



City of Morro Bay Candidate Handbook

**November 3, 2020
General Election**

Photo by: Danna Dykstra-Coy



CITY OF MORRO BAY

CITY HALL
595 Harbor Street
Morro Bay, CA 93442

July 13, 2020

Dear Candidate:

Congratulations on seeking elected office in Morro Bay. It is a pleasure to see that you have made the decision to consider public service or, as an incumbent, continue public service.

There are many requirements associated with being a candidate and the information provided herein has been prepared to help guide you through the nomination process. It will aid in explaining various rules, regulations, and common-sense ideas for surviving your campaign. Although it is not all encompassing, we are confident you will find it useful.

Please note it is the sole responsibility of the candidate to ensure they comply with the laws and regulations surrounding the election process. The City of Morro Bay does not serve as counsel to individual candidates, and the information herein should not be construed as legal advice.

We have included a Candidate's Checklist as a reminder of what to bring in when you file, and which we will go over together when we issue your nomination papers. Your Nomination Paper, Candidate's Statement of Qualifications, payment of fees, and required FPPC forms must be filed together in my office before the close of the filing period on **Friday, August 7, 2020 at 5:00 p.m.**

Within this Candidate's Guide, the City has provided weblinks to the following: FPPC Campaign Disclosure Manual 2, forms and instructions for the most commonly used FPPC forms (700, 501, 410, 460, 470 and 497), Ballot Designation Worksheet and Voter Registration Request Form.

It is the goal of the City Clerk's Office to offer information that will make the process of seeking office easier to navigate and more approachable for you as a candidate. If you have questions or need additional information, please contact me at (805) 772-6205 or the Fair Political Practices Commission (FPPC) via email at advice@fppc.ca.gov.

City staff will schedule a candidate orientation in late August to provide you with a brief snapshot of the City, current Department activities, and other items of interest. I will contact you as soon as the date and time are set and encourage you to attend.

We hope your election experience will be a positive one; we are here to help.

Dana Swanson
City Clerk

Heather Goodwin
Deputy City Clerk

MORRO BAY CITY COUNCIL

Offices to be Elected

The following offices are scheduled for election on Tuesday, November 3, 2020:

Mayor (1) for a 2-year term ending Nov. 2022

Council Member (2) for a 4-year term ending Nov. 2024

Eligibility

In order to be eligible to hold office as a Mayor or City Council Member, a person **must be at least 18 years of age by Election Day** and a **resident** and **registered voter** in the City at the time Nomination Papers are issued for his or her candidacy. If, during the term of office, he/she moves his/her place of residence outside of the City limits, or ceases to be an elector of the City, his/her office shall immediately become vacant. ([Government Code Section 36502](#) and [Election Code section 201](#))

Getting started early...

FPPC Rules and Requirements

You and your treasurer will need to become conversant with the rules of the Political Reform Act (Act), which is the State law that regulates contributions and expenditures for elective offices in California. There are campaign laws and regulations you must follow. The Fair Political Practices Commission (FPPC) has regulatory responsibility and authority for the Act. The day-to-day implementation of the Act for City offices is the responsibility of the City Clerk.

Please see the [FPPC website](#) to see their new “[FPPC Candidate Toolkit](#)” and “[Candidate and Treasurer Online Video](#)” page on how to get started.

- **[Form 501](#) – Candidate Intention Statement.** A candidate for local office must file this form prior to solicitation or receipt of any contribution or expenditure of any personal funds used for the election. This form is filed with the City Clerk’s Office. Due to Coronavirus (COVID-19) public health emergency, City facilities are currently closed to the public or may have limited office hours. Statements can be emailed to cityclerk@morrobayca.gov. The original must be mailed to the City Clerk’s office at 595 Harbor Street, Morro Bay, CA 93442.
- **[Form 410](#) – Statement of Organization Recipient Committee.** If you expect to receive or spend \$2,000 or more on your campaign, you are required to file a Form 410 with the Secretary of State. A copy must also be submitted to the City Clerk’s Office via email to cityclerk@morrobayca.gov or via U.S. Mail to the above listed address. A Form 410 must be filed within ten (10) days of receiving \$2,000 in contributions.

- **Form 410 – Statement Type**

- Initial**

- Mark the “initial” box and enter the date the committee qualification was met. If the committee has not met the qualification threshold, mark the “initial” and “Not Yet Qualified” boxes.

- Qualification Threshold**

- The “date qualification threshold met” is the date the committee received contributions totaling \$2,000 or more during a calendar year.

- Amendment**

- If any of the information reported on an initial statement of organization changes:

- Mark the amendment box,
 - Include the committee’s ID number and name,
 - Provide the changed information, and
 - Complete the verification.

- **Additional Resources provided by the FPPC**

- [Fast Facts Campaign Basics Factsheet](#)
 - [Local Candidate / Committee Checklist](#)

Please read the back of each form to ensure you are naming your committee the proper way and following the required Fair Political Practices Commission (FPPC) guidelines. On the back of each FPPC form are instructions on how and when to file the Form. It is vital that before submitting any forms that you have read and understood the purpose of each form. This will assist you as you move farther along in the candidate qualification process.

Good Record Keeping

Candidates should review the FPPC Campaign Disclosure Manual 2 regarding record keeping. All money used for campaign purposes, including your personal funds, must be deposited into a separate campaign bank account prior to the expenditure. The only exception is the candidate statement fee.

Detailed records need to be kept for expenditures and contributions of \$25 or more. Your records should include:

- Date spent or received
- Dollar Amount
- Name and Address of Contributor (or Payee)
- Contributor’s Occupation and Employer (for contributions of \$100 or more)
- Description

Be sure to keep originals of canceled checks, vouchers, invoices, and keep photocopies of checks. Also be sure to keep dates and daily total of all expenditures and contributions. Records must be maintained for four years after the election.

FPPC Questions...

The City Clerk's Office is available to answer general election questions but at no time is permitted to offer legal advice. For questions regarding the completion of FPPC forms, please contact the FPPC by email at advice@fppc.ca.gov.

Candidate Open Nomination Period is July 13 – August 7, 2020

Every election starts with a “Nomination Period.” This is the period of time that begins 113 days before the day of the election and ends 88 days before election day. This is the only period of time during which you can obtain and return “nomination papers,” which are the forms you need to submit in order to run for office.

During the open Nomination Period an appointment to pull Nomination Papers is required and may be scheduled by contacting the City Clerk’s office at (805) 772-6568 or via email at cityclerk@morrobayca.gov. The deadline for filing Nomination Papers is August 7, 2020, by 5:00 p.m.

Nomination Extension Period

If an incumbent does not file their Nomination Papers by the deadline date of August 7, 2020, the Nomination Period for that office shall be extended until August 12, 2020, by 5:00 p.m. for candidates other than the incumbent.

Official Filing Requirements

Listed below is a checklist indicating various forms required, or recommended to be filed, for candidacy for the offices of Mayor or Council Member. These forms will be reviewed in detail during your appointment to pull Nomination Papers.

Forms to be submitted at time of filing:

1. Nomination Papers
2. Ballot Designation Worksheet
3. Candidate’s Statement of Qualifications
4. [Form 700](#) Statement of Economic Interest
5. [Form 501](#) Candidate Intention Statement
6. [Form 410](#) Recipient Committee Organization Statement
7. Candidate’s Statement and payment for printing costs (optional)
8. Code of Fair Campaign Practices (optional)

It is the obligation of each candidate to meet all filing requirements and deadlines. Candidates are encouraged to return the necessary forms prior to the established filing dates. **The Nomination Paper, Ballot Designation Worksheet, Candidate Statement of Qualifications, Candidate’s Statement and payment for estimated printing cost (if desired), Code of Fair Campaign Practices and Statement of Economic Interest (Form 700) must be filed at the same time.**

Withdrawing a Nomination

A candidate may withdraw his or her Nomination Papers at any time on or before the 88th day (August 7, 2020) prior to the Election Date for said office.

Other Important Information

- Election Calendar
- Political Campaign Sign Requirements
- Literature & Mass Mailing Requirements
- [Application for Voter Registration Information](#)

**FUNCTIONS OF THE CITY CLERK AND
THE SAN LUIS OBISPO COUNTY CLERK-RECORDER**

The City Clerk is the local elections official and responsible for the issuance and acceptance of nomination papers, the publication of necessary legal notices, campaign disclosure filings requirements, and City measures. Once the election season is over, the City Clerk is responsible for issuing the certificate of election and administering the oath of office to the successful candidates.

The City of Morro Bay has contracted with the San Luis Obispo County Clerk-Recorder to conduct the City's General Municipal Election on Tuesday, November 3, 2020. The Clerk-Recorder arranges for the printing and mailing of all necessary voter information and locates and staffs all the polling places. Additionally, the Clerk-Recorder is responsible for all Election Day activities, including the counting of the votes cast, and post-election activities such as the canvass of the returns and certification of election results.

County of San Luis Obispo
Tommy Gong, County Clerk-Recorder / Registrar of Voters
1055 Monterey Street, Suite D120
San Luis Obispo, CA 93408
Phone (805) 781-5080

NOMINATION PAPER PROCEDURES

Nomination Signatures:

Each candidate must be proposed by not less than 20 or more than 30 registered voters within the city limits of Morro Bay ([Election Code Section 10220](#)). You should secure more than the minimum number of signatures required, but no more than the maximum, to guard against falling short if one or more signatures are disqualified. Any person 18 years of age or older may circulate a nomination paper. **Only one person may circulate each nomination paper; the candidate may circulate his/her own nomination paper.**

No voter may sign more than one nomination paper for the same office, and in the event the voter does so, the voter's signature shall count on the first nomination paper filed which contains the voter's signature.

On the Affidavit of Nominee, each candidate will indicate how his/her name should appear on the ballot. This notation should be recognizable as the name under which the candidate is registered, though the two need not be identical. (Example; A candidate registered as "Jonathan William Smith" may use such variations as "John W. Smith", "John Smith", or "J. William (Bud) Smith".) No title or degree may appear on the same line on a ballot as the candidate's name ([Election Code Section 13106](#)). The candidate cannot change his/her ballot designation after the final date for filing nomination papers unless required by the City's Election Official. (See attached "Ballot Designation Requirements.")

Ballot Designation and Ballot Designation Worksheet:

The ballot designation is the word or group of words that will appear on the ballot under the candidate's name, designating the principal profession, vocation, or occupation of the candidate. Acceptable ballot designations are governed by [Elections Code Section 13107](#) and [Secretary of State Regulations](#). All candidates (except candidates for Justice of the State Supreme Court or Court of Appeal) may choose a ballot designation to appear immediately under their name on the ballot.

[Elections Code Section 13107.3](#) requires a ballot designation worksheet be completed and filed with the Election's Official **at the same time** that the candidate files his/her Declaration of Candidacy. The statute mandates that no designation will appear under the candidate's name on the ballot if the candidate fails to file the required ballot designation worksheet.

CANDIDATE'S STATEMENT OF QUALIFICATIONS

Each candidate for elective office may prepare a statement of qualifications to be included in the Sample Ballot Booklet and sent to every registered voter in the jurisdiction of the office. The statement is optional and not a requirement of filing for office. In accordance with [Resolution No. 52-20](#) each candidate is required to pay for the cost of translating and printing his/her candidate statement. The estimated Candidate Statement cost is \$160 for English only and \$420 for English and Spanish. Actual printing costs are not known until after the election; a refund or balance-due invoice will be sent to candidates as soon as those costs are known.

The statement **MAY** include:

- Name, Age, Occupation of the Candidate
- A brief description (no more than 200 words) of the candidate's education and qualifications expressed by the candidate in his/her own words (first person singular).

The statement **MAY NOT** include:

- The party affiliation of the candidate.
- Membership or activity in any partisan political organizations.
- References to other candidates for that office or to another candidate's qualifications, character, or activities. The elections official shall not cause to be printed, posted on an internet website or circulated any statement that the elections official determines is not so limited or that includes any reference prohibited by this section. ([EC §13308](#))

The statement must be **typed** and follow the format on the form. Boldface type, bullets, boxes, arrowheads, diamonds, asterisks, all capital letters, or underlining (including websites) are not allowed.

Candidates must file a signed certified copy of the statement as well as submit the statement electronically. The statement should be set out in block style paragraphs in type of uniform size (Arial Narrow, 10-point font) and darkness and with uniform spacing. Obvious spelling errors will be corrected; however, the candidate should proof the statement very carefully for spelling, punctuation and grammar, as it will be printed as submitted.

The statement may be **WITHDRAWN**, by the candidate in writing, **BUT NOT CHANGED**, during the nomination period or the extension of the nomination period for non-incumbents only - and until 5:00 p.m., on the next working day after the close of the nomination period or the next working day after the close of the extension of the nomination period for non-incumbents only.

Each candidate who files a statement of qualification will be required to pay deposit at the time the statement is filed to cover the cost of the printing and handling. The estimated deposit amount is an approximation of the actual cost and may be more or less than the estimate, depending on the actual number of candidates filing statements. **Accordingly, the elections official is not bound by the estimate and will bill the candidate for additional actual expense or refund any excess amount paid depending on the final actual cost.**

STATEMENT OF ECONOMIC INTEREST

Members of the Morro Bay City Council are required to file Statements of Economic Interest ([Form 700](#)) annually according to [Government Code Section 87200](#) of the Political Reform Act. Required disclosures include information regarding investments, income, loans, real estate and other economic information. These disclosures are available to the general public so that potential conflicts of interest can be avoided. In addition, if it is reasonably foreseeable that a decision of the City Council will have a material financial effect on certain financial interests held by you, or your immediate family, disqualification from making or participating in the decision may take place.

No later than the last day to file nomination papers, the candidate must file a Statement disclosing the nature of his or her investments, his or her interests in real property, and any income received during the immediately preceding 12 months. (Statement of Economic Interest, Form 700; Government Code Section [87201](#), [87206](#).) Incumbents who have filed such a statement with the City in the last 60 days prior to filing nomination papers need not file again.

If you have any questions regarding any of these forms, please contact the FPPC by email at advice@fppc.ca.gov.

POLITICAL CAMPAIGN SIGNS

The requirements for Political Campaign Signs, as stated in [Morro Bay Municipal Code](#) are as follows:

5.40.090 - Posting on public property.

No person, except a public officer or employee in performance of a public duty, shall place or fasten any handbill, sign, poster or notice of any kind on any lamp post, pole, hydrant, bridge, wall, tree or other object in any public place, except as may be required or allowed by law.

17.68.040 - Advertising on city property.

No person, except a public officer in performance of a public duty, shall paste, post, print, nail, tack, suspend or otherwise affix or place any card, banner, handbill, sign, poster, flag, advertisement or notice of any kind over any sidewalk, alley, street, land, park or other public place or property of the city, except as may be required by other city, county, state or national regulations, or without first obtaining the approval of the planning director. Application for such approval shall be made in writing stating the manner of intended use the method of erection and the purpose of intended use and the length of time requested. The director may require an exception permit or such other required permit prior to approving such uses.

You are reminded, signs are not allowed in public right-of-way or on public property; violation of the Code constitutes a misdemeanor ([MBMC Section 17.68.160.](#)) You should also obtain permission before placing a sign on private property; making sure the sign is behind the private property line.

The City often receives complaints that campaign signs have been defaced and/or removed from private property. Campaign signs represent the personal property of the candidate and/or election committee. When posted on private property (as required), the signs further constitute the personal property of the owner/tenant consenting to such posting. The damage, defacing, or destruction of personal property not one's own, constitutes vandalism ([California Penal Code Section 594](#)); and stolen personal property represents theft or larceny ([California Penal Code Section 484](#)). Depending upon the cost, imprisonment and/or fines are associated penalties for vandalism and theft (e.g., one-year jail; \$1,000 fine.)

Please inform your committee members and supporters of the consequences of these actions and your personal non-support of such practices. Your leadership in this regard will enhance the opportunity for the Morro Bay voters to more fully express their choices.

Questions on requirements or permits for signs outside the City limits or on State Highways should be referred to the [State Department of Transportation, Outdoor Advertising Branch](#).

**CITY OF MORRO BAY
MUNICIPAL ELECTION CALENDAR
Tuesday, November 3, 2020**

<u>Date</u>	<u>Objective</u>	<u>Code Sections</u>
June 23	Resolution calling election and requesting consolidation with County on Council agenda	EC 10403
June 30	Prepare Notice of Election for publication in <u>July 9 edition of the New Times</u>	EC 12101
July 31	Last day to file Semi-Annual Campaign Statement Form 470 (2020 Calendar Year) or Form 460 (covering January 1 – June 30)	GC 84200
July 13 – August 7	Nomination papers to be obtained and filed with City Clerk	EC 10220
	Candidate Statements, if desired, must be filed at same time as nomination papers; must remain confidential until expiration of filing period	EC 13307
	Disclosure of Economic Interests must be filed at the same time as nomination papers	GC 87200
	Code of Fair Campaign Practices must be issued to each candidate, to be completed and filed at candidate’s option	EC 20440
August 8 - August 12	Extended nomination period for Non-Incumbents only; if an incumbent failed to file nomination papers by the 88th day, any other qualified person may obtain and file nomination papers	EC 10225
August 8	Last day Candidate Statement may be withdrawn, but not changed, during the period for filing nomination papers for candidates filing by the August 7 deadline	EC 13307

<u>Date</u>	<u>Objective</u>	<u>Code Sections</u>
August 13	Last day Candidate Statement may be withdrawn, but not changed, during the period for filing nomination papers for candidates filing by the August 12 deadline	EC 13307
August 13 - August 22	10-day public review of voter pamphlet material; (i.e., candidate statements)	EC 13313
August 13	Secretary of State to draw randomized alphabet; determines placement of candidate's name on ballot	EC 13112
Sept 24	Last day to file first Pre-Election Campaign Statement (covering July 1 – Sept 19)	GC 84200.8
Sept 7 - Oct 20	Period during which write-in candidates may obtain and file nomination papers at the office of the City Clerk	EC 8601
Oct 5	First day Vote-by-Mail ballots are available	EC 3001 , 3003
Oct 18	Prepare Notice of Nominees for publication in <u>Oct 22 edition of the New Times</u>	EC 12110
Oct 19	15 Day Close of Registration – voters registering between Oct 5 and Oct 19 will receive notification of their polling place but will not receive any other voter information	EC 2102
Oct 22	Last day to file second Pre-Election Campaign Statement (Sept 20 – Oct 17)	GC 84200.8
Nov 3	<u>ELECTION DAY.</u> Polls open 7:00 am – 8:00 pm	
Dec 3	Deadline for County Clerk to complete official canvass and prepare certified statement of the results and forward to City	EC 15400
Feb 1	Last day to file Semi-Annual Campaign Statement (Oct 18 – Dec 31)	GC 84200
Within 24 Hours	Late Contribution and Independent Expenditures of \$1,000 or more (Aug 5 – Nov 3) (Form 497/496)	

**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 <i>another</i> 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.

Fair Political Practices Commission

- **Form 470:** Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2020 and do not have an open committee must file Form 470 on or before September 24, 2020. If, later during the calendar year, the candidate raises or spends \$2,000 or more, a Form 470 Supplement and a Form 410 must be filed.
- **Independent Expenditures:** Committees making independent expenditures totaling \$1,000 or more to support or oppose other candidates or ballot measures also file:
 - [462](#): This form must be e-mailed to the FPPC within 10 days.
 - [496](#): This form is due within 24 hours if made in the 90-day, 24-hour reporting period of the candidate's or measure's election. Refer to the applicable filing schedule. Form 496 is filed with the filing officer in the jurisdiction of the affected candidate or measure.
- **After the Election:** Reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open. See [Campaign Disclosure Manual 2](#) for additional information.
- **Public Documents:** All statements are public documents.
- **Resources:** Campaign manuals and other instructional materials are available [here](#). Or, visit www.fppc.ca.gov > Learn > [Campaign Rules](#).

SAMPLE FORMS

BALLOT DESIGNATION WORKSHEET

Pursuant to California Elections Code Section 13107, 13107.3, 13107.5; California Code of Regulations Section 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 PUBLIC RECORD.**

Candidate Name: _____

Office of: _____

Home Address: _____

Mailing Address: _____

Business Address: _____

Business Phone: _____ Home/Mobile Phone: _____

Fax Number: _____ E-Mail : _____

Other Person Authorized to Act in Your Behalf or Not Applicable:

Attorney Name: _____ Office: _____

Home Address: _____

Business Address: _____

Mailing Address: _____

Business Phone: _____ Home/Mobile Phone: _____

Fax Number: _____ E-Mail : _____

PROPOSED BALLOT DESIGNATION: _____

1st Alternative: _____

2nd Alternative: _____

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

- (a) Your current principal profession(s), vocation(s), or occupation(s) [maximum total of three words, separated by a "/"].
- (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 a different office.
- (d) "Incumbent" if you were elected (or, if you are a Superior Court Judge, appointed you are a candidate for the same office that you hold) to your current public office and seek election to a new term.
- (e) "Appointed Incumbent" if you were appointed to your current elective public office (other than Superior Court Judge) and seek election to a new term.

In the space provided on the next page or on an attachment sheet, describe why you believe you are entitled to use the proposed ballot designation. 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. Attach any documents or exhibits that you believe support your proposed ballot designation. If using the title of an elective office, attach a copy of your certificate of election or appointment. These documents will not be returned to you. **Do not submit originals.**

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.

**REMEMBER, IT IS YOUR RESPONSIBILITY TO JUSTIFY
YOUR PROPOSED BALLOT DESIGNATION AND PROVIDE ALL REQUESTED DETAILS.**

For your reference, following page 6 are Elections Code Sections 13107 - 13107.5 and California Code of Regulations (CCR) Section 20711. You may also wish to consult Elections Code Section 13107.5 ("community volunteer") and CCR Sections 20712 - 20719 (found at www.sos.ca.gov).

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 (1st PVO):

Current or Most Recent Job Title: _____ Start Date: _____ End Date: _____

Employer Name or Business: _____

Person(s) Who Can Verify this Information:

Name(s): _____ Phone Number: _____

E-Mail: _____

Name(s): _____ Phone Number: _____

E-Mail: _____

Justification for use of proposed ballot designation (2nd PVO):

Current or Most Recent Job Title: _____ Start Date: _____ End Date: _____

Employer Name or Business: _____

Person(s) Who Can Verify this Information:

Name(s): _____ Phone Number: _____

E-Mail: _____

Name(s): _____ Phone Number: _____

E-Mail: _____

EXPIRES: December 31, 2020

Before signing below, answer the following questions:

Does your proposed ballot designation:

- Use only a portion of the title of your current elected office? Yes No
- Use only the word "Incumbent" for an elective office (other than Superior Court Judge) to which you were appointed? Yes No
- Use more than three total words for your principal professions, vocations or occupations? Yes No
- Suggest an evaluation of you, such as outstanding, leading, expert, virtuous, or eminent? Yes No
- Refer to a status (Veteran, Activist, Founder, Scholar), rather than a profession, vocation or occupation? Yes No
- Abbreviate the word "retired"? Yes No
- Place the word "retired" after the words it modifies? Example: Accountant, retired Yes No
- Use any word or prefix (except "retired") such as "former" or "ex-" to refer to a former profession, vocation or occupation? Yes No
- Use the word "retired" along with a current profession, vocation or occupation?
Example: Retired Firefighter/Teacher Yes No
- Use the name of a political party or political body? Yes No
- Refer to a racial, religious, or ethnic group? Yes No
- Refer to any activity prohibited by law? Yes No

**If the answer is to any of these questions is "Yes,"
your proposed Ballot Designation is likely to be rejected.**

Candidate's Signature: _____

Date: _____

EXPIRES: December 31, 2020

***CANDIDATE RETAINS THIS INFORMATION!**

For your reference, the relevant provision of the Elections Code are reproduced below:

Section 13107. Ballot Designation Requirements.

(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.

(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.

For your reference, the relevant provisions of the Elections Code section are reproduced below (cont.):

(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.

(i) In all cases, the words so used shall be printed in a manner consistent with the space requirements of Sections 13207 and 13211.

(j) If a foreign language translation of a candidate's designation is required under the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10101 et seq.), as amended, to appear on the ballot in addition to the English language version, it shall be as short as possible, as consistent as is practicable with this section, and shall employ abbreviations and initials wherever possible in order to avoid undue length.

Section 13107.3 Ballot Designation Worksheet in format prescribed by Secretary of State.

(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.

Section 13107.5 Ballot Designation of "community volunteer."

(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, the relevant provision of the California Code of Regulations is reproduced below:

Section 20711 Ballot Designation Worksheet, California Code of Regulations.

(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;

For your reference, the relevant provisions of the California Code of Regulations section are reproduced below (cont.):

- (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'S STATEMENT OF QUALIFICATIONS

(Elections Code Sections 13307, 13308, 13309, 13311)

Candidate Name: _____

For the Office of: _____

November 3, 2020 Presidential General Election.

Date Statement Received and paid _____.

It has been determined that the cost of the statement is the responsibility of the candidate. The estimated cost of printing the statement is English Only \$160.00 English & Spanish \$420.00

INSTRUCTIONS:

Carefully read and complete the information below. Return this form, a hard copy of the statement and an emailed electronic word version of your statement in the Candidate Statement template provided to you. The hard copy and electronic version must match. Please email the electronic copy of the statement to the following email address tbisantz@co.slo.ca.us

NOTICE TO CANDIDATE: This statement may include your age, occupation and a description of your education and qualifications **not to exceed 200 words**. The statement must be written in the first person singular. All statements will be printed in uniform style and type size. Please type your statement in upper and lower case. Check the statement carefully for errors in spelling punctuation and grammar before filing as your statement will be printed exactly as submitted by you. Once the candidate statement is filed, no changes can be made. The statement may be withdrawn, but not changed, up until 5:00p.m. of the next working day after the close of the nomination period.

CANDIDATE: PLEASE READ BELOW BEFORE SIGNING.

- PURSUANT TO ELECTIONS CODE SECTIONS 13307 & 13308, I state that I prepared the attached statement which is to be printed in the Voter's pamphlet and mailed to each registered voter in my district. I understand the deposit amount is only an estimate of the actual cost that may be significantly more or less than the estimate, depending on the number of candidates electing to file statements. Accordingly, the election official will bill me for any additional expense or refund any excess amount paid depending on the final actual cost. I further state that I will pay for my prorated cost of the statement at such time as required by the elections official.
- I am indigent and unable to pay for my prorated costs in advance. Attached is a financial disclosure statement pursuant to Elections Code Section 13309 and a release authorizing you to obtain a copy of my most recent federal tax form. I certify under penalty of perjury under the laws of the State of California that the financial statement is true and correct.
- I DO NOT WANT to file a candidate statement.

CHECK THE APPROPRIATE BOXES FOR PRINTING OPTIONS

- SPANISH** - San Luis Obispo is not a language requirement county under the Federal Voting Rights Act. If you check this box it indicates that you wish to have your statement translated and printed in Spanish in addition to English. The cost of the Spanish statement is in addition to the cost of the English statement.
- WITHDRAWAL OF STATEMENT** -If no other candidate for the same office has filed a statement of qualifications, I authorize withdrawal of my statement of qualifications.

(Print Name as signed)

(Signature of Candidate)

(Address of Candidate)

(Date of signing)

CANDIDATE'S STATEMENT INFORMATION SHEET

Please type using regular lowercase letters, do not use all CAPS.
Type your statement clearly and legibly - DO NOT handwrite or print.

Section 13307 of the Elections Code of the State of California sets forth guidelines for candidate's statements.
Please follow them:

1. The statement of each candidate shall be printed in type of uniform size and darkness and with uniform spacing.
2. The statement shall not include any party affiliation or membership or activity in partisan political organizations.
3. Reference to other candidates for that office or to another candidate's qualifications, character, or activities are prohibited.
4. Your statement will be printed as submitted; therefore you are advised to carefully check for errors in punctuation and grammar. Spelling however, will be corrected by the computer automatically.
5. Remember to sign this form and any supplemental sheets if used and attach them to your statement. If you wish to have a foreign language translation of your statement prepared for printing in the Voter's Pamphlet, be sure to check the space(s) provided on the front of this form.

WORD COUNT STANDARDS

As stated in Section 9 of the Elections Code.

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

- (1) Punctuation is not counted.
- (2) Each word shall be counted as one word except as specified in this section.
- (3) All proper nouns, including geographical names, shall be considered as one word; for example, "City and County of San Francisco" shall be counted as one word.
- (4) Each abbreviation for a word, phrase, or expression shall be counted as one word. *E.G. UCLA, PTA, L.A.P.D.*
- (5) Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
- (6) Dates shall be counted as one word, in either format, i.e. *April 10, 1990* or *4/10/90*.
- (7) Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as "one," shall be considered as a separate word or words. "One" shall be counted as one word whereas "one hundred" shall be counted as two words. "100" shall be counted as one word.
- (8) Telephone numbers shall be counted as one word.
- (9) Internet web site and email addresses shall be counted as one word.

(b) This section shall not apply to counting words for ballot designations under Sections 13107, and 13107.5 ("community volunteer").

FOR MEMBER OF THE CITY COUNCIL

JOHN SMITH

Age: 45

Occupation: Businessman

I have been a 30 year resident of this City and thoroughly enjoy living here. I would like to increase citizen education and police resources to stop the gang and graffiti activity that are overtaking our city.

I would like to implement environmental standards for cleaner water and air quality.

I respectfully ask for your support and thank those of you who cast your vote for me. A vote for me is a vote for a better City Council.

/s/ John Smith

SAMPLE OF STATEMENT FORMAT



Please use 10 pt type, uniform style.

STATEMENT OF CANDIDATE FOR
MAYOR
City of Morro Bay

CANDIDATE NAME

Age: (optional) XX

Occupation: <Ballot Designation, or more descriptive; not to exceed 1 line>

Education and Qualifications: <Word count begins here>

Notes: 10-point Arial Narrow font, do not change Margins/Line Spacing. Block style paragraphs (no multiple single sentence paragraphs, no lists/enumerations, no indentions)

Statement may include a brief description, no more than 200 words (Voter Nominated offices) or no more than 200 words (Non-Partisan offices) of the candidate's education and qualifications expressed by the candidate in his/her own words (first person singular).

Statement may not include party affiliation, membership/activity in any partisan political organizations, and shall not reference other candidates for the office or to another candidate's qualifications, character, or activities.

CODE OF FAIR CAMPAIGN PRACTICES

(Division 20, Chapter 5, Elections Code.)

Chapter 5. Fair Campaign Practices

Article 1. General Intent

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

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

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

Article 2. Definitions

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

Article 3. Code of Fair Campaign Practices (summary)

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

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

The text of the Code shall read, as follows: **(See "CODE OF FAIR CAMPAIGN PRACTICES" on reverse side).**

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

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

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

CODE OF FAIR CAMPAIGN PRACTICES

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

THEREFORE:

(1) **I SHALL CONDUCT** my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing without fear or favor the record and policies of my opponents or political parties that merit this criticism.

(2) **I SHALL NOT USE OR PERMIT** the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or his or her personal or family life.

(3) **I SHALL NOT USE OR PERMIT** any appeal to negative prejudice based on a candidate's actual or perceived race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age, sexual orientation, sex, including gender identity, or any other characteristic set forth in Section 12940 of the Government Code, or association with another person who has any of the actual or perceived characteristics set forth in Section 12940 of the Government Code.

(4) **I SHALL NOT USE OR PERMIT** any dishonest or unethical practice that tends to corrupt or undermine our American system of free elections, or that hampers or prevents the full and free expression of the will of the voters including acts intended to hinder or prevent any eligible person from registering to vote, enrolling to vote, or voting.

(5) **I SHALL NOT** coerce election help or campaign contributions for myself or for any other candidate from my employees.

(6) **I SHALL IMMEDIATELY AND PUBLICLY REPUDIATE** support deriving from any individual or group that resorts, on behalf of my candidacy or in opposition to that of my opponent, to the methods and tactics that I condemn. I shall accept responsibility to take firm action against any subordinate who violates any provision of this code or the laws governing elections.

(7) **I SHALL DEFEND AND UPHOLD** the right of every qualified American voter to full and equal participation in the electoral process.

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

Signature

Date

Printed Name

November 3, 2020

Date of Election

EXPIRES: December 31, 2020

LITERATURE REQUIREMENTS

Section 16. Elections Code

A copy of Section 84305 of the Government Code shall be provided by the elections official to each candidate or his or her agent at the time of filing the declaration of candidacy and to the proponents of a local initiative or referendum at the time of filing the petitions.

MASS MAILING REQUIREMENTS

Section 84305. Government Code

(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 84504.2 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 meanings:

(1) "Mass electronic mailing" means sending more than 200 substantially similar pieces of electronic mail within a calendar month. "Mass electronic mailing" does not include a communication that was solicited by the recipient, including, but not limited to, acknowledgments for contributions or information that the recipient communicated to the organization.

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

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

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

EXPIRES: December 31, 2020

PENAL PROVISIONS - ELECTION CAMPAIGNS

Section 18303. Election Code

Every person who violates Section 84305 of the Government Code relating to mass mailing is subject to the penal provisions set forth in Chapter 11 (commencing with Section 91000) of Title 9 of the Government Code.

Section 91000. Government Code

- (a) Any person who knowingly or willfully violates any provision of this title is guilty of a misdemeanor.
- (b) In addition to other penalties provided by law, a fine of up to the greater of ten thousand dollars (\$10,000) or three times the amount the person failed to report properly or unlawfully contributed, expended, gave or received may be imposed upon conviction for each violation.
- (c) Prosecution for violation of this title must be commenced within four years after the date on which the violation occurred.

Section 91001. Government Code

- (a) The Attorney General is responsible for enforcing the criminal provisions of this title with respect to state agencies, lobbyists and state elections. The district attorney of any county in which a violation occurs has concurrent powers and responsibilities with the Attorney General.
- (b) The civil prosecutor is primarily responsible for enforcement of the civil penalties and remedies of this title. The civil prosecutor is the commission with respect to the state or any state agency, except itself. The Attorney General is the civil prosecutor with respect to the commission. The district attorneys are the civil prosecutors with respect to any other agency. The civil prosecutor may bring any civil action under this title which could be brought by a voter or resident of the jurisdiction. Upon written authorization from a district attorney, the commission may bring any civil action under this title which could be brought by a voter or resident of the jurisdiction. Under such circumstances, Section 91007 shall not apply to the commission.
- (c) Whether or not a violation is inadvertent, negligent or deliberate, and the presence or absence of good faith shall be considered in applying the remedies and sanctions of this title.

DEFINITION OF MASS MAILING AND SENDER

Section 18435. California Code of Regulations

(a) A "mass mailing" has been made when over two hundred substantially similar pieces of mail have been sent within a calendar month.

(b) The sender, as used in Section 84305, is the candidate or committee who pays for the largest portion of expenditures attributable to the designing, printing, and posting of the mailing which are reportable under Sections 84200 through 84217.

(c) The identification required by Section 84305 must be preceded by the words "Paid for by." These words must be presented in the same size and color as the identification required by Section 84305, and must be immediately adjacent to and above or immediately adjacent to and in front of the required identification unless otherwise specified by statute.

Note: Authority cited: Section 83112, Government Code. Reference: Sections 82041.5 and 84305, Government Code.

Section 18435.5. California Code of Regulations

(a) Section 84305.5 requires a slate mailer to identify the slate mailer organization or committee sending the slate mailer, and to designate by an asterisk (*) each candidate and each ballot measure supported or opposed in a slate mailer for which payment of \$100 or more has been received by the organization or committee (either from the candidate, ballot measure committee, or from any other person "at the behest" of a candidate or ballot measure committee as defined in Regulation 18225.7).

(b) To ensure that it is easily legible, the Notice to Voters required by Section 84305.5 shall appear with a reasonable degree of color contrast between the background and the statement and must appear on a plain background, not superimposed over an illustration or a patterned background. Examples of a reasonable degree of color contrast that would meet the standard required by Section 84305.5 are when the disclaimer is printed in black text on a white background or a similar degree of color contrast between the background and the text of the disclaimer.

(c) **Slate Mailers in Multiple Languages.** The Notice to Voters in a slate mailer shall appear in English. In addition, if all or a significant portion of the slate mailer appears in a language other than English, the Notice to Voters must also appear in that language.

(d) In addition to applying to slate mailers sent by traditional mail, the slate mailer identification and disclaimer requirements of Section 84305.5 apply to slate mailers distributed electronically.

Note: Authority cited: Section 83112, Government Code. Reference: Section 84305.5, Government Code.



COUNTY OF SAN LUIS OBISPO
OFFICE OF THE CLERK-RECORDER

Tommy Gong - County Clerk Recorder

APPLICATION FOR CONFIDENTIAL VOTER REGISTRATION INFORMATION

Pursuant to Elections Code §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, purchase, or use voter registration information must be accompanied by this application.

Name of Applicant (First, Middle, Last): ID # (Driver's Lic. #, State and Expiration Date):

E-mail: Phone:

Residence Address (No PO Box):

Mailing Address (If different from Residence Address):

IF OBTAINING INFORMATION ON BEHALF OF SOMEONE ELSE:

Name of Campaign, Person, Group, or Organization Requesting Information:

E-mail: Phone:

Residence or Business Address:

INFORMATION REQUESTED/PURPOSE

Please select the purpose for your request:

- ELECTION JOURNALISTIC SCHOLARLY POLITICAL RESEARCH GOVERNMENTAL

Specific Information Requested:

Explain in detail the intended use of this information (If more space needed, attach an additional page):

The aforementioned voter registration information set forth in Affidavits of Registration or derived from computer terminals, electronic data processing tapes or disks, printed labels, and/or computer-printed listings will be used only for election, scholarly, journalistic, political, or governmental purposes as determined by the Secretary of State and in accordance with Elections Code §§2188 and 2194. The information (or a portion or copy thereof) will not be sold, leased, loaned, or given to any person, organization, or agency, without first receiving written authorization to do so from the Secretary of State or the County Elections Official.

I certify, under penalty of perjury, that the information on this form is true and correct under the laws of the State of California:

DATE: PLACE OF SIGNING:

SIGNATURE (Full Name as Above):

NOTE: A new application and copy of your DL or ID card must be submitted with each request.

FOR OFFICE USE ONLY

ID CHECKED BY: RECEIPT #:
NUMBER OF VOTERS: TOTAL COST:

APPLICABLE ELECTION CODE SECTIONS

Elections Code §2188:

- (a) Any application for voter registration information available pursuant to law and maintained by the Secretary of State or by the elections official of any county shall be made pursuant to this section.
- (b) The application shall set forth all of the following:
- (1) The printed or typed name of the applicant in full.
 - (2) The complete residence address and complete business address of the applicant, giving street and number. If no street or number exists, a postal mailing address as well as an adequate designation sufficient to readily ascertain the location.
 - (3) The telephone number of the applicant, if one exists.
 - (4) The number of the applicant's driver's license, state identification card, or other identification approved by the Secretary of State if the applicant does not have a driver's license or state identification card.
 - (5) The specific information requested.
 - (6) A statement of the intended use of the information requested.
- (c) If the application is on behalf of a person other than the applicant, the applicant shall, in addition to the information required by subdivision (b), set forth all of the following:
- (1) The name of the person, organization, company, committee, association, or group requesting the voter registration information, including their complete mailing address and telephone number.
 - (2) The name of the person authorizing or requesting the applicant to obtain the voter registration information.
- (d) The elections official shall request the applicant to display his or her identification for purposes of verifying that identifying numbers of the identification document match those written by the applicant on the application form.
- (e) The applicant shall certify to the truth and correctness of the content of the application, under penalty of perjury, with the signature of his or her name at length, including given name, middle name or initial, or initial and middle name. The applicant shall state the date and place of execution of the declaration.
- (f) Completed applications for voter registration information shall be retained by the elections official for five years from the date of application.
- (g) This section shall not apply to requests for information by elections officials for election purposes or by other public agencies for governmental purposes.
- (h) The Secretary of State may prescribe additional information to be included in the application for voter registration information.
- (i) A county may not provide information for any political subdivision that is not wholly or partially contained within that county.

Election Code §2194:

- (a) Except as provided in Section 2194.1, the affidavit of voter registration information identified in Section 6254.4 of the Government Code:
- (1) Shall be confidential and shall not appear on any computer terminal, list, affidavit, duplicate affidavit, or other medium routinely available to the public at the county elections official's office.
 - (2) Shall not be used for any personal, private, or commercial purpose, including, but not limited to:
 - (A) The harassment of any voter or voter's household.
 - (B) The advertising, solicitation, sale, or marketing of products or services to any voter or voter's household.
 - (C) Reproduction in print, broadcast visual or audio, or display on the Internet or any computer terminal unless pursuant to paragraph (3).
 - (3) Shall be provided with respect to any voter, subject to the provisions of Sections 2166, 2166.5, 2166.7, and 2188, to any candidate for federal, state, or local office, to any committee for or against any initiative or referendum measure for which legal publication is made, and to any person for election, scholarly, journalistic, or political purposes, or for governmental purposes, as determined by the Secretary of State.
- (b) (1) Notwithstanding any other law, the California driver's license number, the California identification card number, the social security number, and any other unique identifier used by the State of California for purposes of voter identification shown on the affidavit of voter registration of a registered voter, or added to voter registration records to comply with the requirements of the federal Help America Vote Act of 2002 (52 U.S.C. Sec. 20901 et seq.), are confidential and shall not be disclosed to any person.
- (2) Notwithstanding any other law, the signature of the voter shown on the affidavit of voter registration or an image thereof is confidential and shall not be disclosed to any person, except as provided in subdivision (c).
- (c) (1) The home address or signature of any voter shall be released whenever the person's vote is challenged pursuant to Sections 15105 to 15108, inclusive, or Article 3 (commencing with Section 14240) of Chapter 3 of Division 14. The address or signature shall be released only to the challenger, to elections officials, and to other persons as necessary to make, defend against, or adjudicate the challenge.
- (2) An elections official shall permit a person to view the signature of a voter for the purpose of determining whether the signature matches a signature on an affidavit of registration or an image thereof or a petition, but shall not permit a signature to be copied.
- (d) A governmental entity, or officer or employee thereof, shall not be held civilly liable as a result of disclosure of the information referred to in this section, unless by a showing of gross negligence or willfulness.
- (e) For the purposes of this section, "voter's household" is defined as the voter's place of residence or mailing address or any persons who reside at the place of residence or use the mailing address as supplied on the affidavit of registration pursuant to paragraphs (3) and (4) of subdivision (a) of Section 2150.

VOTER FILE TYPES

File Type	Report Type and Description	Contents	Fee
<p>Precinct Walking List</p>	<p>R708.01: A printed list or PDF file (please specify) of voters in order of home precinct, and then in order of street name and number. File may be printed with separate Even and Odd sides of the street or may be combined.</p>	<p>Name, Residence Address, Home Precinct, Party Preference, Phone #</p>	<p>\$0.50 per 1,000 names</p>
<p>Voter File (specify with or without voter history)</p>	<p>Multi-Purpose Voter File Export: All registered voters in the specified district or countywide.</p> <p>Tab Delimited format unless otherwise specified.</p>	<p>All voter information included</p>	<p>\$45.00 set up \$0.50 per 1,000 names \$1.00 on email or \$2.00 on CD</p>
<p>Vote-by-Mail (VBM) File:</p> <ol style="list-style-type: none"> 1. All VBM Voters (Issued and Returned ballots) 2. Returned Ballots Only 3. Issued Ballots Only <p>(Available beginning 30 days before an election)</p>	<p>AV Multi-Purpose Flat File:</p> <p>Voters issued VBM ballots during an election, permanent or single request.</p> <p>Tab Delimited format unless otherwise specified.</p>	<p>Voters issued VBM ballots with information including the date entered and date returned.</p> <p>Single file with both issued and returned ballots recommended.</p>	<p>\$45.00 set up \$0.50 per 1,000 names \$1.00 on email or \$2.00 on CD</p>