

Monterey County Candidate Guidelines



**Presidential General Election
November 3, 2020**



MONTEREY COUNTY ELECTIONS

Prepared by Monterey County Elections
(831) 796-1499 | 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 the Registrar of Voters

Dear Potential Candidate:

This is a challenging year for all of us during this period of uncertainty due to COVID-19. Know that our office is making every effort to be proactive and communicative to ensure the health and safety of our candidates, voters and staff. We intend to take measures to ensure social distancing, remote access, and limited appointments to our office for candidates.

We hope 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 November 3, 2020 Presidential General 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.

The candidate guidelines is a general reference guide 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 Candidates and Campaigns Program Manager, Jessica Cedillo, can assist you in understanding the general rules contained in this guide. Ms. Cedillo can be reached at (831) 796-1486 or via email at cedilloj@co.monterey.ca.us.

What to Expect

We will be following the guidelines set forth by public health authorities to protect the people we serve. As we have experienced in the last three months, these guidelines can change rapidly. This filing period, you can expect the following:

- Phone meetings to initialize the process
- Appointments required to finalize documents
- A possible limit to the number of people allowed in the lobby at one time

In addition, the voting experience will be slightly different. As of May 11, 2020, we will be mailing ballots to each of our voters. There will also be opportunities for in-person voting.

We will be monitoring the Health Directives and potential emergency orders from the Governor's office which may dictate the execution of the November Election. We will reach out to all potential candidates with updates as we receive them.

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,

Claudio Valenzuela
Registrar of Voters

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MCE 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

Elections Personnel

Claudio Valenzuela Elections@co.monterey.ca.us	Registrar of Voters
Gina Martinez Elections@co.monterey.ca.us	Assistant Registrar of Voters
Data Services Elections@co.monterey.ca.us	Departmental Data Processing Election and Registration Data, Precinct Maps
Jessica Cedillo CedilloJ@co.monterey.ca.us and CandidateServices@co.monterey.ca.us	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>

ELECTION KEY DATES

*Dates and processes are subject to change.

Nomination/Candidate Filing Period	July 13 – August 7
Last Day to Request a <u>Different Ballot Designation</u> than the one used for the Primary	July 28, 2020
Last Day for Run-Off Candidates to file and pay for Candidate Statement of Qualifications	August 7, 2020
Certified List of State Candidates	August 27, 2020
Military Overseas Voter Ballot Delivery Period	September 4 – September 19
Write-In Candidate Period (local offices only)	September 7 – October 20
County Voter Information Guide Mailing	September 24 – October 24
Ballots mailed to each voter	October 5, 2020
Registration Deadline	October 19, 2020
Conditional Voter Registration Period	October 20 – November 3
Certified List of County Write-In Candidates	October 23, 2020
Last Day to Request a Ballot via mail	October 27, 2020
Last Day to Return Ballot in Person	November 3, 2020
Election Day	November 3, 2020
Canvass	November 3 – December 1
Deadline to Receive Ballot returned via mail postmarked by Election Day	November 6, 2020
Certification Deadline	December 1, 2020

NOVEMBER 3, 2020 – PRESIDENTIAL GENERAL ELECTION CALENDAR

ACTION ITEM	APPLIES TO	DATES	
<p>Amended Candidate Intention Statement Last day to file an amended Candidate Intention Statement (Form 501) to accept the voluntary expenditure limit for the general election if the voluntary expenditure ceiling was rejected in the primary election, but not exceeded during that election. The filing an an amended Form 501 allows State Senator and Member of the Assembly candidates to qualify to purchase space for a 250-word candidate statement in the official voter information guide of the county or counties in their jurisdiction.</p> <p>GOV §§85200, 85400, 85401, 85600, 85601</p>	<p>Candidates running for statewide office or State Senate or State Assembly</p>	<p>June 16, 2020</p>	
<p>State Initiative and Legislative Measure Qualification Deadline</p> <p>ELEC §9040; Cal. Const. art. II, §8(c)</p>	<p>Last day for an initiative measure and for the Legislature to adopt a constitutional amendment, bond measure or other legislative measure to qualify for the ballot.</p>	<p>June 25, 2020</p>	
<p>School or Special District Vacancy Last day for the governing body of the local jurisdiction to call an election to fill a vacancy.</p> <p>GOV §1780; EDC §5091</p>	<p>School or Special Districts</p>	<p>June 26, 2020</p>	
<p>Consolidation of School Elections County Superintendent of Schools shall notify the governing boards of all school districts under his/her jurisdiction that a consolidated election is required to be held.</p> <p>EDU §§5340, 5342</p>	<p>County Superintendent of Schools</p>	<p>June 26, 2020</p>	
<p>Cities to publish election notice, if any city is consolidating an election</p> <p>ELEC §§12101, 12111</p>	<p>Cities</p>	<p>June 29, 2020</p>	<p>July 13, 2020</p>
<p>Statement of Election Facts, Notice of Election, and District maps</p> <p>ELEC §§10509, 10522, 10524</p>	<p>All Cities, Schools and Special Districts</p>	<p>July 1, 2020</p>	
<p>Adopted school resolutions due to Superintendent</p> <p>EDU §5322</p>	<p>School Districts</p>	<p>July 3, 2020</p>	
<p>County Holiday –Office Closed Independence Day (Observed)</p>		<p>July 3, 2020</p>	

ACTION ITEM	APPLIES TO	DATES	
County Superintendent to deliver resolutions to call an election to county elections EDU §§5324, 5325	County Superintendent	July 6, 2020	
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	July 6, 2020	August 5, 2020
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	July 13, 2020	
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	July 13, 2020	August 7, 2020
Last day to <u>request a different ballot designation</u> than the one used for the Primary Election CA CCR., Title 2 §20711(e); ELEC §13107e, 13107.3(h)	Top-two candidates for voter-nominated offices and local run-off candidates for general election.	July 28, 2020	
Semi-Annual Campaign Statement GOV §§84200(a), 84200.5, 84218	All Committees	July 31, 2020	
497 24-hour Contribution Report	Filed by state and local committees making or receiving contributions of \$1,000 or more 90 days before election.	August 5, 2020	November 3, 2020
Last day for run-off candidates to file and pay for Candidate Statement of Qualifications ELEC §13307(a)(2)	Top-two candidates for voter-nominated offices and local run-off candidates for general election.	August 7, 2020	
Last day to file a Local Measure ELEC §10403	Local Jurisdictions	August 7, 2020	
Last day to file a Tax Rate Statement for Bond Measures	Local Jurisdictions	August 7, 2020	

ACTION ITEM	APPLIES TO	DATES	
Candidate Filing Period Closes ELEC §§8020, 10224, 10510, 10603(b)	All Offices	August 7, 2020	
Elections official will designate letters for local measures after 5:00 p.m. ELEC §13116	County Elections Department	August 7, 2020	
Extended Candidate Filing Period ELEC §§8022, 8024, 10516	Offices for which no eligible incumbent qualifies by August 7 .	August 8, 2020	August 12, 2020
10-day public review period of local measure on the ballot ELEC §§9190, 9295, 9380, 9509, 13313	All Jurisdictions	August 8, 2020	August 17, 2020
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)	August 8, 2020	August 13, 2020
Public review period of Candidate Statement of Qualifications ELEC §§9190, 9295, 9380, 9509, 13313	All Candidates	August 8, 2020	August 17, 2020
“Write-In Candidacy” Filing Period Against Incumbent Judge Running Unopposed ELEC §§8203(b), 8600-8605	Judicial Candidates		August 12, 2020
Last day to withdraw “Candidate Statement of Qualifications” ELEC §13307(a)(3)	All Candidates	August 10, 2020	
Last day to file a petition forcing a contest on the general election ballot	Applies only to contests with insufficient candidates	August 12, 2020	
Last day for local jurisdiction to withdraw ballot measure. ELEC §§9604-05	Local Jurisdictions	August 12, 2020	
Extended Candidate Filing Period Closes ELEC §§8022, 8024	Offices for which no eligible incumbent qualifies by August 7 .	August 12, 2020	
Last day to file a Write-In Candidacy Against Incumbent Judge Running Unopposed ELEC §§8203, 8600-8605	Judicial Write-In Candidates	August 12, 2020	
Public review period of Candidate Statement of Qualifications ELEC §§9190, 9295, 9380, 9509, 13313	Candidate Statements of Qualifications filed during the extended period.	August 13, 2020	August 22, 2020

ACTION ITEM	APPLIES TO	DATES	
Last day to withdraw “Candidate Statement of Qualifications” ELEC §13307(a)(3)	Candidates who filed during the extended filing period	August 13, 2020	
Randomized alphabet drawing for ballot placement (order of names on the ballot) ELEC §§13111, 13112, 13113	Secretary of State/County Elections Department	August 13, 2020	
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)	August 13, 2020	
Last day to file <u>Impartial Analysis</u> regarding local ballot measures ELEC §9160, 9163, 9280, 9313, 9314, 9500	County Counsel and/or City Attorneys (not to exceed 500 words)	August 13, 2020	
10-day public review period for arguments ELEC §§9190, 9295, 9380, 9509, 13313	All Jurisdictions	August 14, 2020	August 24, 2020
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)	August 14, 2020	August 20, 2020
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)	August 20, 2020	
10-day public review period for rebuttals ELEC §§ 9190, 9295, 9380, 9509, 13313	All Jurisdictions	August 21, 2020	August 31, 2020
Certified List of State Candidates ELEC §§8148, 8149, 13111	Secretary of State	August 27, 2020	
County Holiday –Office Closed Labor Day		September 7, 2020	
“Write-In Candidacy” Filing Period ELEC §§8600-8605, 8606 *Date adjusted due to weekend and/or holiday	Any qualified person (not applicable to voter-nominated offices)	September 8, 2020	October 20, 2020
1st Pre-Election Statement (Period: 07/01/20 - 09/19/20) GOV §§84200.5, 84200.8	Each candidate listed on the ballot must file either Form 460 or Form 470	September 24, 2020	
Counties may begin to mail county voter information guide ELEC §§9094(c), 13303-13304	County Elections Department *Please contact the elections department for exact date	September 24, 2020	October 24, 2020

ACTION ITEM	APPLIES TO	DATES	
Ballots mailed to each voter.	Any registered voter may obtain a ballot by mail	October 5, 2020	October 27, 2020
Late Contribution/Independent Expenditure Report GOV §§84101, 84108, 84203, 84204	All Committees	October 18, 2020	November 2, 2020
Last day to <u>Register to Vote</u> ELEC §§ 2102	Any eligible citizen	October 19, 2020	
Last day to file a “Write-In Candidacy” ELEC §§8600-8605, 8606	Write-In candidates (not applicable to Voter-Nominated Offices)	October 20, 2020	
Conditional Voter Registration ELEC §§2170-2173	Any citizen or registrant eligible to register to vote (at Elections Office Only)	October 20, 2020	November 3, 2020
New Citizens Registration Period ELEC §§331, 3500, 3501	New Citizens (registration at the Elections office only)	October 20, 2020	November 3, 2020
2nd Pre-Election Statement (Period: 09/20/20 - 10/17/20) GOV §§84200.5, 84200.8	All candidates and committees must file this report	October 22, 2020	
Certified List of State Write-In Candidates	Secretary of State	October 23, 2020	
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.	October 27, 2020	
ELECTION DAY ELEC §§1000, 1001, 1100, 1200, 14212	Polls are open from 7:00am to 8:00pm	November 3, 2020	
Last day for county elections office to receive ballots in the mail that are postmarked with the election date. ELEC §§3017, 3020	County Elections Department	November 6, 2020	
County Holiday – Office Closed Veterans Day		November 11, 2020	
County Holiday – Office Closed Thanksgiving Day		November 26, 2020	November 27, 2020
Deadline to certify the general election ELEC §15372, 15375	County Elections Department	December 1, 2020	

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

CANDIDATE FILING CHECKLIST

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

Prepare for your candidacy.

- ☐ Verify you are registered to vote in the district for the office you plan to run for.
- ☐ Prepare any campaign contact information you want MCE to share with voters (phone numbers, email address, website, if applicable). **This information will be due at the time of filing and will not be accepted after the close of the candidate filing period.**
- ☐ Review the **Phone Meeting Questionnaire Checklist** to help you prepare.
- ☐ Schedule **two** appointments – (1) initial phone appointment and (2) in-person MCE visit to sign candidate forms.

Does the office you are running for require a Nomination Petition?

- ☐ **YES** – call MCE for the nomination petition. The form can be sent via encrypted email, downloaded on secured website, or picked-up in-person at MCE.
- ☐ **NO** – skip this portion.

1. Initial Phone Appointment.

- ☐ Call MCE at (831) 796-1499 – approximately 20-30 minutes.
- ☐ Answer a series of questions that will serve to complete the printed candidate forms:
 - Code of Fair Campaign Practices
 - Permission to Post
 - Ballot Designation Worksheet (proposed ballot designation + 2 alternatives)
 - Declaration of Candidacy (name on ballot)
- ☐ Ballot Designation Worksheet will be sent to candidate via encrypted email to complete additional questions.
- ☐ Email Microsoft Word of Candidate Statement of Qualifications (if applicable).
- ☐ Schedule In-Person Appointment to sign candidate forms and bring in applicable forms.

2. In-Person MCE Appointment.

- ☐ Bring identification card and wear a mask upon arrival – approximately 10 minutes.
- ☐ Bring completed Ballot Designation Worksheet (if not returned to MCE via email).
- ☐ Bring completed Form 501.
- ☐ Bring completed Form 700.
- ☐ Bring a copy of Form 410 **OR** completed Form 470 (only one will apply).
- ☐ Bring signed/dated copy of candidate statement of qualifications and pay costs by check or money order (if applicable).

PLEASE NOTE: You must come to MCE to sign your official nomination documents *OR* you will not be a qualified candidate for the November 3, 2020 Election.

OFFICES UP FOR ELECTION

November 3, 2020 – Presidential General Election

(This information is subject to change at any time)

OFFICE	NO. TO BE ELECTED	TERM OF OFFICE	ELECTED
COUNTY BOARD OF EDUCATION			
Monterey County Board of Education	(1) Trustee Area 2 (1) Trustee Area 4 (1) Trustee Area 5	4	By Area
San Benito County Board of Education	(1) Trustee Area 2	4	By Area
San Luis Obispo County Board of Education	(1) Trustee Area 1	4	By Area
Santa Cruz County Board of Education	(1) Trustee Area 6	4	By Area
COMMUNITY COLLEGE DISTRICTS			
Cabrillo Community College District	(1) Trustee Area 7	4	By Area
Hartnell Community College District	(1) Trustee Area 1 (1) Trustee Area 2 (1) Trustee Area 3 (1) Trustee Area 4	4	By Area
Monterey Peninsula Community College District	(1) Trustee Area 1 (1) Trustee Area 3 (1) Trustee Area 4 (1) Trustee Area 5	2 4	By Area
San Luis Obispo County Community College District	(1) Trustee Area 1 (1) Trustee Area 2	4	By Area
SCHOOL DISTRICTS			
Alisal Union School District	(1) Trustee Area 1 (1) Trustee Area 4	4	By Area
Aromas-San Juan Unified School District	(3) Governing Board Members	4	At Large
Big Sur Unified School District	(2) Governing Board Members	4	At Large
Bradley Union School District	(2) Governing Board Members (1) Governing Board Member	4 2	At Large
Carmel Unified School District	(3) Governing Board Members	4	At Large
Chualar Union Elementary School District	(1) Trustee Area 1 (1) Trustee Area 2 (1) Trustee Area 3	2 4	By Area
Gonzales Unified School District	(2) Governing Board Members	4	At Large
Graves School District	(1) Governing Board Member	4	At Large
Greenfield Union Elementary School District	(2) Governing Board Members	4	At Large

King City Union School District	(2) Governing Board Members	4	At Large
Lagunita School District	(2) Governing Board Members	4	At Large
Mission Union Elementary School District	(3) Governing Board Members	4	At Large
Monterey Peninsula Unified School District	(1) Trustee Area 1 (1) Trustee Area 2 (1) Trustee Area 3	4	By Area
North Monterey County Unified School District	(1) Trustee Area 1 (1) Trustee Area 3 (1) Trustee Area 5	4	By Area
Pacific Grove Unified School District	(2) Governing Board Members	4	At Large
Pajaro Valley Unified School District	(1) Trustee Area 3	4	By Area
Paso Robles Joint Unified School District	(4) Governing Board Members	4	At Large
Pleasant Valley Joint Union Elementary School District	(2) Governing Board Members	4	At Large
Salinas City Elementary School District	(1) Trustee Area 2 (1) Trustee Area 4 (1) Trustee Area 5	4 2	By Area
Salinas Union High School District	(1) Trustee Area 2 (1) Trustee Area 4 (1) Trustee Area 6	4	By Area
San Antonio Union School District	(2) Governing Board Members	4	At Large
San Ardo Union Elementary School District	(2) Governing Board Members	4	At Large
San Lucas Union Elementary School District	(2) Governing Board Members	4	At Large
San Miguel Joint Union School District	(2) Governing Board Members	4	At Large
Santa Rita Union School District	(2) Governing Board Members (1) Governing Board Member	4 2	At Large
Shandon Joint Unified School District	(1) Trustee Area 1	4	By Area
Soledad Unified School District	(3) Governing Board Members	4	At Large
South Monterey County Joint Union High School District	(2) Governing Board Members (1) Governing Board Member	4 2	At Large
Spreckels Union School District	(2) Governing Board Members	4	At Large
Washington Union Elementary School District	(2) Governing Board Members	4	At Large

AIRPORT DISTRICTS			
Monterey Peninsula Airport District	(1) Director, Zone 1 (1) Director, Zone 3 (1) Director, Zone 5	4	By District
COMMUNITY SERVICES DISTRICTS			
Castroville Community Services District	(3) Directors	4	At Large
Pebble Beach Community Services District	(3) Directors	4	At Large
Santa Lucia Community Services District	(3) Directors	4	At Large
Spreckels Community Services District	(3) Directors	4	At Large
FIRE DISTRICTS			
Aromas Tri-County Fire Protection District	(2) Directors (2) Directors	4 2	At Large
Cachagua Fire Protection District	(1) Director	4	At Large
Cypress Fire Protection District	(2) Directors	4	At Large
Gonzales Rural Fire Protection District	(2) Directors	4	At Large
Greenfield Fire Protection District	(1) Directors	4	At Large
North County Fire Protection District	(2) Directors (2) Directors	4 2	At Large
HARBOR DISTRICTS			
Moss Landing Harbor District	(2) Harbor Commissioners	4	25 – 50 Nomination Signatures Required
HEALTHCARE DISTRICTS			
Salinas Valley Memorial Healthcare Systems	(1) Director, Zone 2 (1) Director, Zone 3	4	By Zone
Soledad Community Healthcare District	(3) Directors	4	At Large
MEMORIAL DISTRICTS			
Greenfield Memorial District	(2) Director	4	At Large
Spreckels Memorial District	(3) Directors	4	At Large
PARK DISTRICTS			
Carmel Valley Recreation and Park District	(2) Directors	4	At Large
Monterey Peninsula Regional Park District	(1) Ward 1 (1) Ward 2 (1) Ward 3	4 2	At least 50 Nomination Signatures Required
WATER DISTRICTS			
Aromas Water District	(2) Directors	4	At Large
Carmel Area Wastewater District	(3) Directors	4	At Large
Marina Coast Water District	(2) Directors	4	At Large
Monterey Peninsula Water Management District	(1) Director, Division 3 (1) Director, Division 4 (1) Director, Division 5	4	By Division
Pajaro Valley Water Management District	(1) District D	4	By District
San Ardo Water District	(3) Directors	4	At Large

San Lucas County Water District	(2) Directors	4	At Large
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OFFICE	NO. TO BE ELECTED	TERM OF OFFICE	NOMINATION SIGNATURES REQUIRED
CITIES			
City of Carmel-By-The-Sea	(1) Mayor (2) Council Members	2 4	20 – 30
City of Del Rey Oaks	(1) Mayor (2) Council Members	2 4	20 – 30
City of Gonzales	(1) Mayor (1) Council Member	2 4	20 – 30
City of Greenfield	(2) Council Members	4	20 – 30
City of King	(1) Council Member, District 3 (1) Council Member, District 4 (1) Council Member, District 5	4	20 – 30
City of Marina	(1) Council Member, District 2 (1) Council Member, District 3	4	20 – 30
City of Monterey	(1) Mayor (2) Council Members	2 4	20 – 30
City of Pacific Grove	(1) Mayor (3) Council Members	2 4	20 – 30
City of Salinas	(1) Mayor (1) Council Member, District 1 (1) Council Member, District 4 (1) Council Member, District 6	2 4	20 – 30
City of Sand City	(1) Mayor (2) Council Members	2 4	5 – 10
City of Seaside	(1) Mayor (2) Council Members	2 4	20 – 30
City of Soledad	(1) Mayor (2) Council Members	2 4	20 – 30

Note: Candidates seeking municipal offices file with the City Clerk's office. Contact the appropriate City Clerk for specifics.

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

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

Judge of the Superior Court

(6-year term)

A person is ineligible to be a judge of a court of record unless for 10 years immediately preceding selection, the person has been a member of the State Bar or served as a judge of a court of record in this State (Cal. Constitution, Art. VI, Sec. 15; Cal. Constitution, Art. VI, Sec. 16).

***Documentation Required** – pursuant to Elections Code Section 13.5, no person shall be considered a legally qualified candidate for the office of judge of the superior court unless that person has filed a declaration of candidacy, nomination papers, or statement of write-in candidacy, accompanied by documentation, including, but not necessarily limited to, certificates, declarations under penalty of perjury, diplomas, or official correspondence, sufficient to establish, in the determination of the official with whom the declaration or statement is filed, that the person meets each qualification established for service in that office. For the **office of judge of the superior court**, the qualifications set forth in Section 15 of Article VI of the California Constitution.

SCHOOL DISTRICTS

County Board of Education

Must be a voter/resident of the district. Personnel of the county superintendent of schools or a school district are not eligible for county board of education office. (Education Code 1000 & 1006)

All Community College Districts and School Districts

Must be a registered voter and resident of the district. A person may not be an employee of the school district and a governing board member at the same time. (Education Code 35107(a)(b))

SPECIAL DISTRICTS

Airport Districts

Must be a registered voter of the district for at least 30 days immediately preceding the filing nomination documents. Each board member shall reside in the district during his or her incumbency. (Ch. 52, Stat. of 1941, amend. as of 1996 AB2722).

Fire Districts

Must be a resident elector of the district. (HSC 13841, UDEL HSC 13885).

Harbor Districts

Must be a registered voter and resident of the district. Must be nominated. (HNC 6053).

Health Care Districts

Must be a registered voter and resident of the district. (HSC 32100).

Park Districts

Must be a registered voter of the district or property owner in the district and registered voter in California. Must be nominated. (PRC 5531, 5783.3; UDEL P.R. 5783.6).

Water Districts

Must be a resident and registered voter of the water district. (WAT 30500, Appendix 118-204).

*Contact the appropriate district for further information regarding qualification requirements.

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.

NEW! APPOINTMENT STRUCTURE FOR CANDIDATE FILING

A candidate will now have two appointments to complete required paperwork. The first appointment will be conducted entirely by phone. The second appointment will be in-person and the candidate will sign each of the required documents. **All candidates will be required to schedule appointments in advance.** And while we understand the candidate process is a wonderful experience to share with your support group, **we cannot allow large groups to congregate in the lobby area.**

The candidate documents are only available during the official candidate filing period:

FIRST DAY TO FILE:	LAST DAY TO FILE:
July 13, 2020 (E-113)	August 7, 2020 (E-88)

If you are running for an office that requires a **Nomination petition**, do the following:

- Call MCE at 831-796-1499 to obtain the nomination petition.
- The form can be sent via encrypted email, downloaded on secured website, or picked-up in-person at MCE.

Two Appointments

1) Initial Phone Appointment (approximately 20-30 minutes):

- a. Answer a series of questions that will serve to complete the printed candidate forms:
 - Code of Fair Campaign Practices
 - Permission to Post
 - Ballot Designation Worksheet (proposed ballot designation + 2 alternatives)
 - Declaration of Candidacy (name on ballot)
- b. Ballot Designation Worksheet will be sent to candidate via encrypted email to complete additional questions.
- c. Email Microsoft Word of Candidate Statement of Qualifications (if applicable).
- d. Schedule In-Person Appointment to sign candidate forms and bring in applicable forms.

2) In-Person MCE Appointment (approximately 10 minutes):

- a. Bring identification card and wear a mask upon arrival.
- b. Bring completed Ballot Designation Worksheet (if not returned to MCE via email).
- c. Bring completed Form 501.
- d. Bring completed Form 700.
- e. Bring a copy of Form 410 OR completed Form 470 (only one will apply).
- f. Bring signed/dated copy of candidate statement of qualifications and pay costs by check or money order (if applicable).

PLEASE NOTE: You must come to MCE to sign your official nomination documents OR you will not be a qualified candidate for the November 3, 2020 Election.

For any **walk-ins**, with no scheduled appointments, we ask that you **utilize the phone meeting** option. We can collect your candidate information for the nomination documents and have it 100% complete for signing and check marks where applicable. Once the information is collected and the documents are printed, we will call you to come into the office for official signing.

PHONE MEETING QUESTIONNAIRE CHECKLIST

- ☐ **Call MCE** at 831-796-1499 to confirm and verify that you are registered to vote and registered in the district of interest. You will be asked to provide identifying information including your California Driver's License number, the last four of your Social Security number and birthdate.

Be prepared to provide responses to the following questions during the phone meeting:

- ☐ **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 MCE

- ☐ **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

- ☐ **Did you complete and file a FPPC Form 700 this year to cover the 2019/2020 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

- ☐ **Did you create any contact information for a 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 MCE's 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 Johnathan Smith

- ☐ **What is your proposed ballot designation?** Optional. The ballot designation is your **current Principle 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 the 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 **Education** – 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 "

- ☐ **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** – No large groups. Limit of 4 people maximum.

***The official filing period between Monday, July 13, 2020 to Friday, August 7, 2020.**

***Appointments are set Monday through Friday between 8:00 am to 4:30 pm.**

**It is important to keep your appointment as this must be scheduled in advance.*

➔ If you DO NOT COME IN and SIGN the official nomination documents with MCE by the deadline date, YOU WILL NOT become a qualified candidate for the November 3, 2020 Election.

CANDIDATE FILING FORMS

All filing documents are obtained and/or executed at MCE during regular business hours Monday through Friday from 8:00 a.m. to 5:00 p.m. located at:

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

Be prepared by:

- ✓ Scheduling an appointment at (831) 796-1499 (approximately 20 minutes to file).
- ✓ 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). This will be due at the time of filing.
- ✓ Review FPPC Campaign Financial Disclosure Filing Requirements.

Nomination Papers

All candidates must complete and execute nomination papers to be included in the November 3, 2020 Presidential General Election.

Nomination Papers consists of:

- Nomination Petition (if applicable)
- ****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 of Nomination Papers and Declaration of Candidacy

TYPE OF CANDIDATE:	DATE AVAILABLE:	LAST DAY TO FILE:
ALL Candidates	July 13, 2020 (E-113)	August 7, 2020 (E-88)

*Extended Period for Nomination Papers

Only available to candidates for which no eligible incumbent files *Nomination Papers and Declaration of Candidacy* by August 7th. The extended filing period is August 8 – August 12.

ELECTIONS CODE 8022, 8024

Nomination Petition (if applicable)

The *Nomination Petition* may be required for some candidates running for 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, along with payment, when filing the Nomination Paper.

ELECTIONS CODE 8020

NOTE: Filing requirements for city office may vary. Contact the appropriate city clerk's office for more information.

Declaration of Candidacy

The *Declaration of Candidacy* is filed by a candidate for 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 and will accept the office if elected. The candidate will also indicate how his/her name will appear on the ballot and reaffirms the ballot designation.

ELECTIONS CODE 8001, 8020, 8028, 8040, 8101

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 principle profession, vocation or occupation in three words or less or the candidate's current 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 6254.21

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 signatures in-lieu of filing fee petitions, 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:
Judicial Candidates		August 12, 2020 (E-83)
All Other Candidates	September 7, 2020 (E-57)	October 20, 2020 (E-14)

ELECTIONS CODE 8203, 8600, 8601

NOTE: There are **no write-in opportunities** for voter-nominated top-two offices.

Judicial Candidates

To qualify as a Write-In Candidate for Judge of the Superior Court, a person must:

- Meet the requirements of office as indicated in [QUALIFICATIONS FOR OFFICE](#)
- File FPPC **Form 501** and **Form 700**
- File a **Write-In Nomination Petition** containing at least 100 signatures but need not contain more than 600 signatures
- File a **Statement of Write-In Candidacy**

CA CONST., Art. VI, Sec. 15; ELECTIONS CODE 13, 13.5, 305, 8203, 8600; GOVERNMENT CODE 82007

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 FPPC **Form 501** and **Form 700**
- File a **Write-In Nomination Petition** (if applicable)
- 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 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(c)

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://caag.state.ca.us>).

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.

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.

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 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) is not written 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

Ballot designations should not exceed the maximum 55 characters. If there are more than 55 characters, the ballot designation may be abbreviated at the direction of MCE to fit the ballot.

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.

- 7) 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 the Election Department 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(c)(1)(2)

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(d)

BALLOT DESIGNATION WORKSHEET



Monterey County Elections BALLOT DESIGNATION WORKSHEET

(Elections Code §§ 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 RECORD.**

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.
- (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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BALLOT DESIGNATION WORKSHEET
Page 2

If your proposed ballot designation contains **one or more slashes ("/)** separating multiple principal profession(s), vocation(s), or occupation(s) (collectively known as "PVOs"), **complete a justification section for each separate PVO.**

Justification for use of Proposed Ballot Designation(s)
 If you are proposing alternate ballot designations, please provide justification for use of those on Page 3.

4

Justification for use of 1st 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 2nd 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 3rd 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:

Before signing below, answer/initial the following questions. Does your proposed ballot designation:

- | | | |
|---|--|---------------|
| 1) Use only a portion of the title of your current elected office? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 2) Non-judicial candidates: Use only the word "Incumbent" for an elective office to which you were appointed? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 3) Use more than three total words for your principal professions, vocations, or occupations? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 4) Suggest an evaluation of you, such as outstanding, leading, expert, virtuous, or eminent? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 5) Refer to a status (Veteran, Activist, Founder, Scholar), rather than a profession, vocation, or occupations? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 6) Abbreviate the word "retired"? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 7) Place the word "retired" after the words it modifies? Example: Accountant, retired | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 8) Use an word or prefix (except "retired") such as "former" or "ex-" to refer to a former profession, vocation, or occupation? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 9) Use the word "retired" along with a current profession, vocation, or occupation? Example: Retired Firefighter/Teacher | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 10) Use the name of a political party or political body? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 11) Refer to a racial, religious, or ethnic group? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 12) Refer to any activity prohibited by law? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |

If the answer to any of these questions is "yes," your proposed ballot designation is likely to be rejected.

X

Candidate's Signature

Date Signed:

Month

Day

Year

For your reference, attached are Elections Code sections 13107, 13107.3, and 13107.5, and California Code of Regulations (CCR), title 2, section 20711. You also may wish

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BALLOT DESIGNATION WORKSHEET
Page 3

to consult CCR, title 2, sections, 20712-20719 (found at www.sos.ca.gov).

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 1st 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 2nd 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 3rd 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 1st 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 2nd 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 3rd PVO:

Current or most recent job title:

Start/End Dates:

Employer Name or Business:

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Page 4

Person who can verify this information:

Name:

Phone Number(s):

Email:

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.

(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.



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BALLOT DESIGNATION WORKSHEET
Page 5

(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.

(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:

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BALLOT DESIGNATION WORKSHEET
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(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;

(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.

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

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 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 block paragraph and the first line of the paragraph will be indented.

Top-Two Candidates	<ul style="list-style-type: none"> ✓ Optional ✓ Must <u>resubmit</u> a new candidate statement of qualifications along with the payment if they would like it to appear in the November 3, 2020 voter information guide.
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 estimated costs. <p style="text-align: right;"><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. ✓ The 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 style="text-align: right;"><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
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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. Elections 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.

NAME: _____ AGE: _____
OCCUPATION: _____

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

(This will not be published in the voter guide)

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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 pamphlet 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 heading: 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 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. 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. Si me eligieran a este cargo, me esforzaría por continuar siendo un líder y un ejemplo para nuestros hijos y nuestra comunidad. Para información sobre mi campaña y endosos, visite www.Vote4Me.com	Nombre Ocupación: Edad: ##
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Estimated Costs

*Estimated costs are based upon the number of registered voters in the district as of **February 24, 2020**.

Below are the estimated costs of the candidate statement of qualifications for each office. The word count will be determined by the district by July 2020 and may be different than listed below.

County Board of Educations

COUNTY BOARD OF EDUCATION		WORD LIMIT	PAID BY	ESTIMATED STATEMENT COSTS
Monterey County Board of Education	Governing Board Member, Trustee Area 2	200	Candidate	\$876.00
Monterey County Board of Education	Governing Board Member, Trustee Area 4	200	Candidate	\$528.00
Monterey County Board of Education	Governing Board Member, Trustee Area 5	200	Candidate	\$514.00
San Benito County Board of Education	Governing Board Member, Trustee Area 2	200	Candidate	\$115.00
San Luis Obispo County Board of Education	Governing Board Member, Trustee Area 1	200	Candidate	\$80.00
Santa Cruz County Board of Education	Governing Board Member, Trustee Area 6	200	Candidate	\$166.00

Community College Districts

COMMUNITY COLLEGE DISTRICT		WORD LIMIT	PAID BY	ESTIMATED STATEMENT COSTS
Cabrillo Community College District	Governing Board Member, Trustee Area 7	200	Candidate	\$206.00
Hartnell Community College District	Governing Board Member, Trustee Area 1	200	Candidate	\$524.00
Hartnell Community College District	Governing Board Member, Trustee Area 2	200	Candidate	\$427.00
Hartnell Community College District	Governing Board Member, Trustee Area 3	200	Candidate	\$622.00
Hartnell Community College District	Governing Board Member, Trustee Area 4	200	Candidate	\$412.00
Monterey Peninsula Community College District	Governing Board Member, Trustee Area 1	200	Candidate	\$338.00
Monterey Peninsula Community College District	Governing Board Member, Trustee Area 3	200	Candidate	\$379.00
Monterey Peninsula Community College District	Governing Board Member, Trustee Area 4	200	Candidate	\$448.00
Monterey Peninsula Community College District	Governing Board Member, Trustee Area 5	200	Candidate	\$489.00
San Luis Obispo County Community College District	Governing Board Member, Trustee Area 1	200	Candidate	\$80.00
San Luis Obispo County Community College District	Governing Board Member, Trustee Area 2	200	Candidate	\$80.00

School Districts

SCHOOL DISTRICT		WORD LIMIT	PAID BY	ESTIMATED STATEMENT COSTS
Alisal Union School District	Governing Board Member, Trustee Area 1	200	Candidate	\$132.00
Alisal Union School District	Governing Board Member, Trustee Area 4	200	Candidate	\$146.00
Aromas-San Juan Unified School District	Governing Board Member	200	Candidate	\$115.00
Big Sur Unified School District	Governing Board Member	200	District	\$80.00
Bradley Union Elementary School District	Governing Board Member	400	Candidate	\$153.00
Carmel Unified School District	Governing Board Member	200	Candidate	\$453.00
Chualar Union Elementary School District	Governing Board Member, Trustee Area 1	200	District	\$79.00
Chualar Union Elementary School District	Governing Board Member, Trustee Area 2	200	District	\$78.00
Chualar Union Elementary School District	Governing Board Member, Trustee Area 3	200	District	\$85.00
Gonzales Unified School District	Governing Board Member	200	District	\$176.00
Graves Elementary School District	Governing Board Member	200	Candidate	\$76.00
Greenfield Union Elementary School District	Governing Board Member	200	Candidate	\$200.00
King City Union School District	Governing Board Member	400	Candidate	\$262.00
Lagunita Elementary School District	Governing Board Member	200	Candidate	\$78.00
Mission Union Elementary School District	Governing Board Member	200	Candidate	\$79.00
Monterey Peninsula Unified School District	Governing Board Member, Trustee Area 1	200	Candidate	\$412.00
Monterey Peninsula Unified School District	Governing Board Member, Trustee Area 2	200	Candidate	\$460.00
Monterey Peninsula Unified School District	Governing Board Member, Trustee Area 3	200	Candidate	\$400.00
North Monterey County Unified School District	Governing Board Member, Trustee Area 1	200	Candidate	\$145.00
North Monterey County Unified School District	Governing Board Member, Trustee Area 3	200	Candidate	\$146.00
North Monterey County Unified School District	Governing Board Member, Trustee Area 5	200	Candidate	\$157.00
Pacific Grove Unified School District	Governing Board Member	200	District	\$346.00
Pajaro Valley Unified School District	Governing Board Member, Trustee Area 3	200	Candidate	\$166.00
Paso Robles Joint Unified School District	Governing Board Member	200	Candidate	\$78.00
Pleasant Valley Joint Union Elementary School District	Governing Board Member	200	District	\$78.00
Salinas City Elementary School District	Governing Board Member, Trustee Area 2	400	Candidate	\$316.00
Salinas City Elementary School District	Governing Board Member, Trustee Area 4	400	Candidate	\$382.00

Salinas City Elementary School District	Governing Board Member, Trustee Area 5	400	Candidate	\$256.00
Salinas Union High School District	Governing Board Member, Trustee Area 2	400	District	\$426.00
Salinas Union High School District	Governing Board Member, Trustee Area 4	400	District	\$343.00
Salinas Union High School District	Governing Board Member, Trustee Area 6	400	District	\$335.00
San Antonio Union Elementary School District	Governing Board Member	200	Candidate	\$95.00
San Ardo Union Elementary School District	Governing Board Member	200	Candidate	\$79.00
San Lucas Union Elementary School District	Governing Board Member	200	Candidate	\$78.00
San Miguel Joint Union School District	Governing Board Member	200	Candidate	\$76.00
Santa Rita Union Elementary School District	Governing Board Member	200	Candidate	\$320.00
Shandon Joint Unified School District	Governing Board Member, Trustee Area 1	200	Candidate	\$77.00
Soledad Unified School District	Governing Board Member	200	District	\$241.00
South Monterey County Joint Union High School District	Governing Board Member	200	Candidate	\$344.00
Spreckels Union Elementary School District	Governing Board Member	200	Candidate	\$177.00
Washington Union Elementary School District	Governing Board Member	200	Candidate	\$201.00

Special Districts

AIRPORT DISTRICT		WORD LIMIT	PAID BY	ESTIMATED STATEMENT COSTS
Monterey Peninsula Airport District	Director, Zone 1	200	Candidate	\$239.00
Monterey Peninsula Airport District	Director, Zone 3	200	Candidate	\$343.00
Monterey Peninsula Airport District	Director, Zone 5	200	Candidate	\$319.00

COMMUNITY SERVICES DISTRICT		WORD LIMIT	PAID BY	ESTIMATED STATEMENT COSTS
Castroville Community Services District	Director	200	Candidate	\$151.00
Pebble Beach Community Services District	Director	400	District	\$223.00
Santa Lucia Community Services District	Director	200	Candidate	\$78.00
Spreckels Community Services District	Director	200	Candidate	\$85.00

FIRE DISTRICT		WORD LIMIT	PAID BY	ESTIMATED STATEMENT COSTS
Aromas Tri-County Fire Protection District	Director	200	Candidate	\$117.00
Cachagua Fire Protection District	Director	200	District	\$90.00

Cypress Fire Protection District	Director	200	Candidate	\$206.00
Gonzales Rural Fire Protection District	Director	200	Candidate	\$154.00
Greenfield Fire Protection District	Director	200	District	\$79.00
North County Fire Protection District	Director	200	Candidate	\$490.00

HARBOR DISTRICT		WORD LIMIT	PAID BY	ESTIMATED STATEMENT COSTS
Moss Landing Harbor District	Harbor Commissioner	200	Candidate	\$2,527.00

HEALTHCARE DISTRICT		WORD LIMIT	PAID BY	ESTIMATED STATEMENT COSTS
Salinas Valley Memorial Healthcare System	Director, Zone 2	200	Candidate	\$387.00
Salinas Valley Memorial Healthcare System	Director, Zone 3	200	Candidate	\$360.00
Soledad Community Healthcare District	Director	200	Candidate	\$246.00

MEMORIAL DISTRICT		WORD LIMIT	PAID BY	ESTIMATED STATEMENT COSTS
Greenfield Memorial District	Director	200	Candidate	\$195.00
Spreckels Memorial District	Director	200	Candidate	\$86.00

PARK DISTRICT		WORD LIMIT	PAID BY	ESTIMATED STATEMENT COSTS
Carmel Valley Recreation & Park District	Director	200	Candidate	\$155.00
Monterey Peninsula Regional Park District	Director, Ward 1	200	Candidate	\$412.00
Monterey Peninsula Regional Park District	Director, Ward 2	200	Candidate	\$331.00
Monterey Peninsula Regional Park District	Director, Ward 3	200	Candidate	\$409.00

WATER DISTRICT		WORD LIMIT	PAID BY	ESTIMATED STATEMENT COSTS
Aromas Water District	Director	200	Candidate	\$99.00
Carmel Area Wastewater District	Director	200	District	\$257.00
Marina Coast Water District	Director	200	Candidate	\$286.00
Monterey Peninsula Water Management District	Director, Division 3	400	Candidate	\$404.00
Monterey Peninsula Water Management District	Director, Division 4	400	Candidate	\$462.00
Monterey Peninsula Water Management District	Director, Division 5	400	Candidate	\$496.00
Pajaro Valley Water Management District	Director, District D	200	Candidate	\$206.00
San Ardo Water District	Director	200	Candidate	\$78.00
San Lucas Water District	Director	200	Candidate	\$77.00

*The 200-word limit was used for estimation purposes only. Actual word limit is set by the district. Call the elections to verify.

City Districts

CITY DISTRICT		WORD LIMIT	PAID BY	ESTIMATED STATEMENT COSTS
City of Carmel-By-The-Sea	Mayor	200	Candidate	\$131.00
City of Carmel-By-The-Sea	Member, City Council	200	Candidate	\$131.00
City Of Del Rey Oaks	Mayor	200	Candidate	\$101.00
City Of Del Rey Oaks	Member, City Council	200	Candidate	\$101.00
City of Gonzales	Mayor	200	Candidate	\$149.00
City of Gonzales	Member, City Council	200	Candidate	\$149.00
City of Greenfield	Member, City Council	200	Candidate	\$191.00
City of King	Member, City Council District 3	200	Candidate	\$90.00
City of King	Member, City Council District 4	200	Candidate	\$93.00
City of King	Member, City Council District 5	200	Candidate	\$90.00
City of Marina	Member, City Council District 2	200	Candidate	\$137.00
City of Marina	Member, City Council District 3	200	Candidate	\$136.00
City of Monterey	Mayor	200	Candidate	\$424.00
City of Monterey	Member, City Council	200	Candidate	\$424.00
City of Pacific Grove	Mayor	200	Candidate	\$303.00
City of Pacific Grove	Member, City Council	200	Candidate	\$303.00
City of Salinas	Mayor	200	Candidate	\$1,464.00
City of Salinas	Member, City Council District 1	200	Candidate	\$257.00
City of Salinas	Member, City Council District 4	200	Candidate	\$274.00
City of Salinas	Member, City Council District 6	200	Candidate	\$364.00
City of Sand City	Mayor	200	District	\$80.00
City of Sand City	Member, City Council	200	District	\$80.00
City of Seaside	Mayor	200	Candidate	\$383.00
City of Seaside	Member, City Council	200	Candidate	\$383.00
City of Soledad	Mayor	200	Candidate	\$235.00
City of Soledad	Member, City Council	200	Candidate	\$235.00

* The 200-word limit was used for estimation purposes only. Actual word limit is set by the city. Please contact the appropriate city to verify.

ELECTIONS CODE 13307, 13307.5

Run-off Candidates from the Primary Election

RUN-OFF CANDIDATES		WORD LIMIT	PAID BY	ESTIMATED STATEMENT COSTS
U.S. Representative in Congress	20	250	Candidate	\$8,890.00
State Senate	17	250	Candidate	\$5,022.00
State Assembly	29	250	Candidate	\$4,647.00
State Assembly	30	250	Candidate	\$4,336.00
Judge of the Superior Court	Countywide	200	Candidate	\$4,473.00
County Supervisor	4	200	Candidate	\$1,021.00

ELECTIONS CODE 13307, 13307.5

Cost of Printing

The cost is an estimate of the actual cost for the candidate's statement printed in the Voter Information Guide. This estimate is an approximation of the actual cost that varies from one election to another election and may be significantly *more or less* than the estimate, depending on the actual number of candidates filing statements and the layout of the Sample Ballot and Voter Information Pamphlet. MCE is not bound by the estimate and may bill the candidate for additional actual expenses or refund any excess paid depending on the final actual cost.

ELECTIONS CODE 13307

Further, Monterey County 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 and the costs cannot be prorated.

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.

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.

EdPro 80/01/2020

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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 expenditure are made from personal funds on behalf of his/her candidacy, excluding personal funds used to pay filing fees and/or fees for Statements of Qualifications.

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 Monterey County. 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

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 MCE to file, view and print nonredacted statements. In addition, one-on-one trainings with Netfile 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 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 \$10 per day beginning the day after the filing deadline until the date the statement is filed will be assessed unless waived by the Elections Official. The maximum penalty is \$100 or the total amount of contributions received or the total amount of expenditures made (whichever is greater) during the period covered by the late statement.

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 official 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:

<ul style="list-style-type: none">• NetFile Professional Treasurer• Statecraft• NGP/VAN• Complete Campaigns (Bought by Aristotle)	<ul style="list-style-type: none">• DirectFile• IsPolitical• Aristotle Campaign Manager• EveryAction (subsidiary of NGP/VAN for non-profits)
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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 November 3, 2020

Local Candidates

Fair Political Practices Commission Filing Schedule for Candidates and Controlled Committees for Local Office Listed on the November 3, 2020 Ballot

Deadline	Period	Form	Notes
July 31, 2020 <i>Semi-Annual</i>	* – 6/30/20	460 or 470	<ul style="list-style-type: none"> • 460: All committees must file Form 460.
Within 24 Hours <i>Contribution Reports</i>	8/5/20 – 11/3/20	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 another candidate or measure being voted upon November 3, 2020. • 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.
Sept 24, 2020 <i>1st Pre-Election</i>	7/1/20 – 9/19/20	460 or 470	<ul style="list-style-type: none"> • Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
Oct 22, 2020 <i>2nd Pre-Election</i>	9/20/20 – 10/17/20	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.
Feb 1, 2021 <i>Semi-Annual</i>	10/18/20 – 12/31/20	460	<ul style="list-style-type: none"> • All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before Dec 31, 2020.

Additional Notes:

- *** Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **Local Ordinance:** Always check on whether additional local rules apply.
- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to a 24-Hour/10-Day Contribution Report (Form 497) that is due the weekend before the election, and this extension never applies to any 24-Hour/10-Day Independent Expenditure Report (Form 496). Such reports must be filed within 24 hours, regardless of the day of the week.
- **Method of Delivery:** All paper filings may be filed by first class mail unless otherwise noted. A paper copy of a statement may not be required if a local agency requires online filing pursuant to a local ordinance.
- **Form 501:** All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.
- **Form 460:** Candidates who have raised/spent \$2,000 or more file the Form 460. The Form 410 (Statement of Organization) must also be filed once \$2,000 or more has been raised/spent.

State Candidates

Fair Political Practices Commission Filing Schedule for State Candidate Controlled Committees Listed on the November 3, 2020 Ballot

Deadline	Period	Form	Notes
Jul 31, 2020 <i>Semi-Annual</i>	* – 6/30/20	460 or 470	<ul style="list-style-type: none"> • Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
Within 24 Hours <i>Election Cycle Reports</i>	8/5/20 – 11/3/20	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 a candidate or ballot measure being voted on the November 3 ballot, or made to a political party committee. • The recipient of a non-monetary contribution of \$1000 or more in the aggregate must file a Form 497 within 48 hours from the time the non-monetary contribution is received. • E-file only. No paper copy is required.
Within 10 Business Days <i>\$5,000 Report</i>	Ongoing – file any time other than 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.
Sep 24, 2020 <i>1st Pre-Election</i>	7/1/20 – 9/19/20	460 or 470	<ul style="list-style-type: none"> • Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
Oct 22, 2020 <i>2nd Pre-Election</i>	9/20/20 – 10/17/20	460	<ul style="list-style-type: none"> • All committees must file this statement. • Paper copies must be filed by personal delivery or guaranteed overnight service only.
Feb 1, 2021 <i>Semi-Annual</i>	10/18/20 – 12/31/20	460	<ul style="list-style-type: none"> • All committees must file this statement.

*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 3000 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 999 E Street, NW, 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.

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 Administrative Code 20001g

Deadline

The registration deadline for the upcoming election is **October 19, 2020**. 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.

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 14 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.

ELECTIONS CODE 2102, 2170-2173, 13303

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

VOTE-BY-MAIL BALLOTS

On May 8, 2020, Governor Gavin Newsom issued an Executive Order calling for all voters in the State of California to receive a ballot in the mail, and to provide in-person voting opportunities.

Important Dates

Vote-By-Mail Important Dates November 3, 2020 Election	
October 5, 2020	Vote by mail ballots must be mailed by this date.
October 27, 2020 (5:00 p.m.)	Last day for a ballot to be sent via mail.
October 5, 2020 – November 3, 2020	Ballots are available for in-person pickup at MCE.

Return of Ballots

A person designated to return a 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 Vote-By-Mail Ballot Application

California Vote-By-Mail Ballot Application

FOR OFFICIAL USE ONLY

REV 11/2019

Enter the date of the election and the type of election (e.g., Primary, General, or Special). This application must be received by your county elections official not later than seven (7) days prior to the date of the election. The date of the election can be found at www.sos.ca.gov/elections/upcoming-elections/. A ballot will not be sent to you if this application is incomplete or inaccurate.

1. **THIS IS AN APPLICATION FOR A VOTE-BY-MAIL BALLOT FOR THE** _____ **ELECTION.**
Month/Day/Year Type of Election (Primary, General, or Special)

2. **PRINT NAME:** _____ 3. **DATE OF BIRTH:** _____
First Middle or Initial Last Month/Day/Year

4. **RESIDENCE ADDRESS:** _____
Number and Street (P.O. Box, Rural Route, etc. will not be accepted) (Designate N, S, E, W if used)

City Zip Code California County

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, re-register at RegisterToVote.ca.gov or use the Federal Post Card Application at www.fvap.gov.

Number and Street/P.O. Box (Designate N, S, E, W if used)

City State or Foreign Country Zip Code or Postal Code

6. **TELEPHONE NUMBER (OPTIONAL):** _____
Day Evening

7. ☐ **I WANT TO REQUEST A POLITICAL PARTY BALLOT FOR THE PRESIDENTIAL PRIMARY ELECTION.**
I am registered with No Party Preference and want to request a political party ballot for the March 3, 2020, Presidential Primary Election for the following party:

☐ American Independent ☐ Democratic ☐ Libertarian

The above political parties are allowing No Party Preference voters to vote their party's presidential ballot for the upcoming March 3, 2020, Presidential Primary Election.

8. ☐ **YES, I WANT TO BECOME A PERMANENT VOTE-BY-MAIL VOTER.**
By checking this box and by initialing here _____ I am requesting to become a permanent vote-by-mail voter. A vote-by-mail ballot will automatically be sent to me in all future elections. I understand that if I fail to vote by mail in four consecutive statewide general elections, I will need to reapply for permanent vote-by-mail voter status.

9. **THIS APPLICATION MUST BE SIGNED.**
I have not applied for a vote-by-mail ballot from any other jurisdiction for this election. 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.

SIGNATURE _____ **DATE** _____

Warning: Perjury is a felony, punishable by imprisonment in state prison for up to four years. (Penal Code § 126)

NOTICE

You have the right to mail or deliver this application directly to your county elections official. Returning this application to anyone other than your county elections official may cause a delay that could interfere with your ability to vote. If this application is returned by mail, it must be returned directly to your county elections official. Only the registered voter himself or herself may apply for a vote-by-mail ballot. An application for a vote-by-mail ballot made by a person other than the registered voter is a criminal offense.

INDIVIDUALS/ORGANIZATIONS/GROUPS DISTRIBUTING THIS APPLICATION

The format used on this application must be followed by anyone distributing vote-by-mail ballot applications. Failure to conform to this format is a crime. Anyone distributing this application may not preprint a mailing address in Item 5. Anyone providing this application to a voter must enter their name, address, and telephone number here:

WHO CAN USE THIS APPLICATION

The uniform California Vote-By-Mail Ballot Application can only be used by a registered voter. If you have not already registered to vote, you can register to vote online on the Secretary of State's website at [RegisterToVote.ca.gov](https://www.sos.ca.gov/register-to-vote). You may also pick up a Voter Registration Card at your county elections office, library, or U.S. Post Office. Your completed Voter Registration Card must be submitted online or to your county elections office at least 15 days before the election.

To vote by mail, you can use this Vote-By-Mail Ballot Application, use the form in the county voter information guide you receive in the mail before an election, or contact your county elections office. County contact information can be found online at www.sos.ca.gov/elections/voting-resources/county-elections-offices/.

This Vote-By-Mail Ballot Application is provided by the Secretary of State (SOS) for use by any person, group, or organization distributing vote-by-mail ballot applications for elections that involve more than one county. For organizations distributing applications for elections that involve a single county, the county elections office should be contacted for the appropriate application format and barcode information.

Californians who are serving in the military and are absent from the county where they are eligible to vote, and Californians living or studying abroad may register as a military or overseas voter, either online at [RegisterToVote.ca.gov](https://www.sos.ca.gov/register-to-vote) or via the Federal Post Card Application (FPCA). Doing so provides more options for receiving your ballot and ensures priority service. The FPCA and other important information for military and overseas voters is available at www.fvap.gov.
How to Fill Out this Application

ITEM 1. Enter the date of the election in which you wish to vote (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. Only complete Item 7 if the application is for a Presidential Primary Election and you did not choose a political party preference when you registered to vote. If you did not choose a preference for a political party when you registered to vote, you are considered a No Party Preference voter and may request a party's presidential ballot if that political party allows it. The check off box and name of the

political party must be completed by the voter. If you choose not to request a political party ballot in the Presidential Primary Election, you will be provided a nonpartisan ballot containing only the names of candidates for voter-nominated and nonpartisan offices (this does not include presidential candidates) and measures, if any, to be voted for at the Presidential Primary Election.

ITEM 8. Any registered voter may receive a vote-by-mail ballot automatically in all future elections by checking the Permanent Vote-By-Mail Voter box and initialing the line. Any voter can opt out of the permanent vote-by-mail status at any time by contacting their county elections official directly.

ITEM 9. Sign and date in this order – month, day, year. No witness or notary required.

HOW TO SUBMIT THE APPLICATION

Your Vote-By-Mail Ballot Application must be returned to your county elections official at least 7 days before the election. However, if you become ill or disabled during the final week before an election, or find that you will be unable to go to your polling place on Election Day, you may request that a vote-by-mail ballot be delivered to you by submitting a written statement, signed under penalty of perjury to your county elections official. The statement must contain your name and residence address, the address to which you want the ballot sent, the name and date of the election in which you would like to vote, your signature, and the date. You may authorize another person to receive the ballot from the elections official, and/or return the ballot to an elections official after you have voted it.

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/.

WHAT CAN BE PREPRINTED ON THE APPLICATION

State law requires the voter to personally affix his or her signature and the address to which the ballot is to be mailed.

If an organization is distributing the application, the name, address, and telephone number of the organization authorizing distribution must be included on the application.

In order to ensure accuracy, each voter should fill out all of the information on the application. However, any person, group, or organization distributing the application may preprint the following:

- The printed name and home address of the voter as it appears on the Voter Registration Card.
- The name and date of the election for which the ballot is requested.
- The name, address, and telephone number of the person, group, or organization authorizing distribution of the application.

(Revised May 2019)

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.

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

Permissible uses of information obtained from a source agency shall include, but shall not be limited to, the following:

- a) Using registration information for purposes of communicating with voters in connection with any election.
- b) Sending communications, including but not limited to, mailings which campaign for or against any candidate or ballot measure in any election.
- c) Sending communications, including but not limited to, mailings by or in behalf of any political party; provided however, that the content of such communications shall be devoted to news and opinions of candidates, elections, political party developments and related matters.
- d) Sending communications, including but not limited to, mailings, incidental to the circulation or support of, or opposition to any recall, initiative, or referendum petition.
- e) Sending of newsletters or bulletins by any elected public official, political party or candidate for public office.
- f) Conducting any survey of voters in connection with any election campaign.
- g) Conducting any survey of opinions of voters by any government agency, political party, elected official or political candidate for election or governmental purposes.
- h) Conducting an audit of voter registration lists for the purpose of detecting voter registration fraud.
- i) 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.
- j) Any official use by any local, state, or federal governmental agency.

Impermissible Uses

The following uses of registration information obtained from a source agency shall be deemed other than for election and governmental purposes:

- a) Any communication or other use solely or partially for any commercial purpose.
- b) Solicitation of contributions or services for any purpose other than on behalf of a candidate or political party or in support of or opposition to a ballot measure.
- c) Conducting any survey of opinions of voters other than those permitted by Sections 19003(f) and (g).

Penalties

Every person, who directly or indirectly obtains registration information from a source agency, shall be liable to the State of California, as a penalty for any use of said registration information which is not authorized by Section 607 of the Elections Code and the regulations promulgated pursuant thereto, for an amount equal to the sum of 50 ¢ multiplied by the number of registration records which such person used in an unauthorized manner. Unauthorized use by any applicant of any portion of the information obtained pursuant to this Chapter shall raise a presumption that all such information obtained by such applicant was so misused. Illustration: X Data Corp. obtains registration information from a source agency and uses this information to address a commercial mailing to 10,000 voters. Under the provision of this section, X Data Corp. is obligated to pay the State of California the sum of \$5000, which constitutes the sum of 50 ¢ multiplied by 10,000, the number of registration records which were used in an unauthorized manner.

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

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

Application for Voter Registration Information

Monterey County Elections

1441 Schilling Place – North Building Salinas CA 93901
PO Box 4400 Salinas CA 93912-9940
Phone 831-796-1499
Fax 831-755-5485

Application for Voter Registration Information

1. Please provide a copy of your State driver license, State ID or US passport.

Pursuant to California Code of Regulations, Title 2., Division 7., Chapter 1., Article 1., and Elections Code Sections 2188 and 2194, voter registration information is available to persons or groups for election, scholarly, journalistic, political, or governmental purposes as determined by the Secretary of State. All requests to view, to purchase, or to use voter registration information must be accompanied by a written application.

2. Please check all that apply

- ☐ I am a candidate for federal, state or local office and I declare I will use the requested information for my campaign.
☐ I am a member, or representative of a committee for or against an initiative or referendum measure and I declare will use the requested information in that campaign.
☐ I am a government employee and I declare that the requested information will be used for governmental purposes. I am a person who wants to use the requested information for one or more of the following purposes:
☐ Election, ☐ Scholarly, ☐ Journalistic, ☐ Political or ☐ Governmental

3. Applicant's Name:

First Middle Last

State Driver License,
ID or US Passport:

Number State Expiration Date

Residence Address:

Number Street City State Zip
If you do not have a street address, describe where you live (Cross streets, Route, N, S, E, W)

Mailing Address:

Number Street City State Zip

Contact Information:

Telephone Number E-mail Address

Business Address:

Number Street City State Zip
If you do not have a street address, describe where you live (Cross streets, Route, N, S, E, W)

Business Contact:

Telephone Number E-mail Address

4. If this application is on behalf of any person or persons other than the applicant, this section must be completed.

In addition to this application please provide a letter from the person, candidate, campaign or organization allowing you to collect and use the information on their behalf.

Name of the Person or Organization on
Behalf You Are Requesting Data:

Name of the Person in the Organization
Authorizing the Request:

Organization
Address:

Number Street City State Zip

Organization Contact
Information:

Telephone Number E-mail Address

5. What is the name of the District and Trustee Area?

6. Please describe the purpose and intended use of the information.

7. What voter information do you want?

These reports are available.

1. Walking List
2. Alpha List
3. Electronic Voter Data File

Please contact Data Services for details or other data requests at 831-796-1499.

8.

The applicant hereby agrees that the aforementioned information set forth in affidavits of registration of voters and any information derived from said tabulating cards, electronic data processing tapes and indices (hereinafter collectively referred to as "registration information") will be used only for election or governmental purposes, as defined by Title 2, Division 7, Article 1, Section 19003 of the California Administrative Code.

The applicant further agrees not to sell, lease, loan or deliver possession of the registration information, or a copy thereof, or any portion thereof, to any person, organization or agency without receiving written authorization to do so from the Secretary of State or from the source agency.

Subject to provisions of Title 2, Division 7, Article 1, Sections 19001 through 19007 of the California Administrative Code, the applicant agrees to pay the State of California, as compensation for any unauthorized use of each individual's registration information, an amount equal to the sum of 50 ¢ multiplied by the number of times each registration record is used by the applicant in an unauthorized manner.

Signature _____
(Full Name as it appears on this Application)

Title _____

Date _____

Place _____

CAMPAIGN RESOURCES

Resources

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

<u>Resource</u>	<u>Link</u>	<u>Notes</u>
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
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

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.

(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 84217, 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." Such words shall be set apart from any other printed matter.

As used in this section "paid political advertisement" shall mean and shall be limited to published statements paid for by advertisers for 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 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 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.

Any advertisement 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 Web site, or email message, the text described in subdivisions (a) and (b) may include the words "Paid for by" instead of "Ad paid for by."

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), no person, firm, association, corporation, campaign committee, or organization may, with actual malice, produce, distribute, publish, or broadcast campaign material that contains:

- (1) A picture or photograph of a person or persons into which the image of a candidate for public office is superimposed or;

- (2) A picture or photograph of a candidate for public office into which the image of another person or persons is superimposed. "Campaign material" includes, but is not limited to, any printed matter, advertisement in a newspaper or other periodical, television commercial, or computer image. For purposes of this section, "actual malice" means the knowledge that the image of a person has been superimposed on a picture or photograph to create a false representation, or a reckless disregard of whether or not the image of a person has been superimposed on a picture or photograph to create a false representation.

- b) A person, firm, association, corporation, campaign committee, or organization may produce, distribute, publish, or broadcast campaign material that contains a picture or photograph prohibited by subdivision (a) only if each picture or photograph in the campaign material includes the following statement in the same point size type as the largest point size type used elsewhere in the campaign material: "This picture is not an

accurate representation of fact." The statement shall be immediately adjacent to each picture or photograph prohibited by subdivision (a).

- c) (1) Any registered voter may seek a temporary restraining order and an injunction prohibiting the publication, distribution, or broadcasting of any campaign material in violation of this section. Upon filing a petition under this section, the plaintiff may obtain a temporary restraining order in accordance with Section 527 of the Code of Civil Procedure.

(2) A candidate for public office whose likeness appears in a picture or photograph prohibited by subdivision (a) may bring a civil action against any person, firm, association, corporation, campaign committee, or organization that produced, distributed, published, or broadcast the picture or photograph prohibited by subdivision (a). The court may award damages in an amount equal to the cost of producing, distributing, publishing, or broadcasting the campaign material that violated this section, in addition to reasonable attorney's fees and costs.

- d) (1) This act shall not apply to a holder of a license granted pursuant to the federal Communications Act of 1934 (47 U.S.C. Sec. 151 et seq.) in the performance of the functions for which the license is granted.

(2) This act shall not apply to the publisher or an employee of a newspaper, magazine, or other periodical that is published on a regular basis for any material published in that newspaper, magazine, or other periodical. For purposes of this subdivision, a "newspaper, magazine, or other periodical that is published on a regular basis" shall not include any newspaper, magazine, or other periodical that has as its primary purpose the publication of campaign advertising or communication, as defined by Section 304.

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.

No person on Election Day shall, within 100 feet of a polling place, do any of the following:

- Circulate an initiative, referendum, recall or nomination petition or any other petition.
- Solicit a vote or speak to a voter on the subject of marking his ballot.
- Place a sign relating to voters' qualifications or speak to a voter on the subject of their qualifications except as provided in Elections Code Section 14240.
- Do any electioneering as defined by Election Code Section 319.5. This includes wearing buttons, hats, pencils, pens, shirts, signs, stickers, etc. that promote a candidate or issue on the ballot.
- Photograph, videotape, or otherwise record a voter entering or exiting a polling place.

As used in this section, "100 feet from a polling place" *shall* mean a distance of 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

ELECTIONS CODE 18370, 319.5

Elections Code Section 18541 provides that any person who violates the above provisions is punishable by imprisonment in county jail for no more than 12 months or state prison. Any person who conspires to violate this section is guilty of a felony.

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	Information
State	No signs may be placed along a highway prior to ninety (90) days before the election.	The Division of Highways is prepared to answer questions about state regulation of campaign signs. For information, call (916) 654-4790.
County	The sign is placed no earlier than sixty (60) days prior to the scheduled election.	Political signs are handled in the same manner as outdoor advertising signs and are permitted in those zones allowing such uses with limitations on height, size and spacing. For information, call Monterey County RMA Planning (831) 755-5025 and ask for the "Planner of the Day".
City	Contact the city in which you plan to post signs.	Contact the respective city for information. City contact number is on page 75.

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 RESOURCE MANAGEMENT AGENCY

Carl P. Holm, AICP, Director

LAND USE & COMMUNITY DEVELOPMENT | PUBLIC WORKS & FACILITIES | PARKS
1441 Schilling Place, South 2nd Floor (831)755-4800
Salinas, California 93901-4527 www.co.monterey.ca.us/rma



STATEMENT OF RESPONSIBILITY INSTRUCTIONS

Dear Candidate or Committee Member:

Inasmuch 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 RMA Planning 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 RMA 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 RMA Chief of Planning, 1441 Schilling Place – South, 2nd Floor, Salinas, CA 93901. The forms may be delivered to RMA Planning during normal business hours.

NO SIGNS MAY BE POSTED UNTIL A "STATEMENT OF RESPONSIBILITY" HAS BEEN RECEIVED BY THE RMA 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 11-09-17 JRO/jmn

MONTEREY COUNTY RESOURCE MANAGEMENT AGENCY

Carl P. Holm, AICP, Director

LAND USE & COMMUNITY DEVELOPMENT | PUBLIC WORKS & FACILITIES | PARKS

1441 Schilling Place, South 2nd Floor

Salinas, California 93901-4527

(831)755-4800

www.co.monterey.ca.us/rma



STATEMENT OF RESPONSIBILITY FORM

UPON COMPLETION, PLEASE RETURN TO THE RMA CHIEF OF PLANNING,
1441 SCHILLING PLACE – SOUTH, 2ND FLOOR
SALINAS, CA 93901
PHONE: (831) 755-4800; FAX: (831) 757-9516

Candidate's Name: _____

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

Number of Signs: _____ Locations: _____

Responsible Party:

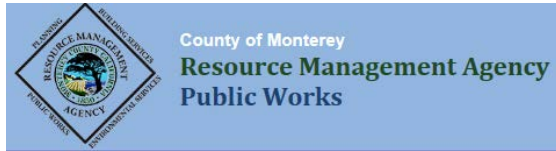
The undersigned accepts responsibility for the placement and removal of signs for the above named candidate or proposition in accordance with Monterey County Code Titles 14 and 16, Chapters 14.30 and 16.24 respectively and Titles 20 and 21, Chapters/Sections 20.60.080 (CZ), and 21.60.120 respectively.

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 11-09-17 JRO/jmn



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)

Department of Transportation, Outdoor Advertising

STATE OF CALIFORNIA — CALIFORNIA STATE TRANSPORTATION AGENCY

Gavin Newsom, Governor

DEPARTMENT OF TRANSPORTATION

DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM
P.O. BOX 942874, MS-36
SACRAMENTO, CA 94274-0001
PHONE (916) 654-6473
FAX (916) 651-9359
TTY 711
www.dot.ca.gov



Making Conservation
a California Way of Life.

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 942874, MS-36
Sacramento, CA 94274-0001

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

State law directs the Department of Transportation to remove unauthorized Temporary Political Signs and bill the responsible party for their removal. We are calling these provisions to your attention to avoid possible embarrassment 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, sustainable, integrated and efficient transportation system to enhance California's economy and livability"

**STATEMENT OF RESPONSIBILITY
FOR TEMPORARY POLITICAL SIGNS**

ODA-0027 (REV 10/2019)

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

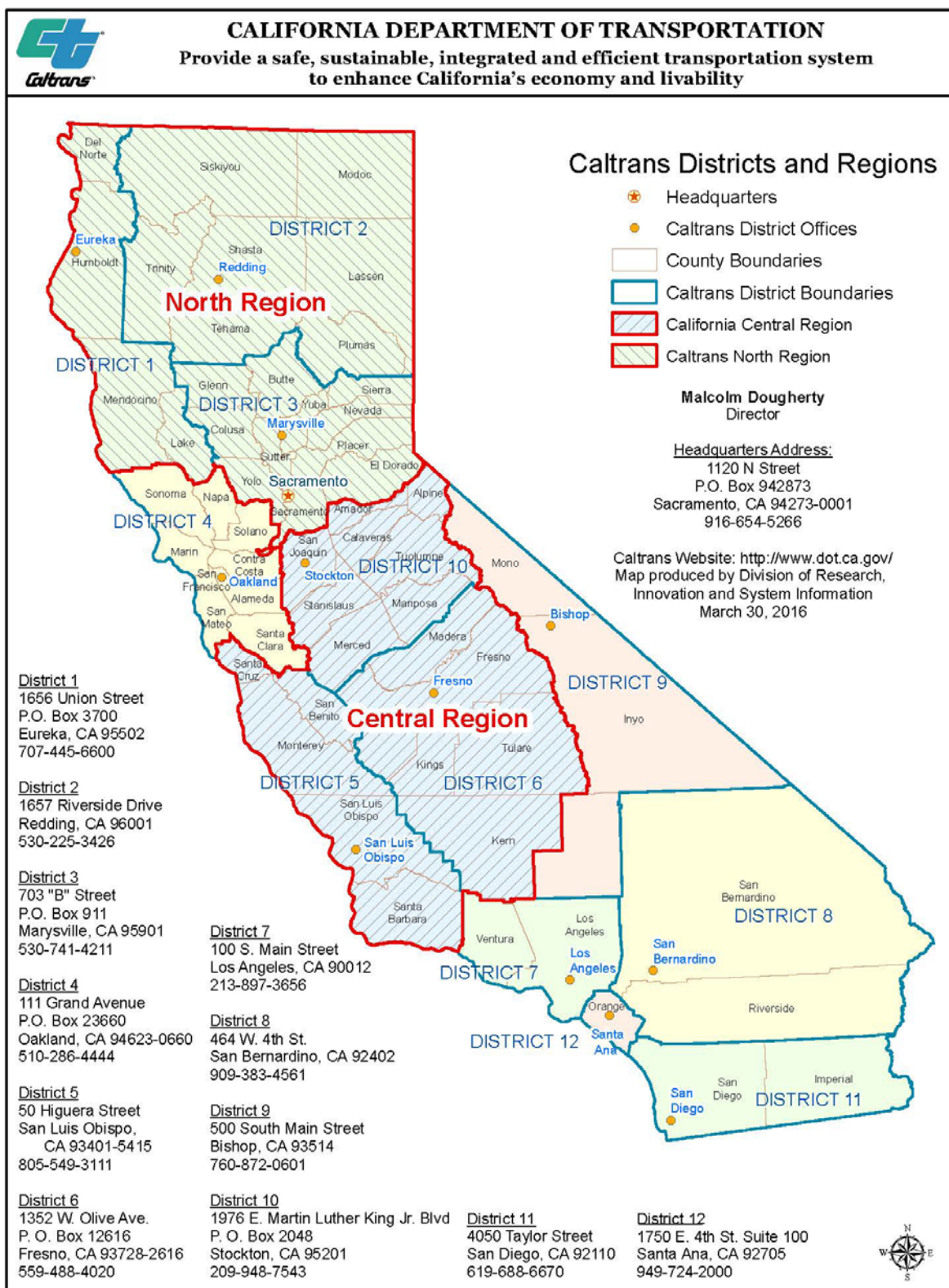
Mail Statement of Responsibility to:

Department of Transportation
Division of Traffic Operations
Outdoor Advertising Program
P.O. Box 942874, MS-36
Sacramento, CA 94274-0001
Email: ODA@dot.ca.gov

ADA Notice For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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

Campaigning During COVID-19

We understand your campaign is facing unprecedented challenges during this difficult time. The same creativity and fortitude you employ in running your campaign while adhering to health and safety guidelines will serve you well in public office. Please note, the Monterey County Elections office is responsible for the neutral administration of elections and cannot, under any circumstances, provide the services of a political consultant or campaign manager. Health authorities such as the Centers for Disease Control and Prevention, the California Department of Public Health, California COVID-19 Response, and the Monterey County Health Department provide guidance on how to safely interact with people during this pandemic. Resources are available at <https://www.co.monterey.ca.us/government/departments-a-h/human-resources/facts-about-covid-19>

Filing of Nomination Petitions

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 November 2020 election, the drawing will be conducted by the Secretary of State on:

- August 13, 2020 – Presidential General 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

Offices that do not go to Election

Special Districts: If the number of candidates is equal to or less than the number of vacancies to be filled within the particular district, the office does not appear on the ballot. The Board of Supervisors appoints the unopposed candidates. Appointees by the Board of Supervisors take office and serve exactly as if elected at the General Election.

ELECTIONS CODE 10515

School Districts: If the number of candidates is equal to or less than the number of offices to be filled within a particular district, an election will not be held and the qualified candidates shall be seated at the organizational meeting of the school district governing board

Judicial Candidates Appearing on the Ballot

The name of a judicial candidate shall not appear on the general election ballot unless there is filed with the Registrar, no later than **August 12, 2020**, a petition indicating that a write-in campaign will be conducted and signed by at least 100 registered voters eligible to vote for the office but need not contain more than 600 signatures.

ELECTIONS CODE 8203

Candidates Elected at November General Election

The candidate(s) for a school district, special district or city office that receive(s) the highest number of votes from all the ballots cast for that office shall be elected to that office.

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 28 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. Election code requires the canvass to be completed within 28 days of the election.

ELECTIONS CODE 15372

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

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) 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 his or her official oath, signed with his or her own proper signature, in the office of the Secretary of State as soon as he or she has taken and subscribed his or her 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) 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.

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, 2021
United States Congress	*At noon on the third day of January. U.S. Const., Art. I, Sec. 2, 20th Amend., Sec. 1	January 3, 2021
STATE		
State Senator	*First Monday in December following the election. CA Constitution, Article IV, Section 2a	December 7, 2020
Member of the Assembly	*First Monday in December following the election. CA Constitution, Article IV, Section 2a	December 7, 2020
COUNTY		
Superior Court Judge	*On the Monday after January 1 following the election. CA Constitution, Article VI, Section 16c	January 4, 2021
Board of Supervisors	*At noon on the first Monday after the January 1 st following the election. CA Government Code 24200	January 4, 2021
Other County Offices	*At noon on the first Monday after the January 1 st succeeding their election. CA Government Code 24200	January 4, 2021
School Districts	*The second Friday in December next succeeding his or her election. CA Education Code 5017	December 11, 2020
Special Districts	*At noon on the first Friday in December next following the general district election. CA Elections Code 10507, 10554	December 4, 2020
CITY		
Mayor	*Contact the appropriate City for information.	
Council Members	*Contact the appropriate City for information.	