the best information and belief of the circulator, each signature is the genuine signature of the person whose name it purports to be.
6. That the circulator is 18 years of age or older.

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

ELECTIONS CODE 102, 104, 8041, 8066, 8106

NOTE: "In his or her own hand" means the person must physically write in the information themselves.

Qualified Signers

Only a person who is a registered qualified voter at the time s/he signs the nomination petition or signatures in-lieu petition is entitled to sign it. Each voter shall, at the time of signing the petition or paper, **PERSONALLY AFFIX HIS OR HER OWN** signature, printed name and place of residence giving street and number, or if no street or number exists, adequate designation of residence so that the location may be readily ascertained. If a voter is unable to personally affix the information required, another person may print the information, but the voter must affix his/her mark or signature, which shall be witnessed by one person who shall sign their name as such.

ELECTIONS CODE 100, 100.5, 8068

The Valid Signature

It is important that the candidate or his/her emissary make a concerted effort to obtain valid signatures as invalid signatures may slow the filing process causing unnecessary delays for the candidate and his/her campaign.

A Signature Can Be Challenged If:

- the signer is not a registered voter
- the printed information (name, address) are not written in by the signer (i.e., a spouse wrote in the address for the other spouse)
- the signature on the petition does not compare to the signature on the voter's affidavit of registration
- the signer does not reside in the appropriate district;
- the voter is not registered with the same political party as the candidate (for Nomination Papers for partisan offices, i.e. Central Committees);
- the signer uses a PO Box number or other mailing address for residence
- the signer has moved and did not re-register
- the signer prints his/her name for the signature (unless registered as such)
- the signer uses ditto marks for an address
- the signer authorizes Power of Attorney to sign on his or her behalf
- the signer already signed a maximum number of petitions for the office
- incomplete address/missing city and zip code

Voters May Sign Only As Many Papers As Seats Available

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

ELECTIONS CODE 8069

BALLOT DESIGNATIONS GUIDELINES

Each candidate must complete the ballot designation worksheet at the time the candidate files his/her Declaration of Candidacy. The worksheet is used in part to facilitate review of a candidate's proposed ballot designation. Ballot designations are governed by Elections Code Sections 13107, 13107.3, 13107.5 and the California Code of Regulations (CCR) Title 2, Division 7, Section 20711.

The ballot designation will appear on the ballot under the candidate's name, designating the current principal profession, vocation, or occupation of the candidate in three words or less. The listing of a designation on the ballot is OPTIONAL.

ELECTIONS CODE 13107(a)

Ballot designations become public once filed on the "Declaration of Candidacy." Ballot designations cannot be changed by the candidate after the final date to file for office.

ELECTIONS CODE 13107(g)

No title or degree shall appear on the same line on the ballot as the candidate's name, either before or after the candidate's name, in the case of any election to any office.

ELECTIONS CODE 13106

No political party, whether or not it has qualified for the ballot, shall be accepted as a ballot designation.

ELECTIONS CODE 13107(e)(5)

Format of Ballot Designation

A ballot designation may be an elective office title, officeholder status, or profession.

The following examples illustrate each type. Combining these types is not permitted.

- 1) 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.
- 2) Appointed Incumbent: The phrase "appointed incumbent" may be used if:
 - a) the candidate holds an office by virtue of appointment and is a candidate for the same office; or,
 - b) a candidate for the same or other office, the word "appointed" and the title of the office.

The phrase "appointed incumbent" is not required of a candidate who seeks reelection to an office that they hold and to which they were appointed in-lieu of an election.

Example A: Appointed Incumbent

- 3) Elective Office Title: Words designating the elective public office held, provided the officeholder was elected to the office.

Example A: Governing Board Member

- 4) Principal Occupation: 3-Word Profession/Occupation/Vocation - No more than three words designating the current principal professions, vocations, or occupations of the candidate.

Example A: High School Teacher

Example B: Attorney/Educator/Rancher

Example C: Businessman/Councilmember

- 5) Retired: The use of the word “retired” in a ballot designation is generally limited for use by individuals who have permanently given up their chosen profession, vocation or occupation. The following factors can help determine if you can use the word “retired”:
- a) Prior to retiring from his or her principal profession, vocation or occupation, the candidate worked in such profession, vocation or occupation for more than 5 years.
 - b) The candidate is collecting, or eligible to collect, retirement benefits or other type of vested pension.
 - c) The candidate has reached at least the age of 55 years.
 - d) The candidate voluntarily left his or her last professional, vocational or occupational position.
 - e) The candidate’s retirement benefits are providing him or her with a principal source of income.

If a candidate is requesting a ballot designation that he or she is a retired elected official, the candidate must have previously voluntarily retired from elective office, not have been involuntarily removed from office, not have been recalled by voters, and not have surrendered the office to seek another office or failed to win reelection to the office. If such a candidate did not voluntarily retire from public office, he or she may not use the word “retired” in his or her ballot designation.

A candidate may not use the word “retired” in his or her ballot designation if that candidate possesses another more recent, intervening principal profession, vocation, or occupation.

- 6) Community Volunteer: A Community Volunteer shall constitute a valid principal vocation or occupation subject to the following conditions:
- a) A candidate’s community volunteer activities constitute his or her principal profession, vocation or occupation.
 - b) A candidate may not use the designation of “community volunteer” in combination with any other principal profession, vocation or occupation.
 - c) A candidate is not engaged concurrently in another principal profession, vocation or occupation.

No Occupation Desired: If no ballot designation is requested, the word “NONE” and the candidate’s initials must be written in the space provided for ballot designation on the Declaration of Candidacy form. The space provided for the ballot designation on the official ballot will be blank.

Unacceptable Designations

Designations will not be accepted if:

- It would mislead the voter.
- It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
- It abbreviates the word “retired” or places it following any word(s) it modifies.

Unacceptable: Ret. Policeman
Policeman, Retired

- It uses a word or prefix, such as “former” or “ex”, which means a prior status, except for the word “retired” which is permitted.

Unacceptable: Former Policeman
Ex-Policeman

- It uses the name of any political party, whether or not it has qualified for the ballot.
- It uses a word or words referring to a racial, religious, or ethnic group.
- It refers to any activity that is prohibited by law.

ELECTIONS CODE 13107(e)

Rejected Ballot Designations

If a declaration of candidacy bears a designation in violation of any of these restrictions, the candidate shall be notified by registered mail and shall, within three days from the date of receipt of the notice, appear at MCE and provide an alternate designation. If the candidate fails to provide such an alternate designation, no designation will appear after the candidate’s name on the ballot.

ELECTIONS CODE 13107(f)

No Ballot Designation

If the candidate fails to or does not want to give an occupational designation on their declaration of candidacy their name will appear on the ballot with no designation.

ELECTIONS CODE 13107(a), 13107(f)(2), 13107.3(c)

BALLOT DESIGNATION WORKSHEET



Monterey County Elections BALLOT DESIGNATION WORKSHEET

March 5, 2024, Presidential Primary Election (Elections Code §§ 8168, 13107, 13107.3, 13107.5; California Code of Regulations § 20711)

This entire form **must be completed**, or it will not be accepted and you will **not** be entitled to a ballot designation. **DO NOT LEAVE ANY RESPONSE SPACES BLANK.** If information requested is not applicable, please write "N/A" in the space provided, otherwise the information **MUST** be provided. **UPON FILING, THIS WORKSHEET WILL BE A PUBLIC DOCUMENT.**

Candidate Information

1

Candidate Name: _____ Gender (optional, for translation use only): _____
Office: _____ Email: _____
Home Address: _____
Mailing Address: _____
Business Address: _____
Phone Number(s): _____
Business: _____ Home/Mobile: _____ Fax: _____

Attorney Information

2

Attorney Name (or other person authorized to act on your behalf): _____
Address: _____
Phone Number(s): _____
Business: _____ Mobile: _____ Fax: _____

You may select as your ballot designation one of the following designations:

- (a) Your current principal profession(s), vocation(s), or occupation(s) [maximum total of three words, separated by a slash ("/")].
- (b) The full title of the public office you currently occupy and to which you were elected.
- (c) "Appointed [full title of public office]" if you currently serve by appointment in an elective public office and are seeking election to the same office or to some other office.
- (d) "Incumbent" if you were elected (or, if you are a Superior Court Judge, you are a candidate for the same office that you hold) to your current public office and seek election to the same office. **NOTE: A candidate for the office of Representative in Congress, Member of the State Board of Equalization, State Senator, or Member of the Assembly shall not choose the word "incumbent" as a designation to appear on the ballot.**
- (e) "Appointed Incumbent" if you were appointed to your current elective public office and seek election to the same office.

Proposed Ballot Designation(s)

3

Proposed Ballot Designation(s): _____
Alternate Ballot Designation(s) 1: _____
Alternate Ballot Designation(s) 2: _____

In the spaces provided on the next page(s):

- (a) Describe why you believe you are entitled to use the proposed ballot designation.
- (b) If your proposed ballot designation contains one or more slashes ("/") separating words in your ballot designation for separate principal profession(s), vocation(s), or occupation(s) (collectively known as "PVOs"), complete a justification section for each separate PVO.
- (c) Attach any documents or exhibits that you believe support your proposed ballot designation.
- (d) If using the title of an elective office, attach a copy of your certificate of election or appointment.
- (e) Any supporting documents will not be returned to you. **Do not submit originals.**

It is your responsibility to justify your proposed ballot designation and to provide all requested details.

If your proposed ballot designation includes the word "volunteer," indicate the title of your volunteer position and the name of the entity for which you volunteer along with a brief description of the type of volunteer work you do and the approximate amount of time involved. You may only use the ballot designation "community volunteer" if you volunteer for a 501(c)(3) charitable, educational, or religious organization, a governmental agency or an educational institution. You may not use "community volunteer" together with another designation.

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Monterey County Elections BALLOT DESIGNATION WORKSHEET

March 5, 2024, Presidential Primary Election (Elections Code §§ 8168, 13107, 13107.3, 13107.5; California Code of Regulations § 20711)



Monterey County Elections
BALLOT DESIGNATION WORKSHEET

March 5, 2024, Presidential Primary Election (Elections Code §§ 8168, 13107, 13107.3, 13107.5; California Code of Regulations § 20711)
Page 3

COMPLETE THIS PAGE ONLY IF one or more Alternate Ballot Designation(s) are provided. If this page is not applicable, please initial: _____.

Justification for
Alternate Ballot
Designation(s) 1

A

Justification for use of 1 st PVO:		
Current or most recent job title:	Start/End Dates:	
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:
Justification for use of 2 nd PVO:		
Current or most recent job title:	Start/End Dates:	
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:
Justification for use of 3 rd PVO:		
Current or most recent job title:	Start/End Dates:	
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:

Justification for
Alternate Ballot
Designation(s) 2

B

Justification for use of 1 st PVO:		
Current or most recent job title:	Start/End Dates:	
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:
Justification for use of 2 nd PVO:		
Current or most recent job title:	Start/End Dates:	
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:
Justification for use of 3 rd PVO:		
Current or most recent job title:	Start/End Dates:	
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:

Rev 11/2021



**Monterey County Elections
BALLOT DESIGNATION WORKSHEET**

March 5, 2024, Presidential Primary Election (Elections Code §§ 8168, 13107, 13107.3, 13107.5; California Code of Regulations § 20711)

Page 4

For your reference, the relevant provisions of Elections Code section 8168 are reproduced below:

(a) Notwithstanding paragraph (2) of subdivision (a) of Section 13107, a candidate for the office of Representative in Congress, Member of the State Board of Equalization, State Senator, or Member of the Assembly shall not choose the word "incumbent" as a designation to appear on the ballot. This subdivision shall not be construed to prevent a candidate from choosing a designation of the elective office which the candidate holds at the time of filing the nomination documents, to which the candidate was elected by vote of the people in accordance with paragraph (1) of subdivision (a) of Section 13107.

(b) (1) Section 8022, as it pertains to the offices of Representative in Congress, Member of the State Board of Equalization, State Senator, or Member of the Assembly, shall not be operative.

(2) Notwithstanding Section 8020 or any other law, a person shall have until 5 p.m. on the 83rd day before the direct primary election to file nomination documents for an elective office if the office is one of the following:

(A) Representative in Congress, and no person who currently holds the office of Representative in Congress delivered nomination documents for that district by 5 p.m. on the 88th day before the direct primary election.

(B) Member of the State Board of Equalization, and no person who currently holds the office of Member of the State Board of Equalization delivered nomination documents for that district by 5 p.m. on the 88th day before the direct primary election.

(C) State Senator, and no person who currently holds the office of State Senator delivered nomination documents for that district by 5 p.m. on the 88th day before the direct primary election.

(D) Member of the Assembly, and no person who currently holds the office of Member of the Assembly delivered nomination documents for that district by 5 p.m. on the 88th day before the direct primary election.

For your reference, the relevant provisions of Elections Code section 13107 are reproduced below:

(a) With the exception of candidates for Justice of the State Supreme Court or court of appeal, immediately under the name of each candidate, and not separated from the name by any line, unless the designation made by the candidate pursuant to Section 8002.5 must be listed immediately below the name of the candidate pursuant to Section 13105, and in that case immediately under the designation, may appear at the option of the candidate only one of the following designations:

(1) Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which he or she was elected by vote of the people.

(2) The word "incumbent" if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination papers, and was elected to that office by a vote of the people.

(3) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.

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

(b) (1) Except as specified in paragraph (2), for candidates for judicial office, immediately under the name of each candidate, and not separated from the name by any line, only one of the following designations may appear at the option of the candidate:

(A) Words designating the city, county, district, state, or federal office held by the candidate at the time of filing the nomination documents.

(B) The word "incumbent" if the candidate is a candidate for the same office that he or she holds at the time of filing the nomination papers.

(C) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.

(2) For a candidate for judicial office who is an active member of the State Bar employed by a city, county, district, state, or by the United States, the designation shall appear as one of the following:

(A) Words designating the actual job title, as defined by statute, charter, or other governing instrument.

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March 5, 2024, Presidential Primary Election (Elections Code §§ 8168, 13107, 13107.3, 13107.5; California Code of Regulations § 20711)
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(B) One of the following ballot designations: "Attorney," "Attorney at Law," "Lawyer," or "Counselor at Law." The designations "Attorney" and "Lawyer" may be used in combination with one other current principal 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.

(3) A designation made pursuant to subparagraph (A) of paragraph (1) or paragraph (2) shall also contain relevant qualifiers, as follows:

(A) If the candidate is an official or employee of a city, the name of the city shall appear preceded by the words "City of."

(B) If the candidate is an official or employee of a county, the name of the county shall appear preceded by the words "County of."

(C) If the candidate is an official or employee of a city and county, the name of the city and county shall appear preceded by the words "City and County."

(D) If the candidate performs quasi-judicial functions for a governmental agency, the full name of the agency shall be included.

(c) A candidate for superior court judge who is an active member of the State Bar and practices law as one of his or her principal professions shall use one of the following ballot designations as his or her ballot designation: "Attorney," "Attorney at Law," "Lawyer," or "Counselor at Law." The designations "Attorney" and "Lawyer" may be used in combination with one other current principal 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.

(d) For purposes of this section, all California geographical names shall be considered to be one word. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.

(e) The Secretary of State and any other elections official shall not accept a designation of which any of the following would be true:

(1) It would mislead the voter.

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

(3) It abbreviates the word "retired" or places it following any word or words which it modifies.

(4) It uses a word or prefix, such as "former" or "ex-," which means a prior status. The only exception is the use of the word "retired."

(5) It uses the name of any political party, whether or not it has qualified for the ballot.

(6) It uses a word or words referring to a racial, religious, or ethnic group.

(7) It refers to any activity prohibited by law.

(f) If, upon checking the nomination documents and the ballot designation worksheet described in Section 13107.3, the elections official finds the designation to be in violation of any of the restrictions set forth in this section, the elections official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address provided on the candidate's ballot designation worksheet.

(1) The candidate shall, within three days, excluding Saturday, Sunday, and state holidays, from the date he or she receives notice by registered or certified mail, or from the date the candidate receives actual notice of the violation, whichever occurs first, appear before the elections official or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide a designation that complies with subdivision (a) or (b).

(2) If a candidate fails to provide a designation that complies with subdivision (a) or (b) within the three-day period specified in paragraph (1), a designation shall not appear after the candidate's name.

(g) A designation given by a candidate shall not be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the elections official as specified in subdivision (f) or as provided in subdivision (h). The elections official shall maintain a copy of the ballot designation worksheet for each candidate that appears on the ballot in the county for the same period of time as applied to nomination documents pursuant to Section 17100.

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

For your reference, Elections Code section 13107.3 is reproduced below:

(a) A candidate who submits a ballot designation pursuant to subdivision (a) of Section 13107 shall file a ballot designation worksheet that supports the use of that ballot designation by the candidate, in a format prescribed by the Secretary of State.

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(b) The ballot designation worksheet shall be filed with the elections official at the same time that the candidate files his or her declaration of candidacy.

(c) In the event that a candidate fails to file a ballot designation worksheet in accordance with subdivision (a), no designation shall appear under the candidate's name on the ballot.

For your reference, Elections Code section 13107.5 is reproduced below:

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

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

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

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

(b) The Secretary of State shall by regulation define what constitutes a community volunteer for purposes of this section.

For your reference, California Code of Regulations section 20711 is reproduced below:

(a) In order to facilitate review of a candidate's proposed ballot designation by the Secretary of State pursuant to Elections Code § 13107, the candidate shall submit, at the time of filing his or her proposed ballot designation on the Declaration of Candidacy, a completed Ballot Designation Worksheet on a form provided by the Secretary of State.

(b) All Ballot Designation Worksheets filed with the Office of the Secretary of State or the county elections officials pursuant to this section shall be public records and shall be available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, Fifth Floor, 1500 11th Street, Sacramento, California 95814, or at the office of the applicable county elections official.

(c) The Secretary of State shall provide a master copy or copies of the Ballot Designation Worksheet to all elections officials responsible for providing and accepting the nomination documents for candidates in elections for offices certified by the Secretary of State. The Ballot Designation Worksheet shall request that the candidate proposing the ballot designation provide the following information:

(1) The candidate's name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number;

(2) A designation of the office for which the candidate is seeking election;

(3) The name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number of the attorney representing the candidate or for any other person to be contacted in the event the Secretary of State requires further information regarding the proposed ballot designation;

(4) The proposed ballot designation submitted by the candidate;

(5) The candidate may submit one or more proposed alternate ballot designations ranked in order of the candidate's preference;

(6) A brief statement identifying the factual basis upon which the candidate claims the proposed ballot designation and each proposed alternate ballot designation, including the following:

(A) If the candidate holds elected office and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently occupies and may attach a copy of his or her Certificate of Election;

(B) If the candidate is a judicial officer and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently holds and may attach either (A) a copy of his or her Certificate of Election or (B) a copy of his or her commission or certificate of appointment, issued at the time the candidate was appointed to the judicial office which he or she currently occupies;

(C) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(3), the candidate shall indicate:

(i) The title of the position or positions which he or she claims supports the proposed ballot designation;

(ii) The dates during which the candidate held such position;

(iii) A description of the work he or she performs in the position;

(iv) The name of the candidate's business or employer;

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(v) The name and telephone number of a person or persons who could verify such information; and

(vi) A statement that the professions, vocations or occupations relied upon to support the proposed ballot designation constitute the primary, main or leading professions, vocations or occupations of the candidate, in accordance with the definition of the term "principal" as set forth at § 20714, subdivision (b).

(D) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(4), the candidate shall indicate the date on which he or she was appointed to the office for which he or she is an appointed incumbent.

(d) The candidate may attach or append any supporting documents or other exhibits to his or her Ballot Designation Worksheet which he or she believes support his or her proposed ballot designation. Such attached documents or other exhibits shall be deemed to be incorporated by reference as part of the candidate's Ballot Designation Worksheet and shall be considered as such by the Secretary of State.

(e) If a candidate requests a change of his or her ballot designation pursuant to Elections Code § 13107(e), that request shall be accompanied by a Ballot Designation Worksheet.

SAMPLE

CANDIDATE STATEMENT OF QUALIFICATIONS

Each candidate for an elective office may prepare an optional Candidate Statement of Qualifications (referred to as “candidate statement”) at their own expense, unless the district by resolution states the district will pay the fees for the candidate statements. The candidate statement is designed to familiarize voters with a candidate’s qualifications for the office he/she is seeking, describing his or her education and qualifications. The statement may include the name, age and occupation of the candidate and a brief description of the candidate’s qualifications. The statement shall not reference others. The candidate statement is printed in English and Spanish.

ELECTIONS CODE 13307, 13308

Filing of Candidate Statements – United States Senate Candidates ONLY

Candidates running for U.S. Senate may file a 250-word candidate statement with the ***Elections Division of the Secretary of State in Sacramento*** with the applicable documents. Documents must be received by November 15, 2023 in order to be published in the official State Voter Information Guide.

Filing of the Candidate Statement – All Other Candidates

The *Candidate Statement of Qualifications* is due at the time of filing nomination papers. In addition to filing a hardcopy, candidates must submit the statement in an electronic, editable text format, to the following email address: CandidateServices@co.monterey.ca.us.

The candidate statement will be formatted to appear, as closely as possible, to the hardcopy filed. Statements are subject to the word counts and guidelines described in *Candidate Statement – Word Count Criteria*.

Restrictions

The candidate 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,” and may not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.

ELECTIONS CODE 13307(a)(1), 13308

Candidate Statement May Not Be Changed

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 business day, after the close of the filing period. A candidate must sign a statement if he/she chooses to withdraw the statement. A new candidate statement cannot be filed to replace a withdrawn candidate statement.

The candidate statement will remain confidential until after the close of the filing period for the office sought.

ELECTIONS CODE 13307, 13311

Public Review Period

After the close of the candidate filing period, anyone may examine candidate statements. During the 10-calendar day period, commencing the day after the close of the filing period, any voter of the jurisdiction in which the election is being held or the county elections official may seek a writ of mandate or an injunction challenging any or all of the material in a candidate statement.

No challenges may be submitted to or will be considered by the Registrar.

ELECTIONS CODE 13311, 13313, 13314

Guidelines

In the Voter Information Guide, all candidate statements will be of uniform format, font, size, spacing, and darkness. All candidate statements will be printed in a block paragraph.

Due Date	<ul style="list-style-type: none"> ✓ At the time of filing your Declaration of Candidacy or, if applicable, Nomination Papers (whichever is earlier) along with costs. <p><i>ELECTIONS CODE 13307</i></p>
Template for Content	<ul style="list-style-type: none"> ✓ Name ✓ Age (optional) ✓ Occupation (optional) <ul style="list-style-type: none"> • Can differ from ballot designation, not subject to ballot designation regulations • If it extends beyond one line it will be included in word count ✓ A brief description of the candidate's education and qualifications ✓ Written in the first person
Restrictions	<ul style="list-style-type: none"> ✓ Shall be limited to a candidate's own personal background and qualifications. ✓ Shall not in any way make reference to another candidate. ✓ Local non-partisan candidate shall not include party preference nor membership or activity in partisan political organizations. ✓ No statement shall contain any false, slanderous, or libelous statements. Authors are not exempt from any civil or criminal action or penalty. ✓ While statements may be withdrawn, but not changed, during the nomination filing period and until 5 p.m. of the next working day after the close of the nomination period. <p><i>ELECTIONS CODE 13307, 13308</i></p>
Requirements	<ul style="list-style-type: none"> ✓ Typed in English <ul style="list-style-type: none"> • Monterey County Certified Translators will translate into Spanish ✓ Electronic Copy (identical to printed copy) <ul style="list-style-type: none"> • Email attachment to: CandidateServices@co.monterey.ca.us • USB drive ✓ Hard copy (printed copy, identical to electronic copy) <ul style="list-style-type: none"> • If there is a discrepancy between the electronic copy and the hard copy, the hard copy will prevail.
Not Permitted	<ul style="list-style-type: none"> ✓ Handwritten statements ✓ Bullet or outline formats ✓ Special formatting including bolding, italics, underlining, or ALL CAPITAL LETTERS (except for titles and acronyms) ✓ Special characters or symbols (including but not limited to (diamonds, stars, bullets, circles, boxes, check marks, asterisks, #, +, etc.) ✓ Statements addressing opponents or other elected officials
Be Prepared	<ul style="list-style-type: none"> ✓ Make sure your statement is about you (not your opponent) ✓ Type and proof well in advance of filing (it cannot be changed) ✓ Know your word count, review the <u>Candidate Statement – Word Count Criteria</u> section in this guide. ✓ Documents will be printed as submitted ✓ Spelling, punctuation, and grammatical errors will not be corrected by MCE

Word Count Criteria

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

- ✓ The word count begins after the headings “Occupation” and “Age”.
- ✓ In the event that occupation carries on to the second line, the word count will begin on that second line.

Each word in the candidate statement is counted as one word except below:

Punctuation	Punctuation is not counted.
Titles	Words used by MCE as part of a standardized heading, such as “Argument in Favor of Measure Z” or “Statement of Candidate for Mayor” are not counted.
Cities/Counties	All geographical names shall be counted as one word. For example, “Monterey County”, “City of Salinas”, “County of Santa Cruz”, and “City and County of San Francisco” are considered one word. The names of school districts, special districts and political subdivisions are considered geographical names as well. For example, “North County Fire Protection District” and “Monterey Peninsula Community College District” are each one word.
Proper Nouns	All proper nouns, including geographical names, shall be considered as one word; for example, “City and County of San Francisco” or “Salinas High School” shall be counted as one word. (Generic location terms such as “North County” or “South County” do not constitute proper nouns and each word will be counted separately)
Hyphenations	Hyphenated words that appear in any generally available U.S. dictionary published in the last 10 years shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word. MCE has a dictionary on hand and will reference this dictionary as the deciding factor.
Dates	Dates consisting of a combination of words and digits shall be counted as two words. Dates consisting of only a combination of digits shall be counted as one word. October 29, 2007 shall be counted as two words, whereas 10/29/2007 will be counted as one word.
Numbers	Any number consisting of a digit or digits shall be considered as one word (i.e. “100”). Any number that is spelled shall be considered as a separate word (“one hundred” is two words).
Phone & Internet	Website addresses or telephone numbers are one word.

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OCCUPATION:

[illegible]

(This will not be published in the voter guide)

***CANDIDATE STATEMENTS ARE FINAL ONCE SUBMITTED. CHANGES ARE NOT ALLOWED ONCE SUBMITTED.**

Examples

The following pages offer a sample of a Candidate's Statement of Qualifications, as it will appear in the Voter Information Guide. Statements will be printed within a box size in the voter guide as follows:

- 200 words: Approximately 3 $\frac{3}{4}$ " x 4 $\frac{1}{2}$ "
- 250 & 400 words: Approximately 3 $\frac{3}{4}$ " x 8 $\frac{7}{8}$ "

The word count begins after the headings "Occupation" and "Age". For an explanation of word count procedures, refer to section *Candidate Statement – Word Count Criteria* in this guide.

The following two examples illustrate how the candidate statement will appear in both English and Spanish.

- 200 word statements allow 4 statements per page.
- 250 and 400 word statements allow 2 statements per page.

Example 1 – English Version



Paid candidate statements: Supervisor, District 6

This section may not contain every candidate on your ballot. Each candidate's statement is written and paid for by the candidate. The candidate's statements are printed exactly as submitted. Statements are printed in the random alpha order conducted by Elections Official.

Oliver Candidate Occupation: Teacher Age: 42 I can bring to the office a diversity of viewpoints and experience. Born and raised in the Monterey Bay Area, with my family still farming, I can appreciate the general concerns. On the other hand, having been in business since my undergraduate days at USCMB, and with my experience in the rental and real estate fields, I appreciate the practical housing requirements of our community. I am a graduate of USCMB with a B.S. and MBA; US Air Force Sergeant; married and parent of 2; small business owner; homeowner. In addition, I have either served or am serving in the following clubs and organizations: Rotary; Chamber of Commerce; Ocean Club; PTA; Arts Council; and Rock the Farm. If elected to this office, I will do my best to continue to serve as a leader and role model for our community and children. For more information about my campaign and endorsements, visit www.Vote4Me.com .	Name Occupation: Age: ## Statement here
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Example 2 – Spanish Version



Declaraciones pagadas del candidato: Supervisor, Distrito 6

Es probable que esta sección no contenga a todos los candidatos de la boleta electoral. La declaración de cada candidato ha sido escrita y pagada por el candidato. Las declaraciones del candidato se imprimen exactamente según se entregan. Las declaraciones se imprimen en un orden alfabético aleatorio llevado por el Funcionario Electoral.

Oliver Candidate Ocupación: Maestro Edad: 42 <p>Puedo aportar al cargo una diversidad de puntos de vista y experiencia. Nacido y criado en la región de la Bahía de Monterey, con una familia que aún cultiva la tierra, puedo comprender las inquietudes de otros. Por otra parte, dada mi experiencia comercial desde que mis estudios en USCMB, y con mi experiencia en los campos de bienes raíces y de arrendamiento de bienes, puedo entender los aspectos prácticos de las necesidades de vivienda en nuestra comunidad.</p> <p>Egresado de USCMB con Licenciatura en Ciencias y Maestría en Administración de Empresas; sargento de la Fuerza Aérea de EE.UU.; casado y con dos hijos; propietario de pequeña empresa; propietario residencial. Además he participado o participo en los siguientes asociaciones y organizaciones: Rotary; Cámara de Comercio; Ocean Club; Asociación de Padres y Maestros; Arts Council; y Rock the Farm.</p> <p>Si me eligieran a este cargo, me esforzaría por continuar siendo un líder y un ejemplo para nuestros hijos y nuestra comunidad.</p> <p>Para información sobre mi campaña y endosos, visite www.Vote4Me.com</p>	Nombre Ocupación: Edad: ##
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Costs

*Costs are based upon the number of registered voters in the district as of **September 1, 2023**.

Below are the costs of the candidate statement of qualifications for each office:

OFFICE	DISTRICT	CANDIDATE STATEMENT COSTS	WORD LIMIT	PAID BY	CHECK PAYABLE TO:
FEDERAL					
United States Representative Congressional	18	\$6,195.00	250	Candidate	Monterey County Elections
United States Representative Congressional	19	\$5,818.00	250	Candidate	Monterey County Elections
STATE					
Senate	17	\$11,904.00	250	Candidate	Monterey County Elections
Assembly	29	\$6,970.00	250	Candidate	Monterey County Elections
Assembly	30	\$5,043.00	250	Candidate	Monterey County Elections
COUNTY					
Board of Supervisors	1	\$1,018.00	200	Candidate	Monterey County Elections
Board of Supervisors	4	\$1,357.00	200	Candidate	Monterey County Elections
Board of Supervisors	5	\$1,699.00	200	Candidate	Monterey County Elections

ELECTIONS CODE 13307, 13307.5

Costs are calculated based on the number of registered voters in the district and historical costs of candidate statement layouts within the voter guide and proportional mailing costs. Further, the County of Monterey is mandated by federal law (Federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10101) and Voting Rights Language Assistance Act of 1992, to translate and print all election materials in Spanish. The cost of candidate statements includes translation fees.

CAMPAIGN DISCLOSURES

All candidates for state and local offices are required to file campaign disclosure statements. Additionally, any committee formed to support or oppose a candidate or ballot measure is required to file campaign disclosure statements.

The **Fair Political Practices Commission (FPPC)** is the authority on all matters relating to campaign disclosure. Questions and comments should be submitted directly to the Commission.

Contribution Limits set forth in the Political Reform Act of 1974 (AB-571)

On January 1, 2021, Assembly Bill 571 placed a limitation on contributions to a candidate for elective office in a city or county in which the local government has not established a limitation. Monterey County has not independently imposed limitations on contributions to candidates for elective offices in the jurisdiction. All candidates and/or committee controlled by that candidate **must** follow the contribution limitations established by the state. Further review of AB-571 is published here:

http://leginfo.legislature.ca.gov/faces/billCompareClient.xhtml?bill_id=201920200AB571&showAmends=false

Campaign Disclosure Information Manuals

The Fair Political Practices Commission (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 FPPC website www.fppc.ca.gov. Candidates or committees must check to be sure that they are using the correct manual and addendum, if any.

- Manual 1: Information for State Candidates
- Manual 2: Information for Local Candidates, Superior Court Judges
- Manual 3: Information for Ballot Measure Committees
- Manual 4: Information for General Purpose Committees
- Manual 5: Information for Major Donor Committees
- Manual 6: Information for Independent Expenditure Committees
- Manual 7: Information for Slate Mailer Organizations

Forms and manuals can be found on the FPPC website at:

<http://fppc.ca.gov>





STATE OF CALIFORNIA FAIR POLITICAL PRACTICES COMMISSION **Local Candidate/Committee Checklist**

☐ **File Form 501 (Candidate Intention)**

You must file [Form 501](#) before soliciting, raising or spending any money in connection with your election. The only exception to this requirement is if you use personal funds to pay a filing fee or ballot statement fee.

Candidates Raising and Spending Less than \$2,000

☐ **File Form 470 (Officeholder and Candidate Campaign Statement Short Form)**

The [Form 470](#) is filed by candidates who do not have a controlled committee and do not anticipate receiving or spending \$2,000 or more, including personal funds, in a calendar year. These candidates generally do not file a Form 410 or other campaign statements or reports related to their campaign unless they receive or anticipate receiving or spending \$2,000 or more.

Candidates Raising \$2,000 or More

☐ **File Form 410 (Statement of Organization)**

Once you receive or spend \$2,000 or more in a calendar year, you must file a [Form 410](#) as a recipient committee within 10 days of qualifying. File the original and one copy of the Form 410 with the Secretary of State and a copy with your local filing officer. The Secretary of State's address is on the Form 410.

☐ **Open a Campaign Bank Account**

All monetary contributions (including all personal funds you use for your campaign) must be deposited in the campaign bank account before being spent. Never deposit campaign contributions in your personal bank account.

☐ **Committee Treasurer**

The Act requires that every committee appoint a treasurer. The individual listed on the most recent Form 410 with the Secretary of State continues to be legally responsible until an amendment is filed to designate a new treasurer. Please note a candidate may act as his or her own treasurer.

☐ **File Campaign Statements**

You must file campaign statements ([Form 460](#)) disclosing the committee's activity during a specified period. Please access the Commission's filing schedules to find the schedule that applies to you/your election. Committees are required to file campaign statements as well as other reports including semi-annual campaign statements until the committee terminates.

☐ **24-Hour Reports**

Within 90 days before the election, including the date of the election, if a committee receives a contribution(s) of \$1,000 or more from a single source, including loans from the candidate, the [Form 497](#) must be filed within 24 hours.

☐ **Local Campaign Contribution Limits**

Make sure you are aware of any local contribution limits before accepting contributions.

☐ **After the Election**

Following the election, your duty to file campaign statements continues until your committee terminates. In order to terminate, you must file a Form 460 with your local filing officer reporting a zero balance AND a Form 410 indicating the termination with the Secretary of State's Office and a copy with your local filing officer.

This factsheet provides guidance and a general overview of the rules for campaigns, but it does not replace any requirements under the [Political Reform Act](#) or [Fair Political Practices Commission Regulations](#). Information here should be used in conjunction with a careful review of the applicable laws.

www.fppc.ca.gov
FPPC Advice: advice@fppc.ca.gov (866.275.3772)
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Summary of Campaign Disclosure Forms

Except as noted below, an individual who intends to be a candidate for an elective office must file **Form 501 Candidate Intention Statement**. Please see instructions on the Form 501 for the filing requirements. For State and Judicial Candidates, Form 501 is filed with the Secretary of State. Local Candidates file with the appropriate local filing officer for their jurisdiction. These forms are available on the Fair Political Practices website at www.fppc.ca.gov.

GOVERNMENT CODE 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 expenditures 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.

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 \$2,000 in a calendar year. This statement must be filed within 10 days of opening a campaign bank account at a financial institution in California.

FORM 460 - Recipient Committee Campaign Statement → Candidates for office who receive contributions or have expenditures in excess of \$2,000 must file pre-election and semi-annual campaign statements during the year in which their election is being held. Please refer to the Campaign Report and Statement Filing Schedule included in your FPPC packet.

GOVERNMENT CODE 84200 et seq.

FORM 470 - Officeholder/Candidate Campaign Statement-Short Form → Candidates for office who expect to receive or spend less than \$2,000 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).

GOVERNMENT CODE 84206

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 \$2,000 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 497 – 24-hour Contribution Report → Filed by state and local committees making or receiving contribution(s) whose combined total is \$1,000 or more in the 90 days before an election, committees reporting contributions of \$5,000 or more in connection with a state ballot measure, and state candidates as well as state ballot measure committees that receive \$5,000 or more at any time other than a 90-day election cycle.

FORM 496 – 24-hour Independent Expenditure Report → Filed by committees that make independent expenditures whose combined total is \$1,000 or more to support or oppose a single candidate for elective office, or a single ballot measure. The form is filed within 24-hours of making the expenditure during the 90 days immediately preceding the election.

FORM 700 – Statement of Economic Interests → Filed by all candidates. Discloses a candidate's investments, interests in real property, and any income received during the preceding 12 months.

For full instructions on how to file your FPPC forms, please visit their website: www.fppc.ca.gov

Important Filing Information

The following are just a few important points to remember when completing FPPC forms. Please consult the FPPC manuals or contact the FPPC directly for any direction on completing campaign disclosure forms.

Change of treasurer, address, or name of committee	File a form 410 with the Secretary of State and a copy to the local filing officer (county elections/city clerk).
Committee ID number	Issued by the Secretary of State after submitting the Form 410.
Form 460	The Fair Political Practices Commission offers online webinars to help treasurers with 460 filings. Visit: http://www.fppc.ca.gov/learn/training-and-outreach/candidates-treasurers-committees.html

Ordinance Requiring Electronic Filing of Campaign Statements

On October 3, 2017, the Monterey County Board of Supervisors adopted an ordinance amending Chapter 1.10 of the Monterey County Code authorizing and requiring electronic filing of campaign disclosure statements, reports, and other documents with the Registrar of Voters of the County of Monterey. All elected officers, candidates, committees, or other persons for whom the Registrar of Voters is the filing officer will be required, with few exceptions, to file campaign disclosure statements, reports, and other required documents electronically.

The adopted ordinance authorizes and will require electronic filing of the following documents:

FPPC forms required to be filed electronically:
460 – Recipient Committee Campaign Statement
461 – Major Donor and Independent Expenditure Committee Campaign Statement
496 – Independent Expenditure Report
497 – Contribution Report
450 – Recipient Committee Campaign Statement – short form

The few exceptions include:

FPPC forms that will be accepted in a paper format*:
501 – Candidate Intention Statement
410 – Statement of Organization Recipient Committee
425 – Semi-Annual Statement of No Activity
470 – Officeholder and Candidate Campaign Statement – short form
700 – Statement of Economic Interests

*FPPC forms that are accepted in a paper format may be submitted via email only when using a secure digital signature that meets FPPC requirements. The FPPC has provided a guide for filing with a digital signature: https://www.fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/new-laws/Filing_With_A_Digital_Signature_Final.pdf. Statements received with scanned copies or images of signatures do not meet the requirements for filing.

Forms may be emailed to CandidateServices@co.monterey.ca.us

GOVERNMENT CODE 81004, 84215

NetFile

The filing system, NetFile, is a web-based filing system that allows individuals to electronically track contributions and expenditures and submit campaign statements. Alternatively, most third-party campaign accounting systems will produce an electronic file that you may upload to NetFile and use to file your statements electronically.

A kiosk is available at the Monterey County Elections office to file, view, and print nonredacted statements. In addition, one-on-one trainings are available.

Terminating Your Committee

If you do not officially terminate your committee after the election, you will be required to continue to meet periodic filing deadlines, in addition, committees will continue to have to make an annual payment of \$50 to the Secretary of State's Office.

You may terminate your committee if:

(All the following criteria must be met.)

- You have filed all required campaign statements.
- Your final campaign statement has a \$0 balance.
- You do not anticipate receiving further contributions.
- You do not anticipate making further expenditures.
- You are not expecting a refund for filing or ballot statement fees paid from committee funds.

The following forms must be completed to terminate your committee:

In addition to checking the appropriate "Type of Statement" box, remember to check the "Termination" box on all termination statements. Please visit www.fppc.ca.gov or call 1-866-275-3772 if you have any questions about how to terminate your committee.

- **Form 410** – File original with the Secretary of State (SOS) and a copy with your local filing officer
- **Form 460** – File original with your local filing officer

Form 470 Semi-Annual Filing Requirement

Successful candidates must file a Form 470 for the July 31 semi-annual filing each year if their public salary is \$200 or more/month. The form must be filed with your filing officer.

Late Filings

There are no provisions for granting "extensions" of the filing deadlines. If a candidate, officeholder, or committee is required to file a statement with MCE and has failed to do so by the deadline, MCE or the FPPC may provide written notice that the statement must be filed within 10 days (5 days for 2nd Pre-Election Statement) noting that a fine of may be levied

Fines may not be waived if a statement is not filed within 10 days after specific notice is sent by the elections official (or 5 days for 2nd Pre-Election Statements). Failure to file a statement after appropriate notice will be referred to enforcement officials and can result in substantial criminal, civil and administrative penalties.

Multiple Committee Filing Requirements

Whenever a candidate or officeholder has more than one committee, whether the committees are formed for the same office, or a different office in the same jurisdiction, all committees must file statements each time a committee statement is due.

Whenever an elected officeholder in one jurisdiction runs for an elected office in another jurisdiction, the officeholder and all committees they control must file campaign disclosure statements with the filing officer in the jurisdiction in which the officeholder holds office and in which the officeholder is seeking office.

Recipient Committee Treasurer

Under California's Political Reform Act, a person or organization that receives contributions totaling \$2,000 or more in a calendar year to support or oppose state or local candidates or ballot measures qualifies as a recipient committee and must have a treasurer. No contributions may be accepted and no expenditures may be made without a treasurer. The candidate can act as their treasurer; however, it is not recommended.

Third Party Software that can be linked to NetFile:

NetFile Professional Treasurer	DirectFile
Statecraft	IsPolitical
NGP/VAN	Aristotle Campaign Manager
Complete Campaigns (Bought by Aristotle)	EveryAction (subsidiary of NGP/VAN for non-profits)

For Questions

Call the Political Reform Division at the Secretary of State's Office (916) 653-6224 or visit their website at: <http://www.sos.ca.gov/campaign-lobbying>

FPPC Campaign Filing Schedules for March 5, 2024

Local Candidates

Fair Political Practices Commission

Filing Schedule for Candidates and their Controlled Committees for Local Office Listed on the March 5, 2024 Ballot

Deadline	Period	Form	Notes
Jan 31, 2024** Semi-Annual	* – 12/31/23	460	<ul style="list-style-type: none"> All committees must file this statement. May be filed on January 25, 2024.
Within 24 Hours Election Cycle Reports	12/6/23 – 3/5/24	497	<ul style="list-style-type: none"> File if a contribution of \$1,000 or more in the aggregate is received from a single source. File if a contribution of \$1,000 or more in the aggregate is made to or in connection with <i>another</i> candidate or measure being voted on the March 5, 2024, ballot. The recipient of a non-monetary contribution of \$1,000 or more in the aggregate must file a Form 497 within 48 hours from the time the contribution is received. File by personal delivery, e-mail, guaranteed overnight service, or fax. The committee may also file online, if available.
Jan 25, 2024 1 st Pre-Election	1/1/24 – 1/20/24	460 or 470	<ul style="list-style-type: none"> Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
Feb 22, 2024 2 nd Pre-Election	1/21/24 – 2/17/24	460	<ul style="list-style-type: none"> All committees must file this statement. File by personal delivery or guaranteed overnight service. The committee may also file online, if available.
July 31, 2024 Semi-Annual	2/18/24 – 6/30/24	460	<ul style="list-style-type: none"> All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before June 30, 2024.

State Candidates

Fair Political Practices Commission

Filing Schedule for State Candidates and their Controlled Committees Listed on the March 5, 2024 Ballot

Deadline	Period	Form	Notes
Jan 31, 2024** Semi-Annual	* – 12/31/23	460	<ul style="list-style-type: none"> All committees must file this statement. May be filed on January 25, 2024.
Within 10 Business Days \$5,000 Report	Ongoing – File anytime other than the 90-day election cycle	497	Only E-filers file this report: <ul style="list-style-type: none"> File if a contribution of \$5,000 or more is received from a single source. No paper copy is required. File within 10 business days of receipt of contribution.
Within 24 Hours Election Cycle Reports	12/6/23 – 3/5/24	497	<ul style="list-style-type: none"> File if a contribution of \$1,000 or more in the aggregate is received from a single source. File if a contribution of \$1,000 or more in the aggregate is made to or in connection with <i>another</i> candidate or measure listed on the March 5, 2024, ballot, or made to a political party committee. The recipient of a non-monetary contribution of \$1,000 or more in the aggregate must file a Form 497 within 48 hours from the time the contribution is received. E-file only. No paper copy is required.
Jan 25, 2024 1 st Pre-Election	1/1/24 – 1/20/24	460 or 470	<ul style="list-style-type: none"> Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
Feb 22, 2024 2 nd Pre-Election	1/21/24 – 2/17/24	460	<ul style="list-style-type: none"> All committees must file this statement. Paper copies must be filed by personal delivery, guaranteed overnight service, or by email with a verified digital signature.
Jul 31, 2024 Semi-Annual	2/18/24 – 6/30/24	460	<ul style="list-style-type: none"> All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before June 30, 2024.

See next pages for additional reporting information.

*For detailed schedules, please visit the Fair Political Practices Commission website at www.fppc.ca.gov.

Important Campaign Disclosure Phone Numbers

Fair Political Practices Commission	General Phone: (916) 322-5660 Website: www.fppc.ca.gov Mailing Address: 1102 Q Street, Suite 3050 Sacramento, CA 95811
	Political Reform Act Advice Division Regarding: Campaign Disclosure, Conflict of Interest Disclosure, Filing of Forms 501, 410, 460, etc. Hours of Phone Operation: Monday through Thursday from 9:00 a.m. to 11:30 a.m. Advice Line: 1-866-275-3772 *1 Email: Advice@fppc.ca.gov
	Enforcement Complaint Regarding: Filing a complaint under the Political Reform Act Email: Complaint@fppc.ca.gov
State Franchise Tax Board	Regarding: Tax Deductible Contributions, Committee Tax Status, Charitable Non-profit Groups, other tax related questions Phone: (800) 852-5711 Phone: (800) 338-0505 (24/7 Automated Support) Website: www.ftb.ca.gov
Secretary of State	Political Reform Division Regarding: Committee Identification Number and committee termination Phone: (916) 653-6224 Website: http://cal-access.sos.ca.gov/

Federal Candidate Financial Disclosure Requirements

Because of the requirements of the Federal Election Campaign Act, as amended, a congressional candidate should contact the Federal Election Commission at 1050 First Street, NE, Washington, D.C. 20463 or call toll-free (800) 424-9530 for a copy of the Federal Election Campaign Act, related regulations providing the filing requirements for reporting campaign contributions, and the forms on which to file. More information can be found on the Federal Election Commission's website: www.fec.gov

VOTER REGISTRATION

Candidates and/or committees wishing to distribute voter registration cards may obtain cards from MCE during regular office hours. Please call in advance to schedule an appointment. As campaigns provide registration cards, it is important to note that cards must be provided to any person requesting it, regardless of their stance on the campaign. Procedures govern how to checkout registration cards, distribute cards, and when to return them.

Checkout Procedures

Individuals requesting up to 49 registration cards will provide information regarding which candidate, campaign or organization they represent.

When an individual or the group as a whole representing a candidate, campaign or affiliate organization requests a combined total of 50 or more registration cards an application must be completed and representatives of the group or the individual requesting must attend training.

In general, elections can only allow 250 cards to be checked out to any individual or group. More cards will be supplied as completed cards are submitted.

For quantities of 2,000 or more, the distribution form is transmitted to the Secretary of State's Office.

California Code of Regulations 20001g

Deadline

The registration deadline for the upcoming election is **February 20, 2024***. Voters can register online. Any voter without a signature on file with the DMV will have to print the online registration, sign it, and submit to MCE.

*Date adjusted due to weekend and/or holiday.

Completed cards must be returned to MCE within 3 business days or by the close of registration, whichever is sooner. Failure to do so is a misdemeanor.

Registration cards mailed 15 days prior to an election may not be received in time to send the new voter a notice or could be received after Election Day.

ELECTIONS CODE 2138, 2139, 2140

Conditional Voter Registration

Conditional Voter Registration is available during the 13** days preceding an election or on Election Day by executing an affidavit of registration and casting a provisional ballot at any of MCE's voting locations.

**Original start date is impacted by state holiday and therefore moves forward to the next business day.

ELECTIONS CODE 2102, 2170-2171

Voters can check their registration status at <https://voterstatus.sos.ca.gov/>

VOTE-BY-MAIL BALLOTS

Important Dates

Vote-By-Mail Important Dates March 5, 2024 Election	
February 5, 2024	First day vote by mail ballots may be issued. Applications received prior to this date will be processed.
February 27, 2024	Last day to receive a written request/application for a ballot via mail.
February 5, 2024 – March 5, 2024	Ballots are available for in-person pickup at the elections office.

Return of Vote-by-Mail Ballots

A person designated to return a vote by mail ballot shall not receive any form of compensation based on the number of ballots that the person returns and an individual, group, or organization shall not provide compensation on this basis.

For purposes of this paragraph, “compensation” means any form of monetary payment, goods, services, benefits, promises or offers of employment, or any other form of consideration offered to another person in exchange for returning another voter’s vote by mail ballot.

A person in charge of a vote by mail ballot and who knowingly and willingly engages in criminal acts related to that ballot as described in Division 18 (commencing with Section 18000), including, but not limited to, fraud, bribery, intimidation, and tampering with or failing to deliver the ballot in a timely fashion, is subject to the appropriate punishment specified in that division.

ELECTIONS CODE 3017

We cannot recommend that a candidate or campaign collect ballots. The intent of the law is to benefit the voter. No one else shall benefit from the return of ballots. When a candidate or campaign collects ballots, there would be a direct benefit to the candidate or campaign.

California Replacement Vote-by-Mail Ballot Application

California Replacement Vote-By-Mail Ballot Application		FOR OFFICIAL USE ONLY
<p>By requesting a replacement vote-by-mail ballot, I hereby certify that I did not receive a vote-by-mail ballot for this election, or if I did receive a ballot, that ballot has been lost or destroyed.</p>		
<p>1. THIS IS AN APPLICATION FOR A REPLACEMENT VOTE-BY-MAIL BALLOT FOR THE _____ ELECTION. Month/Day/Year Type of Election (Primary, General, or Special)</p>		
<p>2. PRINT NAME: _____ 3. DATE OF BIRTH: _____ First Middle or Initial Last Month/Day/Year</p>		
<p>4. RESIDENCE ADDRESS: _____ Number and Street (P.O. Box, Rural Route, etc. will not be accepted) (Designate N, S, E, W if used)</p> <p>_____ City Zip Code California County</p>		
<p>5. MAILING ADDRESS FOR BALLOT (IF DIFFERENT FROM ABOVE): If your mailing address is outside of the U.S., and you are a military or overseas voter, register at RegisterToVote.ca.gov or use the Federal Post Card Application at www.fvap.gov.</p> <p>_____ Number and Street/P.O. Box (Designate N, S, E, W if used)</p> <p>_____ City State or Foreign Country Zip Code or Postal Code</p>		
<p>6. TELEPHONE NUMBER (OPTIONAL): _____ Day Evening</p>		
<p>7. THIS APPLICATION MUST BE SIGNED. I certify under penalty of perjury under the laws of the State of California that the information I have provided on this application is true and correct.</p>		
<p>SIGNATURE _____ DATE _____</p> <p style="font-size: x-small;">Warning: Perjury is a felony, punishable by imprisonment in state prison for up to four years. (Penal Code § 126)</p>		

WHO CAN USE THIS APPLICATION

If you did not receive a vote-by-mail ballot for the identified election, or if you did receive a ballot, that ballot has been lost or destroyed, you may use this application to request a vote-by-mail ballot.

How to Fill Out this Application

ITEM 1. Enter the date of the election in which you are requesting a replacement vote-by-mail ballot (month, day, year), and the type of election (Primary, General, or Special).

ITEM 2. Print your first, middle, and last names as they appear on your Voter Registration Card.

ITEM 3. Print your date of birth in this order – month, day, year.

ITEM 4. Print the complete street address of your voting residence. A post office box or rural route cannot be accepted.

ITEM 5. Mailing address information must be completed by the voter. Print the complete address where you want your ballot sent if it is different than the residence address provided in Item 4.

ITEM 6. Print your telephone number (optional, not required) to allow the elections office to contact you if more information is needed.

ITEM 7. Sign and date in this order – month, day, year. No witness or notary required.

HOW TO SUBMIT THE APPLICATION

Your Replacement Vote-By-Mail Ballot Application must be returned to your county elections official.

If this application is returned by mail, it must be returned directly to your county elections official.

Please do not send applications to the SOS's office. Doing so will delay the application process.

You can find the address and telephone number of your county elections official on the SOS website at www.sos.ca.gov/elections/voting-resources/county-elections-offices/

DATA REQUESTS

The Cost of Election Data

Current pricing is based on time and materials, which is custom per request. Therefore, if you have a data request, please call (831) 796-1499 for pricing information based on your specific request. **Please note, monies used toward a data file will count as an expenditure and require a completion of a FPPC Form 501.**

Application

(a) Every applicant shall execute and deliver to the source agency an application that contains all of the following information:

- (1) The full name of the applicant, and, if applicable, the full name of the beneficiary of the requested voter registration information.
- (2) The applicant's telephone and email address.
- (3) The applicant's complete business address.
- (4) The applicant's complete mailing address, if different from the business address.
- (5) If applicable, the complete business address of the beneficiary of the requested voter registration information.

(6) The purpose(s) or type(s) of business, organization, or committee that the applicant represents.

(7) The purpose(s) for which the request for voter registration information is made and the specific intended use(s) of this information or data in accordance with Section 19003.

(A) If the intended use of the requested voter registration information is for political purposes, the applicant shall submit documentation establishing compliance with section 19003(a)(4), for example a letter establishing an affiliation with a political organization.

(B) If the intended use of the requested voter registration information is for scholarly purposes, the applicant shall submit a letter from the representative of the institution (professor, administrator, etc.) on the institution's letterhead stating that the applicant is authorized to receive the information.

(C) If the intended use of the requested voter registration information is for journalistic purposes, the applicant shall submit a clear copy of the applicant's press pass or media credential. In the event the applicant does not have a press pass or media credential, the applicant shall submit other evidence that they are a journalist. The source agency shall determine whether submitted press passes, media credentials, or other evidence properly establish a journalistic purpose.

(8) A detailed explanation of how the requested voter registration information will be maintained securely and confidentially consistent with Section 19012.

(9) The type of information requested. Examples include voter history, precinct to district information, whether voter registration information is requested for a specific jurisdiction, and specific voter registration information.

(10) Shipping instructions for the source agency to deliver the requested voter registration information.

(11) If applicable, detailed identifying information on a specific voter for a request of a single voter's voter registration information.

(12) A completed agreement section, which contains spaces where the applicant must place their initials acknowledging the following statements:

(A) Applicant and beneficiary, if applicable, hereby agree that the information set forth in the voter registration information will be used for the approved purposes, consistent with state law, as defined by Elections Code section 2194, this Article, and Government Code section 6254.4.

(B) Applicant and beneficiary, if applicable, further agree not to sell, lease, loan, or deliver possession of the registration information, or a copy thereof, in any form or format, to any person, organization, or agency except as prescribed in Section 19005.

(C) Applicant and beneficiary, if applicable, agree to maintain information in a secure and confidential manner using the best practices identified in Section 19010 of

this Article, and will notify the Secretary of State immediately of any violation, exposure, and/or breach of voter registration information or suspected violation, exposure, and/or breach of voter registration information and will cooperate with the Secretary of State's office or any investigative agency efforts related to any resulting investigation.

(D) Applicant and beneficiary, if applicable, understand that it is a misdemeanor for a person in possession of voter registration information to use or permit the use of all or any part of the information for any purpose other than is permitted by law.

(E) Applicant and beneficiary, if applicable, agree to pay the State of California, as compensation for any unauthorized use of each individual's registration information, a penalty as described in Section 19007 of this Article.

(b) The applicant shall certify the content of the application as to its truthfulness and correctness, under penalty of perjury, with the applicant's signature and the date and place of signing.

California Code of Regulations, Chapter 1, Article 1, §19008

Confidential Voter File

Pursuant to Elections Code Sections 2188 and 2194, voter registration information is available to persons or groups for election, scholarly, journalistic political purposes, or governmental purposes, as determined by the Secretary of State. Each written request to view, purchase, or use voter registration information must be submitted in person and with identification on an application available at MCE.

Permissible Usage

(a) Voter registration information obtained from a source agency shall be used solely for the following purposes:

(1) Election: for any person to communicate with voters in connection with an election by means that shall include, but shall not be limited to, the following:

(A) Communicating with voters for or against any candidate or ballot measure in any election;

(B) Communicating with voters regarding the circulation or support of, or opposition to, any recall, initiative, or referendum petition;

(C) Surveying voters in connection with any specific election campaign or specific potential election campaign in which any voter registered to vote may vote;

(D) Surveying voters in connection with an election-related exploratory committee;

(E) Soliciting contributions or services as part of any election campaign on behalf of any candidate for public office or any political party or in support of or opposition to any ballot measure, initiative, or referendum petition.

(2) Scholarly: students working on theses, professors researching voting patterns, and other academics involved in research related to political or election activities.

(3) Journalistic: members of the press for any purpose related to political or election activities.

(4) Political: for any person to communicate with voters to influence public opinion related to political or election activities. The content of such communications shall include, but shall not be limited to: news and opinions of candidates, elections, education related to political matters, political party developments, ballot measures, initiatives, referendum positions, and related political matters.

(5) Governmental: Any request from a governmental agency or for a use related to a governmental function by means including, but not limited to:

(A) Encouraging participation in the United States Census;

(B) Conducting any survey of opinions of voters by any government agency or its contractors;

(C) Any official use by any local, state, or federal governmental agency, which shall include use in connection with any judicial proceeding or investigation involving or being conducted by any local, state, or federal governmental agency.

(6) Record review: For any person to conduct an audit of voter registration lists for election, scholarly, journalistic, political, or governmental purposes. Record review includes, but is not limited to, detecting voter registration fraud, evaluating voter registration information accuracy, and evaluating compliance with applicable Federal and California laws.

(7) Vendor: By any vendor to compile and/or organize voter registration information for another person's use consistent with this Article.

(b) Requests for voter registration information for a purpose not specifically listed in subdivision (a), and not prohibited by section 19004, shall be evaluated for compliance with the Elections Code by the source agency.

(c) A source agency shall review each application for compliance with the Elections Code and this Article independent of decisions made on other applications.

California Code of Regulations, Title 2, Division 7, Chapter 1, Article 1, §19003

Impermissible Uses

(a) Using voter registration information in a manner contrary to the authorized uses specified in Elections Code section 2194 is impermissible. Impermissible uses include, but shall not be limited to:

(1) Any communication for any personal, private, or commercial purpose other than for those purposes permitted by Section 19003.

(2) Solicitation of contributions or services for any personal, private, or commercial purpose.

(3) Conducting any survey of opinions of voters other than for those purposes permitted by Section 19003, subdivision (a).

(4) Using the voter registration information to harass any voter or the voter's household, including, but not limited to, any conduct prohibited by Elections Code sections 18540 and 18543.

(b) Voter registration information shall not be sent outside of the United States, as specified in Elections Code section 2188.5.

(c) Notwithstanding section 19003, a source agency may reject a request for voter registration information based on a reasonable belief or determination that it is being requested for use in a manner prohibited by law, including, but not limited to, uses contrary to the prohibitions or authorized uses specified in Elections Code sections 2188.5 and 2194 or that is contrary to Elections Code section 10. An impermissible purpose may include requests for voter registration information for an impermissible purpose-submitted for fraudulent purposes or in bad faith or for the purpose of harassing or defrauding a person or entity. In such instances, the source agency shall provide the applicant its reasons for refusal. An applicant whose application is rejected shall not be prohibited from filing a new application.

California Code of Regulations, Title 2, Division 7, Chapter 1, Article 1, §19004

Breach in Voter Registration Information

A person or entity who has received voter registration information pursuant to an application made under Section 2188 shall, following discovery or notification of a breach in the security of the storage of the information, disclose the breach in security to the Secretary of State. The disclosure shall be made in the most expedient time possible and without unreasonable delay.

ELECTIONS CODE 2188.3

CAMPAIGN RESOURCES

Resources

Actual laws and regulations governing candidate filing and financial reporting are available at:

Resource	Link	Notes
Access to applicable state and local codes	http://leginfo.legislature.ca.gov/	Details various state regulations that govern elections at the state and local level
Fair Political Practices Commission (FPPC)	www.fppc.ca.gov (866) 275-3772	State financial disclosure and filing requirements
Federal Election Commission	www.fec.gov (800) 424-9530	Federal financial reporting requirements
Monterey County Code	https://www.municode.com/library/ca/monterey_county/codes/code_of_ordinances	Describes local rules affecting local candidate activities

Election Violations

To report fraud or election violations please contact the appropriate enforcement or investigatory agency. MCE is not an enforcement agency and is unable to investigate any possible violations.

Common enforcement and investigatory agencies related to elections:

- **Political Reform Act Violations**, contact:
Fair Political Practices Commission at www.fppc.ca.gov
Phone: (866) 275-3772
Email: Complaint@fppc.ca.gov
- **Election Fraud**, contact:
 - a) District Attorney at (831) 755-5070 **or**
 - b) Secretary of State at www.sos.ca.gov
Phone: (916) 657-2166
- **Unlawful use of public funds, violations of the Elections Code, the Penal Code, or any laws other than the Political Reform Act**, contact:
 - a) District Attorney at (831) 755-5070 **or**
 - b) California State Attorney General at www.oag.ca.gov
Phone: (800) 952-5225
- **Federal campaigns, Congress, U.S. Senate, President of the United States**, contact:
Federal Election Commission at www.fec.gov
Phone: (800) 424-9530
- **Local ordinances, vandalism or requirements concerning campaign signs**, contact:
 - a) Local City Attorney (contact the appropriate city) **or**
 - b) District Attorney at (831) 755-5070
- **Code of Fair Campaign Practices Violations**
 - a) <https://www.sos.ca.gov/elections/election-voter-complaint-form>

Mass Mailing Requirements

Each candidate filing a Declaration of Candidacy is to be apprised of Government Code 84305, which is produced here for your information:

(a) (1) Except as provided in subdivision (b), a candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee shall not send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type that is in a color or print that contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the candidate's, candidate controlled committee established for an elective office for the controlling candidate's, or political party committee's address is a matter of public record with the Secretary of State.

(2) Except as provided in subdivision (b), a committee, other than a candidate controlled committee established for an elective office for the controlling candidate or a political party committee, shall not send a mass mailing that is not required to include a disclosure pursuant to Section 84502 unless the name, street address, and city of the committee is shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type that is in a color or print that contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the committee's address is a matter of public record with the Secretary of State.

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

(c) (1) A candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee shall not send a mass electronic mailing unless the name of the candidate or committee is shown in the electronic mailing preceded by the words "Paid for by" in at least the same size font as a majority of the text in the electronic mailing.

(2) A committee, other than a candidate controlled committee established for an elective office for the controlling candidate or a political party committee, shall not send a mass electronic mailing that is not required to include a disclosure pursuant to Section 84502 or 84504.3 unless the name of the committee is shown in the electronic mailing preceded by the words "Paid for by" in at least the same size font as a majority of the text in the electronic mailing.

(d) 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).

(e) For purposes of this section, the following terms have the following meaning:

(1) "Mass electronic mailing" means sending more than two hundred substantially similar pieces of electronic mail within a calendar month. "Mass electronic mailing" does not include a communication that was solicited by the recipient, including, but not limited to, acknowledgments for contributions or information that the recipient communicated to the organization.

(2) "Sender" means the candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee who pays for the largest portion of expenditures attributable to the designing, printing, and posting of the mailing which are reportable pursuant to Sections 84200 to 84216.5, inclusive.

(3) To “pay for” a share of the cost of a mass mailing means to make, to promise to make, or to incur an obligation to make, any payment: (A) to any person for the design, printing, postage, materials, or other costs of the mailing, including salaries, fees, or commissions, or (B) as a fee or other consideration for an endorsement or, in the case of a ballot measure, support or opposition, in the mailing.

(f) This section does not apply to a mass mailing or mass electronic mailing that is paid for by an independent expenditure.

GOVERNMENT CODE 84305

Mass Mailing Definition

“Mass Mailing” means over 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.

GOVERNMENT CODE 82041.5

Mass Mailing by Incumbents

No newsletter or other mass mailing shall be sent at public expense.

GOVERNMENT CODE 89001

Official Seal

Any person who uses or allows to be used any reproduction or facsimile of the seal of the county or the seal of a local government agency in any campaign literature or mass mailing, as defined in Section 82041.5 of the Government Code, with intent to deceive the voters, is guilty of a misdemeanor.

For purposes of this section, the use of a reproduction or facsimile of a seal in a manner that creates a misleading, erroneous, or false impression that the document is authorized by a public official is evidence of intent to deceive.

For purposes of this section, the term “local government agency” means a school district, special or other district, or any other board, commission, or agency of local jurisdiction.

ELECTIONS CODE 18304

Political Advertising

Any paid political advertisement that refers to an election or to any candidate for state or local elective office and that is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type or lettering at least half as large as the type of 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.

ELECTIONS CODE 20008

Disclosure in Advertisements

Any advertisement not described in subdivision (b) of Section 84504.3 that is paid for by a committee pursuant to subdivision (a) of Section 82013, other than a political party committee or a candidate controlled committee established for an elective office of the controlling candidate, shall include the words “Ad paid for by” followed by the name of the committee as it appears on the most recent Statement of Organization filed pursuant to Section 84101.

Any advertisement not described in subdivision (b) of Section 84504.3 that is paid for by a committee pursuant to subdivision (a) of Section 82013 that is a political party committee or a

candidate controlled committee established for an elective office of the controlling candidate shall include the words “Ad paid for by” followed by the name of the committee as it appears on the most recent Statement of Organization filed pursuant to Section 84101 if the advertisement is any of the following:

- A. Paid for by an independent expenditure.
- B. An advertisement supporting or opposing a ballot measure.
- C. A radio or television advertisement.
- D. A text message advertisement that is required to include a disclosure pursuant to Section 84504.7.

Any advertisement not described in subdivision (b) of Section 84504.3 that is paid for by a committee pursuant to subdivision (b) or (c) of Section 82013 shall include the words “Ad paid for by” followed by the name that the filer is required to use on campaign statements pursuant to subdivision (o) of Section 84211.

Notwithstanding subdivisions (a) and (b), if an advertisement is a printed letter, internet website, or email message, the text described in subdivisions (a) and (b) may include the words “Paid for by” instead of “Ad paid for by.”

Notwithstanding subdivisions (a) and (b), if an advertisement is a text message, the text described in subdivisions (a) and (b) may include the words “Paid for by” or “With,” instead of “Ad paid for by.”

Notwithstanding subdivision (a), if an advertisement is a video advertisement that is disseminated over the internet, is a print advertisement that is larger than those designed to be individually distributed subject to subdivision (b) of Section 84504.2, is an electronic media advertisement subject to subdivision (b) of Section 84504.3, or is a text message advertisement subject to Section 84504.7, then the text for the name of the committee may be shortened by either of the following:

1. Displaying only enough of the first part of the committee name to uniquely identify the committee. If the committee is a sponsored committee, then the name displayed must include the portion of the committee name that identifies the sponsor or sponsors, unless all of the sponsors are disclosed on the ad as top contributors as required by Section 84503. For example, if ACME Corporation is not listed as a top contributor, then a committee named “Yes on 99, Californians for a Better Tomorrow, a coalition of X, Y, and Z. Sponsored by ACME Corporation” may be disclosed as only “Yes on 99, Californians for a Better Tomorrow. Sponsored by ACME Corporation.”
2. If the advertisement is paid for by a committee that has top contributors and is subject to Section 84503, then the committee name may be replaced by displaying the words “Committee ID” followed by the committee’s identification number.

GOVERNMENT CODE 84502

False or Forged Campaign Materials

No person shall publish or cause to be published, with actual knowledge, and intent to deceive, any campaign advertisement containing false or fraudulent depictions, or false or fraudulent representations, of official public documents or purported official public documents.

For purposes of this section, “campaign advertisement” means any communication directed to voters by means of a mass mailing as defined in §82041.5 of the Government Code, a paid newspaper advertisement, an outdoor advertisement, or any other printed matter, if the

expenditures for that communication are required to be reported by Chapter 4 (commencing with §84100) of Title 9 of the Government Code.

Any violation of this section is a misdemeanor punishable by imprisonment in the county jail, or by a fine not to exceed \$50,000, or both.

PENAL CODE 115.2

Pictures in Campaign Materials

(a) Except as provided in subdivision (b), a person, committee, as defined in Section 82013 of the Government Code, or other entity shall not, within 60 days of an election at which a candidate for elective office will appear on the ballot, distribute, with actual malice, materially deceptive audio or visual media, as defined in subdivision (e), of the candidate with the intent to injure the candidate's reputation or to deceive a voter into voting for or against the candidate.

(b) (1) The prohibition in subdivision (a) does not apply if the audio or visual media includes a disclosure stating: "This _____ has been manipulated."

(2) The blank in the disclosure required by paragraph (1) shall be filled with whichever of the following terms most accurately describes the media:

(A) Image.

(B) Video.

(C) Audio.

(3) (A) For visual media, the text of the disclosure shall appear in a size that is easily readable by the average viewer and no smaller than the largest font size of other text appearing in the visual media. If the visual media does not include any other text, the disclosure shall appear in a size that is easily readable by the average viewer. For visual media that is video, the disclosure shall appear for the duration of the video.

(B) If the media consists of audio only, the disclosure shall be read in a clearly spoken manner and in a pitch that can be easily heard by the average listener, at the beginning of the audio, at the end of the audio, and, if the audio is greater than two minutes in length, interspersed within the audio at intervals of not greater than two minutes each.

(c) (1) A candidate for elective office whose voice or likeness appears in a materially deceptive audio or visual media distributed in violation of this section may seek injunctive or other equitable relief prohibiting the distribution of audio or visual media in violation of this section. An action under this paragraph shall be entitled to precedence in accordance with Section 35 of the Code of Civil Procedure.

(2) A candidate for elective office whose voice or likeness appears in a materially deceptive audio or visual media distributed in violation of this section may bring an action for general or special damages against the person, committee, or other entity that distributed the materially deceptive audio or visual media. The court may also award a prevailing party reasonable attorney's fees and costs. This subdivision shall not be construed to limit or preclude a plaintiff from securing or recovering any other available remedy.

(3) In any civil action alleging a violation of this section, the plaintiff shall bear the burden of establishing the violation through clear and convincing evidence.

(d) (1) This section shall not be construed to alter or negate any rights, obligations, or immunities of an interactive service provider under Section 230 of Title 47 of the United States Code.

(2) This section does not apply to a radio or television broadcasting station, including a cable or satellite television operator, programmer, or producer, that broadcasts materially deceptive audio or visual media prohibited by this section as part of a bona fide newscast, news interview, news documentary, or on-the-spot coverage of bona fide news events, if the broadcast clearly acknowledges through content or a disclosure, in a manner that can be easily heard or read by the average listener or viewer, that there are questions about the authenticity of the materially deceptive audio or visual media.

(3) This section does not apply to a radio or television broadcasting station, including a cable or satellite television operator, programmer, or producer, when it is paid to broadcast materially deceptive audio or visual media.

(4) This section does not apply to an internet website, or a regularly published newspaper, magazine, or other periodical of general circulation, including an internet or electronic publication, that routinely carries news and commentary of general interest, and that publishes materially deceptive audio or visual media prohibited by this section, if the publication clearly states that the materially deceptive audio or visual media does not accurately represent the speech or conduct of the candidate.

(5) This section does not apply to materially deceptive audio or visual media that constitutes satire or parody.

(e) As used in this section, “materially deceptive audio or visual media” means an image or an audio or video recording of a candidate’s appearance, speech, or conduct that has been intentionally manipulated in a manner such that both of the following conditions are met:

(1) The image or audio or video recording would falsely appear to a reasonable person to be authentic.

(2) The image or audio or video recording would cause a reasonable person to have a fundamentally different understanding or impression of the expressive content of the image or audio or video recording than that person would have if the person were hearing or seeing the unaltered, original version of the image or audio or video recording.

(f) The provisions of this section are severable. If any provision of this section or its application is held invalid, that invalidity shall not affect other provisions or applications that can be given effect without the invalid provision or application.

(g) This section shall remain in effect only until January 1, 2027, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2027, deletes or extends that date.

ELECTIONS CODE 20010

Electioneering – 100 Feet Rule

“Electioneering” means the visible display or audible dissemination of information that advocates for or against any candidate or measure on the ballot within 100 feet of a polling place or an elections official’s office, a satellite location, an outdoor site, including a curbside voting area, at which a voter may be casting a ballot.

ELECTIONS CODE 319.5

(a) A person shall not, on election day, or at any time that a voter may be casting a ballot, within the 100 foot limit specified in subdivision (b), do any of the following:

- (1) Circulate an initiative, referendum, recall, or nomination petition or any other petition.
- (2) Solicit a vote or speak to a voter on the subject of marking the voter's ballot.
- (3) Place a sign relating to voters' qualifications or speak to a voter on the subject of the voter's qualifications except as provided in Section 14240.
- (4) Do any electioneering as defined by Section 319.5.

(b) The activities described in subdivision (a) are prohibited within 100 feet of either of the following:

(1) The entrance to a building that contains a polling place as defined by Section 338.5, an elections official's office, or a satellite location specified in Section 3018.

(2) An outdoor site, including a curbside voting area, at which a voter may cast or drop off a ballot.

(c) A person shall not, on election day, or at any time that a voter may be casting a ballot, do any of the following within the immediate vicinity of a voter in line to cast a ballot or drop off a ballot:

- (1) Solicit a vote.
- (2) Speak to a voter about marking the voter's ballot.
- (3) Disseminate visible or audible electioneering information.

(d) Any person who violates any of the provisions of this section is guilty of a misdemeanor.

ELECTIONS CODE 18370

(a) A person shall not, with the intent of dissuading another person from voting, within the 100 foot limit specified in subdivision (b), do any of the following:

- (1) Solicit a vote or speak to a voter on the subject of marking the voter's ballot.
- (2) Place a sign relating to voters' qualifications or speak to a voter on the subject of the voter's qualifications except as provided in Section 14240.
- (3) Photograph, video record, or otherwise record a voter entering or exiting a polling place.
- (4) Obstruct ingress, egress, or parking.

(b) The activities described in subdivision (a) are prohibited within 100 feet of either of the following:

(1) The entrance to a building that contains a polling place as defined by Section 338.5, an elections official's office, or a satellite location specified in Section 3018.

(2) An outdoor site, including a curbside voting area, at which a voter may cast or drop off a ballot.

(c) A person shall not, with the intent of dissuading another person from voting, do any of the following within the immediate vicinity of a voter in line to cast a ballot or drop off a ballot:

- (1) Solicit a vote.
- (2) Speak to a voter about marking the voter's ballot.
- (3) Disseminate visible or audible electioneering information.

(d) A violation of this section is punishable by imprisonment in a county jail for not more than 12 months, or in state prison. Any person who conspires to violate this section is guilty of a felony.

ELECTIONS CODE 18541

Electioneering During Vote by Mail Voting

No candidate or representative of a candidate, and no proponent, opponent, or representative of a proponent or opponent, of an initiative, referendum, or recall measure, or of a charter amendment, shall solicit the vote of a Vote by Mail voter, or do any electioneering, while in the residence or in the immediate presence of the voter, and during the time they know the Vote by Mail 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, or to preclude electioneering by mail or telephone or in public places, except as prohibited by Section 18370, or by any other provision of law.

ELECTIONS CODE 18371

POLITICAL SIGNS

Sign Placement

Every campaign season, complaints are made about the placement of campaign signs on private property. This serves as a reminder of California Penal Code 556.1, which requires prior consent before placing advertising signs on private property.

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

PENAL CODE 556.1

In addition, it should be noted that MCE is not the governing agency in regards to sign posting, regulation, or enforcement.

Contact Regarding Political Signs

Jurisdiction	When signs can be POSTED	Contact Information	When signs must be REMOVED
State	No signs may be placed along a highway prior to ninety (90) days before the election.	The Division of Traffic Operations (Outdoor Advertising) is prepared to answer questions about state regulation of campaign signs. For information, call (916) 654-6473.	Signs must be removed within ten (10) days after the scheduled election.
County	The sign is placed no earlier than sixty (60) days prior to the scheduled election.	The Monterey County Housing and Community Development Department handles the political signs within the county. For information, call (831) 755-5025 and ask for the HCD Chief of Planning .	Signs must be removed within ten (10) days after the scheduled election.
City	Contact the city in which you plan to post signs.	Contact the respective city for information. City contact number is on the next page.	Contact the city in which the signs are posted.

City Contact Information

CITY:	ADDRESS:	TELEPHONE:
Carmel-by-the-Sea	Monte Verde St., between Ocean & 7 th Avenues Carmel-by-the-Sea, CA 93921	(831) 620-2000
Del Rey Oaks	650 Canyon Del Rey Road Del Rey Oaks, CA 93940	(831) 394-8511
Gonzales	147 Fourth Street Gonzalez, CA 93926	(831) 675-5000
Greenfield	599 El Camino Real Greenfield CA 93927	(831) 674-5591
King City	212 S. Vanderhurst Avenue King City, CA 93930	(831) 386-5925
Marina	211 Hillcrest Avenue Marina, CA 93933	(831) 884-1278
Monterey	580 Pacific Street Monterey, CA 93940	(831) 646-3935
Pacific Grove	300 Forest Avenue Pacific Grove, CA 93950	(831) 648-3100
Salinas	200 Lincoln Avenue Salinas, CA 93901	(831) 758-7381
Sand City	1 Sylvan Park Sand City, CA 93955	(831) 394-3054
Seaside	440 Harcourt Avenue Seaside, CA 93955	(831) 899-6700
Soledad	248 Main Street Soledad, CA 93960	(831) 223-5000

MONTEREY COUNTY HOUSING AND COMMUNITY DEVELOPMENT

Erik V. Lundquist, AICP, Director

HOUSING, PLANNING, BUILDING, ENGINEERING, ENVIRONMENTAL SERVICES

1441 Schilling Place, South 2nd Floor
Salinas, California 93901-4527



(831) 755-5025
www.co.monterey.ca.us

STATEMENT OF RESPONSIBILITY INSTRUCTIONS

Dear Candidate or Committee Member:

In as much as you are a candidate for elective office or a proponent or opponent of a ballot measure, this reminder about local ordinances governing the placement of signs, including temporary political signs, in the unincorporated areas of Monterey County should be helpful to you.

There is a blanket prohibition against all inanimate modes of expression, including political signs, when erected or affixed to public property or utility poles.

However, the County of Monterey's regulatory scheme does permit placement of temporary political signs on private property, excluding commercial billboards, under conditions summarized as follows:

1. The property owner has given permission for the sign placement.
2. The sign is placed no earlier than sixty (60) days prior to the scheduled election and is removed within ten (10) days after.
3. A "Statement of Responsibility" has been filed with the Director of HCD certifying a person who will be responsible for the placement and removal of the sign.
4. The sign must comply with all building and zoning ordinances.

You may obtain copies of the ordinances related to the placement of political signs at HCD Planning.

Please pass this information along to those assisting in your campaign. "Statement of Responsibility" forms are enclosed for your use. Completed forms should be sent to the HCD - Chief of Planning, 1441 Schilling Place – South, 2nd Floor, Salinas, CA 93901. The forms may be delivered to HCD - Planning during normal business hours.

NO SIGNS MAY BE POSTED UNTIL A "STATEMENT OF RESPONSIBILITY" HAS BEEN RECEIVED BY THE HCD CHIEF OF PLANNING.

Because the ordinances direct removal of signs that do not comply with the ordinances and further direct the billing of the responsible party, we are calling these provisions to your attention to avoid possible embarrassment to you and your supporters.

Revised on 07-16-21

MONTEREY COUNTY
HOUSING AND COMMUNITY DEVELOPMENT
Erik V. Lundquist, AICP, Director

HOUSING, PLANNING, BUILDING, ENGINEERING, ENVIRONMENTAL SERVICES

1441 Schilling Place, South 2nd Floor
Salinas, California 93901-4527



(831) 755-5025
www.co.monterey.ca.us

STATEMENT OF RESPONSIBILITY FORM

UPON COMPLETION, PLEASE RETURN TO THE HCD CHIEF OF PLANNING,
1441 SCHILLING PLACE – SOUTH, 2ND FLOOR
SALINAS, CA 93901
PHONE: (831) 755-5025; FAX: (831) 757-9516

Candidate's Name: _____

Office Sought or Proposition No.: _____
TITLE [COUNTY, CITY, STATE OR FEDERAL]

Number of Signs: _____ Locations: _____

Responsible Party:

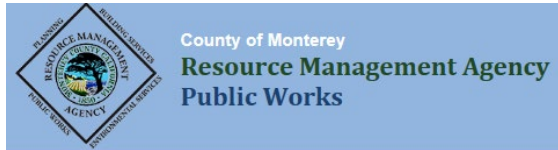
The undersigned accepts responsibility for the placement and removal of signs for the above named candidate or proposition in accordance with Monterey County Code Titles 14 and 16, Chapters 14.30 and 16.24 respectively and Titles 20 and 21, Chapters/Sections 20.60.080 (CZ), and 21.60.120 respectively.

It is understood and agreed that any sign placed in violation of these ordinances or not removed within ten (10) days after the election is subject to removal by the County of Monterey and the undersigned hereby also agrees to pay the costs of removal upon submission of an invoice by the County.

Address: _____ Phone No.: _____

Signature: _____ Date: _____

Revised on 07-16-21



Monterey County Public Works (831) 755-4800

Chapter 14.30 - PLACEMENT OF HANDBILLS, NOTICES AND SIGNS ON PUBLIC PROPERTY

14.30.010 - Definitions.

- a) "Official signs and notices" means signs and notices placed by public officers or public agencies within their territorial or zoning jurisdiction and pursuant to and in accordance with direction or authorization contained in Federal, State, or local law for the purposes of carrying out an official duty or responsibility. Historical markers authorized by State law and placed by State or local government agencies or nonprofit historical societies shall be considered as official signs.
- b) "Public utility signs" means warning signs, informational signs, notices, or markers which are customarily placed by publicly or privately owned public utilities, as essential to their operations.
- c) "Public directional signs" means signs containing directional information about public places owned or operated by Federal, State, or local governments or their agencies; publicly owned natural phenomena, historic, cultural, scientific and educational sites; publicly owned or operated areas of natural scenic beauty or naturally suited for outdoor recreation; and signs containing solely directional information to privately owned places that in the opinion of the Public Works Director is necessary to improve public safety and maintain traffic flow; all deemed to be in the interest of the traveling public.
- d) "Person" means any individual, firm, partnership, association, corporation, organization or business trust.

(Ord. 3014, 1984)

14.30.020 - Signs on public property.

No person shall paint, mark or write on, post, erect, maintain, or otherwise affix any hand-bill, notice, or sign to or upon any public right of way, the exterior of any public building, any public grounds or property thereon, any public utility pole or appurtenance thereof, wherever located, or any tree on public property.

(Ord. 3014, 1984)

14.30.040 - Removal.

Any hand bill, notice, or sign found posted, erected or otherwise affixed to any public right-of-way, the exterior of any public building, any public grounds or property thereon, any public utility pole or appurtenance thereof, wherever located, or any tree on public property may be removed by the Sheriff's Department or the Department of Public Works. The person responsible for such posting, erecting, or otherwise affixing such hand bill, notice or sign shall be liable for the cost incurred in the removal of the hand bill, notice, or sign and the Department of Public Works is authorized to effect the collection of said cost.

(Ord. 3014, 1984)

ELECTION SIGN REGULATIONS (Chapter 21.60)

(Allowable display areas noted are double per Monterey County Code §21.60.120.A)

INLAND AREAS	ALLOWED SIGNS ^{1,2} (NO PERMIT REQUIRED)	ADMINISTRATIVE PERMIT REQUIRED ^{1,2}	USE PERMIT REQUIRED ^{1,2}
<u>RESIDENTIAL ZONING DISTRICTS</u> 1. High Density Residential (HDR) 2. Medium Density Residential (MDR) 3. Low Density Residential (LDR) 4. Rural Density Residential (RDR)	Size: up to 48 square feet in aggregate Number of Signs: 1 sign	Size: 48 to 150 square feet in aggregate Number of Signs: no more than 2 signs	Size: up to 150 square feet in aggregate Number of Signs: no more than 3 signs
<u>AGRICULTURAL, RESOURCE PROTECTION AND PUBLIC ZONING DISTRICTS</u> 1. Farmlands (F) 2. Rural Grazing (RG) 3. Permanent Grazing (PG) 4. Resource Conservation (RC) 5. Open Space (O) 6. Public/Quasi-Public (PQP)	Size: up to 40 square feet in aggregate Number of Signs: 1 sign	Size: >40 to <150 square feet in aggregate Number of Signs: no more than 3 signs	Size: 150 to ≤ 600 square feet in aggregate Number of Signs: no more than 3 signs
<u>COMMERCIAL AND INDUSTRIAL ZONING DISTRICTS</u> 1. Light Commercial (LC) 2. Heavy Commercial (HC) 3. Visitor Serving/Professional Office (VO) 4. Agricultural Industrial (AI) 5. Light Industrial (LI) 6. Heavy Industrial (HI)	Size: 2 square feet of sign for each one foot of structure frontage; minimum of 100 square feet in aggregate and no more than 600 square feet in aggregate Number of Signs: no more than 6 signs	NOT APPLICABLE	Size: 100 to 150 square feet in aggregate (for businesses with less than 50 feet of structure frontage) Number of Signs: no more than 3 signs
<u>DESIGN CONTROL (D) AND VISUAL SENSITIVITY (VS) COMBINING DISTRICTS</u>	Size: up to 70 square feet in aggregate per business not to exceed base district regulations noted above Number of Signs: 1 sign	NOT APPLICABLE	NOT APPLICABLE

¹ These regulations apply to the aggregate square footage of ALL signs on the property. For Site Visibility regulations, refer to Monterey County Code §21.60.065.F.

² For signs in the road right-of-way, contact Monterey County Public Works Department (755-4800)

CALIFORNIA STATE TRANSPORTATION AGENCY

GAVIN NEWSOM, GOVERNOR

California Department of Transportation

DIVISION OF TRAFFIC OPERATIONS
P.O. BOX 942873, MS-36 | SACRAMENTO, CA 94273-0001
(916) 654-6473 | TTY 711
www.do1.ca.gov/programs/traffic-operations/oda



Dear Candidate or Committee Member:

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

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

A Temporary Political Sign meets the following criteria:

- A. Encourages a particular vote in a scheduled election.
- B. Is placed no sooner than 90 days prior to the scheduled election and is removed within 10 days after that election.
- C. Is no larger than 32 square feet.
- D. Has had a Statement of Responsibility filed with the Department certifying a person who will be responsible for removing the sign (Attached).

A completed Statement of Responsibility must be submitted to:

Division of Traffic Operations
Outdoor Advertising Program
P.O. Box 942873, MS-36
Sacramento, CA 94273-0001

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

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

Should you have any questions, comments or need additional information, please call (916) 654-6473.

Enclosure

ODA-0027

"Provide a safe and reliable transportation network that serves all people and respects the environment"

**STATEMENT OF RESPONSIBILITY
FOR TEMPORARY POLITICAL SIGNS**

ODA-0027 (REV 10/2022)

Election Date: March November Other:

Candidate's Name:

Office sought or Proposition Number:

County where sign(s) will be placed:

Number of signs to be placed:

RESPONSIBLE PARTY:

Name:

Address:

Phone Number (Include Area Code):

Email (Optional):

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

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

Signature of Responsible Party

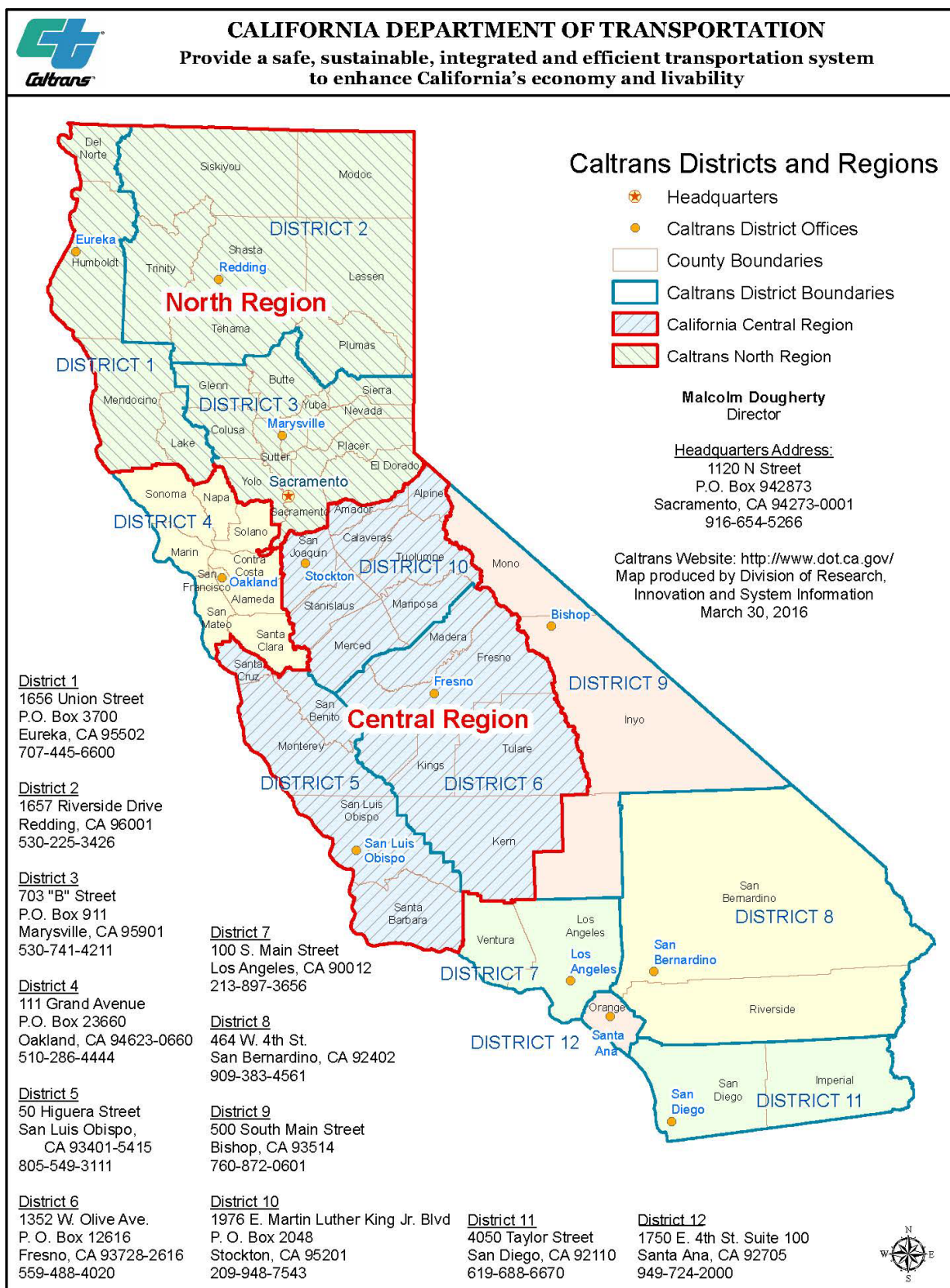
Date

Mail Statement of Responsibility to:

Department of Transportation
Division of Traffic Operations
Outdoor Advertising Program
P.O. Box 942873, MS-36
Sacramento, CA 94273-0001
Email: ODA@dot.ca.gov

Caltrans Map

Office according to THE COUNTY LOCATION of the display. Utilize the map below to acquire the correct mailing address.



***Monterey County falls under District 5**

COMMON QUESTIONS AND SITUATIONS

Filing of Nomination Papers

If a candidate is unable to file in person, he/she may designate a person to act on his/her behalf. A written statement, signed and dated by the candidate, authorizing a person to receive the “Declaration of Candidacy” form and all other nomination papers from MCE is required. Candidates may obtain the “Authorization Form” at MCE. If the candidate will not be filing in person, the “Declaration of Candidacy” must be notarized before filing. Because an original signature is required, nomination documents may not be filed by fax or email. The candidate’s designee may only receive and deliver papers and may not make any changes on the nomination documents.

ELECTIONS CODE 8028

How Names Appear on the Ballot

A randomized alphabet drawing is the basis for determining the order of the candidates on the ballot. Each candidate will be placed on the ballot in the order that each of the letters of his/her surname was drawn. For example, the placement of candidates with the surnames of Campbell and Carlson will depend on the order in which the letters M and R were drawn. Six calendar days after the end of the filing period, the Secretary of State conducts a drawing of the letters. For the March 5, 2024 election, the drawing will be conducted by the Secretary of State on:

- December 14, 2023 – Presidential Primary Election

For an office of a State Senator or Member of the Assembly, which includes more than one county, the elections official in each county will conduct a random alphabet drawing. The results of this drawing will determine the order of Assembly candidates in each respective county.

ELECTIONS CODE 13111, 13112, 13113

Votes Needed to Advance to the General Election

Voter Nominated Offices

On June 8, 2010 California voters approved Proposition 14, which created a “top two” or “open primary” election system. Under this Top Two Candidates Open Primary, offices that were formerly known as “partisan offices” (state constitutional offices, US Congress, and state legislative offices) are now known as “voter nominated” offices. What was known as “political party affiliation” is now known as “political party preference.” The Top Two Candidates Open Primary does not affect the offices of US President or county central committee.

Prior to the Top Two Candidates Open Primary Act, during a primary election, candidates of the same political affiliation ran against each other with the top vote-getter from each party advancing on to the general election. Independent candidates, and those wanting to run as write-in candidates could do so in the general election, but not in the primary election.

Under the Top Two Candidates Open Primary Act, all candidates, regardless of party preference, will run on a single ballot in the primary election. The top two vote-getters will move on to the general election. Candidates will no longer be allowed to run as “independents” or “write-ins” at the general election.

The top two candidates in the following offices, regardless of political party affiliation, will appear on the November ballot:

- U.S. Senate
- U.S. Congress
- State Senate
- State Assembly

ELECTIONS CODE 8141.5, 8142

Nonpartisan Offices (County)

County Supervisor or other county office will appear on the November ballot in a run-off election if a candidate does not receive 50%+1 vote in the March Presidential Primary Election.

ELECTIONS CODE 8141

Election Night Activities

Election results are available on the internet at www.MontereyCountyElections.us, shortly after 8:00 p.m. on Election Night. Results are updated throughout the night. Election Night results are not the final results of the election. Final results are certified by the Registrar of Voters after the canvass period is completed. The canvass period may extend for up to 30 days after the election.

Post-Election Night

Beginning the day after the election, a complete audit of all returns is performed. All qualified uncounted Vote-by-Mail and provisional ballots are processed and counted. Additionally all votes cast for qualified write-in candidates are counted. Elections Code requires the canvass to be completed within 30 days of the election.

ELECTIONS CODE 15372

Observable Election Processes

Candidates, campaigns and interested persons are encouraged to visit the Monterey County Elections office to observe procedures and processes related to the administration of the election. These processes include:

- Pre- & Post- Election Logic and Accuracy Testing
- Vote by Mail Ballot Processing
- Adjudication
- Tabulation
- Election Officer and Inspector Training
- Inspector Supply Pickup
- Election Day Activities
- Results Reporting
- Reconciliation of Materials
- Provisional Ballot Processing
- 1% Post Election Manual Tally and escalated manual tally

Most activities take place at the Monterey County Elections office. Contact the office for alternative locations (including training facilities and early vote locations).

Recount

A voter requested recount may be conducted pursuant to Chapter 9 of Division 15 of the California Elections Code and Title 2, Division 7, Chapter 8 of the California Code of Regulations. A recount guide is available on the Monterey County Elections website. All candidates and campaigns are encouraged to observe counting procedures, including audits, security measures, and redundancies, as well as the manual tally. Questions are welcomed.

Oath of Office

Each elected candidate must file an oath before assuming the duties of office.

CA CONSTITUTION, ARTICLE XX, SECTION 3; GOVERNMENT CODE 1360

Who is authorized to administer oaths?

Every executive and judicial officer and every Member of the Legislature may administer and certify oaths. A former judge of a court of record in this state who retired or resigned from office, other than a judge who was retired by the Supreme Court for disability, shall be deemed a judicial officer for purposes of this section, if the former judge requests and receives a certification from the Commission on Judicial Performance that there was no formal disciplinary proceeding pending at the time of retirement or resignation. Where no formal disciplinary proceeding was pending at the time of retirement or resignation, the Commission on Judicial Performance shall issue the certification. No law, rule, or regulation regarding the confidentiality of proceedings of the Commission on Judicial Performance shall be construed to prohibit the Commission on Judicial Performance from issuing a certificate as provided for in this section.

GOVERNMENT CODE 1225; CCP 2093(c)

When the records in the office of any public board or officer authorized to issue certificates show the issuance of a certificate other than a certificate of acknowledgment and it appears by affidavit that the certificate has been lost or destroyed by conflagration or other public calamity, the board or officer may issue a duplicate of the certificate. The duplicate shall recite the issuance and loss or destruction of the original and has the same force as the original.

GOVERNMENT CODE 1226

Unless otherwise provided, the oath may be taken before any officer authorized to administer oaths.

GOVERNMENT CODE 1362

The oath or affirmation may be taken before any officer authorized to administer oaths. The oath or affirmation of any disaster service worker may be taken before his appointing power or before any person authorized in writing by his appointing power. No fee shall be charged by any person before whom the oath or affirmation is taken and subscribed.

GOVERNMENT CODE 3104

The officers of a county are:

- (a) A district attorney.
- (b) A sheriff.
- (c) A county clerk.
- (d) A controller.
- (e) An auditor, who shall be ex officio controller.
- (f) A treasurer.

- (g) A recorder.
- (h) A license collector.
- (i) A tax collector, who shall be ex officio license collector.
- (j) An assessor.
- (k) A superintendent of schools.
- (l) A public administrator.
- (m) A coroner.
- (n) A surveyor.
- (o) Members of the board of supervisors.
- (p) A county veterinarian.
- (q) A fish and game warden.
- (r) A county librarian.
- (s) A county health officer.
- (t) An administrative officer.
- (u) A director of finance.
- (v) A road commissioner.
- (w) A public guardian.
- (x) A chief probation officer.
- (y) Such other officers as are provided by law.

GOVERNMENT CODE 24000

Every county officer and the officer's deputies may administer and certify oaths.

GOVERNMENT CODE 24057

Where to file the oath of office?

(a) Unless otherwise provided, every oath of office certified by the officer before whom it was taken shall be filed within the time required as follows:

(1) The oath of all officers whose authority is not limited to any particular county, in the office of the Secretary of State.

(2) The oath of all officers elected or appointed for any county, and, except as provided in paragraph (4), of all officers whose duties are local, or whose residence in any particular county is prescribed by law, in the office of the county clerk of their respective counties.

(3) Each judge of a superior court, the county clerk, the executive officer or court administrator of the superior court, and the recorder shall file a copy of that person's official oath, signed with that person's own proper signature, in the office of the Secretary of State as soon as that person has taken and subscribed the oath.

(4) The oath of all officers for any independent special district, as defined in Section 56044, in the office of the clerk or secretary of that district.

(b) In addition to filing pursuant to subdivision (a), a health officer appointed pursuant to Section 101000 or 101460 of the Health and Safety Code shall file their oath in the office of the Secretary of State.

(c) (1) In its discretion, the board of supervisors of a county may require every elected or appointed officer or department head of that county who legally changes their name, delegated authority, or department, within 10 days from the date of the change, to file a new oath of office in the same manner as the original filing. The county may maintain a record of each person so required to file a new oath of office indicating whether or not the person has complied. Any record maintained pursuant to this paragraph is a public record subject to disclosure under the California Public Records Act (Division 10 (commencing with Section 7920.000)).

(2) Notwithstanding any other law, including, but not limited to, Sections 1368 and 1369, failure of an elected or appointed officer or department head of a county to file a new oath of office required by the board of supervisors pursuant to this subdivision shall not be punishable as a crime.

(d) Every oath of office filed pursuant to this section with the Secretary of State shall include the expiration date of the officer's term of office, if any. In the case of an oath of office for an appointed officer, if there is no expiration date set forth in the oath, or the officer leaves office

before the expiration date, the appointing authority shall report in writing to the Secretary of State the officer's date of departure from office.

(e) The powers of an appointed officer of a county are no longer granted upon the officer's departure from office. In its discretion, the board of supervisors of a county may require the appointing authority to rescind these powers in writing by filing a revocation in the same manner as the oath of office was filed.

GOVERNMENT CODE 1363

When Successful Candidates Take Office

OFFICE	CODE SECTION	DATE
FEDERAL		
President of the United States and Vice President	*At noon on the 20 th day of January U.S. Const., Art. 1, Sec. 1, 20th Amend., Sec. 1	January 20, 2025
United States Senator	*At noon on the third day of January. U.S. Const., Art. I, Sec. 2, 20th Amend., Sec. 1	January 3, 2025
United States Congress	*At noon on the third day of January. U.S. Const., Art. I, Sec. 2, 20th Amend., Sec. 1	January 3, 2025
STATE		
State Senator	*First Monday in December following the election. CA Constitution, Article IV, Section 2a	December 4, 2024
Member of the Assembly	*First Monday in December following the election. CA Constitution, Article IV, Section 2a	December 4, 2024
COUNTY		
Superior Court Judge	*On the Monday after January 1 following the election. CA Constitution, Article VI, Section 16c	January 6, 2025
Board of Supervisors	*At noon on the first Monday after the January 1 st following the election. CA Government Code 24200	January 6, 2025