Los Angeles County
Registrar-Recorder/County Clerk

Candidate Handbook and Resource Guide

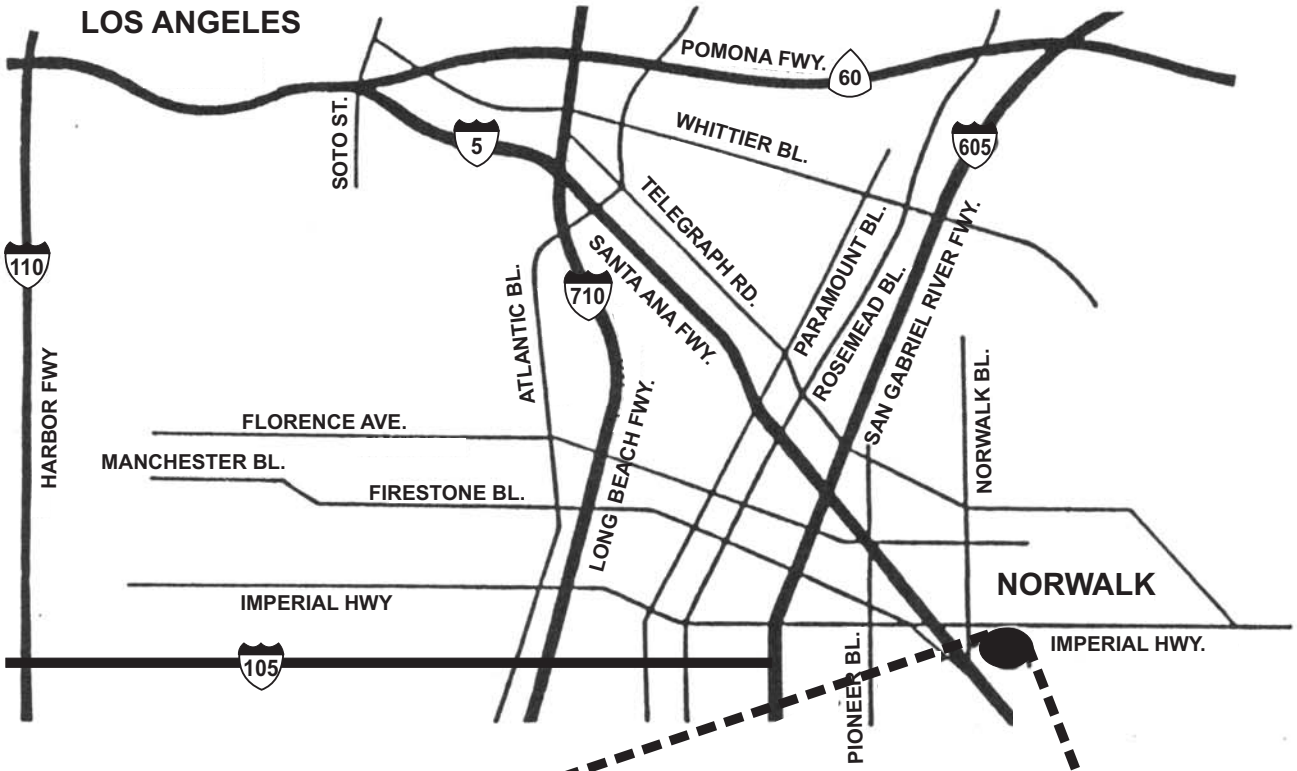
General Election

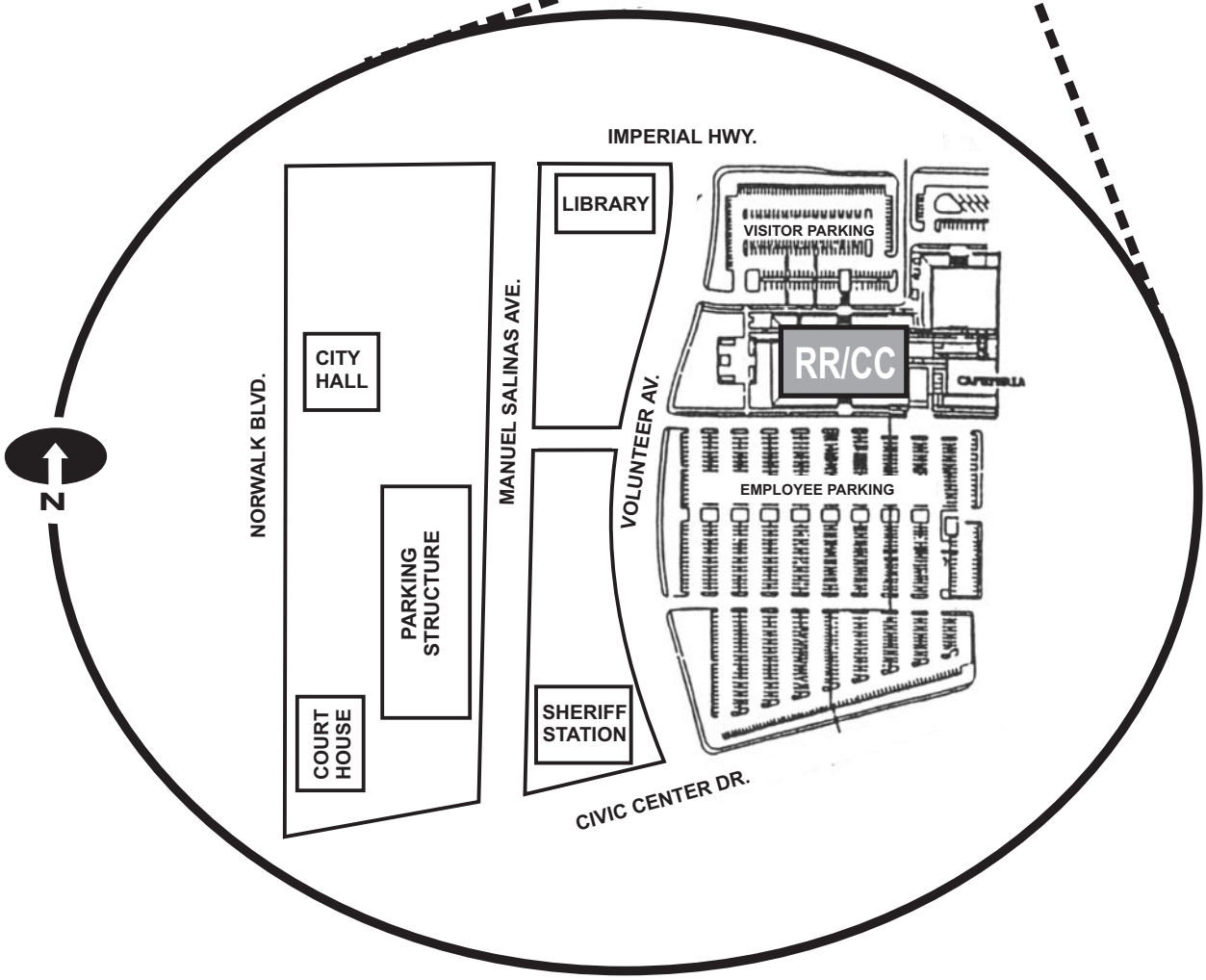
NOVEMBER 8, 2022

Prepared by
The Election Coordination Unit

LAVOTE.GOV

COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK
12400 IMPERIAL HWY., NORWALK, CA 90650





LOS ANGELES COUNTY
REGISTRAR-RECORDER/COUNTY CLERK

DEAN C. LOGAN
Registrar-Recorder/County Clerk

TO: Candidates, Campaign Managers and other Interested Parties

FROM: Dean C. Logan, Registrar-Recorder/County Clerk

SUBJECT: **CANDIDATE HANDBOOK AND RESOURCE GUIDE**
NOVEMBER 8, 2022 GENERAL ELECTION

This Candidate Handbook and Resource Guide has been prepared to assist candidates filing for offices in the November 8, 2022 General Election. The handbook provides a general overview of major events and valuable information related to critical deadlines for the candidate filing process, guidelines for candidate statements, and campaign finance disclosure filing requirements.

We hope that you will find the current handbook format to be both informative and useful. Please review the information provided in this handbook carefully. Section 1 includes general candidate filing information and Section 2 includes election and campaign information. Online access to this handbook is available on our website, **www.lavote.gov.** Daily listings of candidates filing for elective offices will also be posted to the website for public access.

Our office staff is committed to providing the best possible service to you, your campaign staff and the voters of Los Angeles County. If you have questions or comments regarding items you would like to suggest for future candidate handbooks, please write a letter, send an e-mail to DLogan@rrcc.lacounty.gov or call me at (562) 462-2716.

For additional information regarding the election, consult our website or call 1-800-815-2666 option 4.

NOTICE

This Candidate Handbook and Resource Guide has been prepared to assist you in filing documents relating to the election. It includes a calendar of events and summary of provisions and filing requirements. It is not intended to provide legal advice and is for general guidance only.

Please note that it is not within the purview of this office to determine whether a candidate meets the requirements for holding office. Individuals with questions concerning their own or other candidate qualifications or other related matters should seek legal counsel.

Candidates and others using this Candidate Handbook and Resource Guide must bear full responsibility to make their own determinations as to all legal standards, duties and factual material contained therein.

SECTION 1

TABLE OF CONTENTS

Section 1 Candidate Filing

GENERAL INFORMATION
Requirements, Term of Office, and Additional Information ..... i-ii

CHAPTER 1: CALENDAR OF EVENTS 1-19

CHAPTER 2: FILING PROCEDURES 20-30
General Information on Candidate Filing Procedures 20
Extension of Nomination Period 20
Candidate Withdrawal 20
Name to Appear on the Ballot 21
Ballot Designation Provisions 22-24
Candidate Nomination Process 25-30

CHAPTER 3: CANDIDATE STATEMENTS 31-39
Candidate Statements 31
Format and Style Information 32-33
Candidate Statement Forms 33
Translations 34
Indigent Candidates 34
Public Examination Period 34
Notice to Persons Submitting Candidate Statements 35
Word Counting Guidelines 36

CHAPTER 4: WRITE-IN CANDIDATES 37-38
General Information for Write-In Candidates 37
Filing Deadline 37
Election Results for Write-In Candidates 38
Write-In Candidates To Be Elected 38

GENERAL INFORMATION

REQUIREMENTS

TERM OF OFFICE

ADDITIONAL INFORMATION

GENERAL INFORMATION

REQUIREMENTS	TERM OF OFFICE BEGINS
DIRECTOR – CALIFORNIA WATER DISTRICT Each director shall be a registered voter of the division at the time nomination documents are issued. (Water Code § 35055 and E. C. § 201)	**Friday at noon, December 2, 2022** (Water Code § 35057 and E.C.§ 10505)
DIRECTOR – COMMUNITY SERVICES DISTRICT Each director shall be a registered voter of the district at the time nomination documents are issued. (Govt. Code § 61040 and E. C. § 201)	**Friday at noon, December 2, 2022** (Govt. Code § 61042 and E.C.§ 10505)
DIRECTOR – COUNTY WATER DISTRICT Each director shall be a registered voter of the district or division, if applicable, at the time nomination documents are issued. (Water Code § 30500 and E. C. § 201)	**Friday at noon, December 2, 2022** (Water Code § 30502 and E.C.§ 10505)
DIRECTOR — HEALTH CARE DISTRICT Each director shall be a registered voter of the district at the time nomination documents are issued. (Health and Safety Code § 32100 and E.C. § 201)	**Friday at noon, December 2, 2022** (Health and Safety Code § 32100.5 and E.C. § 10554)
DIRECTOR – IRRIGATION DISTRICT Each director shall be a voter and landowner of the district and a resident of the division, at the time nomination documents are issued or appointment is made. (Water Code § 21100 and E. C. § 201)	**Friday at noon, December 2, 2022** (Water Code § 21101 and E.C.§ 10505)
TRUSTEE – LIBRARY DISTRICT Each trustee shall be a registered voter of the district at the time nomination documents are issued. (Ed. Code § 19611 and E. C. § 201)	**Friday, November 25, 2022 (Incorporated)** **Friday, December 2, 2022 (Unincorporated)** (Ed. Code §§ 19422 ,19510 and 19700)
DIRECTOR — MUNICIPAL WATER DISTRICT Each director shall be a registered voter of the district or division, if applicable, at the time nomination documents are issued. (Water Code §§ 71250 and 71501 and E.C. § 201)	**Friday at Noon, December 2, 2022** (Water Code §§ 71252, 71253 and Govt. Code § AB-72)
DIRECTOR – RECREATION AND PARK DISTRICT Each director shall be a registered voter of the district at the time nomination documents are issued. (Public Resources Code § 5784(c) and E. C. § 201)	**Friday at noon, December 2, 2022** (Public Resources Code § 5784.3 and E.C. § 10505)
DIRECTOR — ANTELOPE VALLEY–EAST KERN WATER AGENCY Each director shall be a registered voter of the division at the time nomination documents are issued. (Water Code Appendix 98-51 and E.C. § 201)	**Monday at noon, January 2, 2023** (Water Code Appendix 98–51 and Govt. Code § 24200)
GOVERNING BOARD MEMBER – SCHOOL AND COMMUNITY COLLEGE DISTRICTS Each board member shall be a registered voter of the district or trustee area, if applicable, at the time nomination documents are issued. (Ed. Code §§ 5030, 35107, 72022, 72103 and E. C. § 201)	**Friday, December 9, 2022** (Ed. Code § 5017)

ADDITIONAL INFORMATION

PARTY AFFILIATION – No Party Affiliation Required**.**

FILING FEE, NOMINATING PETITIONS AND SALARY – Although neither a filing fee nor nominating petitions are required, a declaration of candidacy must be filed. Salaries vary. (E. C. §§ 10510 and 10603)

PLACEMENT OF NAME ON BALLOT – Secretary of State holds a public drawing to determine order of candidate names on ballot by randomly drawing each letter of the alphabet. Names are not rotated on the ballot. (E. C. §§ 13111 and 13112)

VOTES REQUIRED TO ELECT CANDIDATES (PLURALITY) – When more than one office is to be filled, those candidates, including qualified write-in candidates, who receive the highest number of votes equal to the number of offices to be filled are elected. (E. C. § 10551)

GENERAL INFORMATION

JURISDICTION	TERMS ENDS
MEMBER OF THE STATE ASSEMBLY	2 YEARS AFTER THE ELECTION CYCLE
UNITED STATES REPRESENTATIVE IN CONGRESS	2 YEARS AFTER THE ELECTION CYCLE
ASSESSOR	4 YEARS AFTER THE ELECTION CYCLE
COUNTY SUPERVISOR	4 YEARS AFTER THE ELECTION CYCLE
DISTRICT ATTORNEY	4 YEARS AFTER THE ELECTION CYCLE
HEALTH CARE DISTRICT	4 YEARS AFTER THE ELECTION CYCLE
MUNICIPAL WATER DISTRICT	4 YEARS AFTER THE ELECTION CYCLE
RECREATION AND PARK DISTRICT	4 YEARS AFTER THE ELECTION CYCLE
SCHOOL AND COMMUNITY COLLEGE DISTRICT	4 YEARS AFTER THE ELECTION CYCLE
SHERIFF	4 YEARS AFTER THE ELECTION CYCLE
STATE SENATOR	4 YEARS AFTER THE ELECTION CYCLE
WATER AGENCY	4 YEARS AFTER THE ELECTION CYCLE
WATER REPLENISHMENT DISTRICT	4 YEARS AFTER THE ELECTION CYCLE
JUDGE OF THE SUPERIOR COURT	6 YEARS AFTER THE ELECTION CYCLE
UNITED STATES SENATOR	6 YEARS AFTER THE ELECTION CYCLE

CHAPTER 1

CALENDAR OF EVENTS

CALENDAR OF EVENTS

GENERAL ELECTION – NOVEMBER 8, 2022

IMPORTANT NOTICE
All documents are to be filed with and duties performed by the Registrar-Recorder/County Clerk unless otherwise specified.

DATES	EVENTS
MAY 12 (Th) E-180	**ADJUSTED JURISDICTION MAP** Last day for jurisdictions to deliver a map delineating district and/or division boundary adjustment due to topography, geography, cohesiveness, contiguity, integrity, compactness of territory, community of interest, or other factors as applicable. (E. C. §22000)
MAY 19 (Th) JULY 13 (W) E-173 E-118	**SIGNATURE IN LIEU FORMS – SUPREME AND APPELLATE COURT JUSTICE** Between these dates, any Justice of the Supreme or Appellate Court may obtain forms for circulating petitions and securing signatures in lieu of all or part of the filing fee. (Calif. Const. Art. VI, § 16 (d) and E. C. § 8106)
JUNE 13 (M) E-148	**GOVERNOR'S PROCLAMATION** Not later than this date, the Governor shall issue the General Election proclamation. (E. C. § 12000)
JUNE 30 (Th) E-131	**STATEWIDE MEASURES – QUALIFICATION FOR BALLOT PLACEMENT** Last day for initiative or legislative measure to qualify for General Election ballot. (Calif. Const. Art. II, § 8(c) and E. C. §§ 9016 and 9040)

DATES	EVENTS
JULY 6 (W) E-125	**NOTICE OF ELECTION AND MAP OF DISTRICT – HEALTH CARE, MUNICIPAL WATER AND RECREATION AND PARK DISTRICTS** Not later than this date the District Secretary shall deliver a notice containing: 1) elective offices, 2) candidate statement word limitation **(200 or 400 words)**, 3) designated party responsible for statement cost (candidate or district) and 4) requirement to pay in advance, if cost is payable by candidate. The District Secretary shall also provide a map delineating the district boundaries and depicting divisions within the district, if any, accompanied by a statement indicating in which division directors are to be elected and whether any elective officer is to be elected at large. (E. C. §§ 10509, 10522 and 13307) **NOTE: WATER AGENCY AND WATER REPLENISHMENT DISTRICTS** – Suggested date for district secretary to submit above mentioned. **EXCEPTION:** Districts seeking to change division boundaries are required to follow Elections Code § 22000. This code requires that changes to division boundaries must be made prior to the **180** days preceding the election of any director. **APPOINTMENTS IN LIEU OF ELECTION – RESOURCE CONSERVATION DISTRICTS** If no petition is filed by this date, and the board of directors of either the **Antelope Valley Resource Conservation District** or **the Resource Conservation District of the Santa Monica Mountains** has not requested rescission of the previously adopted resolution providing for appointments in lieu of election, the **Board of Supervisors** shall appoint directors pursuant to Public Resources Code § 9314 and no election shall be conducted by the county elections official.
JULY 8 (F) E-123	**ADOPTION OF GOVERNING BOARD MEMBER ELECTION RESOLUTION (SCHOOL DISTRICTS and COMMUNITY COLLEGES)** Last day for governing boards to adopt a resolution calling the school district governing board member election and setting forth the specifications of the election order. Copies shall be filed with the County Superintendent of Schools and county elections official. (Ed. Code § 5322)

DATES	EVENTS
JULY 11 (M) E-120	**FORMAL NOTICE OF GOVERNING BOARD MEMBER ELECTION (SCHOOL DISTRICTS and COMMUNITY COLLEGE)** Not later than this date the County Superintendent of Schools shall deliver copies of the formal notice of governing board member election to the Registrar-Recorder/County Clerk. (Ed. Code §§ 5324 and 5325) **BOARD RESOLUTION CANDIDATE STATEMENTS (Local Nonpartisan Offices)** Not later than this date, the jurisdiction's governing body shall by resolution determine the word limitation for candidate statements (200 or 400 words); specify if the candidates or the district will bear the costs of printing and distributing the statements, and requirement to pay in advance, if cost is payable by candidate. (E. C. § 13307(a) (1), (c), and (e))
JULY 11 (M) **AUG. 10 (W)** E-120 E-90	**NOTICE OF ELECTION – HEALTH CARE, MUNICIPAL WATER, RECREATION AND PARK AND SCHOOL DISTRICTS – PUBLICATION** Between these dates the notice of governing board member election shall be published once in a newspaper of general circulation. A general press release shall be issued providing elective office information and the telephone number to call for candidate nomination procedures. (E. C. § 12112 and Ed. Code § 5363) **NOTICE OF ELECTION - POSTING (School or Special Districts)** A copy of the published notices shall be delivered to the District Secretary/Superintendent and each notice shall be posted in the district office. (E. C. § 12113)
JULY 18 (M) E-113	**NOTICE OF ELECTION – WATER AGENCIES – PUBLICATION** Not later than this date a notice designating the name and date of the election and the offices to be filled shall be published. (Water Code Appendix 98–52 and 103–6)

DATES	EVENTS
JULY 18 (M) E-113 **AUG. 12 (F)** E-88 **5:00 P. M.**	**NOMINATION PERIOD – LOCAL ELECTIONS CONSOLIDATED WITH THE GENERAL ELECTION** First and last day for candidates in elections consolidated with the General Election to file nomination documents. **See procedures for Candidate Statements**. (E. C. §§ 10407 and 10510) **CANDIDATE STATEMENTS – LOCAL ELECTIONS CONSOLIDATED WITH THE GENERAL ELECTION (Including Judicial Candidates Nominated at Primary Election)** During this period candidates for a local nonpartisan office may file a candidate statement not to exceed the word limitation prescribed by the governing body **(200 or 400 words)** for inclusion with the sample ballot. The statement shall be filed no later than the last day to file nomination documents. (E. C. §§ 10540 and 13307) **CANDIDATE STATEMENTS — CONGRESSIONAL AND STATE LEGISLATIVE CANDIDATES** During this period candidates for congressional and state legislative office may submit a statement for inclusion in the Official Sample Ballot booklet. State legislative candidates must agree to voluntarily limit their campaign expenditures. The statement shall not exceed 250 words. If office is to be voted on in more than one county, candidate should file a statement with each county. (Govt. Code §§ 85601 and 88001(i) and E.C. § 13307.5) **NOTE:** Candidate statements are **ONLY** included in the Official Sample Ballot Booklet and will **NOT** be included in the Vote By Mail material.
JULY 20 (W) E-111	**CANDIDATE STATEMENTS FOR STATEWIDE CONSTITUTIONAL OFFICE AND U.S. SENATOR** Last day statewide constitutional office and United States Senator candidates may purchase space-**via the Secretary of State's office**-for a 250-word candidate statement in the state Voter Information Guide. Candidates for statewide constitutional office may purchase space for a statement only if they have agreed to accept the voluntary expenditure limits on their Candidate Intention Statement (Form 501) (Gov. Code § 85601(a); § 9084(i))

DATES	EVENTS
JULY 29 (F) E-102 **AUG. 5 (F)** E-95	**NOTICE OF POSSIBLE APPOINTMENT – WATER REPLENISHMENT DISTRICT – PUBLICATION** Between these dates if only one person or no person has filed for each office to be filled, the notice of possible appointment shall be published once. (Water Code § 60141.1)
AUG. 2 (Tu) E-98	**CHANGE OF CANDIDATE DESIGNATION ON BALLOT** Last day that any nominated candidate may request in writing a different ballot designation than used at the **June 7, 2022** Primary Election. For Federal, and State offices, the written request should be made to **both** the Secretary of State and the county elections official. For local offices, the request should be filed with the county elections official. (E. C. § 13107 (h))
AUG. 8 (M) E-92	**NOTICE OF RANDOMIZED ALPHABET DRAWING FOR SHARED LEGISLATIVE DISTRICTS (Registrar-Recorder/County Clerk)** Last day to notify the news media and other interested parties of the date, time, and place of the drawing to be held on **August 18, 2022**. (E. C. § 13112 (c))
AUG. 11 (Th) E-89	**DATE FIXED TO SUBMIT ARGUMENTS - PUBLICATION** Not later than this date a notice shall be published once in a newspaper of general circulation in the district, setting forth the date fixed for submitting arguments for or against a county, school or district measure. (E. C. §§ 9163 and 9502 and Govt. Code § 6061) **NOTE:** A copy of the published notice shall be delivered to the district secretary/superintendent and each notice shall be posted in the district office (E. C. § 12113)

DATES	EVENTS
AUG. 12 (F) **5:00 P. M.** E-88	**CONSOLIDATION OF ELECTIONS** Last day for local jurisdictions to file a resolution with the Board of Supervisors requesting consolidation with the General Election. (E. C. §§ 10401 and 10403) **NOMINATION PERIOD DEADLINE – LOCAL ELECTIONS** Last day for candidates to file nomination documents. **Fax not acceptable.** (E.C. §§ 10407 and 10510) **CANDIDATE STATEMENTS FOR LOCAL NONPARTISAN CANDIDATES** Last day for candidates (including nonpartisan candidates nominated at the **June 7, 2022** Primary Election) to file statement not to exceed the word limitation **(200 or 400 words)**. Statement shall be filed no later than the last day to file nomination documents. (E. C. § 13307) **NOTE**: Candidate statements are **ONLY** included in the Official Sample Ballot Booklet and will **NOT** be included in the Vote By Mail material. **CANDIDATE STATEMENTS — CONGRESSIONAL AND STATE LEGISLATIVE CANDIDATES** Last day candidates for **congressional** and **state legislative** office may submit a statement for inclusion in the official sample ballot booklet. If office is to be voted on in more than one county, candidate should file a statement with each county. The statement shall not exceed **250** words. (Govt. Code §§ 85601 and 88001(i) and E. C. § 13307.5) **NOTE:** State Legislative candidates must agree to voluntarily limit their campaign expenditures. (Govt. Code § 85601 (b)) **CANDIDATE WITHDRAWAL – HEALTH CARE, MUNICIPAL WATER, RECREATION AND PARK AND SCHOOL DISTRICTS** No candidate, including incumbent, whose declaration of candidacy has been filed, may withdraw after this date except when nomination period has been extended for that office. (E. C. §§ 10510 (a) and 10603 (b)) **NOTE**: Candidates nominated at preceding Primary Election may not withdraw.

DATES	EVENTS
AUG. 12 (F) **5:00 P. M.** E-88	**NOTICE OF APPOINTMENT – SCHOOL DISTRICTS and COMMUNITY COLLEGES – PUBLICATION** After this date if no one has been nominated to the office, a notice stating that the governing board intends to make an appointment and the procedures for applying for the office shall be published once in a newspaper of general circulation in the district. (Ed. Code § 5328.5) **COUNTY MEASURES – FISCAL IMPACT STATEMENT** Last day for the Board of Supervisors to order a county measure to appear on the ballot and direct the county auditor to review the county measure to determine its financial effect and prepare a fiscal impact statement. (E. C. § 9160 (c)) **SPECIAL MEASURE ELECTION RESOLUTION (School Districts and Community Colleges)** Last day for governing boards to adopt a resolution calling a special school district election to place a measure on the ballot. Copies shall be filed with the county elections official. (Ed. Code § 5322) **STATEMENT OF TAX RATE DATA – LAST DAY TO SUBMIT** Last day for local jurisdictions to file a bond issue statement with the county elections official. (E. C. § 9401(a)) **FORM 700 – CANDIDATE STATEMENT OF ECONOMIC INTEREST** Candidates must file a Form 700 no later than 5:00P.M. on the last day of the nomination period. (Gov. Code §87302.3(a))

DATES		EVENTS
AUG.13 (Sa)** E-87**	**AUG. 17 (W)** E-83 **5:00 P. M.**	**NOMINATION EXTENSION PERIOD – HEALTH CARE, MUNICIPAL WATER, RECREATION AND PARK AND WATER REPLENISHMENT DISTRICTS** If nomination documents for the incumbent are not filed by 5:00 p.m. on **August 12,** the nomination period shall be extended until **August 17**, 5:00 p.m. for persons other than the incumbent. (E. C. §§ 8024 and 10516) **NOTE:** The extension does not apply where there is no incumbent eligible to be elected.
AUG.13 (Sa)** E-87**	**AUG. 22 (M)** E-78 **5:00 P. M.**	**PUBLIC EXAMINATION PERIOD – CANDIDATE STATEMENTS/CANDIDATE NAMES AND BALLOT DESIGNATIONS** During this period, candidate statements, candidate names and ballot designations shall be open to public examination. A fee may be charged to any person obtaining a copy of the material. Any person may challenge the aforementioned candidate information by filing a petition for writ of mandate **no later than August 22**. (E. C. §13313) **NOTE:** If the nomination period is extended for a particular office, the examination period for that office shall be adjusted to **August 18** through **August 29**.**
AUG. 17 (W) E-83		**WRITE–IN PETITION TO PLACE JUDICIAL OFFICE ON BALLOT** If the office did not appear on the Primary Election ballot, a petition containing signatures of **600** registered voters qualified to vote for the office must be filed in order to place the office on the General Election ballot. (E. C. § 8203) **PETITION TO HOLD ELECTION – HEALTH CARE, MUNICIPAL WATER, RECREATION AND PARK, AND SCHOOL DISTRICTS** Last day to file a petition signed by **10%** or **50** voters (whichever is the smaller number) in the district, trustee area or division requesting that an election be held if nominees do not exceed offices to be filled. (E. C. § 10515 and Ed. Code § 5326)

** August 13 (Saturday) and August 14 (Sunday) office will be closed.

DATES	EVENTS
AUG. 17 (W) E-83	**APPOINTMENT – NO ELECTION (HEALTH CARE, MUNICIPAL WATER AND RECREATION AND PARK DISTRICTS)** If only one person or no person has filed a declaration of candidacy and if a petition to hold an election has not been filed by this date, a certificate shall be submitted to the Board of Supervisors requesting appointment of the candidates or, if there are no candidates, appointment of any qualified person no later than **November 28**. (E.C. § 10515) **PARTY ENDORSEMENT LIST** The chair of any qualified political party may provide a written copy of the list of candidates endorsed or nominated by the party. Such a list shall be provided not later than 83 days prior to the candidate for a voter nominated office will appear on the ballot. (E.C. § 13302(b)) **CANDIDATE WITHDRAWAL – NOMINATION EXTENSION PERIOD – HEALTH CARE, MUNICIPAL WATER, RECREATION AND PARK, AND SCHOOL DISTRICTS** Last day a candidate may withdraw declaration of candidacy papers when nomination period has been extended for that office. (E. C. §§10516 and 10604) **AMENDMENT OR WITHDRAWAL OF MEASURE – DEADLINE** Last day for county elections official to receive a resolution from a legislative body requesting to withdraw or amend a measure previously submitted for placement on the ballot. (E. C. § 9605) **MEASURE – LETTER DESIGNATION** Last day jurisdictions may request in writing specific letter designations for their measure(s).

DATES	EVENTS
AUG. 18 (Th) E-82 **11:00 A. M.**	**RANDOMIZED ALPHABET DRAWING BY SECRETARY OF STATE** The Secretary of State shall hold a public drawing to determine the order of candidate names on the ballot by randomly drawing each letter of the alphabet. (E. C. § 13112) **RANDOMIZED ALPHABET DRAWING FOR SHARED LEGISLATIVE DISTRICTS (Registrar–Recorder/County Clerk)** A public drawing shall be held to determine order of candidate names on ballot for state legislative districts that encompass more than one county by randomly drawing each letter of the alphabet. (E. C. § 13111 (i))
AUG. 19 (F) E-81	**ARGUMENTS – LAST DATE TO SUBMIT** Last day to submit arguments for or against any county, district or school measure. Arguments may not exceed **300 words** in length. (E. C. §§ 9162, 9163, 9315, 9316, 9501 and 9502) **NOTE:** Deadlines for shared districts may differ. To check if a district is shared with another County or confirm the correct deadline for a specific jurisdiction, you may contact the Election Coordination Unit by calling (562)462-2912. **EXCEPTION**: These provisions do not apply to a measure on school district reorganization. **IMPARTIAL ANALYSIS – LAST DATE TO SUBMIT** Recommended last day for County Counsel to transmit impartial analysis of a county, district or school measure. (E. C. §§ 9160, 9313 and 9500) **CERTIFICATION OF CANDIDATES – MUNICIPAL ELECTIONS CONSOLIDATED WITH THE GENERAL ELECTION** Last day for city clerk to transmit the names of qualified candidates to county elections official. (E. C. § 10403)

DATES	EVENTS
AUG. 20 (Sa) E-80 **AUG. 29 (M)** E-71	**PUBLIC EXAMINATION PERIOD FOR BALLOT MEASURE MATERIALS** During this period the county elections official shall make available for public examination a copy of any **ballot measure text, argument**, **analysis or other specified measure materials** for any county, district or school measure. A fee may be charged to any person obtaining a copy of the materials. During this period any person may file a writ of mandate or an injunction to require any or all of the material to be amended or deleted. (E. C. §§ 9190, 9380 and 9509)
AUG. 22 (M) **5:00 P. M.** E-78	**INSUFFICIENT OR NO NOMINEES – WATER AGENCIES** If on this date, only one person or no person has been nominated for each office, the board of directors shall, by resolution, request the Board of Supervisors to appoint the person nominated, or if no person has been nominated, any qualified person. (Water Code Appendix 98-52 and 103-6)
AUG. 29 (M) E-71	**REBUTTALS – LAST DAY TO SUBMIT** Last day for authors of arguments for and against county, district or school measures to submit rebuttals. Rebuttals may not exceed **250 words** in length. (E. C. §§ 9167, 9317 and 9504) **NOTE:** Deadlines for shared districts may differ. To check if a district is shared with another County or confirm the correct deadline for a specific jurisdiction, you may contact the Election Coordination Unit by calling (562)462-2912.
AUG. 30 (Tu) E-70	**NOTICE OF LIST OF CANDIDATES – WATER AGENCIES PUBLICATION** Not later than this date a notice giving the names and addresses of all candidates in the election, the date of the election, and the hours the polls will be open shall be published once. If no election is to be held because of insufficient nominees, a notice of no election shall be published.(Water Code Appendix 98-52 and 103-6)

DATES		EVENTS
AUG. 30 (Tu) E-70	**SEPT. 8 (Th)** E-61	**PUBLIC EXAMINATION PERIOD FOR REBUTTALS** During this period, rebuttals for any county, district or school measure shall be open for public examination. A fee may be charged to any person obtaining a copy of the material. During this period any person may file a writ of mandate or an injunction to require any or all of the material to be amended or deleted. (E. C. §§ 9190, 9380 and 9509)
SEP. 1 (Th) E-68		**CERTIFIED LIST OF CANDIDATES AND ROTATION LIST** Last day for Secretary of State to transmit the certified list of candidates and rotation list to each elections official. (E. C. §§ 8148 and 8149) **DEATH OF CANDIDATE** Last day for the name of a deceased candidate to be removed from the ballot. Facts regarding death must be ascertained at least **68** days prior to the election. (E. C. § 10529 and Ed. Code § 5329) **NOTE:** This provision does not apply under certain circumstances as set forth in E. C. §§ 8026 and 8027.
SEPT. 6 (Tu)* E-63		**INSUFFICIENT OR NO NOMINEES – WATER REPLENISHMENT DISTRICT** If on this date, only one person or no person has been nominated for each office, the governing board shall, by resolution, request the Board of Supervisors to appoint the person nominated, or if no person has been nominated, any qualified person. (Water Code § 60141)

*Date adjusted due to weekend and/or holiday.

DATES		EVENTS
SEPT. 7 (W) E-62	**SEPT. 9 (F)** E-60	**TRANSLITERATION REVIEW PERIOD** First and last day candidates may review transliteration of their names. Call **(562) 462-2730** or **(562) 462-2832** to schedule a review of your transliterated name. Requests for changes must be submitted to the county elections official no later than the last day of the review period.
SEPT. 9 (F) E-60		**SPECIAL VOTE BY MAIL BALLOT APPLICATION** First day county elections officials may process applications for special Vote By Mail Ballots. The application must include the statement that the voter cannot vote by mail during the normal Vote By Mail Voting period because of military service or other contingencies that preclude normal mail delivery. (E. C. §§ 300 (b) and 3103)
SEPT. 9 (F) E-60	**NOV. 1 (Tu)** E-7	**FEDERAL ELECTION – OVERSEAS VOTER, APPLICATION FOR VOTE BY MAIL BALLOT** During this period, the county elections official may begin processing Federal Post Card Applications (FPCA) from special Vote By Mail persons already registered to vote. (E. C. §§ 300, 3001, 3300 - 3311)
SEPT. 12 (M) E-57	**OCT. 25 (Tu)** E-14	**STATEMENT OF WRITE-IN CANDIDACY** A name written on a ballot in any election will not be counted unless the person has filed a statement of write-in candidacy during this period stating that he or she is a write-in candidate for the election. (E. C. §§ 8600 and 8601)
SEPT. 19 (M) E-50		**REGISTRATION REPORT TO SECRETARY OF STATE** Last day to submit to Secretary of State tapes/reports listing registrations for those persons registered as of **September 9, 2022** (E-60). (E. C. § 2187 (d) (5))

DATES		EVENTS
SEPT. 24 (Sa) E-45		**MILTARY AND OVERSEAS BALLOTS** Last day for the county elections official to transmit ballots and balloting materials to absent military or overseas voters who have requested them by this date. (E. C. § 3114)
SEPT. 29 (Th) E-40	**OCT. 18 (Tu)** E-21	**STATE BALLOT PAMPHLET MAILED** Between these dates, a state ballot pamphlet shall be mailed to all registered voters. (E. C. § 9094)
OCT. 10 (M) E-29	**NOV. 1 (Tu)** E-7	**PROCESSING OF VOTE BY MAIL BALLOTS** The processing of vote by mail ballots may commence on the **15th** day before the election but the results of the tally shall not be released until after the polls close. (E. C. § 15101(b))
OCT. 10 (M) E-29		**EARLY TABULATION SNAP TALLIES** Last day to be notified by the Secretary of State/Board of Supervisors that certain offices or measures to be voted on are of more than ordinary public interest and will require early tabulation and announcement. (E. C. § 14440) **VOTE CENTER STAFF – APPOINTMENT** Last day to appoint staff and designate polling places. A notice of appointment shall be mailed to each pollworker. (E. C. §§ 12286,12307 and 12319) **MAILING OF VOTE BY MAIL BALLOTS** No later than 29 days before the day of the election, the county elections official shall begin mailing the materials required by Section 3010. (E. C. § 3001(b), 3010 and 3206)
OCT. 10 (M) E-29	**NOV. 1** E - 7	**PROCESSING OF VOTE BY MAIL BALLOTS** The processing of vote by mail ballots may commence on the **29th** day before the election but the results of the tally shall not be released until after the polls close. (E. C. § 15101(b))

DATES		EVENTS
OCT. 10 (M) E-29	**NOV. 8 (Tu)** **ELECTION DAY**	**EMERGENCY VOTE BY MAIL** Between these dates, any voter may request a Vote By Mail ballot if they are unable to go to a Vote Center because of confinement due to an illness. The voter may designate an authorized representative to pick-up and return the ballot. (E. C. § 3021)
OCT. 11 (Tu) E-28	**NOV. 1 (Tu)** E-7	**NOTICE OF ELECTION/ NO ELECTION – WATER REPLENISHMENT DISTRICT – PUBLICATION** Between these dates a notice of election shall be published once. If no election is to be held because of insufficient nominees, a notice of no election shall be published. (Water Code §§ 60111 and 60141)
OCT. 14 (F) E-25		**STREET INDEX TO COUNTY CENTRAL COMMITTEES / CENTRAL COMMITTEES, COUNTY COUNCILS** Last day to furnish, without charge, a copy of the street index to the state and county central committees, upon written request. The supplemental street index shall also be made available to committees no later than **October 28.** (E. C. § 2185)
OCT. 18 (Tu) E-21		**MAILING OF OFFICIAL SAMPLE BALLOT BOOKLETS (Historically commencing at E-40)** An Official Sample Ballot Booklet shall be mailed to each voter in the jurisdiction no later than 21 days before the election. (E. C. § 13303)
OCT. 24 (M) E-15		**REGISTRATION CLOSES** Last day to transfer or register to vote in the election. (E. C. § 2107)
OCT. 25 (Tu) E-14	**NOV. 8 (Tu)** **8:00 P.M.** **ELECTION DAY**	**NEW CITIZEN ELIGIBILITY TO REGISTER AND VOTE** A new citizen is eligible to register and vote at the office of, or at another location designated by, the county elections official at any time beginning on the 14th day before an election and ending at the close of polls on the election day following the date on which that person became a citizen. (E.C. § 3500)

DATES	EVENTS
OCT. 25 (Tu) E-14	**WRITE-IN CANDIDATE STATEMENT** Last day for a candidate to file a statement of write-in candidacy and sponsor signatures, if applicable, that he or she is a write-in candidate for the election. (E. C. §§ 8600 and 8601) **BILINGUAL PRECINCT BOARD MEMBER LIST** Last day to prepare list of appointed bilingual board members. (E.C. § 12303)
OCT. 24 (M) E-15	**REGISTRATION CLOSES** Last day to transfer or register to vote in the election. (E.C. § 2107)
OCT. 28 (F) E-11	**CERTIFIED LIST OF WRITE-IN CANDIDATES** Suggested last date for Secretary of State to prepare and send to affected county elections officials a certified list of write-in candidates showing the name of every write-in candidate eligible to receive votes within the county at the General Election, their address and the offices to which they seek election.
OCT. 29 (Sa)** E-10**	**TALLY CENTER LOCATION – PUBLICATION** On or before this date a notice specifying the public place to be used as the tally center location for counting the ballots shall be published once in a newspaper of general circulation within the county. (E. C. § 12109)
NOV. 1 (Tu) E-7	**REPORT OF REGISTRATION** Last day to transmit to Secretary of State the total county registration as of **October 24** (E-15). (E. C. § 2187 (d) (6)) **COMPUTER PROGRAM TO SECRETARY OF STATE** Last day to send copy of computer vote counting program and Certificate of Logic and Accuracy Test to Secretary of State. (E. C. § 15001)

.**October 29 (Saturday) and October 30 (Sunday) will be closed.

DATES	EVENTS
NOV. 1 (Tu) E-7	**INSUFFICIENT OR NO NOMINEES – WATER REPLENISHMENT DISTRICT AND WATER AGENCIES – BOARD OF SUPERVISORS MAKE APPOINTMENTS** Last available regular meeting of the Board of Supervisors to appoint to the office or offices to be filled, the person or persons nominated, or if no person has been nominated, any qualified person. (Water Code § 60141 and Water Code Appendix 98-52 and 103-6)
NOV. 8 (Tu) **8:00 P.M.** **ELECTION DAY**	**ELECTION DAY** Voting is from 7:00 a.m. to 8:00 p.m. (E. C. §§ 1200 and 14212) **VOTE BY MAIL BALLOTS RETURNS – 8:00 P.M.** Last day for Vote By Mail ballots to be received or turned in personally by the voter to the county elections official's office or at any polling place in the county. An authorized representative may return the voted ballot under specified conditions. (E. C. §§ 3017 and 3020) Any Vote By Mail ballot cast under this division shall be timely cast if it is received by the voter's elections official via the United States Postal Service or a bona fide private mail delivery company no later than seven days after election day in addition to the provisions set forth in E. C. 3020, Sections 1 and 2. (E. C. § 3020(b) Section 1 and 2)

DATES	EVENTS
NOV. 8 (Tu) **8:00 P.M.** **ELECTION DAY**	**DEFACING OF UNUSED BALLOTS** At 8:00 p.m., immediately after polls close, commence defacing or sealing all unused ballots and file an affidavit of the number of ballots destroyed or sealed. (E. C. §§ 14403 and 14404) **UNOPPOSED JUDGES – DECLARED ELECTED** On this date, unopposed incumbent candidates for the offices of superior court judge who filed for office but whose names did not appear on the Primary or General Election ballots shall be declared elected. (E. C. § 8203)
NOV. 10 (Th) E+2	**OFFICIAL CANVASS** The canvass of election returns shall commence no later than the first Thursday following the election. (E. C. § 15301)
DEC. 2 (F) **NOON** E+24	**INSUFFICIENT OR NO NOMINEES – CALIFORNIA WATER, COMMUNITY SERVIES, COUNTY WATER, HEALTH CARE, IRRIGATION, MUNICIPAL WATER, RECREATION AND PARK, AND WATER AGENCIES** Before this date the Board of Supervisors shall if no election is held, appoint the persons nominated or, if no person has been nominated, any qualified person. (E. C. § 10515)
DEC. 5 (M) **NOON** E+27	**TAKING OF OFFICE – ASSESSOR, SHERIFF AND COUNTY SUPERVISORS** Officers take office at noon on the first Monday in December following the election. (Art. II, § 6, Art. IV, § 13, County Charter)

DATES	EVENTS
DEC. 8 (Th) E+30	**COMPLETION OF OFFICIAL CANVASS** The official canvass must be completed within **30 days** of the election. (E. C. §§ 15301, 15400, 15401 and15372) **NOTE**: On **December 5**, the Registrar-Recorder/County Clerk is tentatively scheduled to certify the election results. On **December 6**, the Board of Supervisors is scheduled to declare the election concluded.
DEC. 2 (F) **NOON** E+24	**TAKING OF OFFICE – HEALTH CARE AND RECREATION AND PARK DISTRICTS** Officers, elected or appointed, take office at noon on the first Friday in December following the election. (E.C. § 10554, Health and Safety Code § 32100.5 and Public Resources Code §5784.3)
DEC. 16 (F) E+38	**STATEMENT OF VOTES CAST BY SECRETARY OF STATE** Not later than this date, the Secretary of State shall compile, certify and file in his/her office a statement of all votes cast. (E. C. § 15501)
JAN. 2 (M) **NOON** E+54	**TAKING OF OFFICE – MUNICIPAL WATER, WATER AGENCIES AND WATER REPLENISHMENT DISTRICTS** Officers, elected or appointed, shall take office at noon on the first Monday in January following the election. (Water Code § 60139, Water Code Appendix 98–51 and 103–5 (b) and Govt. Code § 24200).

CHAPTER 2

FILING PROCEDURES

GENERAL INFORMATION ON CANDIDATE FILING PROCEDURES

All candidates must be registered voters **(except for judicial candidates)** at the time nomination documents are issued and otherwise qualified to vote for the office for which he or she is filing. (E.C. § 201)

State law requires that all nomination documents contain the candidate's name and the elective office title to which he or she is seeking nomination or election; and be signed by the elections official at the time of issuance. Verbal and written instructions regarding procedures to be followed in completing the nomination process are given to candidates or authorized agents when the forms are issued.

Only official documents issued by the Registrar-Recorder/County Clerk's office may be used. The forms are available at the Registrar-Recorder/County Clerk's office, 12400 Imperial Highway, Norwalk, 2nd Floor, Room 2013, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays.

PLEASE NOTE: Due to COVID-19, Candidate Filing may be handled differently and may preclude in-person services. Please call 1-800-815-2666 (option 4) for more up to date information.

NOMINATION FILING PERIOD

JULY 18 (M) through AUG. 12 (F), 5:00 P.M.	**E - 113 - 88**	**NOMINATION PERIOD FOR ALL CANDIDATES**
AUG. 13 (Sa) through AUG. 17 (W), 5:00 P.M.**	**E - 87 - 83**	**NOMINATION EXTENSION PERIOD (If Eligible Incumbent Does Not File)**
SEPT. 12 (M) through OCT. 25 (Tu), 5:00 P.M.	**E – 57 - 14**	**FIRST AND LAST DAY TO FILE WRITE-IN NOMINATION DOCUMENTS**

EXTENSION OF NOMINATION PERIOD – If an incumbent for any office fails to file nomination documents by **August 12, 2022 5:00 p.m.**, the nomination period is extended for five (5) days. During this period, any qualified person, **other than the incumbent**, may file nomination documents for the office.

NOTE: The extension does not apply where there is no incumbent eligible to be elected.

CANDIDATE WITHDRAWAL – Withdrawal of candidacy, to be effected in writing utilizing official Registrar-Recorder/County Clerk forms, is permitted up to and including the deadline date to file a Declaration of Candidacy for that office (E.C. §§ 10224 and 10603). The deadline date to file a Declaration of Candidacy is **August 12, 2022 (E-88) no later than 5:00 p.m.**

**August 13 (Saturday) and August 14 (Sunday) – The Registrar-Recorder/County Clerk's office will be closed.
*Date adjusted due to weekend and/or holiday.

NAME TO APPEAR ON THE BALLOT

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

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

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

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

TRANSLITERATION OF CANDIDATE NAMES – Candidates may request that their names be transliterated in those languages that do not use Roman Characters as instructed by the Department of Justice. These languages include Armenian, Bengali, Burmese, Cambodian/Khmer, Chinese, Farsi, Gujarati, Hindi, Indonesian, Japanese, Korean, Mongolian, Russian, Telugu and Thai. If applicable, candidates must complete a Transliteration Form and file it with their nomination documents by the specified deadline (88 days prior to the election). Candidates may review the transliteration of names and submit changes to the elections official no later than the last day of the review period, which is normally 67 days prior to the election but subject to change. To schedule a review of your transliterated name, you may call (562) 462-2730 or (562) 462-2832. Refer to Multilingual Voting Services Chapter for additional information.

NOTE: On **August 18, 2022,** the Secretary of State shall hold a public drawing to determine the order of Candidate names on the ballot by randomly drawing each letter of the alphabet.

BALLOT DESIGNATION PROVISIONS

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

Ballot designations:

- Can be no more than three words.
- Must appear on the Declaration of Candidacy.
- Becomes public record once the information is filed on the Declaration of Candidacy; ballot designations **cannot be changed after the final date to file nomination documents.**

The listing of a designation on the ballot is OPTIONAL. Only one of the following categories is allowed:

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

   Example A: Governing Board Member
   Example B: Board member, XYZ School District

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

3) **Appointed Incumbent:** The words **Appointed Incumbent** must be used **IF** the candidate was appointed to the office **(other than a judicial office)** and is seeking election to that office. The word Appointed may also be used with the office title.

   Example A: Appointed Incumbent
   Example B: Appointed Board member, XYZ School District

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

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

   Example A: High School Teacher
   Example B: Attorney/Educator/Rancher
   Example C: CEO/Councilmember

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

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

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

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

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

FORMAT OF BALLOT DESIGNATION – Ballot designations selected which exceed space allotted on the ballot (approximately 60 characters) are printed in a smaller typeface pursuant to § 13107(i) of the California Elections Code. **Restrictions:** The rules governing ballot designations can be the subject of confusion. The California Secretary of State's ballot designation regulations are available at the public counter in the Election Information Section, 2nd Floor, Room 2013.
PLEASE NOTE: Due to COVID-19, Candidate Filing may be handled differently and may preclude in-person services. Please call 1-800-815-2666 (option 4) for more up to date information.

BALLOT DESIGNATION WORKSHEET – A ballot designation worksheet that supports the use of that ballot designation is required to be filed with the Registrar-Recorder/County Clerk at the same time as the Declaration of Candidacy. If a candidate fails to file a ballot designation worksheet, no designation will appear on the ballot.
(E.C. § 13107.3)

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

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

a. It would mislead the voter.

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

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

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

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

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

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

GUIDELINES TO ACCEPTABLE BALLOT DESIGNATIONS (BASIC TEST)

a. Is it true?

b. Is it accurate?

c. Does it mislead?

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

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

f. Is it how this person makes a living?

Candidates may review their own ballot designation, as well as that of other candidates, in this office during working hours from **August 13**, 2022** through **August 22, 2022.** If the nomination period is extended, the period is from **August 18** through **August 29** (excluding weekends).**

PLEASE NOTE: Due to COVID-19, Candidate Filing may be handled differently. Please call 1-800-815-2666 (option 4) for more up to date information.

If you have any questions regarding the nomination procedures, please call the Election Planning Section at (562) 462-2317.

**August 13, 20 and 27 (Saturdays) and August 14, 21 and 28 (Sundays) office will be closed.

AUTHORIZATION TO PICK UP AND/OR FILE CANDIDATE NOMINATION DOCUMENTS

Candidates who will have their Candidate Nomination Documents picked up and/or filed **via an Agent** must complete the AUTHORIZATION TO PICK-UP AND/OR FILE CANDIDATE NOMINATION DOCUMENTS form.

Below is a generic **sample** of the Authorization Form.

1. Print candidate's (your) name.
2. Print the elective office title.
3. Print the agent's name and phone numbers
4. Check the box for each applicable form.
5. Complete the middle section of the form as you would like your name to appear on the ballot, along with the other information requested.
6. Complete **INFORMATION FOR PUBLICATION** box.
7. Sign and date the form before giving it to your Agent.

COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK

ELECTION PLANNING SECTION
(562) 462-2317

AUTHORIZATION TO PICK-UP AND/OR FILE
CANDIDATE NOMINATION DOCUMENTS

I, _____ candidate for the office
CANDIDATE'S NAME — PLEASE PRINT

of _____ hereby authorize
OFFICE TITLE

_____ (____)_____
AGENT'S NAME AGENT'S PHONE NUMBER

to receive and/or file the following nomination documents: Please check applicable forms (☑)

- ☐ Signature in Lieu of Filing Fee Petitions
- ☐ Candidate Statement
- ☐ Nominating Petitions
- ☐ Declaration of Intention
- ☐ Declaration of Candidacy
- ☐ Ballot Designation Worksheet
- ☐ Other: _____ (Specify)

I am aware that the Nomination documents must be properly executed and delivered to the County of Los Angeles Registrar-Recorder/County Clerk's Office no later than 5:00 p.m. on the last day to file such documents.

I request that my name be placed upon the ballot as follows: (Please print)

_____ _____ _____
FIRST NAME MIDDLE NAME OR INITIAL LAST NAME

My residence address is:

_____
STREET ADDRESS

_____ _____ _____
CITY STATE ZIP CODE

My telephone numbers are: (____)_____ (____)_____
DAYTIME EVENING

(____)_____
FAX

My internet addresses are: _____ _____
WEBSITE E-MAIL

I would like the following information to be used for purposes of listings prepared and issued to the news media and/or the public. (If none given, the above information will be listed.)

INFORMATION FOR PUBLICATION

_____
STREET ADDRESS

_____ _____ _____
CITY STATE ZIP CODE

DAYTIME PHONE: (____)_____ EVENING PHONE: (____)_____

FAX: (____)_____

WEBSITE: _____ E-MAIL: _____

_____ _____
CANDIDATE SIGNATURE DATE

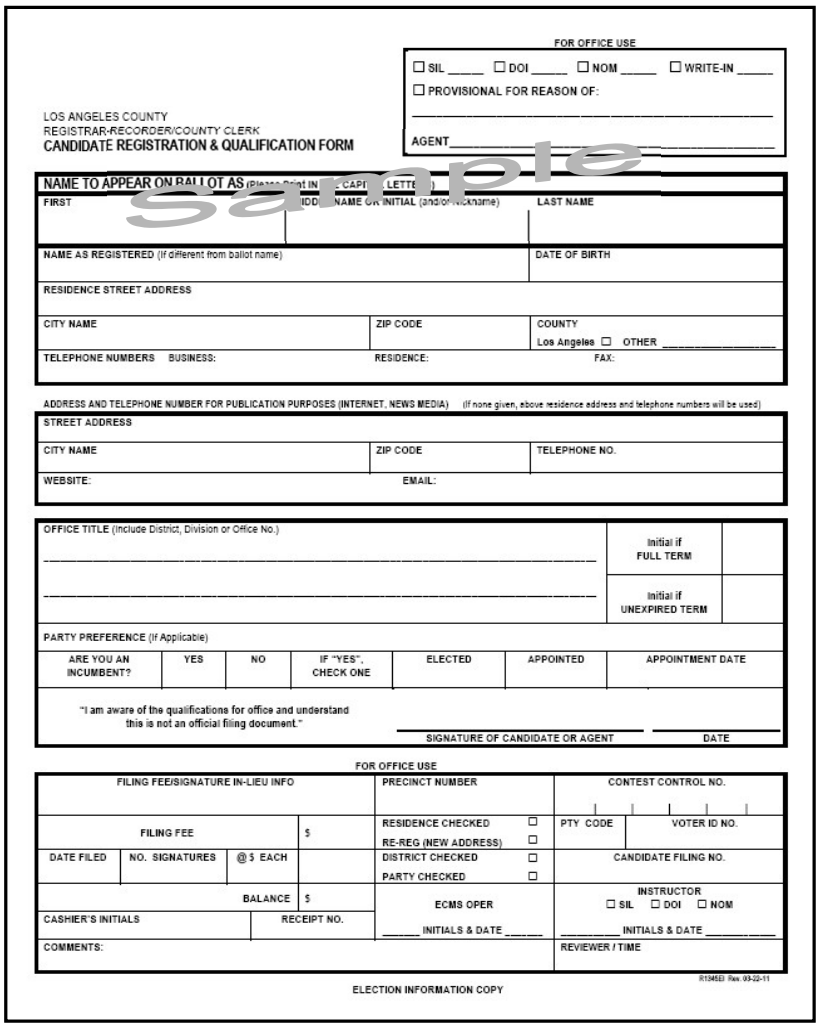
R1024 3/12/2015

If you are planning on filing as a candidate for elective office and want to know **"HOW DO I GET STARTED?"**, there are five (5) steps to the candidate nomination process.

STEP 1 – CANDIDATE REGISTRATION (Applying For Nomination Documents)

Candidates or authorized agents are required to fill out a Candidate Registration and Qualification (CRQ) form providing the following information:

1. Name as you wish it to appear on ballot.
2. Full name as registered to vote.
3. Residence address.
4. Telephone/fax numbers.
5. E-mail and/or web site address.
6. Address and telephone number for publication/ media/internet.
7. Elective office title for which you are applying.
8. Signature and date.



FOR OFFICE USE

☐ SIL _____ ☐ DOI _____ ☐ NOM _____ ☐ WRITE-IN _____

☐ PROVISIONAL FOR REASON OF: _____

AGENT _____

LOS ANGELES COUNTY
REGISTRAR-RECORDER/COUNTY CLERK
CANDIDATE REGISTRATION & QUALIFICATION FORM

Sample

NAME TO APPEAR ON BALLOT AS (Please Print IN CAPITAL LETTERS)

FIRST	MIDDLE NAME OR INITIAL (and/or nickname)	LAST NAME

NAME AS REGISTERED (If different from ballot name)	DATE OF BIRTH
RESIDENCE STREET ADDRESS	

CITY NAME	ZIP CODE	COUNTY Los Angeles ☐ OTHER _____

TELEPHONE NUMBERS BUSINESS: RESIDENCE: FAX:

ADDRESS AND TELEPHONE NUMBER FOR PUBLICATION PURPOSES (INTERNET, NEWS MEDIA) (If none given, above residence address and telephone numbers will be used)

STREET ADDRESS		
CITY NAME	ZIP CODE	TELEPHONE NO.
WEBSITE:	EMAIL:	

OFFICE TITLE (Include District, Division or Office No.)

_____ Initial if FULL TERM

_____ Initial if UNEXPIRED TERM

PARTY PREFERENCE (If Applicable)

ARE YOU AN INCUMBENT?	YES	NO	IF "YES", CHECK ONE	ELECTED	APPOINTED	APPOINTMENT DATE

"I am aware of the qualifications for office and understand this is not an official filing document."

SIGNATURE OF CANDIDATE OR AGENT _____ DATE _____

FOR OFFICE USE

FILING FEE/SIGNATURE IN-LIEU INFO				PRECINCT NUMBER	CONTEST CONTROL NO.	
FILING FEE			$	RESIDENCE CHECKED ☐ RE-REG (NEW ADDRESS) ☐	PTY CODE	VOTER ID NO.
DATE FILED	NO. SIGNATURES	@ $ EACH		DISTRICT CHECKED ☐ PARTY CHECKED ☐	CANDIDATE FILING NO.	
BALANCE			$	ECMS OPER _____ INITIALS & DATE _____	INSTRUCTOR ☐ SIL ☐ DOI ☐ NOM _____ INITIALS & DATE _____	
CASHIER'S INITIALS		RECEIPT NO.				
COMMENTS:					REVIEWER / TIME	

R1345D Rev. 03-22-11

ELECTION INFORMATION COPY

The Candidate Registration and Qualification form is also available online at www.lavote.gov. Information on the form is used in preparing nomination documents. It is important that the information is accurate. This information will be printed on listings distributed to the news media and the general public. CANDIDATE QUALIFICATIONS ARE VERIFIED AT THE TIME OF FILING NOMINATION DOCUMENTS.

STEP 2 – ISSUING NOMINATION DOCUMENTS

An **Application for Nomination Documents** is prepared from information provided on the Candidate Registration and Qualification (CRQ) form.

This application must be signed by the candidate or an authorized agent acknowledging awareness of:

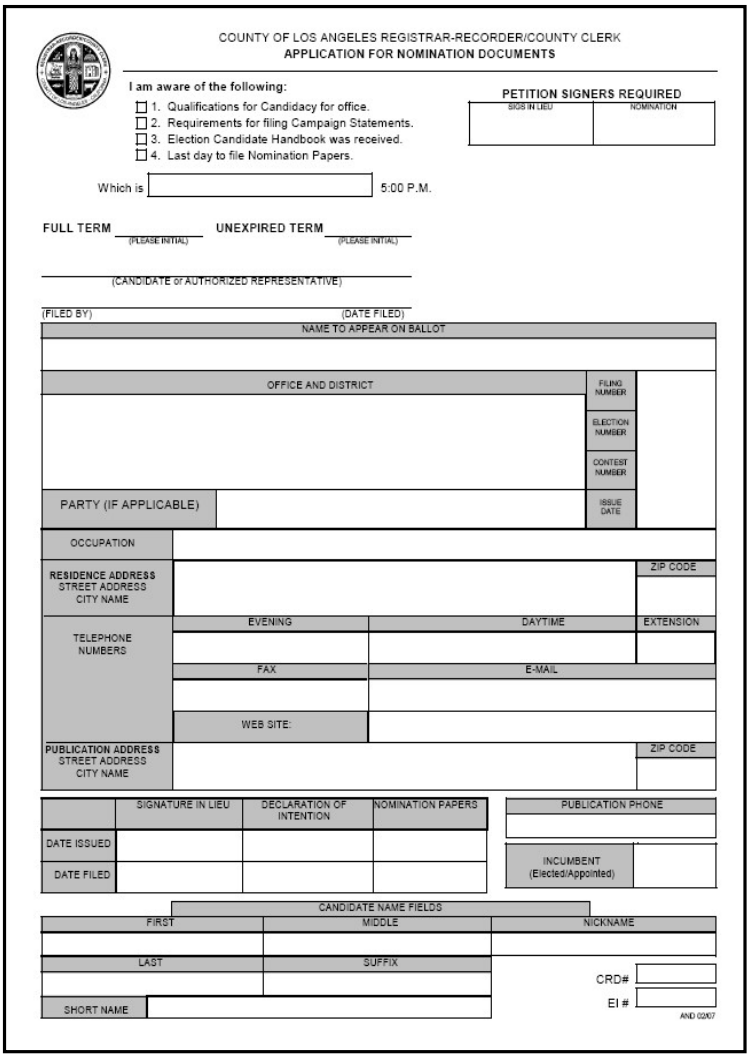
1. Qualifications for office.

2. Campaign statement filing requirements.

3. Receipt of candidate handbook.

4. Last day to file nomination papers.

Candidate or Agent must verify that the candidate information, including the name to appear on ballot, office title, addresses, telephone/fax numbers, e-mail and web site are printed correctly on all forms.



COUNTY OF LOS ANGELES REGISTRAR-RECORDER/COUNTY CLERK
APPLICATION FOR NOMINATION DOCUMENTS

I am aware of the following:
- ☐ 1. Qualifications for Candidacy for office.
- ☐ 2. Requirements for filing Campaign Statements.
- ☐ 3. Election Candidate Handbook was received.
- ☐ 4. Last day to file Nomination Papers.

PETITION SIGNERS REQUIRED: SIGS IN LIEU | NOMINATION

Which is _____ 5:00 P.M.

FULL TERM ____ (PLEASE INITIAL) UNEXPIRED TERM ____ (PLEASE INITIAL)

(CANDIDATE or AUTHORIZED REPRESENTATIVE)

(FILED BY) (DATE FILED)

NAME TO APPEAR ON BALLOT

OFFICE AND DISTRICT | FILING NUMBER | ELECTION NUMBER | CONTEST NUMBER

PARTY (IF APPLICABLE) | ISSUE DATE

OCCUPATION

RESIDENCE ADDRESS STREET ADDRESS CITY NAME | ZIP CODE

TELEPHONE NUMBERS: EVENING | DAYTIME | EXTENSION

FAX | E-MAIL

WEB SITE:

PUBLICATION ADDRESS STREET ADDRESS CITY NAME | ZIP CODE

	SIGNATURE IN LIEU	DECLARATION OF INTENTION	NOMINATION PAPERS
DATE ISSUED			
DATE FILED			

PUBLICATION PHONE

INCUMBENT (Elected/Appointed)

CANDIDATE NAME FIELDS: FIRST | MIDDLE | NICKNAME

LAST | SUFFIX

SHORT NAME

CRD#

EI #

AND 02/07

THE CANDIDATE HANDBOOK AND RESOURCE GUIDE, A CAMPAIGN FINANCIAL DISCLOSURE PACKET AND NOMINATION PETITION FORMS, IF APPLICABLE, ARE ISSUED AT THIS TIME.

STEP 3 – DECLARATION OF CANDIDACY (Completing Nomination Documents)

The Declaration of Candidacy Form is a two-sided form used to declare your candidacy, provide your ballot designation, and take the loyalty oath. This form contains the candidate's name as it will appear on the ballot, based on data from the CRQ. Once filed, these forms are public information. A prospective candidate must execute the Declaration of Candidacy and file it with the county elections official.

1. Fill in your name and designation (occupation) to appear on ballot. Refer to Name to Appear on the Ballot and Ballot Designation Provisions in this Chapter.

2. Fill in your residence, business and mailing addresses.

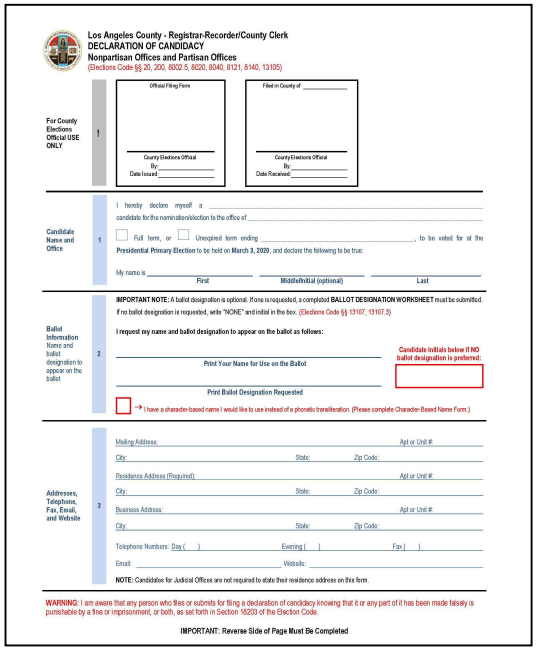
3. Provide daytime and evening telephone numbers (fax numbers, e-mail and web site address information is optional).

4. If you are an incumbent, you are to list the name of public office you presently hold.

5. Print name in space provided in "Oath of Office".

6. Fill in place of execution and date.

7. Sign name under penalty of perjury that information is true and correct.



Los Angeles County - Registrar-Recorder/County Clerk
DECLARATION OF CANDIDACY
Nonpartisan Offices and Partisan Offices
(Elections Code §§ 20, 200, 8002.5, 8020, 8040, 8121, 8140, 13105)

For County Elections Official USE ONLY (1): Official Filing Form — County Elections Official; By; Date Issued. Filed in County of ____ — County Elections Official; By; Date Received.

Candidate Name and Office (1): I hereby declare myself a ____ candidate for the nomination/election to the office of ____ ☐ Full term, or ☐ Unexpired term ending ____, to be voted for at the **Presidential Primary Election** to be held on **March 3, 2020**, and declare the following to be true:

My name is ____ First ____ Middle/Initial (optional) ____ Last

Ballot Information Name and ballot designation to appear on the ballot (2): **IMPORTANT NOTE:** A ballot designation is optional. If one is requested, a completed **BALLOT DESIGNATION WORKSHEET** must be submitted. If no ballot designation is requested, write "NONE" and initial in the box. (Elections Code §§ 13107, 13107.3)

I request my name and ballot designation to appear on the ballot as follows:

____ Print Your Name for Use on the Ballot

____ Print Ballot Designation Requested

Candidate initials below if NO ballot designation is preferred: ____

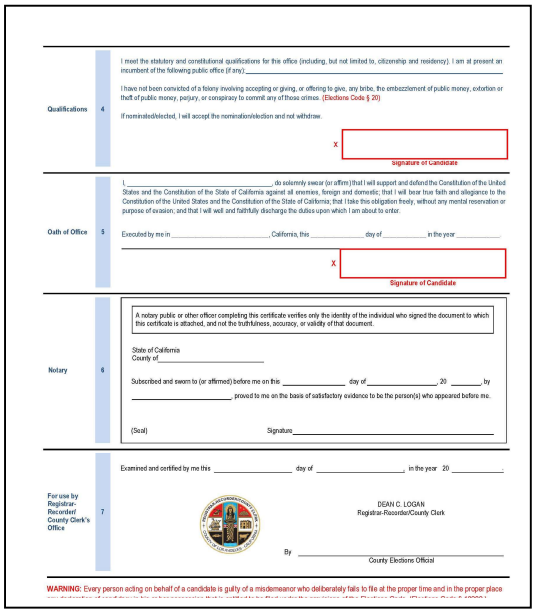
☐ → I have a character-based name I would like to use instead of a phonetic transliteration. (Please complete Character-Based Name Form.)

Addresses, Telephone, Fax, Email, and Website (3): Mailing Address: ____ Apt or Unit #: ____ City: ____ State: ____ Zip Code: ____ Residence Address (Required): ____ Apt or Unit #: ____ City: ____ State: ____ Zip Code: ____ Business Address: ____ Apt or Unit #: ____ City: ____ State: ____ Zip Code: ____ Telephone Numbers: Day ( ) ____ Evening ( ) ____ Fax ( ) ____ Email: ____ Website: ____

NOTE: Candidates for Judicial Offices are not required to state their residence address on this form.

WARNING: I am aware that any person who files or submits for filing a declaration of candidacy knowing that it or any part of it has been made falsely is punishable by a fine or imprisonment, or both, as set forth in Section 18203 of the Election Code.

IMPORTANT: Reverse Side of Page Must Be Completed



Qualifications (4): I meet the statutory and constitutional qualifications for this office (including, but not limited to, citizenship and residency). I am at present an incumbent of the following public office (if any): ____

I have not 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)

If nominated/elected, I will accept the nomination/election and not withdraw.

X ____ Signature of Candidate

Oath of Office (5): I, ____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Executed by me in ____, California, this ____ day of ____ in the year ____.

X ____ Signature of Candidate

Notary (6): A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of ____

Subscribed and sworn to (or affirmed) before me on this ____ day of ____, 20 ____, by ____, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

(Seal) Signature ____

For use by Registrar-Recorder/County Clerk's Office (7): Examined and certified by me this ____ day of ____, in the year 20 ____.

DEAN C. LOGAN
Registrar-Recorder/County Clerk

By ____ County Elections Official

WARNING: Every person acting on behalf of a candidate is guilty of a misdemeanor who deliberately fails to file at the proper time and in the proper place

NOTE: DOCUMENTS NOT SIGNED IN THE PRESENCE OF THE ELECTIONS OFFICIAL MUST BE NOTARIZED IN THE STATE OF CALIFORNIA.

STEP 4 – BALLOT DESIGNATION WORKSHEET

If a candidate submits a ballot designation, the "Ballot Designation Worksheet" shall be filed with the elections official at the time the candidate files his or her Declaration of Candidacy Form. If candidate fails to file a Ballot Designation Worksheet, no designation shall appear under the candidate's name on the ballot.

California Secretary of State
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.

Rev 09/2019

STEP 5 – FILING NOMINATION DOCUMENTS

Listed below are mandatory and optional documents to be filed for candidacy. It is the obligation of the candidate to ensure that filing requirements and deadlines are met. All candidates are urged to file documents as early as possible to avoid a last minute rush.

DOCUMENTS	APPLIES TO	FOR FURTHER INFORMATION CONTACT
Declaration of Candidacy	All Candidates	Election Planning Section (562) 462-2317
Ballot Designation Worksheet	All Candidates	Election Information Section (800) 815-2666 Option 4
Candidate Statement Form	Optional for all eligible candidates. Available to state legislative candidates who have agreed to limit their campaign expenditures voluntarily.	Election Planning Section (562) 462-2317
Transliteration Form	All Candidates	Translation Services Unit (562) 462-2730 (562) 462-2832
Candidate Campaign Statement Forms	All Candidates	Campaign Finance Section (562) 462-2339

PLEASE NOTE: Due to COVID-19, Candidate Filing may be handled differently. Please call 1-800-815-2666 (option 4) for more up to date information.

CHAPTER 3

CANDIDATE STATEMENTS

CANDIDATE STATEMENTS

STATE LAW PROVIDES THAT STATEMENTS MUST BE FILED NO LATER THAN 5:00 P.M. ON THE LAST DAY OF THE NOMINATION PERIOD.

1. Statement is optional and may include the candidate's age and occupation.
2. Statements may not include references to other candidates.
3. No changes are allowed after statement is filed, *unless there are issues with Elections Code compliance or Court ordered changes.*
4. A candidate may request that the statement also be printed in Spanish and included in the Official Sample Ballot booklet mailed to all voters in the election area. An additional fee is required to print the Spanish statement. **In compliance with California Law, only English and Spanish candidate statements are included in the Official Sample Ballot booklet** for candidates who wish to have one printed at the candidate's or local agencies' expense. (Translations may be provided in other languages in accordance with federal law. See "Translations" later in this chapter for further information.)
5. No reference to candidate's political party affiliation or any partisan political membership or activity is permitted.
6. If the legislative district to be voted on is shared by more than one county, the candidate must file a statement with each county.
7. If candidate's name does not appear on the official ballot, the candidate is not entitled to a candidate statement in the Official Sample Ballot Booklet.
   (E. C. § 302)

IMPORTANT NOTICE

Please be advised that the Registrar-Recorder/County Clerk **makes every effort** to provide candidate statements that are published in the sample ballot to voters **as early as possible** during the voting period and prior to the voters' receipt of their Vote By Mail ballots. However, this is not always possible due to the volume of material (for over 5.6 million registered voters in statewide and countywide elections) and the complexity of coordinating mail distribution among the Registrar-Recorder/County Clerk, the United States Postal Service, and the Registrar-Recorder/County Clerk's print and mail vendors. While the initial mass mailing of Vote By Mail ballots must occur no later than the **29th day** prior to every election, sample ballot booklets are mailed up to the **21st day** prior to the general election and up to the **10th day** prior to a presidential primary election pursuant to **EC. § 13300(c)** and **§ 13303(a)**. Please consider this as you determine if you will be opting for a candidate statement.

ESTIMATED COST – The form on which the statement is submitted is issued with the nomination documents and contains word limitation information and an estimated cost.

The estimated cost is determined prior to all information being available; therefore, it is an approximation of the actual cost that varies from election to election and may be significantly more or less depending on the actual number of candidates filing statements.

FORMAT AND STYLE INFORMATION

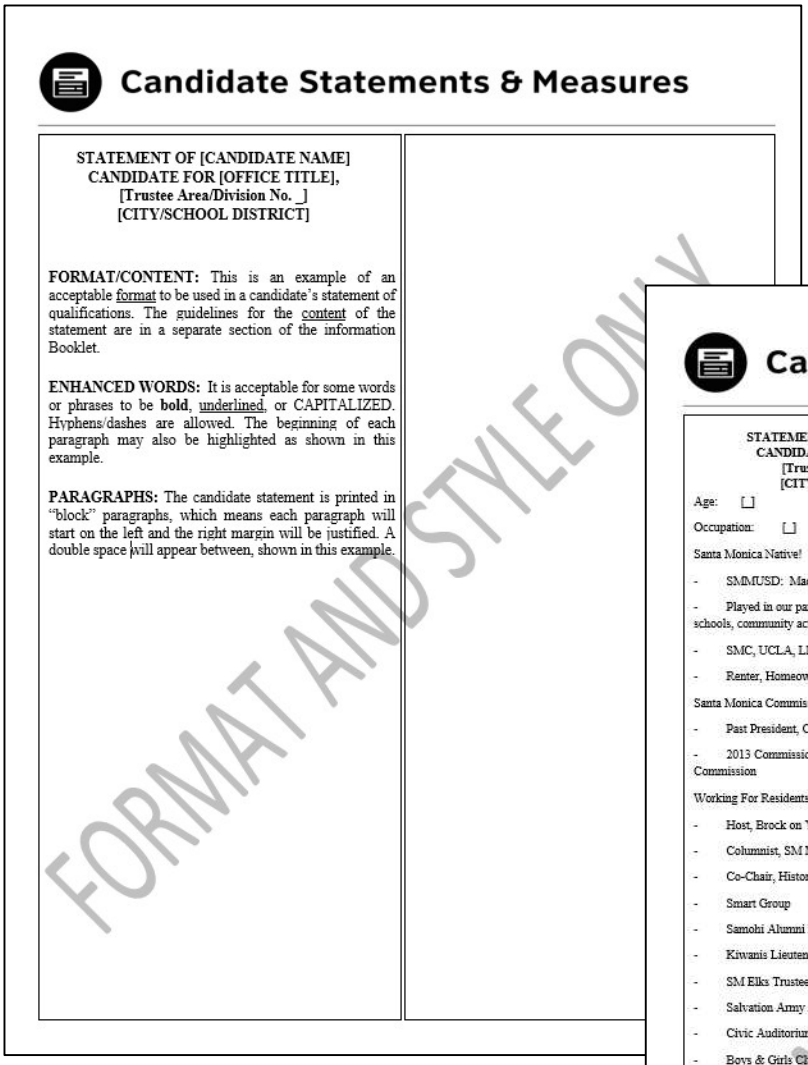
1. Statement will be **typed** using Time New Roman font in 11 point size. However, the statement may be **typed and submitted** using any standard font. Statements will be printed in uniform type, style and spacing. Text submitted indented or centered will be typed in block paragraph form. See samples of candidate statements later in this chapter for recommended form and style content. Please note, if using any standard font less than Times New Roman in 11 point size, the printed candidate statement may extend to two (2) or more columns once formatted.

2. Statements will be printed in uniform type, style and spacing. Use block paragraphs and single space format. Text submitted indented or centered will be typeset in block paragraph form. **Entire statements in all capital letters, bold and italics are not acceptable**. **Indentations cannot be accommodated**. Words to be printed in **boldface type**, <u>underscored</u> and/or CAPITALIZED are to be clearly indicated

3. All statements should be checked by the candidate for spelling and punctuation as the elections official is not permitted to edit any material contained therein.

   NOTE: If a statement is formatted to include numerous paragraph breaks and/or individual listings of accomplishments, endorsements, etc., the printed statement may extend to two (2) columns, resulting in increased cost and possibly a balance due after the election.

FORMAT AND STYLE INFORMATION — All statements should be checked by the candidate for spelling and punctuation as the elections official is not permitted to edit any material contained therein. Additionally, candidates should verify the length of the statement to ensure they do not exceed the intended number of columns for their statement.



Candidate Statements & Measures

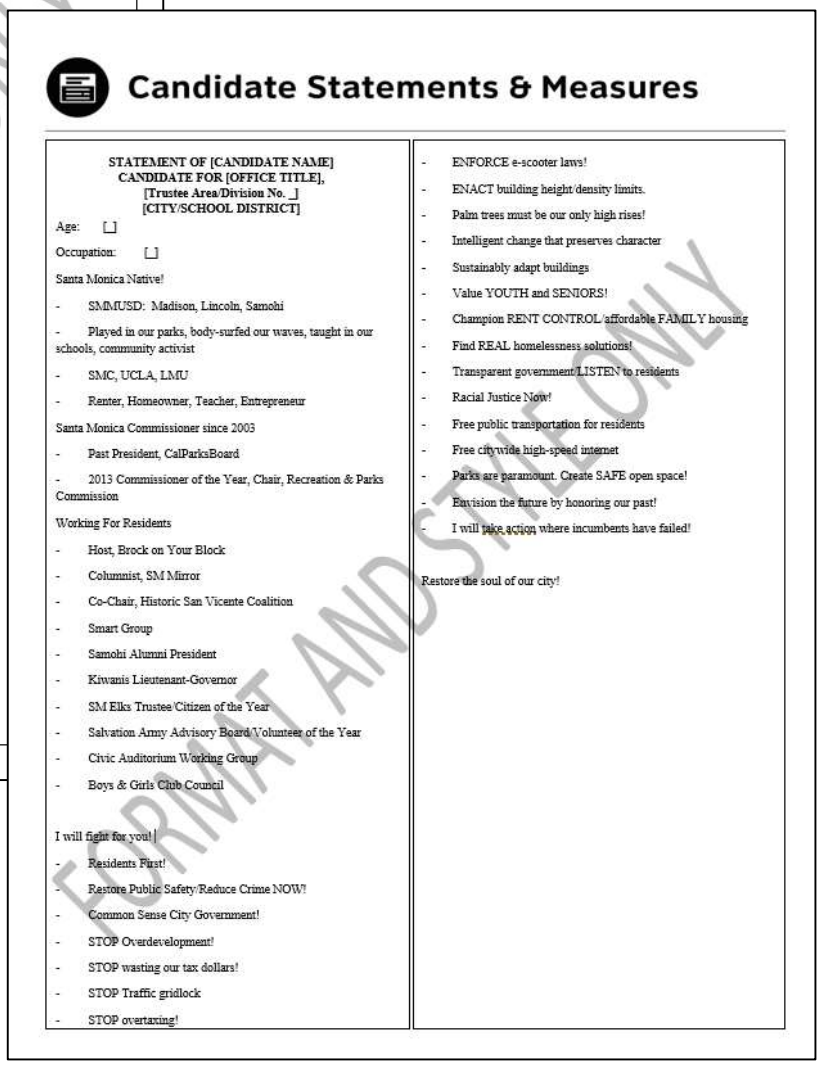
STATEMENT OF [CANDIDATE NAME]
CANDIDATE FOR [OFFICE TITLE],
[Trustee Area/Division No. _]
[CITY/SCHOOL DISTRICT]

FORMAT/CONTENT: This is an example of an acceptable format to be used in a candidate's statement of qualifications. The guidelines for the content of the statement are in a separate section of the information Booklet.

ENHANCED WORDS: It is acceptable for some words or phrases to be **bold**, underlined, or CAPITALIZED. Hyphens/dashes are allowed. The beginning of each paragraph may also be highlighted as shown in this example.

PARAGRAPHS: The candidate statement is printed in "block" paragraphs, which means each paragraph will start on the left and the right margin will be justified. A double space will appear between, shown in this example.

1 column (1 statement)



Candidate Statements & Measures

STATEMENT OF [CANDIDATE NAME]
CANDIDATE FOR [OFFICE TITLE],
[Trustee Area/Division No. _]
[CITY/SCHOOL DISTRICT]

Age: [_]

Occupation: [_]

Santa Monica Native!

- SMMUSD: Madison, Lincoln, Samohi
- Played in our parks, body-surfed our waves, taught in our schools, community activist
- SMC, UCLA, LMU
- Renter, Homeowner, Teacher, Entrepreneur

Santa Monica Commissioner since 2003

- Past President, CalParksBoard
- 2013 Commissioner of the Year, Chair, Recreation & Parks Commission

Working For Residents

- Host, Brock on Your Block
- Columnist, SM Mirror
- Co-Chair, Historic San Vicente Coalition
- Smart Group
- Samohi Alumni President
- Kiwanis Lieutenant-Governor
- SM Elks Trustee/Citizen of the Year
- Salvation Army Advisory Board/Volunteer of the Year
- Civic Auditorium Working Group
- Boys & Girls Club Council

I will fight for you!

- Residents First!
- Restore Public Safety/Reduce Crime NOW!
- Common Sense City Government!
- STOP Overdevelopment!
- STOP wasting our tax dollars!
- STOP Traffic gridlock
- STOP overtaxing!
- ENFORCE e-scooter laws!
- ENACT building height/density limits.
- Palm trees must be our only high rises!
- Intelligent change that preserves character
- Sustainably adapt buildings
- Value YOUTH and SENIORS!
- Champion RENT CONTROL/affordable FAMILY housing
- Find REAL homelessness solutions!
- Transparent government/LISTEN to residents
- Racial Justice Now!
- Free public transportation for residents
- Free citywide high-speed internet
- Parks are paramount. Create SAFE open space!
- Envision the future by honoring our past!
- I will take action where incumbents have failed!

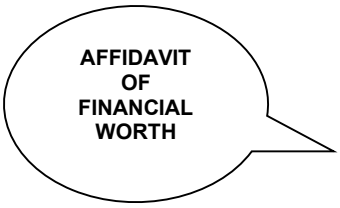
Restore the soul of our city!

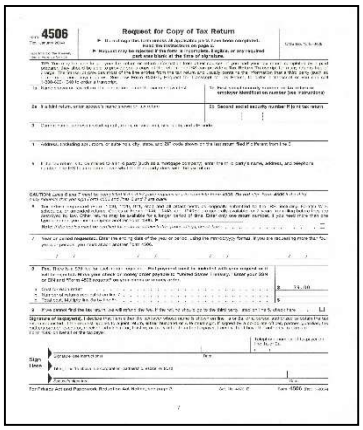
2 columns (1 statement)

FORMAT AND STYLE ONLY

TRANSLATIONS – Translations of candidate statements for voter information booklets may be provided in Armenian, Bengali, Burmese, Cambodian/Khmer, Chinese, Farsi, Gujarati, Hindi, Indonesian, Japanese, Korean, Mongolian, Russian, Spanish, Tagalog/Filipino, Telugu, Thai and Vietnamese for qualifying jurisdictions in accordance with Federal Voting Rights Act provisions and Department of Justice specifications. These booklets are sent only to voters who have requested translated material. Additional booklets are provided at the polling places on Election Day.

INDIGENT CANDIDATES – If a candidate alleges to be indigent and is unable to pay the advance fee for submitting a candidate statement, the candidate shall submit an Affidavit of Financial Worth to the local agency to be used in determining the candidate's indigence eligibility. The affidavit shall be submitted by the candidate with their candidate statement by the specified deadline. The candidate shall certify under penalty of perjury the truth and correctness of the content of the affidavit. A determination shall be made whether or not the candidate is indigent and the local agency will notify the candidate of its findings. If a determination is made that the candidate is indigent, the local agency shall print and mail the statement without payment of the advance fee. The candidate will be billed the actual pro rata share of the cost following the election. If a determination is made that the candidate is **not** indigent, the candidate shall withdraw the statement or pay the requisite fee within three days of notification, excluding Saturdays, Sundays and State holidays.





PUBLIC EXAMINATION PERIOD – Candidate statements are confidential until after the close of the nomination period (E. C. § 13311). Once the filing period closes, the statements are open to public examination for a **ten (10) calendar day period.** If the nomination period is extended for a particular office, the statements are open to public examination for **another ten (10) calendar day period**. A fee may be charged to any person wishing to obtain a copy of the material. During both periods, any person may file a writ of mandate or an injunction to require any or all of the content/data to be amended or deleted.

PUBLIC EXAMINATION PERIOD OF CANDIDATE STATEMENTS FOR CITY OFFICES – City candidates should contact the City Clerk for information on viewing candidate statement content.

STATEMENTS MUST BE FILED NO LATER THAN 5:00 P.M. ON THE LAST DAY OF THE NOMINATION PERIOD.

NOTICE TO PERSONS SUBMITTING CANDIDATE STATEMENTS

CANDIDATE STATEMENTS LIMITED TO CANDIDATE'S OWN QUALIFICATIONS

This applies to all candidates.

The California Elections Code and case law prohibit **CANDIDATES** from making any reference to another candidate or to another candidate's qualification, character or activities. If the **COUNTY ELECTIONS OFFICIAL** discovers improper content in a candidate statement, the **COUNTY ELECTIONS OFFICIAL** will notify the candidate and give the individual an opportunity to correct the improper language in the candidate statement. If the candidate refuses to correct the improper language, the **COUNTY ELECTIONS OFFICIAL**, as well as any other voter, may bring legal action against the candidate to correct the statement. The prevailing party may also be entitled to obtain attorney's fees for bringing the action.

The **COUNTY ELECTIONS OFFICIAL** will not accept language in a candidate statement that in any way makes reference to other candidates or to another candidate's qualifications, character, or activities pursuant to California Elections Code Section 13308. The **COUNTY ELECTIONS OFFICIAL** will remove the improper language from the statement and not allow it to be printed. The candidate will be notified of the improper language and its removal from the statement.

All prospective candidates may want to refer to California Elections Code Sections 13307, 13308, 13311, 13313, and 13314, as well as the California Court of Appeal ruling in *Dean v. Superior Court*, (1998 4th Dist.) 62 Cal. App.4th 638. However, this list is not exhaustive and candidates are solely responsible for preparation and submittal of candidate's statements that are in conformance with the law. A copy of the above described Elections Code Sections and the *Dean* decision are available from our office at no cost.

WORD COUNTING GUIDELINES
(Elections Code Chapter 1, General Provisions, Section 9)

The following guidelines are used by the Registrar-Recorder/County Clerk's Office for counting words on candidate statements, ballot measure text, arguments, rebuttals and other ballot enclosures. The guidelines do **not** apply to ballot designations for candidates. If the text exceeds the specified 200 or 400 word limit, the author will be asked to delete words or change text until the statement conforms with requirements.

1. **PUNCTUATION MARKS** are not counted. Symbols such as "&" (and), and "#" (number/pound) are not considered punctuation and each symbol is counted as one (1) word.

2. **THE WORDS** "I", "a", "the", "and", "an" are counted as individual words.

3. **PROPER NOUNS,** such as geographical names, and names of persons or things, as one (1) word.
   EXAMPLE: "Gus Enwright" = 1 word
   "City of Los Angeles" = 1 word
   "Dalai Lama" = 1 word

4. **ABBREVIATIONS** such as acronyms or abbreviations for a word, phrase, or expression are counted as one (1) word.
   EXAMPLE: UCLA, PTA, USMC, LAPD, U.S.M.C.

5. **HYPHENATED WORDS** that appear in any generally available standard reference dictionary published in the U.S. at any time within the last 10 calendar years immediately preceding the election are counted as one (1) word.
   EXAMPLE: Attorney-at-law

6. **DATES…** are counted as one (1) word.
   EXAMPLE: July 21, 1983 18 June, 1987 3/18 7/21/89

7. **NUMERIC COMBINATIONS** are counted as one (1) word.
   EXAMPLE: 1973 13 1/2 1971-73 5% 8/3/73 #14

8. **MONETARY AMOUNTS** consisting of a combination of digits are counted as one (1) word.
   EXAMPLE: $1,000.00

   MONETARY AMOUNTS consisting of a combination of words and digits are counted as two (2) words.
   EXAMPLE: $4 million

9. **TELEPHONE/FAX NUMBERS** are counted as one (1) word.
   EXAMPLE: 1-800-815-2666 1-562-462-2317

10. **INTERNET WEB SITES/E-MAIL ADDRESSES** are counted as one (1) word.
    EXAMPLE: http://www.co.la.ca.us www.lavote.gov http://www.lacounty.Info

CHAPTER 4

WRITE-IN CANDIDATES

GENERAL INFORMATION FOR WRITE-IN CANDIDATES

(Election Code §§ 8600 and 8601)

IMPORTANT: A person may **not** be a write-in candidate at the general election **for a voter-nominated office**.

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

There is no party affiliation requirement for signers of write-in nomination petitions in the general election. The candidate does not have to be registered with any qualified political party. Additionally, he or she must be registered to vote in California unless the candidate is running for a congressional or judicial office.

NOMINATION PAPERS – Candidate must file the requisite number of signatures on the nomination papers, if any, required pursuant to Sections 8062, 10220, and 10510, or, in the case of a special district not subject to the Uniform District Election Law, the number of signatures required by the principal act of the district.

Write-in candidacy forms must be filed with the Registrar-Recorder/County Clerk NO LATER THAN 5:00 P.M. ON THE **14th** DAY prior to the election.

A write-in candidate **is not required** to pay a filing fee.

FILING DEADLINE		
SEPT. 12 (M) through OCT. 25 (Tue) 5:00 P.M.	E- 57 - 14	FIRST AND LAST DAY TO FILE STATEMENT OF WRITE-IN CANDIDACY.
OCT. 25 (Tue)	E- 14	LAST DAY FOR GENERAL WRITE-IN CANDIDATES TO FILE.

PLEASE NOTE: Due to COVID-19, Candidate Filing may be handled differently. Please call 1-800-815-2666 (option 4) for more up to date information.

All candidates are urged to file the following documents as early as possible:

STATEMENT OF WRITE-IN CANDIDACY – Refer to General Information on Filing Procedures for Candidates in Chapter 2 of Section 1 of this handbook.

CANDIDATE CAMPAIGN STATEMENT FORMS – If you have any questions regarding the completion of this form, contact the Campaign Finance Section at (562) 462-2339.

ELECTION RESULTS FOR WRITE-IN CANDIDATES

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

OFFICES OMITTED FROM BALLOT – Prospective write-in candidates should note that write-in candidacy is possible only if the office appears on the ballot. For judicial, school and UDEL contests, if the number of persons qualifying for the ballot does not exceed the number of offices to be filled, the election is cancelled and eligible candidates are appointed in lieu of the election. California law however, provides that for such offices a petition indicating that a write-in campaign will be conducted must have been filed with the elections official to require the office(s) be placed on the ballot by means of a petition drive.
(E. C. §§ 8203 and 10515; Ed. Code § 5326)

NAME DOES NOT APPEAR ON BALLOT – If candidate's name does not appear on the official ballot, the candidate is not entitled to a candidate statement in the Official Sample Ballot Booklet.
(E. C. § 302)

WRITE-IN CANDIDATES TO BE ELECTED

1. Depending on the contest, the person who receives a plurality of the votes cast is elected to that office. This includes write-in candidates **(E. C. § 15452)**

2. In order for a candidate, including a write-in candidate, to win election to a judicial or county office, the candidate must receive a majority of the ballots cast for candidates for that office. **(E. C. §§ 8140, 8141 and 15450)**

3. A write-in candidate for a school district governing board member or special district board of director member contest must receive more votes than any other candidate running for that office. When more than one office is to be filled, those candidates, including qualified write-in candidates, who receive the highest number of votes for however many seats are to be filled are elected.

4. Voters may write in any name they wish for any office regardless of whether the candidate is qualified or not. However, votes will only be tabulated for **officially qualified** write-in candidates.

SECTION 2

TABLE OF CONTENTS

Section 2 Resource Guide

CHAPTER 1: CONTACT INFORMATION

Registrar-Recorder/County Clerk (RR/CC) 1-2
Information Available on RR/CC website 3
Counties With Shared Districts 4
California Secretary of State 4
Fair Political Practices Commission (FPPC) 5
Federal Election Commission (FEC) 5
U.S. Election Assistance Commission (EAC) 5
California State Attorney General 5
Los Angeles County District Attorney 5
To Report Election Violations 6

CHAPTER 2: FINANCIAL REPORTING

Campaign Statement Filing Requirements 7-8
Campaign Disclosure Forms 9-10
Where to file 11
Review of Reporting Requirements 12

CHAPTER 3: CAMPAIGNING

General Campaign Information 13-26
Fee Schedule 27-28

CHAPTER 4: MULTILINGUAL VOTING SERVICES

Background 29
Translation of Election Materials 29
Implications to Candidate Cost 29
Translation of Candidate Statements 30
Transliteration of Candidate Names 30

CHAPTER 4: MULTILINGUAL VOTING SERVICES (Continued)

Transliteration Review Period..... 30
Multilingual Voter Services 31
Transliteration Form 32

CHAPTER 5: ELECTION RESULTS

Tabulation of Election Results 33
Post Election Night Results 33
Canvass/Certification.....…..34
Statement of Votes Cast..... 34
Election Contest 34
Document Retention..... 34
Requesting a Recount..... 35-37

CHAPTER 6: FAQ'S

Frequently Asked Questions 38-40

CHAPTER 1

CONTACT INFORMATION

CONTACT INFORMATION

REGISTRAR-RECORDER/COUNTY CLERK (RR/CC)

OFFICE HOURS	OFFICE ADDRESS	MAILING ADDRESS
8:00 a.m. - 5:00 p.m. Monday - Friday (Except for Holidays)	12400 Imperial Highway Norwalk, CA 90650 FAX: (562) 864-4064	P O Box 1024 Norwalk, CA 90651-1024

TDD (Telecommunications Device for the Deaf) .....(562) 462-2259

ELECTION INFORMATION.....1-800-815-2666
2nd Floor, Room 2013 **option 4**
General information regarding election, registration and voter services.
Fax Number..... **(562) 864-4064**

CANDIDATE NOMINATION PROCEDURES.....1-800-815-2666
2nd Floor, Room 2013 **option 4**
Information regarding election dates, offices to be filled, qualifications for office, nomination filing dates and procedures.

CAMPAIGN FINANCE DISCLOSURE ..... (562) 462-2339
2nd Floor, Room 2003
Campaign finance filing requirements for candidates, committees and officeholders.

VOTER REGISTRATION.....1-800-815-2666
Requests for voter registration forms or register to vote online at www.lavote.net. **option 2**

Note: The registration deadline for the **November 8th General Election** is Monday, **October 24, 2022.**

OFFICIAL SAMPLE/VOTE BY MAIL BALLOT INQUIRIES.....1-800-815-2666
option 2

FAX NUMBERS..... (562) 462-2354
(562) 868-0861

OFFICIAL SAMPLE BALLOT TRANSLATION.....1-800-481-8683
To receive an Official Sample Ballot booklet translated into Armenian, Cambodian/Khmer, Chinese, Farsi, Hindi, Japanese, Korean, Russian, Spanish, Tagalog/Filipino, Thai or Vietnamese.

VOTE CENTER STAFF 1-800-815-2666
To become a vote center staff or report problems at a vote center location during the voting period (E-10 to Election Day). **option 7**

VOTE CENTER RECRUITMENT AND SELECTION……...(562) 347-2447
To offer a building to be a vote center.
Election Operation Center

HOURLY VOTER TURNOUT INFORMATION .....(562) 462-2726
For projected turnout reports issued each hour on the half-hour from 8:30 a.m. to 8:30 p.m. on Election Day.

SEMI-OFFICIAL RESULTS INFORMATION 1-800-815-2666
Available Wednesday, **November 9, 2022.** **option 4**

VOTER FRAUD HOT LINE.....1-800-815-2666
To report factual information on illegal voter registration and/or voting activities. **option 5**

INFORMATION AVAILABLE ON RR/CC WEBSITE

The RR/CC website (www.lavote.gov) has the following information for voters, candidates, media and community activists:

- Voter Registration Information
- Vote By Mail Information
- Vote Center Location Look-up
- “My Districts” Look-up
- Candidate Registration and Qualification (CRQ) form
- List of Candidates Who Have Filed (posted and updated daily during the filing period)
- Candidate Handbooks for Upcoming Elections
- Campaign Finance Disclosure (including county offices and measures)
- Multilingual Voter Services
- Services for Voters with Specific Needs
- Election Results
- RR/CC Strategic Plan
- RR/CC Twitter Postings

COUNTIES WITH SHARED DISTRICTS

The following is a list of Registrar of Voters offices that share districts with Los Angeles County.

ORANGE COUNTY
1300 S. Grand Ave., Bldg C
Santa Ana, CA 92705
(714) 567-7600
Fax: (714) 567-7556

VENTURA COUNTY
800 S. Victoria Ave., L-1200
Ventura, CA 93009
(805) 654-2664
Fax: (805) 648-9200

TULARE COUNTY
5951 S. Mooney Blvd.
Visalia, CA 93277
(559) 624-7300
Fax: (559) 737-4498

SAN BERNARDINO COUNTY
777 E. Rialto Ave.
San Bernardino, CA 92415
(909) 387-8300
(800) 881-8683
Fax: (909) 387-2022

KERN COUNTY
1115 Truxtun Ave., 1st Floor
Bakersfield, CA 93301
(661) 868-3590
(800) 452-8683
Fax: (661) 868-3768

CALIFORNIA SECRETARY OF STATE

POLITICAL REFORM DIVISION

1500 11th Street, Room 495
Sacramento, CA 95814
(916) 653-6224
Fax: (916) 653-5045

ELECTIONS DIVISION

1500 11th Street, 5th Floor
Sacramento, CA 95814
(916) 657-2166
Fax: (916) 653-3214

TDD: 1-800-833-8683
Web: www.sos.ca.gov

FAIR POLITICAL PRACTICES COMMISSION* (FPPC)

Advice / Assistance

1102 Q Street, Suite 3000
Sacramento, CA 95811

(866) 275-3772
(916) 322-5660
Fax: (916) 322-0886
Web: www.fppc.ca.gov

Enforcement Division (To report violations)..... complaint@fppc.ca.gov

FEDERAL ELECTION COMMISSION ** (FEC)

999 E St. N.W.
Washington, D.C. 20463
(800) 424-9530
TDD (202) 219-3336
Web: www.fec.gov

U. S. ELECTION ASSISTANCE COMMISSION (EAC)

1335 East West Highway, Suite 4300
Silver Spring, MD 20910
(301) 563-3919
(866) 747-1471
Fax: (301) 734-3108
Web: www.eac.gov

CALIFORNIA STATE ATTORNEY GENERAL

1300 I St., #125
Sacramento, CA 95814
(916) 445-9555

Or

300 S. Spring St., Suite 1700
Los Angeles, CA 90013
(213) 269-6000

LOS ANGELES COUNTY DISTRICT ATTORNEY

Hall of Justice Building
211 W. Temple St., Suite 1200
Los Angeles, CA 90012
(213) 974-3512

*Non-Federal Candidates
**Federal Candidates

TO REPORT ELECTION VIOLATIONS

NOTE: The RR/CC's office is NOT an enforcement agency and is therefore unable to investigate any violations. Reports of violations are referred as listed below:

VIOLATION OF:	REFERRED TO:
The Political Reform Act (Title 9 of California Government Code at Sections 81000 through 91015), i.e. mass mailing requirements; slate mailers; campaign disclosure; proper use of campaign funds; disclosure of economic interests	Fair Political Practices Commission (FPPC) (866) 275-3772
Election procedures	County District Attorney (213) 974-3512 California Secretary of State, Elections Division (916) 657-2166
Unlawful use of public funds, violation of the Elections Code, the Penal Code, or any laws other than the Political Reform Act	County District Attorney (213) 974-3512 California State Attorney General (916) 445-9555
Open meeting laws (Brown Act)	County District Attorney (213) 974-3512 California State Attorney General (916) 445-9555
Local ordinances	Local City Attorney or County District Attorney (213) 974-3512
Vandalism or requirements concerning campaign signs	Local City Attorney or County District Attorney (213) 974-3512
False or misleading campaign materials	There is no agency enforcement. These issues are dealt with in court.

During the vote center voting period and Election Day, if you or your campaign workers observe problems at the vote centers that need attention, please contact our office at 1-800-815-2666 option 7.

CHAPTER 2

FINANCIAL REPORTING

CAMPAIGN STATEMENT FILING REQUIREMENTS FOR CANDIDATES AND CONTROLLED COMMITTEES PARTICIPATING IN THE NOVEMBER 8, 2022 GENERAL ELECTION

FILING DEADLINES	2022 FILING REQUIREMENTS
WITHIN 24 HOURS between August 10 (W) and Nov 8 (Tu)	**LATE CONTRIBUTION and/or LATE INDEPENDENT EXPENDITURE REPORTS** Each candidate or committee that makes or receives a late contribution (including a loan) that total in the aggregate of one thousand dollars ($1,000) or more **or** makes an independent expenditure of one thousand dollars ($1,000) or more after August 10, 2022 and on election day November 8, 2022, must file a Contribution Report Form 497 **within 24 hours.** The recipient of a non-monetary or in-kind contribution of $1,000 or more must file a Form 497 report **within 48 hours** from the time the contribution is received. **(Gov. Code §§ 84203 and 84204)**
September 29, 2022 ***(Statements for this deadline cover the period July 1-September 24, 2022)***	**FIRST CAMPAIGN STATEMENT** Candidates who have a controlled committee and a committee primarily formed to support or oppose candidates or measures in this election should file a Form 460. Candidates who do not raise over two thousand dollars ($2,000) should file a Form 470. All statements must be received by personal delivery or first class mail. **(Gov. Code §§ 81007 and 84200.8)**
October 27, 2022 ***(Statements for this deadline cover the period September 25-October 22, 2022)***	**SECOND CAMPAIGN STATEMENT** Candidates who have a controlled committee and a committee primarily formed to support or oppose candidates or measures in this election file a Form 460. All statements ***must*** be filed by personal delivery or guaranteed overnight service. **(Gov. Code § 84200.8)**

January 31, 2023 ***(Statements for this deadline cover the period October 23-December 31, 2022)***		**SEMI-ANNUAL CAMPAIGN STATEMENT** Candidates who have a controlled committee and a committee primarily formed to support or oppose candidates or measures in this election file a Form 460. All statements must be received by personal delivery or first class mail. **(Gov. Code §§ 81007 and 84200)**

CAMPAIGN DISCLOSURE FORMS

FORM 700 - STATEMENT OF ECONOMIC INTERESTS

Candidates must file **no later than August 12, 2022 at 5:00 pm.**

(Gov. Code § 87302.3(a))

FORM 501 - CANDIDATE INTENTION STATEMENT

Candidates who **intend** to receive contributions from others for their campaign must file a Candidate Intention Statement, Form 501.

(Gov. Code § 85200)

FORM 470 - OFFICEHOLDER AND CANDIDATE CAMPAIGN STATEMENT (SHORT FORM)

Candidates who **anticipate** receiving less than two thousand dollars ($2,000) in contributions and spend less than two thousand dollars ($2,000) during the entire calendar year, exclusive of the cost of a candidate statement if paid from personal funds, may reduce their filing obligation by filing this form by **September 29, 2022**. No further statements need be filed for this election **unless** the two thousand dollars ($2,000) threshold is reached.

(Gov. Code § 84206)

FORM 470S - OFFICEHOLDER AND CANDIDATE CAMPAIGN STATEMENT (SUPPLEMENT)

Candidates who have filed a Form 470 Short Form and **thereafter** receive contributions or make expenditures totaling two thousand dollars ($2,000) or more are required to file this form with whom original campaign statements are filed and with each candidate contending for the same office. The notice must be sent **within 48 hours** of receiving or expending the two thousand dollars ($2,000).

(Gov. Code § 84206)

FORM 410 - STATEMENT OF ORGANIZATION

Recipient committees, including any group, individual, or candidate, that receive two thousand dollars ($2,000) or more in contributions during a calendar year must file with the Secretary of State and our office, within 10 days of receiving the contributions. They must also include a $50 payment made to the Secretary of State. Thereafter, the annual fee must be paid no later than January 15 of each year until the committee terminates.

(Gov. Code § 84101.5)

FORM 410 - STATEMENT OF TERMINATION

Candidates and their committees are required to file semi-annual statements every six months **until** all campaign activity ceases, all campaign money is spent, and Form 410 (see part 5) is filed. **(Gov. Code § 84214)**

FORM 460 - RECIPIENT COMMITTEE CAMPAIGN STATEMENT

A candidate or officeholder who has a controlled committee, or who has raised or spent, or will raise or spend two thousand dollars ($2,000) or more during a calendar year in connection with the election AND/OR if two thousand dollars ($2,000) or more will be raised or spent during the calendar year at the behest of the officeholder or candidate, is required to file this form.

(Gov. Code §§ 84200-84216.5)

WHERE TO FILE

Candidates and committees must file the original campaign statements with:

Los Angeles County Registrar-Recorder/County Clerk
Campaign Finance Section
12400 East Imperial Highway, Room 2003
Norwalk, CA 90650
Phone: (562) 462-2339
Fax: (562) 651-2548

Detailed instructions for complying with the Political Reform Act are in each candidate's **Campaign Finance Packet**.

Campaign Disclosure Filing Requirements for Candidates and Committees

PLEASE READ CAREFULLY....

The Political Reform Act imposes certain duties and obligations on candidates, officeholders, committee treasurers and others participating in the political process. For example:

— Detailed records must be maintained for all financial activity, and contributions received for political purposes must not be commingled with personal funds.

— Campaign statements must be filed at specified times disclosing contributions received, expenditures made, and other financial information. In some cases, candidates can avoid filing long form campaign statements by submitting a "Candidate and Officeholder Campaign Statement Short Form (Form 470)."

— Campaign statements must be hand delivered or postmarked as first-class mail by the legal filing deadline date established by law. NOTE: The **second pre-election statement *must*** be filed in person or guaranteed overnight delivery. Mail which is not received by the filing officer shall be presumed not to have been sent unless the filer possesses a postal receipt establishing the date of the deposit, and the name and address of the addressee.

— The Political Reform Act provides a formula for assessing late fines of original campaign statements filed in our office. The fine is $10 per day, starting the day after the filing deadline, until the statement is filed; however, no liability may exceed the cumulative amount of reported contributions, expenditures, of the Form 460 or $100, whichever is greater.

Failure to submit a required statement is a misdemeanor. Persons who fail to submit required statements are referred to the Fair Political Practices Commission.

UNSUCCESSFUL CANDIDATES

Defeated candidates must file campaign disclosure reports until the campaign committee has been terminated by filing Form 410 (see part 5).

It is recommended that campaign disclosure statements be mailed by certified mail or by purchasing a certificate of mailing. This will eliminate any question regarding receipt of your statement.

Unsigned forms are incomplete and are not considered filed until they are signed.

Chapter 3

CAMPAIGNING

GENERAL CAMPAIGN INFORMATION

PART 1 - **LEGISLATIVE INTENT**
Chapter 976, 1977 Legislation.

PART 2 - **MASS MAILINGS**
Government Code §§ 82041.5, 84305 and 89001.

PART 3 - **TRUTH IN ENDORSEMENTS LAW**
Elections Code §§ 20000 – 20010.

PART 4 - **PRINTING OF SIMULATED SAMPLE BALLOTS**
Elections Code § 18301.

PART 5 - **DISTRIBUTION OF VOTE CENTER LOCATION INFORMATION**
Elections Code § 18302.

PART 6 - **ELECTIONEERING/INTIMIDATION OF VOTERS/POSSESSION OF FIREARMS AT VOTE CENTER LOCATION**
Elections Code §§ 18370, 18371, 18540, 18541, 18544, 18545 and 18546.

PART 7 - **SOLICITATION OF FUNDS**
Elections Code §§ 20202 and 20203.

PART 8 - **OUTDOOR ADVERTISING – POLITICAL SIGNS**
Business and Professions Code § 5405.3.

PART 9 - **U.S. POSTAL SERVICE – POLITICAL MAILINGS**

PART 10 - **INFORMATION FOR INDIVIDUALS, GROUPS AND ORGANIZATIONS DISTRIBUTING APPLICATIONS FOR VOTE BY MAIL BALLOTS**

PART 11 - **FEDERAL LAW PROHIBITING FOREIGN NATIONALS FROM MAKING CONTRIBUTIONS OR EXPENDITURES**

PART 1

LEGISLATIVE INTENT

Pursuant to Chapter 976, 1977 Statutes, the Legislature finds and declares:

(a) That a need exists for adequate identification of the source of campaign Appeals directed at the voters in order to assist them in making rational decisions at the polls.

(b) That by requiring such identification of campaign literature, the public is better able to evaluate the source of campaign material, may be more adequately informed, and can better distinguish between truth and falsity.

(c) That by requiring identification, anonymous attacks, which cannot adequately be responded to in the heat of a campaign, will be discouraged.

(d) That by requiring identification, a candidate who believes they have been libeled may more readily seek redress in a civil action for damages.

(e) That limiting identification requirements to pejorative campaign material is inadequate because subtle attacks on candidates or measures can be framed which appear to be supportive but, in fact, are pejorative.

(f) That a distinction needs to be made between campaign materials of small size that usually carry little more than a "Vote for_____" message, such as is often the case with buttons, matchbooks, pens, and the like, on the one hand, and campaign materials which carry more complex messages, on the other. In the case of the former, because of their characteristically small size and limited content, it would be an undue burden to require that identification as to source be included.

PART 2

MASS MAILINGS

Definition.
"Mass mailing" means over two hundred substantially similar pieces of mail but does not include a form letter or other mail which is sent in response to an unsolicited request, letter or other inquiry. **Gov. Code § 82041.5**

Manner of sending mass mailings.

(a) Except as provided in subdivision (b), no candidate or committee shall send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of such mailing in no less than 6-point type. A post office box may be stated in lieu of a street address if the organization's address is a matter of public record with the Secretary of State.

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

(c) If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision. **Gov. Code § 84305**

Newsletter or mass mailing.
No newsletter or other mass mailing shall be sent at public expense. **Gov. Code § 89001**

PART 3

TRUTH IN ENDORSEMENTS LAW

Legislature's findings.
The Legislature hereby finds the following to be true:

(1) The major political parties have become an integral part of the American governmental system requiring regulation as to their structure, governing bodies, and functions by state government in the public interest.

(2) The Legislature has found it necessary and appropriate in the regulation of political parties to create and provide for the convening of state conventions, state central committees, and county central committees for parties qualified by law to participate in the direct primary election, by statute.

(3) Over the several years preceding the adoption of this section organizations of electors using as a part of their names the name of a political party qualified to participate in the direct primary election have endorsed candidates for nomination of that party for partisan office in the direct primary election and have publicized and promulgated such endorsements in a manner which has resulted in considerable public doubt and confusion as to whether such endorsements are those of a private group of citizens or of an official governing body of a political party.

(4) The voting public is entitled to protection by law from deception in political campaigns in the same manner and for the same reasons that it is entitled to protection from deception by advertisers of commercial products.

E. C. § 20001

Restraining order or injunction.
The superior court, in any case brought before it by any registered voter, may issue a temporary or permanent restraining order or injunction against the publication, printing, circulation, posting, broadcasting, or telecasting of any matter in violation of this chapter, and all cases of this nature shall be in a preferred position for purposes of trial and appeal, so as to assure the speedy disposition thereof. **E. C. § 20006**

Representation requirements.
No candidate or committee in their behalf shall represent in connection with an election campaign, either orally or in campaign material, that the candidate has the support of a committee or organization which includes as part of its name the name or any variation upon the name of a qualified political party with which the candidate is not affiliated, together with the words "county committee," "central committee," "county," or any other term that might tend to mislead the voters into believing that the candidate has the support of the party's county central committee or state central committee, when that is not the case.

This section shall not be construed to prevent a candidate or committee from representing that the candidate has the support of a committee or group of voters affiliated with another political party, which committee or group is identified by the name of that party, where the name of the committee or group also includes the name of the candidate.

Any member of a county central committee or state central committee may commence an action in the superior court to enjoin misrepresentation by a candidate or committee in their behalf, in the manner prohibited by this section, to the effect that the candidate has the support of the state or county central committee involved. **E. C. § 20007**

Political advertisement requirements.
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 or lettering of the advertisement or in 10-point roman type, whichever is larger, the words "Paid Political Advertisement." The words shall be set apart from any other printed matter.

As used in this section "paid political advertisement" shall mean and shall be limited to, published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office. **E. C. § 20008**

Simulated ballot requirements.

(a) Every simulated ballot or simulated sample ballot shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the statement or words or in 10-point roman type, whichever is larger, in a printed or drawn box and set apart from any other printed matter, the following statement:

"NOTICE TO VOTERS"
(Required by Law)

"This is not an official ballot, or an official sample ballot prepared by the county elections official or the Secretary of State."

"This is an unofficial, marked ballot prepared by _____ (insert name and address of the person or organization responsible for preparation thereof)."

Nothing in this section shall be construed to require this notice in any editorial or other statement appearing in a regularly published newspaper or magazine other than a paid political advertisement.

(b) No simulated ballot or simulated sample ballot referred to in subdivision (a) shall bear any official seal or the insignia of any public entity, nor shall that seal or insignia appear upon the envelope in which it is mailed or otherwise delivered.

(c) The superior court, in any case brought before it by any registered voter, may issue a temporary or permanent restraining order or injunction against the publication, printing, circulation, posting, or distribution of any matter in violation of this section, and all cases of this nature shall be in a preferred position for purposes of trial and appeal, so as to assure the speedy disposition thereof. **E. C. § 20009**

No pictures of candidates in campaign material.

(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. § 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. **E. C. § 20010**

PART 4

PRINTING OF SIMULATED SAMPLE BALLOTS

In addition to any other penalty, any person who prints or otherwise duplicates, or causes to be printed or duplicated, a simulated ballot or simulated sample ballot that does not contain the statement required by Section 20009 or that uses an official seal or insignia in violation thereof, is guilty of a misdemeanor. **E. C. § 18301**

PART 5

DISTRIBUTION OF VOTE CENTER LOCATION INFORMATION

Every person is guilty of a misdemeanor who knowingly causes to be mailed or distributed, or knowingly mails or distributes, literature to any voter that includes a designation of the voter's vote center location other than a vote center location listed for that voter in an official vote center list that constituted the latest official vote center list at sometime not more than 30 days prior to such mailing or distribution.

E. C. § 18302

PART 6

ELECTIONEERING/INTIMIDATION OF VOTERS/ POSSESSION OF FIREARMS AT VOTE CENTER LOCATION

Legislature's findings.
The Legislature finds and declares that no person, other than the voter and the election official, should have access to, or possession of, the ballot except as permitted by the Federal Voting Rights Act of 1965, as amended.

Electioneering within 100 feet of a vote center location.
No person, on election day, or at any time that a voter may be casting a ballot, shall, within 100 feet of a vote center location or an elections official's office:

(a) Circulate an initiative, referendum, recall, or nomination petition or any other petition.

(b) Solicit a vote or speak to a voter on the subject of marking their ballot.

(c) Place a sign relating to voters' qualifications or speak to a voter on the subject of their qualifications except as provided in Section 14240.

(d) Do any electioneering as defined by Section 319.5.

As used in this section, "100 feet of a vote center location or an elections official's office" means a distance of 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

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

E. C. § 18370

Electioneering during Vote By Mail voting.

(a) 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.

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

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

E. C. § 18371

Compelling another in voting.

(a) Every person who makes use of or threatens to make use of any force, violence, or tactic of coercion or intimidation, to induce or compel any other person to vote or refrain from voting at any election or to vote or refrain from voting for any particular person or measure at any election, or because any person voted or refrained from voting at any election or voted or refrained from voting for any particular person or measure at any election is guilty of a felony punishable by imprisonment pursuant to subdivision (h) of section 1170 of the penal code for 16 months or two or three years.

(b) Every person who hires or arranges for any other person to make use of or threaten to make use of any force, violence, or tactic of coercion or intimidation, to induce or compel any other person to vote or refrain from voting at any election or to vote or refrain from voting for any particular person or measure at any election, or because any person voted or refrained from voting at any election or voted or refrained from voting for any particular person or measure at any election is guilty of a felony punishable by imprisonment in state prison pursuant to subdivision (h) of section 1170 of penal code in for 16 months or two or three years.

E. C. § 18540

Solicitation dissuading persons from voting.

(a) No person shall, with the intent of dissuading another person from voting, within 100 feet of a vote center location, do any of the following:

(1) Solicit a vote or speak to a voter on the subject of marking their ballot.

(2) Place a sign relating to voter's qualifications or speak to a voter on the subject of their qualifications except as provided in Section 14240.

(3) Photograph, video record, or otherwise record a voter entering or exiting a vote center location.

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

(c) For purposes of this section, 100 feet means a distance of 100 feet from the room or rooms in which voters are signing the roster and casting ballots. **E. C. § 18541**

Fine for person in possession of firearm or unauthorized uniformed personnel.

(a) Any person in possession of a firearm or any uniformed peace officer, private guard, or security personnel or any person who is wearing a uniform of a peace officer, guard, or security personnel, who is stationed in the immediate vicinity of, or posted at, a vote center location without written authorization of the appropriate city or county elections official is punishable by a fine not exceeding ten thousand dollars ($10,000), by

imprisonment pursuant to subdivision (h) of section 1170 of the Penal Code for 16 months or two or three years or in a county jail not exceeding one year, or by both the fine and imprisonment.

(b) This section shall not apply to any of the following:

(1) An unarmed uniformed guard or security personnel who is at the vote center location to cast their vote.

(2) A peace officer who is conducting official business in the course of their public employment or who is at the vote center location to cast their vote.

(3) A private guard or security personnel hired or arranged for by a city or county elections official.

(4) A private guard or security personnel hired or arranged for by the owner or manager of the facility or property in which the vote center location is located if the guard or security personnel is not hired or arranged solely for the day on which an election is held. **E. C. § 18544**

Fine for hiring of person in possession of firearm or uniformed personnel.
Any person who hires or arranges for any other person in possession of a firearm or any uniformed peace officer, private guard, or security personnel or any person who is wearing a uniform of a peace officer, guard, or security personnel, to be stationed in the immediate vicinity of, or posted at, a vote center location without written authorization of the appropriate elections official is punishable by a fine not exceeding ten thousand dollars ($10,000), by imprisonment pursuant to subdivision (h) of section 1170 of Penal Code for 16 months or two or three years or in a county jail not exceeding one year, or by both the fine and imprisonment. This section shall not apply to the owner or manager of the facility or property in which the vote center location is located if the private guard or security personnel is not hired or arranged solely for the day on which the election is held. **E. C. § 18545**

Definitions.
As used in this article:

(a) "Elections official" means the county elections official, registrar of voters, or city clerk.

(b) "Immediate vicinity" means the area within a distance of 100 feet from the room or rooms in which the voters are signing the roster and casting ballots. **E. C. § 18546**

PART 7

SOLICITATION OF FUNDS

Authorization to use candidate or committee name.
It is unlawful for any person who solicits funds for the purpose of supporting or promoting any candidates or committees to include in any part of its name the name of that candidate or committee unless that person shall have previously obtained the authorization of the candidate or committee or the candidate's or committee's designated agent to use the candidate's or committee's name in the name of that person.

Authorization by a candidate or committee shall not be construed as rendering the person soliciting funds a controlled committee as defined by Section 82016 of the Government Code. **E. C. § 20202**

Notice of "not authorized by candidate" to be included in fundraising communication
Any person who solicits or receives contributions on behalf of any candidate or committee for the purported and exclusive use of that committee or the candidate's election campaign and who is not authorized by the candidate or committee or the candidate's or committee's designated agent to do so, shall include a notice in any fundraising communication, whether through any broadcasting station, newspaper, magazine, printed literature, direct mailing, or any other type of general public advertising, or through telephone or individual oral fundraising appeal, clearly and conspicuously stating that the person is not authorized by the candidate or committee and that the candidate or committee is not responsible for the actions of that person.
E. C. § 20203

PART 8

OUTDOOR ADVERTISING – POLITICAL SIGNS (INCLUDING PLACARDS AND POSTERS)

Outdoor Temporary Political Signs.
Nothing in this chapter, including, but not limited to, § 5405, shall prohibit the placing of temporary political signs, unless a federal agency determines that such placement would violate federal regulations. However, no such sign shall be placed within the right-of-way of any highway or within 660 feet of the edge of and visible from the right-of-way of a landscaped freeway.

A temporary political sign is a sign which:

(a) Encourages a particular vote in a scheduled election.

(b) Is placed not 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 temporary political sign and who will reimburse the department for any cost incurred to remove it.

B. & P. Code § 5405.3

The State agency responsible for administering outdoor advertising laws including those for political signs is:

STATE OFFICE

DEPARTMENT OF TRANSPORTATION
TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM
P.O. BOX 942874, MS-36
SACRAMENTO, CA 94274-0001
TDD 1-800-735-2929
PHONE (916) 654-6473
FAX (916) 651-9359

DISTRICT OFFICE

DEPARTMENT OF TRANSPORTATION
DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM
100 S. MAIN STREET, MS-9
LOS ANGELES, CA 90012
PHONE (213) 897-6123
FAX (213) 897-7197

A Statement of Responsibility must be submitted to the appropriate Department of Transportation district office according to the county location of the temporary political sign(s). The forms may be obtained by contacting a department listed above or from the:

REGISTRAR-RECORDER/COUNTY CLERK
CAMPAIGN FINANCE DISCLOSURE SECTION ROOM 2003
12400 IMPERIAL HIGHWAY
NORWALK, CALIFORNIA 90650
Telephone (562) 462-2339

Placement of Signs in Unincorporated Areas

The Outdoor Advertising Act prohibits placement of any temporary political signs on interstate highways, public or primary highways, and streets in unincorporated areas of the state, including Los Angeles County. This includes telephone poles, street signs, utility poles, street medians, sidewalks, bus stop benches and bus shelters located on the above highways and streets. (Please see B & P Code § 5215 and § 5220 for definitions of various highways.) The County Code provisions also prohibit the placement of temporary political signs on private property in the unincorporated areas without the consent of the owner or occupant.

Note: In some instances, **city ordinances** also regulate the placement and removal of temporary political signs. Please check with the city clerk or police department of a city before placing such signs within its boundaries.

PART 9

U.S. POSTAL SERVICE – POLITICAL MAILINGS

The U.S. Postal Service can provide assistance for mailing requirements to political candidates and committees. Business Mail Entry Units will explain addressing, sorting, fees and postage. Additionally, they will also review a mailing piece to ensure mailability.

To avoid delays and other delivery problems in your campaign mailings, call the U.S. Postal Service:

ZIP CODE AREAS SERVED	LOCATION OF OFFICE	OFFICE TELEPHONE NUMBER
900XX 902XX - 908XX	LOS ANGELES CITY	(323) 586-2605
910XX – 935XX	SIERRA COASTAL DIST.	(661) 775-6663
917XX – 918XX 926XX – 928	SANTA ANA DIST.	(714) 662-6447

PART 10

PENALTIES FOR FRAUDULENT VOTE BY MAIL VOTING

Voting more than once.
It is a crime to vote more than once in any election. **E. C. § 18560**

Interfering with the Vote By Mail voting process.
It is a misdemeanor to willfully interfere with the prompt delivery to the election's official of a completed application for a Vote By Mail ballot. **E. C. § 18576**

It is a crime to interfere with the prompt return of a voted Vote By Mail ballot or to vote or attempt to vote a fraudulent Vote By Mail ballot. **E. C. §§ 18577 and 18578**

It is a misdemeanor to do any electioneering, or otherwise attempt to influence a voter, at the time [they are] voting a Vote By Mail ballot. **E. C. § 18371**

Vote By Mail ballot return envelopes are signed under penalty of perjury, a violation of which can result in a prison term. **Penal Code § 126**

Other penalties.
It is a crime to interfere with anyone's right to vote. **E. C. § 18502**

It is a crime to pay, or offer to pay, a person any amount of money or to give them anything of value in exchange their vote for a particular person or issue. Similarly, it is against the law to pay someone to not vote. **E. C. §§ 18521, 18522 and 18524**

It is a crime to violate the secrecy of the ballot, or otherwise tamper with ballots or the voting system. **E. C. §§ 18564 and 18565**

PART 11

FEDERAL LAW PROHIBITING FOREIGN NATIONALS FROM MAKING CONTRIBUTIONS OR EXPENDITURES

Federal law prohibits foreign nationals from making contributions or expenditures in connection with any U.S. election (federal, state, or local), either directly or through another person. This prohibition applies to foreign-owned corporations and associations, as well as to foreign governments, political parties and certain individuals and partnerships. Additionally, U.S. candidates for federal, state and local offices are prohibited from accepting contributions from these sources.

The ban on political contributions and expenditures by foreign nationals was first enacted in 1966 as part of the amendments to the Foreign Agents Registration Act (FARA), an “internal security” statute. The goal of the FARA was to minimize foreign intervention in U.S. elections by establishing a series of limitations on foreign nationals. These included registration requirements for the agents of foreign principals and general prohibition on political contributions by foreign nationals. In 1974, the prohibition was incorporated into the Federal Campaign Act which gave the Federal Election Commission (FEC) jurisdiction over its enforcement and interpretation.

If you have any questions on this matter, please call the FEC in Washington, D.C. at 800 424-9530 or (202) 694-1120.

LOS ANGELES COUNTY
REGISTRAR-RECORDER/COUNTY CLERK

DEAN C. LOGAN
Registrar-Recorder/County Clerk

Fee Schedule
As of 02/10/2021

Item	Fee
Boundary Maps - District Congressional, Senate, Assembly & Supervisorial	$ 0.03 Per Map Plus $1.43 Handling Fee Per Request.
Certified Copy - Affidavit or Transcript	$1.50 For Copy of Own Registration. $6.75 Per Copy for All Others. (Public and Authorized)
Campaign Statement Copies	$0.10 Per Page. $5.00 retrieval fee per request.
Certification of Election Documents (Except Affidavits of Registration)	$1.75 Per Certified Copy.
Precinct Map on Plotter Paper (11" X 17") Precinct Map on Standard Paper (11" X 17") Precinct Maps on CD or GIS Shape File Precinct Maps on DVD Precinct/District Maps on 35 mm Microfilm Shipping and Handling Fee for CD or DVD	$11.00 Per Page. (Handling Fee Included in Cost) $4.67 $16.00 $18.00 $246.00 $6.00
Precincting G I S Maps (3' X 3') (Customized Wall Map w/ color) Precincting G I S Maps (3' X 3') (Customized Wall Map w/o color)	$30.00 Each $13.00 Each
Customized District Map with Acetate Overlay Map That Allows Distinction from Original Background Map.	$48.00 Each
Polling Place Maps	$17.00 Small (11" X 17") Each Page. $26.00 Large – Each Page Varies in Size.
Photocopies (Miscellaneous)	$0.46 Per Copy.

Fee Schedule (Continued)
As of 02/10/2021

Item	Fee
Returned Checks	**$33.00 Each**
Search – Records or Files	**$5.00 for each record or file searched.**
Statement of Votes Cast (SVC)	**$0.37 Per Page. (Handling Fee Included in Cost)**
Telefaxing	**$0.04 Per Page Plus $1.43 Handling Fee.**
***Compact Disc (CD) Text File Los Angeles County Voter Files** ***Compact Disc (CD) Text File (Voter/Precinct/Election Information Files)**	**$146.00 Per File.** **(Excluding Los Angeles County Voter Files) $54.00 Per File $39.00 For Each Additional File**
***Index to Voter (Street Index)**	**Candidates/Committees: $0.50 Per Thousand Names.** **General Public for Political Purposes Only: $0.10 Per Page Plus $1.60 Handling Fee Per Request.**
***Voted Index**	**$0.10 Per Page Plus $1.60 Handling Fee Per Request.**
***Precinct Rosters (Combined Index-Roster)**	**$5.50 Per Roster Or $0.22 Per Page. (Handling Fee Included in Cost)**
***Absent Voter Report**	**$0.10 Per Page Plus $1.60 Handling Fee Per Request.**
***Applicant Is Required to Execute Contract with The Registrar-Recorder/County Clerk**	

CHAPTER 4

MULTILINGUAL VOTING SERVICES

suara
投票
Koho paloka
bỏ phiếu
투표
pov ntawv xaiv
cử tri Çoàn
Koho paloka
pov ntawv xaiv
Koho paloka
Koho paloka
Koho paloka

MULTILINGUAL VOTING SERVICES

BACKGROUND

Public Law 109-246 extended the Voting Rights Act of 1965 (VRA) to federally mandate that Los Angeles County provide written and oral election assistance to limited-English. In January 2000, the Department of Justice further directed this office to ***transliterate*** the names of candidates in those languages that do not use Roman Characters. (*Transliteration* is the process of reproducing phonetic sounds as closely as possible from one alphabet or writing system into another.)

TRANSLATION OF ELECTION MATERIALS

The **six** languages that are required pursuant to The Voting Rights Act in Los Angeles County are **Cambodian/Khmer, Chinese, Korean, Spanish, Tagalog/Filipino,** and **Vietnamese.**

Also, pursuant to California Elections Code Section 14201, Los Angeles County is required to provide assistance in the following languages: **Armenian, Bengali, Burmese, Farsi, Gujarati, Indonesian, Hindi, Japanese, Mongolian, Telegu,** and **Thai.**

Additionally, Los Angeles County will continue to support **Russian.**

IMPLICATIONS TO CANDIDATE COST

The County will automatically provide *translated sample ballot booklets* to voters who request it two weeks before the election and after they received the English sample ballot booklet. However, as noted in the *Candidate Statements* (see Chapter 4) there is a cost for a Spanish translated candidate statement which appears in the English sample ballot booklet. This translation is optional, and the candidate needs to make a request for this service and pay for it when they file candidate statements with the county elections official.

TRANSLATION OF CANDIDATE STATEMENTS

Candidates are encouraged to keep the translation process in mind when developing their statements and use unmistakable and straightforward vocabulary. The use of jargon, colloquialisms, slang, or other expressions is strongly discouraged, as these are difficult to translate appropriately into other languages and their meaning may often be misinterpreted or lost.

It is not the policy of this Department to accept translated statements from candidates. This is to ensure that translated materials are culturally and linguistically appropriate. Certified subject matter experts and linguists, who have extensive experience translating election materials, translate these statements and other documents.

TRANSLITERATION OF CANDIDATE NAMES

For certain languages, this department will transliterate your name. Candidates will also be permitted to submit their own transliterations for each or all of these languages. A review period will be established to allow candidates to request changes prior to the translated sample ballot print deadline. Various community groups and news media assist this office by reviewing submitted transliterations to ensure uniform name recognition within the community. Once transliterations are considered final, no further changes or submission of transliteration requests will be accepted after the review period. **There will be no exceptions.**

All candidates will be required to file a transliteration form (see next page) together with their nomination documents. Transliteration forms must be submitted no later than the last day to file nomination documents.

TRANSLITERATION REVIEW PERIOD

Candidates may review transliteration of their names. Requests for changes must be submitted to the county elections official only during the established review period. Timeframe: **E-62 through E-60** (subject to change). To review your transliterated name and obtain the schedule for the established review period, you may call (562) 462-2730.

MULTILINGUAL VOTER SERVICES

The ML Voter Services Program includes services such as:

- ML Assistance Hotline (1-800) 481-8683
- Mailing of translated election materials to voters before every election, upon request
- ML assistance at targeted vote center locations

Translated copies of the "ML Voter Services" information sheet are available at the RR/CC Election Information counter, 2nd Floor, Room 2013. For further assistance please contact the Ballot Management Section at (562) 462-2832.

LOS ANGELES COUNTY
REGISTRAR-RECORDER/COUNTY CLERK

DEAN C. LOGAN
Registrar-Recorder/County Clerk

TRANSLITERATION FORM

I, , candidate for nomination to the office of

agree as indicated below:

CHECK ONE:

☐ I will accept the transliteration of my name provided by the Los Angeles County Registrar-Recorder/County Clerk: **Armenian, Bengali, Burmese, Cambodian / Khmer,** Chinese, **Farsi, Gujarati,** Hindi, Japanese, Korean, **Mongolian, Russian, Telugu, Thai.**

☐ I am submitting an attachment of the transliteration(s) for the language(s) below. I will accept the transliteration of my name provided by the Los Angeles County Registrar-Recorder/County Clerk for the language not submitted.

Languages	Name Transliteration	Languages	Name Transliteration
☐ **Armenian:**		☐ **Japanese:**	
☐ **Bengali:**		☐ **Korean:**	
☐ **Burmese:**		☐ **Mongolian:**	
☐ **Cambodian/Khmer:**		☐ **Russian:**	
☐ **Chinese:**		☐ **Telugu:**	
☐ **Farsi:**		☐ **Thai:**	
☐ **Gujarati:**			
☐ **Hindi:**			

GENDER:

☐ Male ☐ Female

I am aware of the deadline to submit transliterations and review period. I understand that I may request changes to transliterations during the review period and that transliterations are considered final upon expiration of the deadline. I further understand that there will not be an extension of the review period.

Candidate's Signature _____ Date _____

Candidate Filing #

12400 IMPERIAL HIGHWAY, NORWALK, CA 90650 LAVOTE.GOV

TRN 01/2022

SAMPLE

CHAPTER 5

ELECTION RESULTS

ELECTION RESULTS/CANVASS/ ELECTION CONTESTS/RECOUNTS

TABULATION OF ELECTION RESULTS

Can a candidate view all parts of the ballot counting process? Yes, the ballot counting process is open to public observation. If you wish to observe the process, you may go to the lobby located at the Downey Tally Operations Center at 9150 E. Imperial Highway, Downey, CA 90242, to check in and be provided with an observer's badge. Tours are available.

How/where are results available on election night?

- **Website**: Results are available on the Internet at www.lavote.gov
- **In person**: You are welcome to come to the Tally Center which is open for public observation. Please call (562) 462-2665 to make a reservation.
- **Downey Tally Operations Center**: Hard copy bulletins are printed and distributed.

Are election night results final? No. California State law allows a specified period after the election for the completion of the official canvass. Results released on election night are semi-official.

POST ELECTION NIGHT RESULTS

Supplemental counts of outstanding ballots will be scheduled to begin approximately 3 days after the election. These counts are conducted to get the majority of Vote By Mail and provisional ballots tallied during the canvass process.

Outstanding ballots include:

- Vote By Mail ballots turned in at the vote center locations on election day
- Write-in ballots
- Provisional ballots voted at the vote center locations

Semi-official election results are updated following a supplemental count. If a race is very close, the outcome may not be known until the canvass is complete.

CANVASS/CERTIFICATION

Canvass is the process of reconciling election day data and the supplemental counting of Vote By Mail ballots turned in at the vote center locations, including provisionally cast and write-in ballots. The numbers of voted ballots reported by vote center staff and Vote By Mail ballots are matched to the computer tally. California law permits 30 days to complete the official canvass and certify the final results of the election. The law recognizes the complexity of completing the ballot count and conducting a thorough audit of the election results to ensure accuracy. Part of the canvass process is a legally required manual recount of the votes cast for all candidates and measures on the ballot in 1% of all of the voting precincts in an election. This manual process verifies the accuracy of the computer count.

Candidates and members of the general public are invited to observe supplemental ballot counting and the manual tally of ballots from randomly selected voting precincts. After election night, the schedule of supplemental ballot counting is posted in our Norwalk office.

STATEMENT OF VOTES CAST

The Semifinal Official Canvass Statement of Votes Cast (SVC) which reports election results by individual voting precincts is available the Thursday after the election at the elections office. For most elections, this report is also posted on the department's website. Once the election is certified, the final Statement of Votes Cast is made available at our office and on the website.

ELECTION CONTEST

An election contest may involve a recount, but it is not the same as a requested recount. It is a court action and can be filed for a variety of reasons and at different times. For complete information, refer to Elections Code Division 16, Election Contests.

DOCUMENT RETENTION

Certain precinct supplies and all voted ballots must be preserved for 22 months when a federal office is on the ballot and 6 months for most all other elections. If no legal action is pending at the end of this period, the documents may be destroyed or recycled. Unused ballots may be destroyed or recycled after the election.

REQUESTING A RECOUNT

A recount is conducted by the elections official for the purpose of verifying the number of votes counted for any office or measure in an election. California Elections Code Division 15, Chapter 9, Sections 15620 through 15634 govern voter requested recounts.

Who May Request a Recount?

Any voter of the state may file a request. (**E.C. § 15620)**

Timing of Recount Request

The request must be filed within five (5) calendar days after the completion of the official canvass. The canvass is complete when the elections official signs the Certification of the Election Results. **(E.C. § 15620)**

Format of Request

The request must:

- be submitted in writing. **(E.C. § 15620)**
- specify the contest to be recounted. **(E.C. § 15620)**
- state on behalf of which candidate, slate of electors, or position on a measure (affirmative or negative) it is filed. **(E.C. § 15620)**

The request may specify:

- the order in which precincts shall be counted. **(E.C. § 15622)**
- the method of counting to be used (computer, manual or both). **(E.C. § 15627)**
- in which county/counties the recount is sought for statewide contests. **(E.C. § 15621)**
- any other relevant material to be examined. **(E.C. § 15630)**

REQUESTING A RECOUNT (Continued)

Place of Filing

- With the county elections official responsible for conducting the election, if the contest is not voted upon statewide. **(E.C. § 15620)**

- With the county elections official of any or all of the affected counties if the election is conducted in more than one county. **(E.C. § 15620)**

- With the Secretary of State if the contest is voted upon statewide. **(E.C. § 15621)**
- With the City Clerk if it is a city election (or if the city has not consolidated with the county). **(E.C. § 15620)**

Notice of Recount

A notice stating the date and place of the recount will be posted by the elections official at least one day prior to the recount and the following persons will be notified in person or by telegram:

- All candidates for the office being recounted.

- Proponents of any initiative or referendum or persons filing ballot arguments for or against any initiative, referendum or measure to be recounted.

- The Secretary of State if the recount is for candidates for any state or federal office, delegates to a national convention, or any state measure. **(E.C. § 15628)**

Process of Recount

- The recount is open to the public. **(E.C. § 15629)**

- A recount shall start no later than seven calendar days following the receipt of the request and shall be continued daily except for Saturdays, Sundays, and holidays, for not less than six hours each day until completed. **(E.C. § 15626)**

- A manual recount must be conducted under the supervision of the election's official by recount boards, consisting of four voters of the county, appointed by the elections official. **(E.C. § 15625)**

Result of Recount

- The results of a recount are declared null and void unless every vote in which the contest appeared is recounted. **(E.C. § 15632)**

- Upon completion of a recount, if a different candidate, slate of electors, or position on a measure receives a plurality of votes, the results of the official canvass will be changed and the election results re-certified. **(E.C. § 15632)**

- A copy of the results of any recount conducted shall be posted conspicuously in the office of the elections official. **(E.C. § 15633)**

Cost and Payment

- The elections official shall determine the amount of **deposit** necessary to cover costs of the recount for each day. **(E.C. § 15624)**

- The voter filing the request for recount must deposit, before the recount commences and at the beginning of each day following, such sums as required by the elections official to cover the cost of the recount for that day. **(E.C. § 15624)**

- If upon completion of the recount the results are reversed, the deposit shall be returned. **(E.C. § 15624)**

CHAPTER 6

FAQ'S

FREQUENTLY ASKED QUESTIONS

Q. **How may I apply for office?**

A. You may visit the Election Information Section located on the 2nd Floor, Room 2013 or by calling 1-800-815-2666 option 4 for information on the offices up for election, qualifications, filing dates, and to determine if you are eligible to run for office. You may also visit the Department's website at www.lavote.gov.

Q. **May I have someone pick up my paperwork?**

A. Yes. However a letter of authorization signed by the candidate is required. The letter should include the candidate's name, office, residence address, publication address if any, telephone/email number(s); the name of the authorized person(s) that will be responsible for picking up and filing the candidate's nomination documents.
PLEASE NOTE: Due to COVID-19, Candidate Filing has some modified services. Please call 1-800-815-2666 (option 4) for more up to date information.

Q. **What is a Candidate Statement?**

A. A brief description of a candidate's education and qualifications to be included in the sample ballot and mailed to voters within an election jurisdiction. A candidate statement is **optional**. A candidate statement form is provided for this purpose along with instructions, provisions, and word limit and counting guidelines. The candidate statement fees and the word limit applicable to the district will be provided.

Q. **What is a Campaign Statement?**

A. Specific campaign finance disclosure forms are required to report election campaign contribution and expenditure activities.

Q. **What are the office hours to obtain nomination documents, and how long will it take to complete documents?**

A. The Election Information Section will be open between 8:00 a.m. and 5:00 p.m., Monday through Friday, except on holidays. It is recommended that individuals who wish to take out nomination documents arrive at least 1 hour before 5:00 p.m. if possible to avoid delays (heavy lobby, stair well and elevator traffic) especially on the **deadline** to file nomination documents **(August 12, 2022)**. The time frame to process candidates varies and depends on how efficiently the staff qualifies the candidate and how accurately the candidate completes required documents.
PLEASE NOTE: Due to COVID-19, Candidate Filing has some modified services. Please call 1-800-815-2666 (option 4) for more up to date information.

FREQUENTLY ASKED QUESTIONS

Q. **Will I be able to obtain up-to-date filing information?**

A. Yes. You may obtain a list of the candidates who have been issued and have filed nomination documents from the Election Information Section, 2nd Floor in Room 2013 or via our website at www.lavote.gov.

Q. **Can a candidate change their mind about running for office after filing nomination documents?**

A. Depending on the office, a candidate may not withdraw once their declaration of candidacy has been filed.

Q. **Is it possible to correct the wording or spelling on a candidate statement after submission?**

A. No. The statement may be withdrawn, but not changed, during the period for filing nomination documents. This means that you will be required to submit a signed written statement to withdraw your original statement then file a new statement during the nomination filing period. If you wish to withdraw your statement and not submit a new statement, you have until 5:00 p.m. of the next working day after the close of the nomination period. After this period, your statement cannot be withdrawn. **(E.C. § 13307(3))**

Please review your candidate statement carefully for proper grammar and format before submitting. Any voter of the jurisdiction in which the election is being held, or the election official may file a writ of mandate or an injunction to require any or all the data/materials to be amended or deleted during the 10-day public examination period. However, if the nomination period is extended for a particular office, the examination period for that office shall be adjusted. **(E.C. § 13313(b))**

Q. **Can a credit card be used to pay a candidate statement fee or purchase voter material?**

A. No. Cash, money orders, cashier's or personal checks are the only acceptable forms of payment. Checks for candidate statements (unless otherwise specified) are to be made payable to the Registrar-Recorder/County Clerk's Office.

Q. **How soon will a list of qualified candidates be available after the close of the nomination (candidate filing) period?**

A. This office will publish a tentative list, as well as a final list of candidates, daily on the internet and on hardcopy reports. Hardcopy reports will be available in the Election Information Section on the 2nd Floor, Room 2013.

FREQUENTLY ASKED QUESTIONS

Q. **If a contest does not appear on the ballot due to an insufficient number of candidates, can a candidate statement fee be refunded?**

A. Yes, a candidate statement fee can be refunded. Candidates who are nominated by district and elected at large are the exception.

2022

JANUARY

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER

S	M	T	W	Th	F	S
				1	1	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31