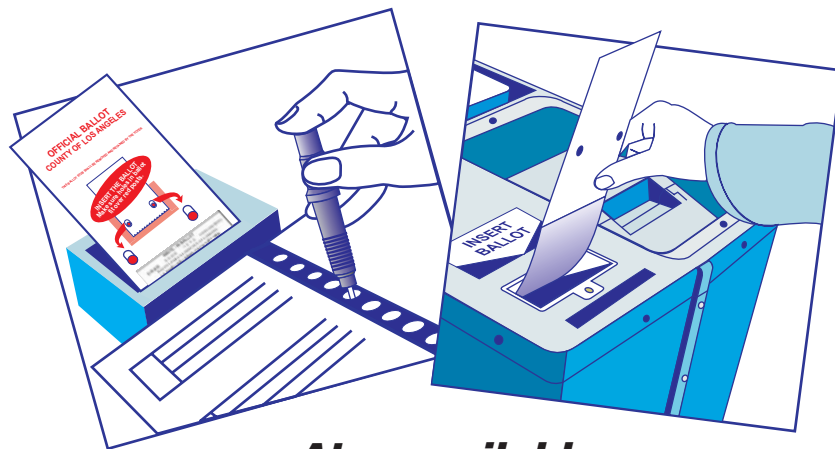


CANDIDATE HANDBOOK and Resource Guide

plus
InkaVote Is Here
To Protect Your Vote!



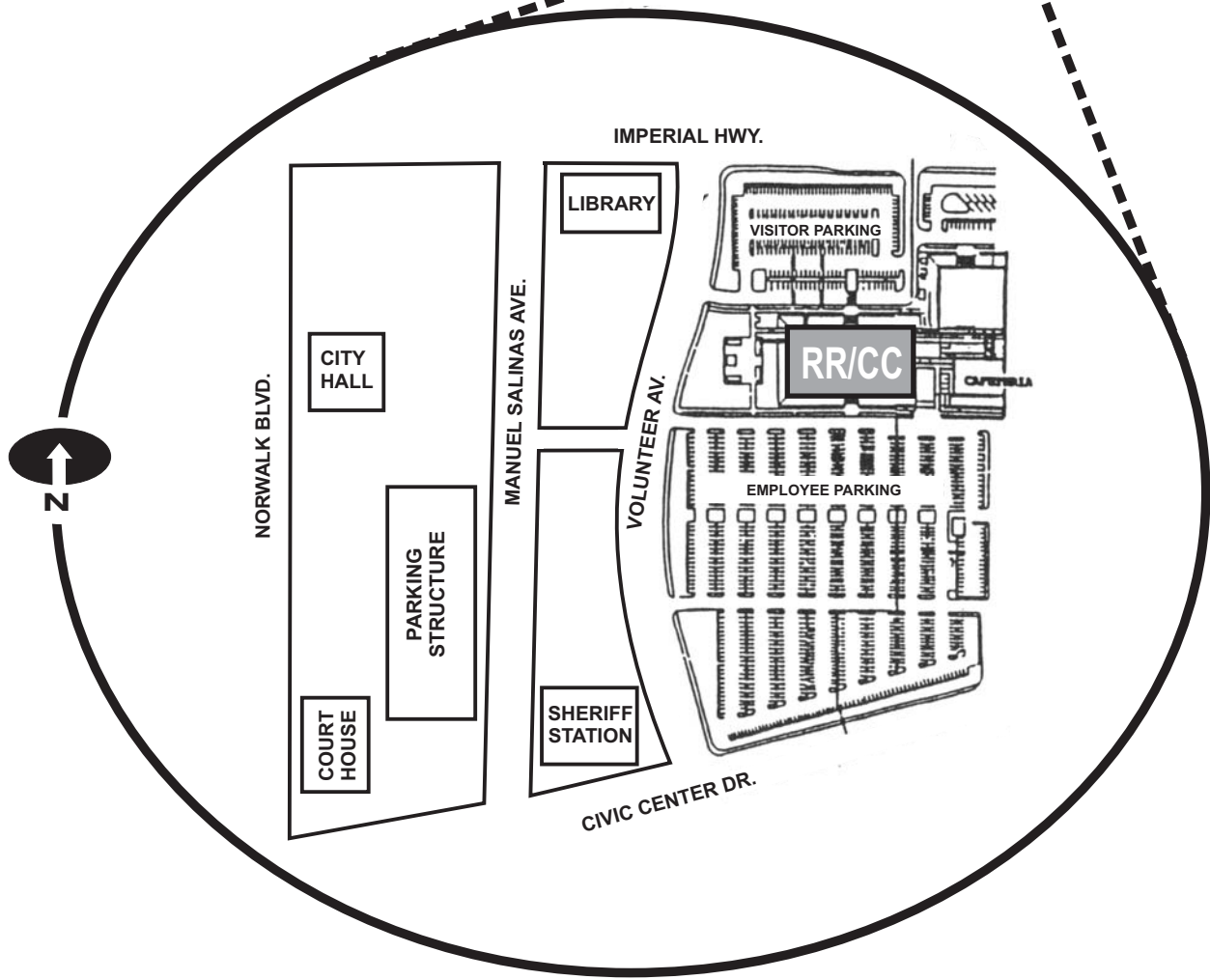
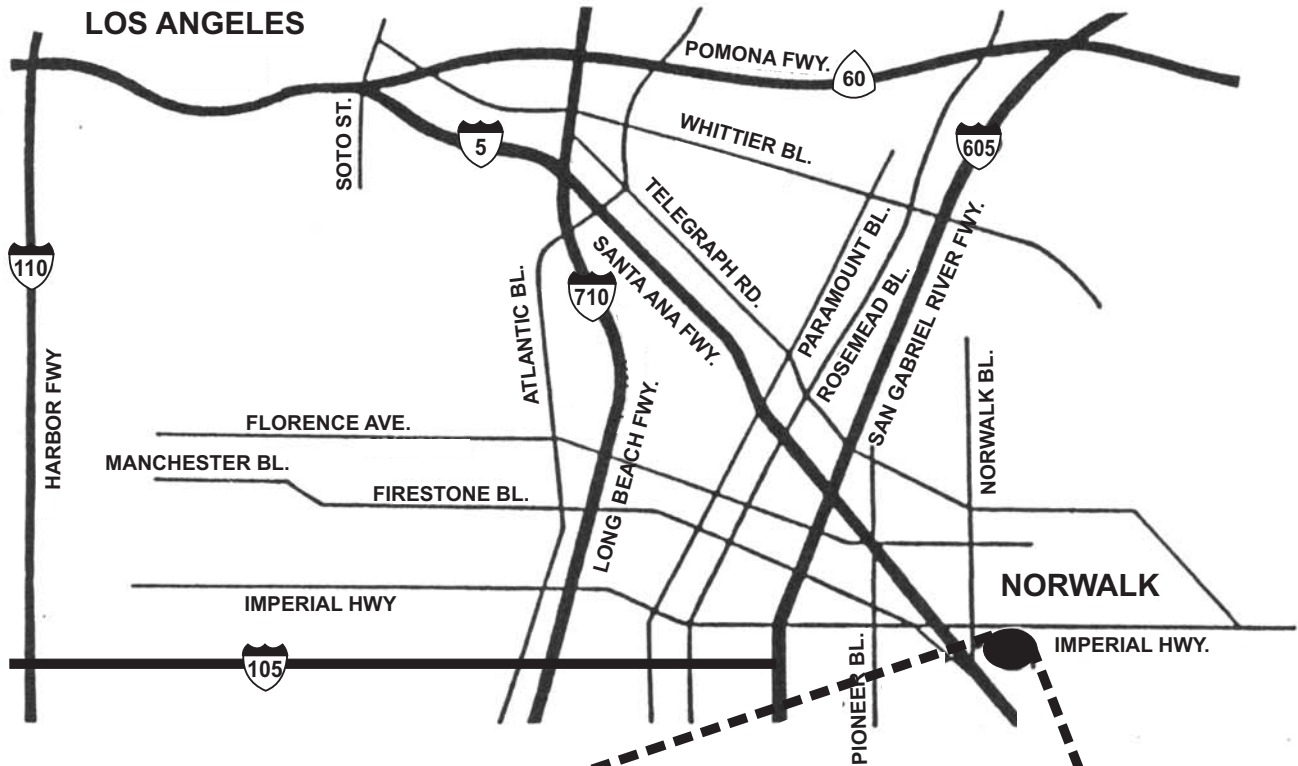
**Also available:
Audio Ballot**

CONSOLIDATED ELECTIONS November 6, 2007

Conny B. McCormack
Registrar-Recorder/County Clerk
12400 Imperial Highway - Norwalk, CA 90650
(562)466-1310



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



NOTICE

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

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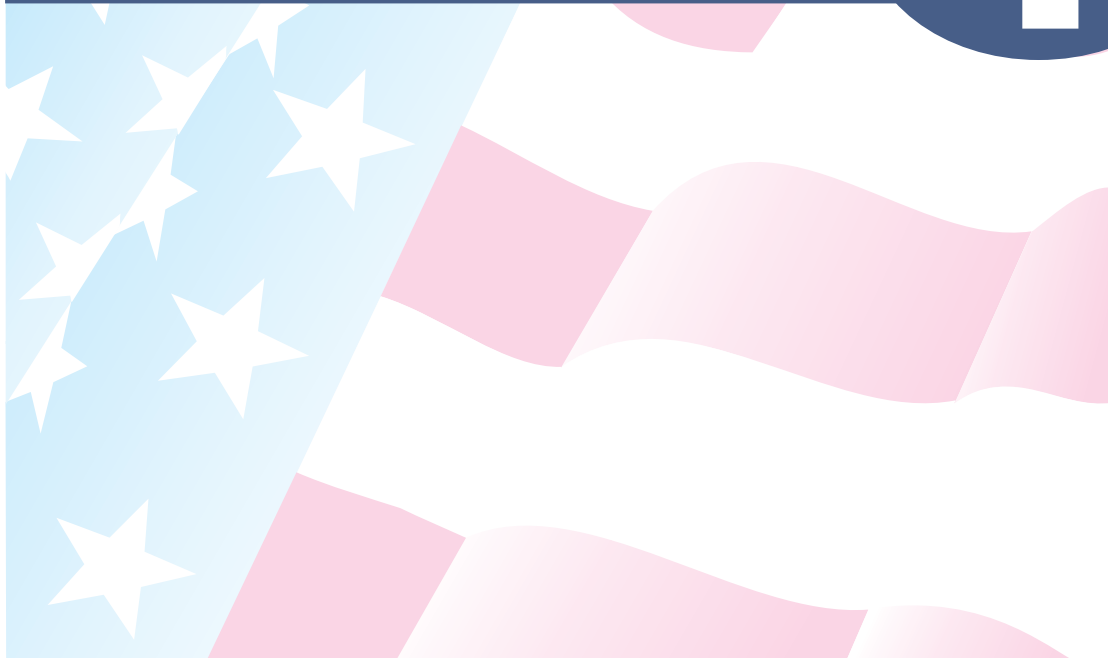
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Section

1



**Candidate
Handbook**

CHAPTER 1

Calendar of Events

CALENDAR OF EVENTS

CONSOLIDATED ELECTIONS – NOVEMBER 6, 2007

IMPORTANT NOTICE

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

DATES	EVENTS
JUNE 29 (F) E-130	NOTICE OF CONSOLIDATION (SCHOOL DISTRICTS) Not later than this date the County Superintendent of Schools shall notify the elections official and affected school and community college governing boards, in writing, that a consolidated election is required to be held. (Ed. Code § 5340)
JULY 5* (Th) E-124*	NOTICE OF ELECTION (UDEL DISTRICTS) Not later than this date the District Secretary shall deliver to the Registrar-Recorder/County Clerk a notice containing: 1) elective offices, including specifying which offices are for unexpired terms, 2) candidate statement word limitation (200 or 400 words), 3) designated party responsible for statement cost (candidate or district) and, 4) required method of payment, i.e., advance, if cost is payable by candidate. (E. C. §§ 10522 & 13307) MAP OF DISTRICT (UDEL DISTRICTS) 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)
JULY 6 (F) E-123	ADOPT GOVERNING BOARD MEMBER ELECTION RESOLUTION (SCHOOL DISTRICTS) Last day for governing boards to adopt 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 the elections official. (Ed. Code § 5322)

*Date adjusted due to weekend and/or holiday.

DATES

EVENTS

JULY 9 (M)
E-120

FORMAL NOTICE OF GOVERNING BOARD MEMBER ELECTION (SCHOOL DISTRICTS)

Not later than this date the County Superintendent of Schools shall deliver the formal notice of governing board member election to the Registrar-Recorder/County Clerk.

(Ed. Code §§ 5324 & 5325)

BOARD RESOLUTION re CANDIDATE STATEMENTS (SCHOOL DISTRICTS)

Not later than this date, the district board shall by resolution determine and deliver 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 if cost is to be paid by candidate, whether advance payment is required.

(E. C. § 13307)

JULY 9 (M)
E-120

AUG. 8 (W)
E-90

NOTICE OF GOVERNING BOARD MEMBER ELECTION PUBLICATION (UDEL AND SCHOOL DISTRICTS)

Between these dates the notice of governing board member election shall be published once in a newspaper of general circulation in the district.

A general press release shall be issued providing information on the elective offices and the telephone number to call regarding candidate nomination procedures.

(E. C. § 12112 & Ed. Code § 5363)

NOTICE OF ELECTION POSTING (UDEL AND SCHOOL 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)

DATES

EVENTS

JULY 16 (M)
E-113

AUG. 10 (F)
5 P. M.
E-88

NOMINATION PERIOD – FILING DECLARATION OF CANDIDACY

First and last day for candidates to file declarations of candidacy.
(E. C. §§ 10510 & 10603)

CANDIDATE STATEMENTS

During this period, candidates may file a candidate statement not to exceed the word limitation prescribed by the district 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 declarations of candidacy.
(E. C. §§ 10540 & 13307)

AUG. 10 (F)
5 P. M.
E-88

DECLARATION OF CANDIDACY – DEADLINE DATE (UDEL & SCHOOL DISTRICTS)

Last day for candidates to file declarations of candidacy.
(E. C. §§ 10510 & 10603)

CANDIDATE WITHDRAWAL (UDEL & 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 & 10604)

CONSOLIDATION OF ELECTIONS

Last day for local jurisdictions to file a resolution with the Board of Supervisors requesting consolidation with the election. A copy of the resolution must also be filed with the elections official.
(E. C. §§ 10400, 10402 & 10403)

CANDIDATE STATEMENTS

Last Day to File a Candidate Statement.
(E. C. §§ 10540 & 13307)

DATES		EVENTS
AUG.10 (F) 5 P. M. E-88		<p>ADOPT SPECIAL MEASURE ELECTION RESOLUTION</p> <p>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 elections official. (Ed. Code § 5322)</p> <p>STATEMENT IN COMPLIANCE – LAST DAY TO SUBMIT</p> <p>Last day for a local jurisdiction to file statement in compliance (bond statement) with the elections official. (E. C. § 9401)</p>
AUG. 11** (Sa) E-87**	AUG. 15 (W) 5 P. M. E-83	<p>NOMINATION EXTENSION PERIOD (IF INCUMBENT DOES NOT FILE)</p> <p>If a declaration of candidacy for an incumbent is not filed by 5 p.m. on August 10, the declaration period shall be extended until August 15, 5 p.m., for persons other than the incumbent.</p> <p>NOTE: The extension does not apply where there is no incumbent eligible to be elected. (E. C. §§ 10516 & 10604)</p>
AUG. 11** (Sa) E-87**	AUG. 20 (M) 5 P. M. E-78	<p>PUBLIC EXAMINATION PERIOD FOR CANDIDATE STATEMENTS, CANDIDATES' NAMES AND BALLOT DESIGNATIONS</p> <p>During this period candidate statements, candidates' names and ballot designations 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. § 13313)</p> <p>NOTE: If the nomination period is extended for a particular office, the examination period for that office shall be adjusted to August 21 through August 30.</p>

**August 11 (Saturday) and August 12 (Sunday) – Office will be closed.

DATES

EVENTS

AUG. 15 (W)
5 P. M.
E-83

PETITION TO HOLD ELECTION – DEADLINE

Last day to file a petition signed by 10% or 50 voters (whichever is smaller in 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 & Ed. Code § 5326)

APPOINTMENT – NO ELECTION HELD (SCHOOL 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, the qualified person or persons nominated shall be seated at the organizational meeting of the board or, if no person has been nominated, the governing board shall appoint a qualified person or persons at a meeting prior to the day fixed for the election.

(Ed. Code § 5328)

NOTICE OF APPOINTMENT PUBLICATION (SCHOOL DISTRICTS)

After this date, if no one has been nominated to the office, a notice shall be published once stating that the governing board intends to make an appointment and the procedures for applying for the office.

(Ed. Code §§ 5303 & 5328.5)

APPOINTMENT – NO ELECTION HELD (UDEL 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. Appointments shall be made not later than

November 26.

(E. C. § 10515)

DATES	EVENTS
<p>AUG. 15 (W) 5 P. M. E-83</p>	<p>CANDIDATE WITHDRAWAL – NOMINATION EXTENSION PERIOD Last day a candidate may withdraw declaration of candidacy papers when nomination period has been extended for that office. (E. C. §§ 10516 & 10604)</p> <p>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)</p> <p>MEASURES – LETTER DESIGNATION Last day jurisdictions may request in writing specific letter designations for their Measure (s). (E. C. § 13116)</p>
<p>AUG. 16 (Th) 11 A. M. E-82</p>	<p>RANDOMIZED ALPHABET DRAWING BY SECRETARY OF STATE The Secretary of State shall hold a public drawing to determine order of candidates' names on ballot by randomly drawing each letter of the alphabet. (E. C. § 13112)</p>
<p>AUG. 17 (F) E-81</p>	<p>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 & 9502 & Govt. Code § 6061)</p> <p>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)</p>

DATES	EVENTS
<p>AUG. 20 (M) 5 P. M. E-78</p>	<p>ARGUMENTS – LAST DAY 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 & 9502)</p> <p>EXCEPTION: These provisions do not apply to a measure on school district reorganization.</p>
<p>AUG. 21 (Tu) AUG. 30 (Th) E-77 E-68</p>	<p>PUBLIC EXAMINATION PERIOD FOR BALLOT MEASURE MATERIALS During this period the Elections Official shall make available for public examination a copy of any ballot measure text, arguments and the statement in compliance (bond statement) 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 & 9509)</p>
<p>AUG. 30 (Th) 5 P. M. E-68</p>	<p>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 & 9504)</p> <p>IMPARTIAL ANALYSIS – LAST DAY TO SUBMIT Recommended last day for County Counsel to transmit impartial analysis of a county, district or school measure. (E. C. §§ 9160, 9313, & 9500)</p> <p>DEATH OF CANDIDATE Last day on which the name of a deceased candidate may be removed from the ballot. Facts regarding death must be ascertained at least 68 days prior to the election. (Ed. Code § 5329 & E. C. § 10529)</p> <p>NOTE: This provision does not apply under certain circumstances as set forth in Elections Code Sections 8026 & 8027.</p>

DATES		EVENTS
AUG. 31 (F) E-67	SEP. 10* (M) E-57*	PUBLIC EXAMINATION PERIOD FOR REBUTTALS/IMPARTIAL ANALYSES During this period rebuttals and impartial analyses for measures 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 & 9509)
SEP. 5 (W) E-62	SEP. 7 (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.
SEP. 7 (F) E- 60		SPECIAL ABSENT VOTERS' BALLOT APPLICATIONS The first day County election officials may process applications for special absent voters' ballots. The application must include the Statement that the voter cannot vote an absentee ballot during the normal absentee voting period of October 9 to October 30, 2007 because of military or other contingencies that preclude normal mail delivery. (E. C. §§ 300(b) & 3103)
SEP. 10 (M) E-57	OCT. 23 (Tu) 5 P. M. 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 & 8601)
SEP. 27 (Th) E-40	OCT. 16 (Tu) E-21	MAIL SAMPLE BALLOTS A sample ballot booklet shall be mailed to each voter in the jurisdiction during this period. (E. C. § 13303)

*Date adjusted due to weekend and/or holiday.

DATES		EVENTS
OCT. 9* (Tu) E-28*	OCT. 30 (Tu) E-7	<p>ABSENT VOTERS – FIRST AND LAST DAY TO APPLY</p> <p>Between these dates (both dates inclusive) applications may be filed. Applications received prior to the 28th* day preceding the election will be kept and processed during this period. (E. C. § 3001)</p>
OCT. 9* (Tu) E-28*		<p>PRECINCT OFFICERS AND POLLING PLACES – APPOINTMENT</p> <p>Last day to appoint precinct officers and designate polling places. A notice of appointment shall be mailed to each precinct officer appointed. (E. C. §§ 12286, 12307 & 12319)</p>
OCT. 22 (M) E-15		<p>REGISTRATION CLOSES</p> <p>Last day to transfer or register to vote in the election. (E. C. § 2107)</p>
OCT. 23 (Tu) E-14	OCT. 30 (Tu) E-7	<p>REGISTRATION PERIOD – NEW RESIDENTS AND NEW CITIZENS</p> <p>Any person who becomes a citizen or establishes residence in California after the 15th day prior to the election may register to vote beginning on the 14th day prior to an election and ending on the 7th day prior to the election day. This registration must be executed in the county elections official 's office. A new resident shall vote a new resident's ballot in that office. (E. C. §§ 331, 332 & 3500-3503)</p>
OCT. 23 (Tu) 5 P. M. E-14		<p>STATEMENT OF WRITE-IN CANDIDACY – DEADLINE</p> <p>Last day for a candidate to file a statement of write-in candidacy stating that he or she is a write-in candidate for the election. (E. C. §§ 8600 & 8601)</p> <p>BILINGUAL PRECINCT OFFICER LIST</p> <p>Last day to prepare list of appointed bilingual precinct officers. (E. C. § 12303)</p>

*Date adjusted due to weekend and/or holiday.

DATES	EVENTS
OCT. 29* (M) E-8*	TALLY CENTER LOCATION – PUBLICATION On or before this date a notice specifying the public place to be used as the central tally location for counting the ballots shall be published once in a newspaper of general circulation within the jurisdiction. (E. C. § 12109)
OCT. 30 (Tu) E-7	POLLING PLACES – PUBLICATION Not later than this date a list of polling places for each precinct shall be published once in a newspaper of general circulation within the district. (E. C. § 12105 & Govt. Code § 6061) CANVASS ABSENT VOTER BALLOTS The canvass may commence on the 7 th day before the election, but the results of the tally shall not be released until after the polls close. (E. C. § 15101)
OCT. 31 (W) E-6	NOV. 6 (Tu) ELECTION DAY EMERGENCY ABSENT VOTING Between these dates, any voter may apply for an absentee ballot if conditions require his or her absence from the precinct on election day. The voter may designate an authorized representative to pick up and return the ballot. (E. C. §§ 3021 & 3110)
NOV. 6 (Tu) 8 P. M. ELECTION DAY	ELECTION DAY Polls open 7 A.M., close 8 P.M., (E. C. §§ 1304, 10541 & 14212 & Ed. Code §§ 5000 & 19700) ABSENT VOTER BALLOTS RETURNED – 8 P.M. Last day for absent voter ballots to be received or turned in personally by the voter at any polling place in the jurisdiction. A designated family member or person residing in the same household may return the voted ballot under specified conditions. (E. C. §§ 3017 & 3020) DEFACING OF UNUSED BALLOTS At 8 p.m. immediately after the polls close, commence defacing or sealing all unused ballots and file an affidavit of the number of ballots destroyed or sealed. (E. C. §§ 14403 & 14404)

*Date adjusted due to weekend and/or holiday.

DATES	EVENTS
<p>NOV. 8 (Th) E + 2</p>	<p>CANVASS OF ELECTION RETURNS The canvass of election returns shall commence no later than the first Thursday following the election. (E. C. §§ 10547 & 15301)</p>
<p>NOV. 26 (M) E + 20</p>	<p>COMPLETION OF OFFICIAL CANVASS The Election Official shall prepare a certified statement of the results of the election and submit it to the governing board no later than the last Monday before the last Friday in November. (E. C. §§ 10550, 10551 & 15372)</p> <p>NOTE: On November 26, 2007 the Registrar-Recorder/County Clerk is tentatively scheduled to certify the election results. On November 27, 2007 the Board of Supervisors is tentatively scheduled to declare the election results official. (E. C. § 15501)</p>
<p>NOV. 27 (Tu) E + 21</p>	<p>APPOINT CANDIDATES (UDEL DISTRICTS) Not later than this date the Board of Supervisors shall, if no election is held, appoint the persons who have filed declarations of candidacy or, if no person has filed a declaration of candidacy, appoint any qualified person. (E. C. § 10515)</p>
<p>DEC. 3 (M) E + 27</p>	<p>DECLARE ELECTED CANDIDATES AND DELIVER CERTIFICATES OF ELECTION (UDEL AND SCHOOL DISTRICTS) Not later than this date candidates shall be declared elected.</p> <p>A certificate of election shall be prepared and delivered to each person elected.</p> <p>NOTE: The person(s) receiving the highest number of votes cast shall be declared elected. (E. C. §§ 10551, 15401 & 10553)</p>

DATES

EVENTS

DEC. 7 (F)

E + 31

TAKE OFFICE (UDEL AND SCHOOL DISTRICTS)

Officers, elected or appointed, take office on the first Friday in December next following the election.

(E. C. § 10554, Ed. Code §§ 5017, 19700 & Water Code § 21101)

DEC. 31 (M)

E + 55

NOTICE TO SECRETARY OF STATE (UDEL DISTRICTS)

Not later than **December 31**, immediately following a general district election a statement containing all of the following for each election in the county held pursuant to this part shall be filed with the Secretary of State.

- (a) The list of offices to be filled.
- (b) The name of each candidate, including occupational designation, if any.
- (c) The name of each successful candidate.
- (d) The number of voters eligible to vote in the district and, if voting is by division, the number of voters eligible to vote in each division.
- (e) The number of votes cast in each division or district.
- (f) The list of offices for which appointments have been made in lieu of election pursuant to Elections Code Section 10515 together with the names of the persons so appointed.

(E. C. § 10552)

CHAPTER 2

Office Information,
Candidate Qualifications
and Offices to be filled

OFFICE INFORMATION & QUALIFICATIONS

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 candidates' 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)

Office Term For All Offices: Four Years	Term Begins
<p>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)</p>	<p>Noon, December 7, 2007 (Water Code § 35055 and E.C. § 201)</p>
<p>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)</p>	<p>Noon, December 7, 2007 (Govt. Code § 61040 and E.C. § 201)</p>
<p>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)</p>	<p>Noon, December 7, 2007 (Water Code § 30500 and E.C. § 201)</p>
<p>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)</p>	<p>Noon, December 7, 2007 (Water Code § 21100 and E.C. § 201)</p>
<p>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)</p>	<p>Noon, December 7, 2007 (Ed. Code § 19611 and E.C. § 201)</p>
<p>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)</p>	<p>Noon, December 7, 2007 (Public Resources Code § 5784 (c) and E.C. § 201)</p>
<p>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 & E. C. § 201)</p>	<p>Noon, December 7, 2007 (Ed. Code §§ 5030, 35107, 72022 & 72103 & and E.C. § 201)</p>

<h2 style="margin: 0;">SCHOOL DISTRICTS OFFICES TO BE FILLED</h2>

DISTRICT	GOVERNING BOARD MEMBERS TO BE ELECTED	INCUMBENT NAMES
ABC UNIFIED	4 Full terms	Louise Dodson Cecy Groom Jose Armin Reyes Celia Spitzer
ACTON-AGUA DULCE UNIFIED	2 Full terms	Melissa M. Harnett Deborah Jaurequi-Rocha (A)
ANTELOPE VALLEY COMMUNITY COLLEGE (Shared with Kern County)	2 Full terms	Jack D. Seefus Earl J. Wilson
ANTELOPE VALLEY JOINT UNION HIGH (Shared with Kern County)	2 Full terms	Thomas E. Pigott Donita J. Winn
AZUSA UNIFIED	2 Full terms	Burke Hamilton Ilean M. Ochoa
BALDWIN PARK UNIFIED	3 Full terms	Anthony J. Bejarano Blanca Estela Rubio Jack B. White
BASSETT UNIFIED	2 Full terms	Rosaura J. Alvarado Frank T. Morales
BELLFLOWER UNIFIED	2 Full terms	Jerry Cleveland Michael L. Hersek
BEVERLY HILLS UNIFIED	3 Full terms	Myra Lurie John Millan Alissa Roston
BONITA UNIFIED	3 Full terms	Robin Carder (A) Glenn Creiman Jim Elliot

(A) Appointed to fill Vacancy

SCHOOL DISTRICTS (continued)

DISTRICT	GOVERNING BOARD MEMBERS TO BE ELECTED		INCUMBENT NAMES
CASTAIC UNION	2	Full terms	David A. Huffaker Steven S. Sansone
CENTINELA VALLEY UNION HIGH **	2	Full terms Trustee Area #3 Trustee Area #4	Jorge Luis Arroyo Rafael Ramirez
CERRITOS COMMUNITY COLLEGE	4	Full terms	Bob Arthur Ted Edmiston Tom Jackson John Moore
CHARTER OAK UNIFIED	3	Full terms	Brian Akers Robert Cruz Joseph Probst
CITRUS COMMUNITY COLLEGE	3	Full terms Trustee Area #2 Trustee Area #4 Trustee Area #5	Susan M. Keith Michael Bevilacqua Joanne Montgomery
CLAREMONT UNIFIED	2	Full terms	Jack Mills Joan Presecan
COMPTON COMMUNITY COLLEGE	3	Full terms Trustee Area #1 Trustee Area #3 Trustee Area #4	Lorraine J. Cervantes Kent L. Swift Gerald Burgess
	1	(Unexpired term ending 12/04/09) Trustee Area # 2	(Vacant)
COMPTON UNIFIED	3	Full terms	Fred Easter Gorgonio Sanchez Emma Sharif
COVINA-VALLEY UNIFIED	3	Full terms	Mary L. Hanes William L. Knoll Darrell A. Myrick

** Nominated by Trustee Area – Elected At Large

SCHOOL DISTRICTS (continued)

DISTRICT	GOVERNING BOARD MEMBERS TO BE ELECTED		INCUMBENT NAMES
CULVER CITY UNIFIED	2	Full terms	Stewart Bubar Marla Wolkowitz
DOWNEY UNIFIED**	4	Full terms	
		Trustee Area #2	Tod M. Corrin
		Trustee Area #3	William A. Gutierrez
		Trustee Area #4	Donald E. LaPlante
		Trustee Area #6	D. Mark Morris
DUARTE UNIFIED	3	Full terms	Rose Brooks-Mitchell Frank Figueroa Pam Kawasaki
EAST WHITTIER CITY	2	Full terms	Robert Ehlers (A) Alison K. Pigott
EASTSIDE UNION	2	Full terms	Janette T. Crawford Peggy W. Foster
EL CAMINO COMMUNITY COLLEGE**	3	Full terms	
		Trustee Area #1	Nathaniel Jackson
		Trustee Area #2	Mary E. Combs
		Trustee Area #3	William Beverly
EL MONTE CITY	2	Full terms	Terry L. Parson Elizabeth "Beth" Rivas
EL MONTE UNION HIGH	2	Full terms	David A. Flores Frank Ogaz
EL RANCHO UNIFIED	2	Full terms	Delia Alvidrez Vincent Chavez
EL SEGUNDO UNIFIED	2	Full terms	Michael D. Briney Chris J. Powell
GARVEY	2	Full terms	Felipe Agredano Henry Lo

(A) Appointed to fill Vacancy

** Nominated by Trustee Area – Elected At Large

SCHOOL DISTRICTS (continued) ADDENDUM

DISTRICT	GOVERNING BOARD MEMBERS TO BE ELECTED		INCUMBENT NAMES
GLENDORA UNIFIED	2	Full terms	Doris M. Blum Douglas R. Ferrell
GORMAN JOINT (Shared with Kern County)	2	Full terms	Ruth Ralphs Steven Sonder
HACIENDA LA PUENTE UNIFIED	2	Full terms	Norman Hsu Sandy Johnson
HAWTHORNE	2	Full terms	Cristina Chiappe Frank De Simone
HERMOSA BEACH CITY	2	Full terms	Catherine S. McCurdy Lisa Claypoole (A)
HUGHES-ELIZABETH LAKES UNION	2	Full terms	John Sharo (A) Mary Wall (A)
KEPPEL UNION	2	Full terms	Bert Hayman Manuel Magana (A)
LA CANADA UNIFIED	2	Full terms	Virginia A. Dalbeck Cindy Wilcox
LANCASTER	2	Full terms	Merle "Mel" Kleven John L. Miller
LAS VIRGENES UNIFIED @ (Shared with Ventura County)	2	Full terms	Terilyn Finders Patricia Schulz
LAWNDALE	2	Full terms	Shirley A. Bennett Craig W. Burris
LENNOX	2	Full terms	Mary Davis Angela C. Fajardo (A)
LITTLE LAKE CITY	3	Full terms	Audrey Lynn Berg Richard A. Martinez Laurie M. Rios

(A) Appointed to fill Vacancy

@ Consolidated with Agoura Hills City & Westlake Village City Municipal Elections

SCHOOL DISTRICTS (continued)

DISTRICT	GOVERNING BOARD MEMBERS TO BE ELECTED		INCUMBENT NAMES
LOS NIETOS	2	Full terms	Nicholas Aquino Oscar Payan
LYNWOOD UNIFIED	3	Full terms	Maria G. Lopez Guadalupe R. Rodriguez Jose Luis Solache
MANHATTAN BEACH UNIFIED	2	Full terms	Bill Cooper Amy Howorth
MONROVIA UNIFIED	3	Full terms	Clare R. Chesley Ed Gilliland Bryan J. Wong
MONTEBELLO UNIFIED	2	Full terms	Richard L. Adams II Marcella Calderon
MOUNTAIN VIEW	2	Full terms	Mary H. Espinoza John Samuel Garcia
MT. SAN ANTONIO COMMUNITY COLLEGE (Shared with Orange County)	3	Full terms	Manuel Baca Rosanne M. Bader Fred Chyr
NEWHALL	2	Full terms	Michael R. Shapiro Suzan T. Solomon
NORWALK-LA MIRADA UNIFIED	3	Full terms	Pauline Deal Richard LeGaspi Karen Morrison
PALMDALE	2	Full terms	Robert "Bo" Bynum Mark Gross (A)
PALOS VERDES PENINSULA UNIFIED	2	Full terms	Dora M. de la Rosa David L. Tomblin
PARAMOUNT UNIFIED	2	Full terms	Linda Garcia Vivian Hansen

(A) Appointed to fill Vacancy

SCHOOL DISTRICTS (continued)

DISTRICT	GOVERNING BOARD MEMBERS TO BE ELECTED		INCUMBENT NAMES
PASADENA AREA COMMUNITY COLLEGE	3	Full terms	
		Trustee Area #2	Jeanette W. Mann
		Trustee Area #4	Susanna H. Miele
		Trustee Area #6	John H. Martin
POMONA UNIFIED	2	Full terms	Nancy J. McCracken Richard L. Rodriguez
RIO HONDO COMMUNITY COLLEGE	2	Full terms	
		Trustee Area #2 Trustee Area #4	Maria Elena Martinez Gary Mendez
ROSEMEAD	2	Full terms	Randall Cantrell Ronald G. Esquivel
	1	Unexpired term Ending 12/04/09	Rhonda Harmon (A)
ROWLAND UNIFIED (Shared with Orange County)	2	Full terms	Albert Chang Heidi L. Gallegos
SAN GABRIEL UNIFIED	2	Full terms	Collen T. Doan Gary Thomas Scott
SAN MARINO UNIFIED	2	Full terms	Christopher Norgaard Karen Preston
SANTA CLARITA COMMUNITY COLLEGE**	3	Full terms	
		Office #2	Michele R. Jenkins
		Office #4	Bruce D. Fortine
		Office #5	Scott Thomas Wilk (A)
SAUGUS UNION	2	Full terms	Rose S. Diaz Rose Koscielny
SOUTH PASADENA UNIFIED	2	Full terms	Joseph Loo Richard A. Sonner
SOUTH WHITTIER	2	Full terms	Janet Baird Sharon L. Stys

(A) Appointed to fill Vacancy

** Nominated by Trustee Area – Elected At Large

SCHOOL DISTRICTS (continued)

DISTRICT	GOVERNING BOARD MEMBERS TO BE ELECTED		INCUMBENT NAMES
SULPHUR SPRINGS UNION	2	Full terms	Denis DeFigueiredo Shelley Weinstein
TEMPLE CITY UNIFIED	3	Full terms	Emilie Cales Mukesh Luhar Robert Mckendrick
TORRANCE UNIFIED	2	Full terms	Heidi Ann Ashcraft Terry Ragins
VALLE LINDO	2	Full terms	Richard Angel Ruth E. Gonzales
VICTOR VALLEY COMMUNITY COLLEGE (Shared with San Bernardino County)	2	Full terms	Joe Range Thomas M. Elder II
WALNUT VALLEY UNIFIED	2	Full terms	Carolyn J. Elfelt Larry L. Redinger
WEST COVINA UNIFIED	3	Full terms	Steve Cox Camie Poulos Mike Spence
WESTSIDE UNION	2	Full terms	Steve DeMarzio (A) Gwendolyn Farrell
WHITTIER CITY	2	Full terms	Jennifer De baca J. C. Mac Mc Farland
WHITTIER UNION HIGH	2	Full terms	George J. Giokaris Ralph S. Pacheco
WILLIAM S. HART UNION HIGH	2	Full terms	Gloria E. Mercado-Fortine Steven M. Sturgeon
WILSONA	2	Full terms	Maurice Kunkel Sharon M. Toyne
WISEBURN	2	Full terms	Dennis Curtis Brian Meath

(A) Appointed to fill Vacancy

GENERAL DISTRICTS OFFICES TO BE FILLED

DISTRICT	DIRECTORS TO BE ELECTED	INCUMBENT NAMES
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CALIFORNIA WATER DISTRICT

WALNUT VALLEY	3 Full terms	
	Division # 1	Allen L. Wu
	Division # 4	Donald L. Nettles
	Division # 5	E. Fred Flores (A)

COMMUNITY SERVICES DISTRICT

POINT DUME	2 Full terms	Paul Major Valerie Major
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COUNTY WATER DISTRICTS

CRESCENTA VALLEY WATER	2 Full terms	Kathleen M. Ross Judy L. Tejada
GREEN VALLEY	2 Full terms	Robert A. Garth (A) Jeffrey McCracken
LA HABRA HEIGHTS	3 Full terms	Ralph E. Bolles Roy S. Stewart Robert Wilson
LA PUENTE VALLEY	2 Full terms	Yvonne A. Garcia Vincent F. House
NEWHALL	2 Full terms	Randall D. Pfiester Lynne A. Plambeck
ORCHARD DALE WATER	2 Full terms	Joseph K. Kennedy Clifford E. Lee
PICO WATER	2 Full terms	Robert A. Martinez Juan F. Silva, Jr.
QUARTZ HILL WATER	2 Full terms	Mike Scott (A) Frank R. Tyman

(A) Appointed to fill Vacancy

GENERAL DISTRICTS

DISTRICT	DIRECTORS TO BE ELECTED	INCUMBENT NAMES
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COUNTY WATER DISTRICTS (Continued)

ROWLAND WATER	2	Full terms	
		Division # 1	Rene Rios
		Division # 2	Anthony J. Lima
	1	(Unexpired term ending 12/04/09)	
		Division # 5	Szu-Pei Lu (A)
SAN GABRIEL	2	Full terms	Kenneth W. Bauchman Carl S. Bonenberger
SATIVA-LOS ANGELES	3	Full terms	Mamie Franklin Ruben Hernandez Elizabeth Hicks
	1	(Unexpired term ending 12/04/09)	April D. McCall (A)
VALLEY	2	Full terms	Joseph Armendariz Dolores M. Holguin
	1	(Unexpired term ending 12/04/09)	David Sano (A)
WEST VALLEY	3	Full terms	Luci A. Artukovich Elizabeth Balletine John G. Gaglione

IRRIGATION DISTRICTS

KINNELOA	3	Full terms	
		Division # 1	Gerrie G. Kilburn (A)
		Division # 4	Maurice A. Pickard
		Division # 5	Stephen G. Sorell
	1	(Unexpired term ending 12/04/09)	
		Division # 2	Frank J. Griffith (A)

(A) Appointed to fill Vacancy

GENERAL DISTRICTS (continued)

DISTRICT	DIRECTORS TO BE ELECTED	INCUMBENT NAMES
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IRRIGATION DISTRICTS (Continued)

LA CANADA	3	Full terms	
		Division # 2	Daniel A. MacKenzie
		Division # 3	Robert J. Wallace (A)
		Division # 5	Anthony D. Angelica
	1	(Unexpired term ending 12/04/09)	
		Division #4	Sheree R. Butts (A)
LITTLE ROCK CREEK	2	Full terms	Larry J. Connelly Leo C. Thibault
PALM RANCH***	3	Full terms	
		Division # 1	Jess W. Baker
		Division # 3	Wayne D. Nygaard
		Division # 5	Phillip L. Counts
PALMDALE WATER***	3	Full terms	
		Division # 1	Gordon G. Dexter
		Division # 3	Linda Godin (A)
		Division # 4	Raul O. Figueroa
SOUTH MONTEBELLO***	1	Full term	
		Division # 3	James E. Steinmetz

LIBRARY DISTRICTS

ALTADENA	3	Full terms	David Datz Mark A. Mariscal Howard D. Miller
	1	(Unexpired term ending 12/04/09)	David Tuck (A)

(A) Appointed to fill Vacancy

*** Nominated by Division-Elected at Large

GENERAL DISTRICTS (continued)

DISTRICT	DIRECTORS TO BE ELECTED	INCUMBENT NAMES
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LIBRARY DISTRICTS (Continued)

PALOS VERDES	3 Full terms	William Lama Francis Wielin (A) Nancy Mahr
	1 Unexpired term ending 12/04/09)	Kathryn Forte (A)

RECREATION AND PARK DISTRICTS

MIRALESTE	3 Full terms	Keith Harter Nancy Otto (A) Carol Swets
	1 Unexpired term ending 12/04/09)	David Feldman (A)
RIDGECREST RANCHOS	2 Full terms	Julie Sulman Sherry Skari (A)

(A) Appointed to fill Vacancy

CHAPTER 3

Filing Procedures

GENERAL INFORMATION ON FILING PROCEDURES FOR CANDIDATES

CONSOLIDATED ELECTIONS NOVEMBER 6, 2007

All candidates must be registered voters at 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. Oral 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 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.

WRITTEN AUTHORIZATION FROM CANDIDATE– NOMINATION DOCUMENTS WILL NOT BE ISSUED TO OR ACCEPTED FROM AN UNAUTHORIZED PERSON. The authorization must be signed by the candidate.

CANDIDATE WITHDRAWAL – Withdrawal of candidacy is permitted up to and including the deadline date to file a Declaration of Candidacy for that office.
(E. C. §§ 10510 & 10603)

ELECTION RESULTS – California law allows a specified period after the election for the completion of the official canvass, results released on election night are considered semi-official. Absentee ballots which are returned to this office and at polling places on election day are not counted on election night. This is also true of provisional ballots which are cast at polling places. These ballots are processed during the official canvass to allow sufficient time for eligibility and/or signature verification. As a result, close races may not be determined until after the canvass is completed. Certified election results are released at the completion of the official canvass. **Refer** to the Calendar of Events in Chapter 1 of this Candidate Handbook and Resource Guide for the date that the election results are scheduled to be certified.

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 Chinese, Japanese and Korean. 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 60 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 16, 2007** the Secretary of State shall hold a public drawing to determine the order of Candidates, Name 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.

Example A: Appointed Incumbent

Example B: Appointed Board member, XYZ School District

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

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

BALLOT DESIGNATIONS (Cont'd)

- 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. State 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 profession, 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(f) 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.

REJECTION OF BALLOT DESIGNATION – If the designation appears to be in violation of any of the restrictions set forth in the California Elections Code, this office will provide you with a "Ballot Designation Worksheet." This worksheet is intended to assist in the prompt evaluation of requested ballot designations. This office may also request that a candidate submit additional documentation to support the proposed ballot designation.

Candidates will be notified of ballot designation (rejection) (violation) by certified mail return receipt requested, addressed to the mailing address appearing on the candidate's Declaration of Candidacy. If an alternative designation is not provided within the time allowed, no designation will appear on the ballot. (E.C. § 13107(c))

BALLOT DESIGNATIONS (Cont'd)

UNACCEPTABLE DESIGNATIONS – Pursuant to Elections Code §13107(b), 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 uses a word or prefix, such as “former” or “ex”, which means a prior status. The only exception is the use of the word “retired.”
- 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 out, “computer company” is okay.)
- 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, at this office during working hours Monday through Friday from **** August 11, 2007** through **August 20, 2007** or if the nomination period is extended, from **August 16** through **August 27 (Excluding Holidays.)**

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

** August 11, 2007 (Saturday) and August 12, 2007 (Sunday) office will be closed.

CANDIDATE NOMINATION PROCESS

You are planning on filing as a candidate for elective office and want to know **“HOW DO I GET STARTED?”** There are five (5) easy 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, and internet.
7. Elective office title for which you are applying.
8. Signature and date.

LOS ANGELES COUNTY REGISTRAR/RECORDER/COUNTY CLERK CANDIDATE REGISTRATION & QUALIFICATION FORM				FOR OFFICE USE		
				<input type="checkbox"/> SIL _____ <input type="checkbox"/> NOM _____ <input type="checkbox"/> PROVISIONAL FOR REASON OF: _____ AGENT: _____		
NAME TO APPEAR ON BALLOT AS (Please Print IN ALL CAPS)						
FIRST	MIDDLE NAME OR INITIAL (and/or nickname)	LAST				
NAME AS REGISTERED (if different from ballot name)						
RESIDENCE STREET ADDRESS						
CITY NAME				ZIP CODE		
TELEPHONE NUMBERS DAYTIME: ()		EVENING: ()		FAX: ()		
WEBSITE:			EMAIL:			
ADDRESS AND TELEPHONE NUMBER FOR PUBLICATION / INTERNET AND ISSUED TO NEWS MEDIA (If none given, above residence address and telephone numbers will be used)						
STREET ADDRESS						
CITY NAME		ZIP CODE		TELEPHONE NO.		
OFFICE TITLE (Include District, Division or Office No.)					Initial if FULL TERM	
					Initial if UNEXPIRED TERM	
POLITICAL PARTY (Not Applicable to Non-Partisan Offices)						
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 <input type="checkbox"/>		PTY CODE		
DATE FILED		RE-REG (NEW ADDRESS) <input type="checkbox"/>		VOTER ID NO.		
NO. SIGNATURES @ \$ EACH		DISTRICT CHECKED <input type="checkbox"/>		CANDIDATE FILING NO.		
BALANCE \$		PARTY CHECKED <input type="checkbox"/>		CAMP/PROV FINANCE DISCLOSURE #		
CASHIER'S INITIALS		RECEIPT NO.		ABL OPER <input type="checkbox"/> SIL <input type="checkbox"/> INSTRUCTOR <input type="checkbox"/> NOM <input type="checkbox"/>		
REVIEWER TIME		INITIALS & DATE				
COMMENTS:						
ELECTION PLANNING COPY						
R134EP Rev 6-13-05						

The Candidate Registration and Qualification form is also available on-line at www.lavote.net. Information on the form is used in preparing the 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 THIS TIME.**

CANDIDATE NOMINATION PROCESS (continued)

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 number.
4. Check the box for each applicable form.
5. Complete the middle section of the form with, how you would like your name to appear on the ballot, along with the other information requested.
6. Complete the **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
of _____ hereby authorize
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 Declaration of Candidacy
 Candidate Statement Nominating Petitions

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 REV. 7/2005

CANDIDATES NOMINATION PROCESS (Continued)

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. Last day to file nomination papers.
4. Receipt of candidate handbook.

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.

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

CANDIDATE NOMINATION PROCESS (continued)

STEP 3 – DECLARATION OF CANDIDACY (Completing Nomination Documents)

A Declaration of Candidacy Form is prepared from information provided on the Candidate Registration and Qualification form. This declaration form must be signed by the candidate acknowledging name and designation (occupation) requested to be printed on the ballot. Candidate must provide the following required information and verify that the addresses, telephone/fax numbers, e-mail and web site are correct for publication.

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. Fill in day time, evening and telephone numbers (Fax numbers, e-mail and web site address information is optional).
4. If you are an incumbent, 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.

Declaration of Candidacy
 (Elections Code Sections 200, 8040, 10226, 10511, 10602, and Code of Civil Procedure Section 2015.5)

I, _____, hereby declare myself a _____ candidate for nomination to the office of _____.

Full term, or Unexpired term ending _____, to be voted for at the Election to be held on _____.

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

000000 NAME AS IT WILL APPEAR ON BALLOT
 BALLOT DESIGNATION REQUESTED
 Print your principal profession, vocation or occupation in 3 words or less. If you hold an elective office you may use the elective office title or use the word "Incumbent". See written instructions provided for restrictions and examples.
 NOTE: A ballot designation is optional. If no ballot designation is requested, write in the word "NONE" and place initials in box on the right.

Note: If no Ballot Designation is desired, candidate must initial below.

I declare that the foregoing Ballot Designation is true and in conformance with Section 13107 of the Elections Code.

NOTE: For federal and state offices the Secretary of State will publish one of the addresses below in the certified list of candidates and on their website. Please check the appropriate box below to indicate which address you wish to be used for this purpose.

Residence Address: _____
 City _____ State _____ Zip Code _____

Business Address: _____
 City _____ State _____ Zip Code _____

Mailing Address: _____
 City _____ State _____ Zip Code _____

E-Mail: _____ Web site: _____
 Fax No. () _____ Phone No. () _____

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

IMPORTANT: BACKSIDE OF PAGE MUST ALSO BE COMPLETED

I am at present an incumbent of the following public office (if any):

 NAME OF PUBLIC OFFICE

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.

I meet all the statutory and/or constitutional qualifications for this office (including but not limited to citizenship, residency, and party affiliation, if required). If nominated by petition I will accept the nomination/office and will not withdraw my candidacy from the primary or general election.

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

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

Signature of Candidate _____

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 any declaration of candidacy in his/her possession which is entitled to be filed under the provisions of the Elections Code (Section 10202).

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 10203 of the Elections Code.

FOR USE BY REGISTRAR-RECORDER/COUNTY CLERK'S OFFICE

Examined and certified by me this _____ day of _____ in the year _____.

CONNY B. McCORMACK
 Registrar-Recorder/County Clerk

By _____
 Elections Deputy

NOTE: THIS FORM MUST BE NOTARIZED IF IT IS SIGNED OUTSIDE OF THE STATE OF CALIFORNIA.

CHAPTER 4

Candidate Statements

CANDIDATE STATEMENTS (LOCAL NON-PARTISAN OFFICES)

California law permits local **nonpartisan** candidates to file a candidate statement to be printed and mailed to voters in the Official Sample Ballot Booklet. A local agency may opt to pay for the cost of the statement.

STATEMENTS MUST BE FILED NO LATER THAN 5 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 reference to other candidates. See information below and the Notice to Persons Submitting Candidate Statement on page 39 for restrictions.
3. No changes are allowed after statement is filed.
4. A candidate may request that the statement also be printed in Spanish and included in the sample ballots 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 candidate's or local agencies' expense.**
5. No reference to candidate's political party affiliation nor any partisan political membership or activity is permitted.

NOTE: The Official Absentee Voting Instructions and Guide does not include Candidate Statements.

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

The local agency determines the maximum amount of words allowed (**200 or 400**), the responsibility for payment (either the candidate or agency), and whether it is to be paid in advance. If the candidate statement word limitation is **400** words and a **200** word or less candidate statement is submitted, only **one-half** of the estimated cost shall be required to be deposited.


If a candidate statement is formatted to include numerous paragraph breaks and/or individual listings of accomplishments, endorsements, etc., the printed candidate statement may extend to two (**2**) pages. In these cases, the actual cost for the statement may double and additional cost may be billed to you after the election.

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.

CANDIDATE STATEMENTS (continued)

CANDIDATE STATEMENT FORM – This is an example of the Candidate Statement Form used by candidates in submitting their statement to be printed in the Official Sample Ballot Booklet. The Candidate Statement Form is included with the packet each candidate receives when filing nomination documents.

FRONT



CANDIDATE STATEMENT FORM - NONPARTISAN OFFICES
READ INFORMATION ON BACK OF FORM BEFORE SUBMITTING STATEMENT

STATEMENT OF: _____

CANDIDATE FOR: _____

ELECTION DATE: _____ AGE: _____ OCCUPATION: _____
 (Optional) (Optional)

Please type your statement below in upper and lower case letters. The statement text will be typeset using font style DUTCH801 RM BT, size 10 point. However, statement can be submitted using any standard font. See reverse side for information and guidelines including formatting restrictions. Statements are only included in the Official Sample Ballot Booklet and will not be included in the Official Absentee/Vote by Mail Ballot Instructions and Guide.

BACK

CANDIDATE STATEMENT INFORMATION AND GUIDELINES
 (Elections Code Sections 13307, 13308, 13311 and 13313)

GENERAL INFORMATION: Filing of a statement is optional and applies to local nonpartisan offices. The elections official sends to each registered voter a sample ballot which contains the candidate statements prepared and submitted.

FILING PERIOD: Statement must be filed no later than the close of business hours on the last day of the candidate nomination period.

WITHDRAWAL: A candidate statement cannot be changed or revised once it is filed. A candidate statement may be withdrawn by 5 p.m. of the next business day after the last day to file the statement.

age and occupation and a 200 word description of the candidate's education and qualifications. Some
 look for detailed information regarding word counting guidelines.

style and spacing. Use block paragraphs and single space format. Text submitted indented or centered will
 nts in all capital letters are not acceptable. Indentations, circles, stars, dots, italics and/or bullets
 dashes/hyphens. Words to be printed in boldface type, underscores and/or CAPITALIZED are to be clearly
 ounted as one word. However, the number of words/acronyms that can be in boldface type, underscores
 a 200 word statement and 50 words per a 400 word statement. All statements should be checked by the
 official is not permitted to edit any material contained therein.

ot include the party affiliation of the candidate nor reference any membership or activity in political

Any candidate statement submitted by a candidate shall be limited to a recitation of the candidate's own
 d in any way make reference to other candidates or to another candidate's qualifications, character, or
 any or all improper content in such a statement. In addition, no candidate statement shall be printed which
 ch includes any reference prohibited.

ments shall be confidential until the close of the nomination period. Except for Judicial candidates the
 mination period closes, the statements are open to public examination for a ten (10) calendar day period.
 r an injunction requiring any or all material to be amended or deleted.

is just an approximation of the actual cost that varies from one election to another election and may be
 ing on the actual number of candidates filing statements, or the length and/or format of the statement
 und by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense or refund
 h the event of underpayment, the elections official may require the candidate to pay the balance of the cost
 ficial shall prorate the excess amount among the candidates and refund the excess amount paid.

ESTIMATED COST

ized a 200 400 word maximum, and requires that the estimated cost be paid:
 District will pay for all candidate statements

_____ The estimated cost of your English & Spanish statement is \$ _____

ned on this form and in the Candidate Handbook, and request that my statement as shown on the

rk (x) one box: English English & Spanish

_____ Date _____
 () _____ Evening _____

DO NOT PRINT THIS STATEMENT IN THE EVENT
 contest on the ballot. _____ No other candidate for this contest files a statement.
 initials

OFFICE USE ONLY

Project Code No.: _____
 Candidate File No.: _____
 Total No. of Words: _____
 Total No. of Words in
 boldface, capital letters,
 and/or underscored: _____
 By Deputy: _____

©2006, CndStatement NF

CANDIDATE STATEMENTS (continued)

FORMAT AND STYLE INFORMATION

1. Statements must be neatly typed. Statement will be typeset in the Official Sample Ballot Booklet using Dutch801 Rm BT font in 10 point size. However, a candidate statement can be submitted using any standard font. A sample of the format and style is pictured below.
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 are not acceptable. Indentations, circles, stars, dots, italics and/or bullets cannot be accommodated. However, you may use dashes/hyphens (-). Enhanced words to be printed in **boldface type**, underscored and/or CAPITALIZED are to be clearly indicated. Any combinations of enhanced words are counted as one word. However, the number of words/acronyms that are in **boldface type**, underscored and/or CAPITALIZED shall not exceed **25** words per a **200** word statement and **50** words per a **400** word statement. The pronoun "I" is not counted as an enhanced word. **Refer to page 40 for the Word Counting Guidelines.**
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. It is recommended that you do not use dashes or hyphens at the end of a line.

STATEMENT OF JANE DOE

CANDIDATE FOR MEMBER OF GOVERNING BOARD

ANY CITY UNIFIED SCHOOL DISTRICT

Age: 42

Occupation: Incumbent

I have followed the direction our school district is going and want to continue to make a difference.

I would like our city to continue thinking forward towards the future.

If elected, I will: 1) lower taxes; 2) increase services; 3) continue thinking towards the future for our children.

I belong to the following organizations:

- PTA
- Chamber of Commerce
- Zoological Society
- Bridge Club

You can trust Jane Doe to protect and serve Any City Unified School District,
USA.

Vote for Jane Doe.

CANDIDATE STATEMENTS (continued)

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. If payment is not received within the specified time the statement will not be included in the Official Sample Ballot Booklet.



4506 Request for Copy of Tax Return

AFFIDAVIT OF FINANCIAL WORTH IN SUPPORT OF APPLICATION TO FILE CANDIDATE STATEMENT WITHOUT ADVANCE PAYMENT OF FEES

17. List the individuals who are dependent upon you for your support. State their age and your relationship to those individuals. Describe how they are supported.

AFFIDAVIT OF FINANCIAL WORTH IN SUPPORT OF APPLICATION TO FILE CANDIDATE STATEMENT WITHOUT ADVANCE PAYMENT OF FEES

15. Do you have a checking or savings account?

Yes _____ No _____

AFFIDAVIT OF FINANCIAL WORTH IN SUPPORT OF APPLICATION TO FILE CANDIDATE STATEMENT WITHOUT ADVANCE PAYMENT OF FEES

11. State your spouse's occupation and amount of his/her gross monthly income.

Occupation: _____

Monthly income: _____

AFFIDAVIT OF FINANCIAL WORTH IN SUPPORT OF APPLICATION TO FILE CANDIDATE STATEMENT WITHOUT ADVANCE PAYMENT OF FEES

1. Full Name: _____ SS#: _____

2. Address: _____

(Cell) _____

Birth Date: _____

_____ (Current employer)

_____ (Rent)

_____ (Be specific. List all payment, rents, interest, etc.)

_____ (Credit Union)

_____ (Credit Union)

_____ (Credit Union)

_____ (Attach information on a vehicle or personal property including if applicable the monthly income)

_____ (Monthly income)

_____ (SS#)

_____ (Employer)

COUNTY OF LOS ANGELES REGISTRAR-RECORDER/COUNTY CLERK

12450 IMPERIAL HWY. - P.O. BOX 1024, NORWALK, CALIFORNIA 90651-1024

CONNY B. MCCORMACK REGISTRAR-RECORDER/COUNTY CLERK

AFFIDAVIT OF FINANCIAL WORTH IN SUPPORT OF APPLICATION TO FILE CANDIDATE STATEMENT WITHOUT ADVANCE PAYMENT OF FEES

NOTICE TO CANDIDATE

The Registrar-Recorder/County Clerk will request the Department of Treasurer-Tax Collector, Revenue and Enforcement Division to review this completed form and your personal tax form from the prior tax reporting year to make a final determination of your eligibility as an indigent. This process will be accomplished as soon as possible.

If the Revenue and Enforcement Division determines that you are not indigent, you will be notified of this finding. Within three days of notification, excluding Saturdays, Sundays and state holidays, you must either withdraw your statement or pay the requisite estimated cost. If you fail to respond within the time prescribed, this office will not print and mail the statement.

If it is determined that you are indigent this office shall print and mail the statement without requesting payment of the estimated cost. This, however, does not relieve you of your obligation to pay the candidate statement cost in the manner established by the Revenue and Enforcement Division.

PLEASE PRINT LEGIBLY OR TYPE

I, _____ being first duly sworn, depose and say that I am unable to pay the \$ _____ fee required by Los Angeles County to file a candidate statement for the office of _____ to be printed and distributed to the voters at the _____ election.

I further swear or affirm that the responses which I have made to the questions and instructions below relating to my ability to pay said fee are true.

4506 (Rev. 1/2005)

CANDIDATE STATEMENTS (continued)

PUBLIC EXAMINATION PERIOD – Candidate statements are confidential until after the close of the nomination period. 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. (E. C. § 13311)

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

NOTICE TO PERSONS SUBMITTING CANDIDATE STATEMENTS

CANDIDATE STATEMENTS LIMITED TO CANDIDATE'S OWN QUALIFICATIONS

This decision 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.

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

CANDIDATE STATEMENTS – 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. **GEOGRAPHICAL NAMES** such as countries, states, counties, cities, towns, or jurisdictions are counted as one (1) word.
EXAMPLE: "City of Los Angeles" = 1 word
"City and County of San Francisco" = 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...** consisting of a combination of digits are counted as one (1) word.
EXAMPLE: 3/18 7/21/89

DATES... consisting of a combination of words and digits are counted as two (2) words.
EXAMPLE: July 21, 1983 18 June, 1987
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. **NAMES OF PERSONS AND THINGS** are counted as individual words.
EXAMPLE: Gus Enwright (2 words)
L. A. Basketball Team (3 words)
10. **TELEPHONE/FAX NUMBERS** are counted as one (1) word.
EXAMPLE: 1-800-815-2666 1-562-462-2317
11. **INTERNET WEB SITES/E-MAIL ADDRESSES** are counted as one (1) word.
EXAMPLE: <http://www.co.la.ca.us> www.lavote.net <http://www.lacounty.info>

CHAPTER 5

Write-In Candidates

GENERAL INFORMATION FOR WRITE-IN CANDIDATES

(Election Code Sections 8600 & 8601)

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.

You may file the required forms to run for office as a write-in candidate no later than 14 days prior to Election Day.

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

FILING DEADLINE		
FILING PERIOD	DAYS BEFORE ELECTION	EVENT
SEPT. 10 (Mon) through OCT. 23 (Tue) 5:00 P.M.	E – 57 E – 14	FIRST & LAST DAY TO FILE WRITE-IN CANDIDATE DECLARATION OF CANDIDACY

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

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

WRITE-IN CANDIDATE'S DECLARATION OF CANDIDACY – Refer to "General Information for Nomination of Candidates" in Chapter 3 of the handbook.

CANDIDATE CAMPAIGN STATEMENT FORMS – If you have any questions regarding the completion of this form, contact the Campaign Finance Disclosure 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.**

WRITE-IN CANDIDATES TO BE ELECTED

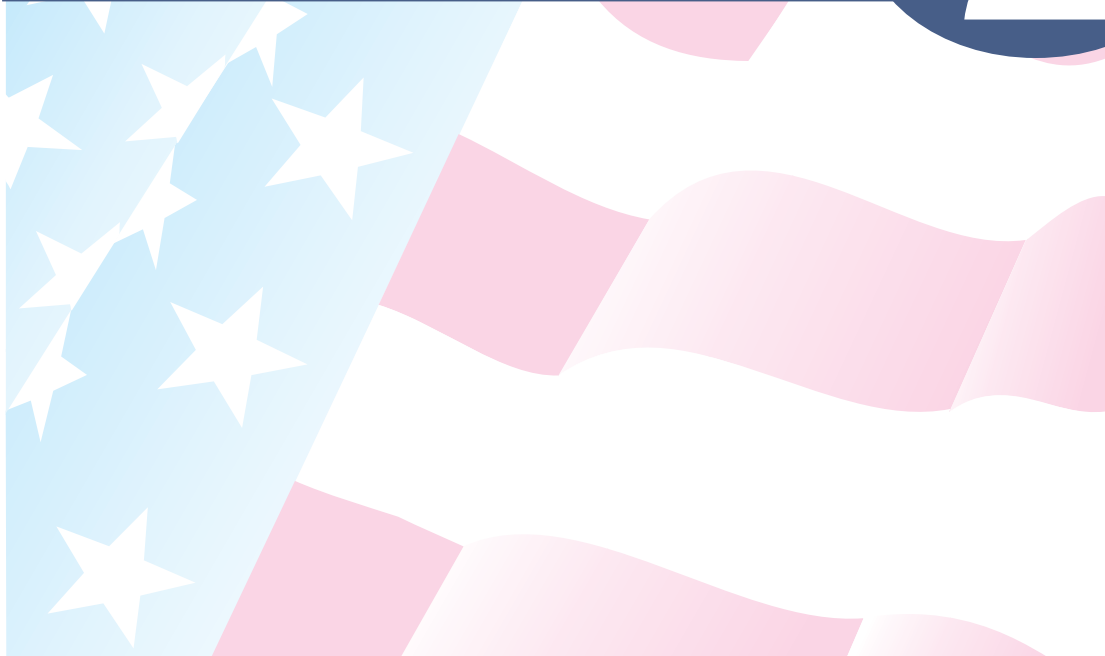
OFFICES OMITTED FROM BALLOT – Prospective write-in candidates should note that write-in candidacy is possible only if the office appears on the ballot. When School and UDEL contests are involved, if the number of persons qualifying for the ballot does not exceed the number of offices to be filled, the 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. Sec. 10515 and Ed. Code Sec. 5326)**

The write-in candidate 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 equal to the number of offices to be filled are elected. **(E. C. Sec. 10551)**

Voters may write-in any person they wish for any office regardless of whether the person qualified or not. However, votes will only be tabulated for qualified write-in candidates.

Section

2



**RESOURCE
GUIDE**

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Chapter 1

Contact Information

CONTACT INFORMATION



REGISTRAR-RECORDER/COUNTY CLERK (RR/CC)

OFFICE HOURS:

8 a.m. - 5 p.m.
Monday-Friday
(Except for Holidays)

OFFICE ADDRESS:

12400 Imperial Highway
Norwalk, CA 90650
FAX: (562) 462-3030

MAILING ADDRESS:

P.O. Box 1024
Norwalk, CA 90651-1024

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

ELECTION INFORMATION (562) 466-1310

2nd Floor, Room 2013
General information on election, registration and voter services.

CANDIDATE NOMINATION PROCEDURES (562) 462-2317

2nd Floor, Room 2013
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.

REGISTERING TO VOTE (562) 466-1310

Register to vote during regular office hours from 8:00 a.m. to 5:00 p.m. After hours, call (562) 462-2260 to leave a recorded message to request a voter registration form to be mailed. **Note:** The registration deadline for the **November 6th Consolidated Elections** is on **Monday, October 22, 2007.**

CONTACT INFORMATION (Cont'd)



ABSENTEE / VOTE-BY-MAIL BALLOT INQUIRIES(562) 466-1323

VOTER REGISTRATION / SAMPLE BALLOT INQUIRIES(562) 466-1323
(562) 466-1310

SAMPLE BALLOT TRANSLATION(800) 481-8683

To receive a Sample Ballot booklet translated into Chinese, Japanese, Korean, Spanish, Tagalog/Filipino or Vietnamese.

PRECINCT POLLWORKERS/POLLS.....(562) 466-1373

To become a pollworker, offer a home as a polling place or report problems at a polling place on Election Day.

HOURLY VOTER TURNOUT INFORMATION(562) 462-2726

Projected turnout reports based on phone calls to Sample Precincts (for media use) will be issued each hour on the half-hour from 8:30 a.m. to 8:30 p.m. on Election Day.

SEMI-OFFICIAL ELECTION RESULTS(562) 466-1323

Preliminary absentee voting results will be available at approximately 8:30 p.m. Election Night. As ballots arrive from the precincts and are tabulated, results will be available approximately every 20 minutes until all voting precincts have reported. ***Election results will be continuously updated and displayed on the Internet Election Night at www.lavote.net.***

ELECTION RESULTS INFORMATION(562) 466-1310

Available on Wednesday, **November 7, 2007.**

VOTER FRAUD HOT LINE.....(800) 815-2666

To report factual information on illegal voter registration and/or voting activities. **(Press 6 in the option menu.)**

INFORMATION AVAILABLE ON RR/CC WEBSITE

The RR/CC website has a wealth of information for voters, candidates, media and community activists. Information currently available on www.lavote.net includes:

- Voter Registration Information
- Absentee Voter/ Vote by Mail Information
- Polling Place Look-up
- “My Districts” Look-up
- RR/CC Strategic Plan
- Campaign Finance filings for County Board of Supervisors, Assessor, District Attorney, Sheriff and County Measures
- Multilingual Voter Services
- Services for Voters with Disabilities
- Candidate Registration and Qualification (CRQ) form
- List of Candidates Who Have Filed (Posted and updated daily during the Filing Period.)
- Candidate Handbook for Upcoming Election



TO REPORT ELECTION VIOLATION

NOTE: The RR/CC's office is NOT an enforcement agency and is therefore unable to investigate any violations. When our office receives reports of violations, we refer them to the agencies listed below:

VIOLATION OF:	REFERRED TO:
False or misleading campaign materials	There is no agency enforcement. These issues are dealt with in court.
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) 974-6501 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) 974-6501 California State Attorney General (916) 445-9555
Open meeting laws (Brown Act)	County District Attorney (213) 974-6501 California State Attorney General (916) 445-9555
Local ordinances	Local City Attorney or County District Attorney (213) 974-6501
Vandalism or requirements concerning campaign signs	Local City Attorney or County District Attorney (213) 974-6501

On ELECTION DAY, if you or your campaign workers observe problems at the polls that need attention, please contact our office at (562) 462-2512 so that we have the opportunity to immediately look into the problem and make necessary corrections before more voters are affected.

Chapter 2

Financial Reporting

**CAMPAIGN FILING REQUIREMENTS FOR CANDIDATES AND CONTROLLED
COMMITTEES PARTICIPATING IN THE NOVEMBER 6, 2007
CONSOLIDATED ELECTIONS**

All candidates/committees are required by the Political Reform Act to meet the first campaign statement filing deadline regardless of activity. The period covered by any statement begins on the day after the closing date of the last statement or January 1 if no previous statement has been submitted. Monetary penalties may be assessed for failure to file required statements.

FILING DEADLINE	2007 FILING REQUIREMENTS
SEPT. 27, 2007	<p><u>FIRST CAMPAIGN STATEMENT</u> Candidates who have a controlled committee and committee primarily formed to support or oppose candidates or measures in this election at this time file a Form 460 to cover the period between January 1, and September 22, 2007. All other candidates who do not raise over one thousand dollars (\$1,000) file a Form 470. All reports must be received by personal delivery or first class mail. (Gov. Code § 84200.8)</p>
OCT. 25, 2007	<p><u>SECOND CAMPAIGN STATEMENT</u> The reporting requirements mentioned above apply to statements for the period between September 23 and October 20, 2007. All reports must be filed by personal delivery or guaranteed overnight service. (Gov. Code § 84200.8)</p>
WITHIN 24 HOURS BETWEEN OCT. 21 (Sun) AND NOV. 5 (Mon)	<p><u>LATE CONTRIBUTION AND/OR LATE INDEPENDENT EXPENDITURE REPORTS</u> Each candidate or committee that makes or receives a contribution (including a loan) of one thousand dollars (\$1,000) or more, or makes an independent expenditure of one thousand dollars (\$1,000) or more between October 21 and the election, must be filed by fax, guaranteed overnight delivery service or personal delivery within 24 hours. Regular mail may not be used. (Gov. Code §§ 84203 & 84204)</p>
JAN. 31, 2008	<p><u>SEMI-ANNUAL CAMPAIGN STATEMENT</u> Same requirements as above for the period between October 21, 2007 and December 31, 2007. (Gov. Code § 84200)</p>

CAMPAIGN DISCLOSURE FORMS

FORM 501

Candidates who **intend** to receive contributions from others for their campaign, must file a Candidate Intention Statement, Form 501 with the Los Angeles County Registrar-Recorder/County Clerk's Office (Not the **Secretary of State's Office**).

(Gov. Code § 85200)

FORM 470

Candidates who **anticipate** receiving less than one thousand dollars (\$1,000) in contributions and spending less than one thousand dollars (\$1,000) 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 a Form 470, Candidate and Officeholder Campaign Statement Short Form by **September 27, 2007**. No further statements need be filed for this election **unless** the one thousand dollars (\$1,000) threshold is reached.

Candidates who have filed a Form 470 and **thereafter** receive contributions or make expenditures totaling one thousand dollars (\$1,000) or more **are** required to file a 470 Supplement with 1) Secretary of State 2) the local filing officer and 3) each candidate contending for the same office. The notice must be sent **within 48 hours** of receiving or expending the one thousand dollars (\$1,000).

(Gov. Code § 84206)

FORM 410

Recipient committees, including any group, individual or candidate, that receive one thousand dollars (\$1,000) or more in contributions during a calendar year must file with the Secretary of State and the local filing officer a Statement of Organization, Form 410, within 10 days of receiving the contributions.

(Gov. Code § 84101)

FORM 460

A candidate or officeholder who has a controlled committee, or who has raised or spent or will raise or spend one thousand dollars (\$1,000) or more during a calendar year in connection with the election, is required to file the recipient committee campaign statement Form 460. The Form 460 is also required if one thousand dollars (\$1,000) or more will be raised or spent during the calendar year at the behest of the officeholder or candidate.

(Gov. Code §§ 84200-84216.5)

FORM 497

A Late Contribution is a monetary or non-monetary contribution, including a loan, totaling one thousand dollars (\$1,000) or more from a single source and is made or received during the 16 days immediately preceding the election in which the recipient candidate is to be voted on.

(Gov. Code § 82036)

WHERE TO FILE

Candidates and committees file an original and copy of each campaign statement with:

Los Angeles County Registrar-Recorder/County-Clerk

Campaign Finance Disclosure Section

Mailing Address: P.O. Box 1024

12400 Imperial Hwy., Room 2003

Norwalk, CA 90650

Fax: (562) 651-2548

STATEMENT OF TERMINATION - FORM 410, (see PART 5)

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)

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

**FOR ADDITIONAL INFORMATION, CALL OR FAX THE
CAMPAIGN FINANCE DISCLOSURE SECTION**

TELEPHONE (562) 462-2339 ♦ FAX (562) 651-2548

REVIEW OF REPORTING REQUIREMENTS
Campaign Disclosure Filing Requirements for ALL
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 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 established by law. NOTE: The **second pre-election statement** must be filed in person or guaranteed overnight delivery.
- 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 or expenditures, of \$100, whichever is greater.

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

DEFEATED CANDIDATES

Must file campaign disclosure reports until:

- ✓ **Campaign committee has been terminated 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 PRECINCT POLLING PLACE INFORMATION**
Elections Code § 18302.
- PART 6 - **ELECTIONEERING/INTIMIDATION OF VOTERS/POSSESSION OF FIREARMS AT POLLING PLACE.**
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 ABSENTEE BALLOTS.**
- PART 11 - **INFORMATION ON FEDERAL LAW PROHIBITING FOREIGN NATIONALS FROM MAKING CONTRIBUTIONS OR EXPENDITURES.**

PART 1

LEGISLATIVE INTENT. 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 he or she has 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.

GENERAL CAMPAIGN INFORMATION (Cont'd)

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

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

GENERAL CAMPAIGN INFORMATION (Cont'd)

Representation requirements.

No candidate or committee in his or her 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 his 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. **E. C. § 20008**

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.

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 such 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)."

GENERAL CAMPAIGN INFORMATION (Cont'd)

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

(b) No such simulated ballot or simulated sample ballot shall bear any official seal or the insignia of any public entity, nor shall any such 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.

GENERAL CAMPAIGN INFORMATION (Cont'd)

(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 PRECINCT POLLING PLACE 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 which includes a designation of the voter's precinct polling place other than a precinct polling place listed for that voter in an official precinct polling list that constituted the latest official precinct polling 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 POLLING PLACES.**

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 polling place.

No person, on election day, or at any time that a voter might be casting a ballot, shall within 100 feet of a polling place 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 making his or her ballot.
- (c) Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.
- (d) Do any electioneering.

As used in this section "100 feet of a polling place or an elections official's office" means a distance 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 absentee 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 an absentee voter, or do any electioneering, while in the residence or in the immediate presence of the voter, and during the time he or she knows the absentee voter is voting.
- (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

GENERAL CAMPAIGN INFORMATION (Cont'd)

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 in the state prison 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 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 for a polling place:
 - (1) Solicit a vote or speak to a voter on the subject of marking his or her ballot.
 - (2) Place a sign relating to voters qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.
 - (3) Photograph, videotape, or otherwise record a voter entering or exiting a polling place.
- (b) Any person who violates this section is punishable by imprisonment in the 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 polling place 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 in the state prison 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 polling place to cast his or her vote.

GENERAL CAMPAIGN INFORMATION (Cont'd)

(2) A peace officer who is conducting official business in the course of his or her public employment or who is at the polling place to cast his or her 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 polling place 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 polling place without written authorization of the appropriate elections official is punishable by a fine not exceeding ten thousand dollars (\$10,000), by imprisonment in the state prison 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 polling place 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 County Clerk, 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 nonauthorization 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, Business and Professions Code, Section 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 BRANCH
P.O. BOX 942874, MS-36
SACRAMENTO, CA 94274-0001
TDD 1-800-735-2929
PHONE (916) 654-6413
FAX (916) 651-9359**

DISTRICT OFFICE

**DEPARTMENT OF TRANSPORTATION
DIVISION OF RIGHT OF WAY
OUTDOOR ADVERTISING BRANCH
464 W. 4TH STREET
8TH FLOOR, MS 854
SAN BERNARDINO, CA 92401-1400
PHONE (909) 383-6205**

GENERAL CAMPAIGN INFORMATION (Cont'd)

A **notarized** Statement of Responsibility must be filed with the Department of Transportation. The forms may be obtained from that department at the address shown on page 18 or:

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

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

POLITICAL MAILINGS

**IMPORTANT NOTICE TO CANDIDATES
WHO PLAN TO MAIL CAMPAIGN MATERIALS**

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:

**CUSTOMER SERVICES
U.S. POSTAL SERVICE**

ZIP CODE AREAS SERVED	LOCATION OF OFFICE	OFFICE TELEPHONE NUMBER
900XX	LOS ANGELES CITY	(323) 586-2605
902XX – 908XX	LONG BEACH DIST.	(562) 986-7360
910XX – 935XX	VAN NUYS DIST.	(661) 775-6663
917XX – 918XX 926XX – 928	SANTA ANA DIST.	(714) 662-6248 OPTION #4

PART 10

**INFORMATION FOR INDIVIDUALS, GROUPS AND ORGANIZATIONS
DISTRIBUTING APPLICATIONS FOR ABSENTEE BALLOTS**

ABSENTEE BALLOT APPLICATION:

(a) Before you do anything else, contact your local elections official.

The local elections official can assist you in your absent voter drive. He or she can provide information to ensure that your application format is correct, as well as other important details. Failure to make early contact with the elections official could result in delays or problems which might interfere with your intended goal of enabling people to vote absentee.

If you need assistance or have any further questions concerning use of the absent voter application form, please call Mr. Steve Logan, Head, Document Receipt and Absent Voting Section at (562) 462-2381.

(b) Uniform Absentee Voting Application.

Pursuant to Elections Code § 3007, the Secretary of State has prepared a uniform application format for an absentee voter ballot for use by all individuals, organizations and groups distributing absent voter applications. Failure to conform your applications with the uniform format is a misdemeanor. **E. C. § 18402**

(c) Important Absentee Ballot Application Information.

Some of the important points you need to be aware of in your effort to distribute applications for absentee ballots include:

- (1) In order to ensure accuracy, the voter should fill out all the information on the application himself or herself. The law does, however, permit the following information to be preprinted on the application form prior to distribution to the voter:
 - (a) The voter's name and residence address as they appear on the voter's affidavit of registration;
 - (b) The name and date of the election for which the absentee ballot is being requested; and,
 - (c) The deadline date by which the application must be received by the elections official.

GENERAL CAMPAIGN INFORMATION (Cont'd)

- (2) There is a separate section of the form for the voter to indicate a "mailing address" if he or she receives mail at an address other than his or her residence address. This section of the form may **only** be completed by the voter (**mailing address information may not be printed by the person, group or organization distributing the applications**).
- (3) The voter must personally affix his or her signature.
- (4) The mailing address to which an absentee ballot is requested to be sent may not be the address of any political party, political campaign headquarters, or a candidate's residence. This provision, of course, does not apply to the candidate or the candidate's immediate family members or housemates who requests that an absentee ballot be mailed to the candidate's residence address.
- (5) Any application containing preprinted information shall contain the following statement (verbatim):

You have the legal right to mail or deliver this application directly to the local elections official of the county where you reside.

This statement must be conspicuously printed on the application form.

- (6) The name, address and telephone number of any organization, individual or group which authorizes the distribution of applications shall be printed on the application.
- (7) Any individual, organization or group that distributes applications for absent voter ballots and receives completed application forms back from voters shall deliver the forms to the appropriate elections official **within 72 hours** of receiving the completed forms. Note that Elections Code § 18576 makes it a misdemeanor to delay the proper return of an absent voter application.
- (8) Any application for an absentee voter ballot which is sent by a group or organization to a voter shall be sent by non-forwardable mail.
- (9) Any individual, group or organization that knowingly distributes any application for an absent voter's ballot which does not conform to the requirements of the absentee voter provision is guilty of a misdemeanor. **E. C. § 18402**
- (10) Voters who use the absentee ballot applications provided by individuals, groups and organizations must attest to the truth and correctness of the contents of the application and sign the application under penalty of perjury.
- (11) The absentee ballot application must contain information about California's permanent absentee voter provision. **E. C. § 3006**

(d) Absentee Ballot Application Format

All individuals, groups and organizations distributing voter ballot applications must use the standard format approved by the Secretary of State. **E. C. § 3007**

NOVEMBER 6, 2007 CONSOLIDATED ELECTIONS
APPLICATION FOR AN ABSENTEE BALLOT

To request an absentee ballot, complete the information on this form. This Application Form must be received by the Elections official no later than **October 30, 2007**.

1. **PRINT NAME:** _____ 2. **DATE OF BIRTH:** _____

First Name Middle Name or Initial Last Name

3. **RESIDENCE ADDRESS** (please print):

Number and Street - as registered (P.O. Box, Rural Route, etc. not acceptable) (Designate N.S.E.W. if used)

City County Zip Code

4. **TELEPHONE NUMBER:** () _____ () _____
(Optional) Daytime Evening

5. **MAILING ADDRESS FOR BALLOT**, IF DIFFERENT FROM ABOVE. (PLEASE PRINT)
NOTE: ORGANIZATIONS DISTRIBUTING THIS FORM MAY NOT PREPRINT MAILING ADDRESS INFORMATION.

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

City U.S. State or Foreign Country Zip Code

6. THIS APPLICATION FORM WILL NOT BE ACCEPTED WITHOUT THE PROPER SIGNATURE OF THE APPLICANT

I have not applied for, nor do I intend to apply for, an absentee ballot from any other jurisdiction for this election. I certify under penalty of perjury under the laws of the State of California that the name, residence address and information I have provided on this application are true and correct.

Date SIGNATURE

WARNING: Perjury is punishable by imprisonment in state prison for two, three or four years. (Section 126 of the California Penal Code)

7. **THIS FORM IS PROVIDED BY:** _____
IMPORTANT: ORGANIZATIONS PROVIDING THIS FORM MUST ENTER THEIR NAME, ADDRESS AND TELEPHONE NUMBER

AVAPP4/2007

FOR OFFICIAL USE ONLY

NOTICE – You have the legal right to mail this form to:

Registrar-Recorder/County Clerk
Absent Voters Section
P. O. Box 30450
Los Angeles, CA 90030-0450

Or deliver to:

12400 Imperial Hwy. Norwalk, CA 90650
3rd Floor Room 3002 8am – 5pm
(562) 466-1323

Any Voter wishing to become a Permanent Absent Voter can call our Office at: (562) 462-1323 for further information

Returning this application to anyone else may cause a delay that could interfere with your right or ability to vote.

The format used on this application **MUST** be used by ALL individuals, organizations, and groups that distribute absentee ballot applications. Failure to conform to this format may result in criminal prosecution. Election Code Sections 3007 & 18402

Under Federal law, election materials are available in other languages in Los Angeles County 1-800-481-VOTE.

NOTE: The Postal Service will not process absent voter applications prepared by a committee which contains a postage pre-paid permit if it is addressed to the Registrar-Recorder/County Clerk's Office even though the committee uses their own permit number.

If the applications are addressed directly from a computer file of registered voters, please include the voter identification number (9 digits) with the names and street addresses of the voters.

If bar coding or OCR font of the voter identification number is used, submit samples to this office for testing.

GENERAL CAMPAIGN INFORMATION (Cont'd)

PENALTIES FOR FRAUDULENT ABSENTEE VOTING

(a) Voting more than once.

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

(b) Interfering with the absent voting process.

It is a misdemeanor to willfully interfere with the prompt delivery to the elections official of a completed application for an absentee ballot. **E. C. § 18576**

A third party may not (without the voter's authorization) retain a completed application for an absentee ballot for more than 36 hours (excluding weekends and holidays) or beyond the deadline for applying, whichever is earlier. **E. C. § 18576**

No one can deny a voter the right to return his or her application for an absentee ballot to the elections official. **E. C. § 18576**

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

It is a misdemeanor to do any electioneering, or otherwise attempt to influence a voter, at the time he or she is voting an absentee ballot. **E. C. § 18371**

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

(c) 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 & 18524**

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

PART 11

INFORMATION ON 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) 219-3420.



COUNTY OF LOS ANGELES

REGISTRAR-RECORDER/COUNTY CLERK

12400 IMPERIAL HWY. – P.O. BOX 1024, NORWALK, CALIFORNIA 90651-1024/(562) 466-1310

CONNOR B. McCORMACK
Registrar-Recorder/County Clerk

Fee Schedule

Item	Fee
Boundary Maps - District Congressional, Senate, Assembly & Supervisorial	\$ 0.03 Per Map Plus \$0.75 Handling Fee Per Request.
Certified Copy - Affidavit Or Transcript	\$1.50 For Copy Of Own Registration. \$6.50 Per Copy For All Others. (Public And Authorized)
Campaign Statement Copies	\$0.10 Per Page.
Certification Of Election Documents (Except Affidavits Of Registration)	\$1.75 Per Certified Copy.
I Registered To Vote Stickers	\$2.22 Per Each Batch Of 600 Labels <u>Plus</u> \$9.84 Handling Charge Per Order.
Precincting Books	\$34.00 Per Set.
Precinct Maps – 18” X 24” - Large 18” X 12” - Small	\$2.00 Per Map Page. (Handling Fee Included In Cost)
Precincting G. I .S Maps 3” X 3 ½”	\$30.00 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.
Returned Checks	\$33.00 Each
Search – Voter Registration File	\$5.00 Per Name For Each Year Of Records Searched.
Statement Of Votes Cast (SVC)	\$0.36 Per Page. (Handling Fee Included In Cost)
Telefaxing	\$0.04 Per Page Plus \$0.75 Handling Fee.

Fee Schedule (Cont'd)

Item	Fee
Customized Wall Maps	\$30.00 Each
Customized District Map With Acetate Overlay Map That Allows Distinction From Original Background Map.	\$48.00 Each
Video Tapes (Personnel Training)	\$10.00 Each
*Compact Disc (CD) Text File Los Angeles County Voter Files	\$146.00 Per File.
*Compact Disc (CD) Text File (Voter/Precinct/Election Information Files)	(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.
*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

MULTILINGUAL VOTING SERVICES

OVERVIEW OF MULTILINGUAL (ML) VOTER SERVICES PROGRAM

BACKGROUND

Public Law 102-344 extended the Voting Rights Act of 1965 (VRA) to federally mandate that Los Angeles County provide written and oral election assistance to limited-English, Chinese, Japanese, Korean, Spanish, Tagalog/Filipino and Vietnamese-speaking voters. 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.) These languages include Chinese, Japanese and Korean.



TRANSLATION OF ELECTION MATERIALS

A language is considered to be covered by the Voting Rights Act (VRA) as mandatory for the County's translated election materials if 1) more than 5% of the citizens of voting age are members of a single language minority and are limited English proficient (LEP) or 2) more than 10, 000 of the citizens of voting age are members of a single language minority and are limited English proficient.

MANDATED LANGUAGES

Although the VRA requires a 5% standard for targeting for multilingual services, Los Angeles County has set a 3% standard to provide minority language materials in every election. If the number of eligible voters for a specific language is higher or equal to the 3% criteria, that language qualifies for translation. Languages that fall under the 3% criteria do not qualify for translation. This criteria not only identifies the election district/city areas throughout the county with a cost-effective method of meeting the VRA requirements, but also helps minimize printing/translation costs for election jurisdictions. The six minority languages that are required by Federal mandates in Los Angeles County are Chinese, Japanese, Korean, Spanish, Tagalog/Filipino and Vietnamese.

IMPLICATIONS TO CANDIDATE

There are no implications to the candidate because 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 page 35 of Section 1) 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 he/she files candidate statements with the county elections official.

TRANSLITERATION OF CANDIDATE NAMES

This department will transliterate your name in Chinese, Japanese and Korean. 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 deadline set to print translated sample ballots. Various minority community groups and news media assist this office by reviewing submitted transliterations to insure 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 page 29 of Section 2) together with their nomination documents but no later than the last day to file these documents.

TRANSLITERATION REVIEW PERIOD

Candidates may review transliteration of their names. Requests for changes must be submitted to the county elections official no later than the last day of the review period. Timeframe: **E-62 through E-60** (subject to change). To schedule a review of your transliterated name, you may call (562) 462-2730.

MULTILINGUAL VOTER SERVICES

The ML Voter Services Program includes services such as:

- ◆ Bilingual Assistance Hotline (1-800) 481-8683.
- ◆ Upon request, translated election materials are mailed to voters before every election.
- ◆ Bilingual assistance at targeted polling places.

Translated copies of the “ML Voter Services” brochures are available at the RR/CC Election Information counter, 2nd Floor Room 2013 and online at www.lavote.net

TRANSLITERATION FORM

I, _____, Candidate for nomination to the office
of _____

to be voted for at the _____

agree as indicated below:

CHECK ONE:

- I will accept the transliteration of my name provided by the Los Angeles County Registrar-Recorder/County Clerk in Chinese, Japanese and Korean.
- OR**
- I am submitting transliteration(s) for the languages below. I will accept the transliteration of my name provided by the Los Angeles County Registrar-Recorder/County Clerk for any language not submitted.

Languages

Name Transliteration

Chinese:

Japanese:

Korean:

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 #:

Chapter 5

Election Day

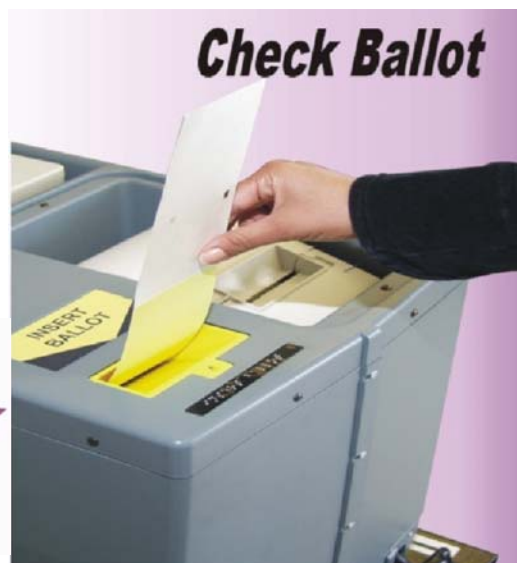
ELECTION DAY

ENHANCED VOTING SYSTEM – INKAVOTE PLUS

Los Angeles County voters will be using the InkaVote Plus voting system at all voting precincts on election day. InkaVote Plus enhances the existing InkaVote optical scan system to comply with new federal Help America Vote Act (HAVA) requirements. The enhanced system allows disabled voters, including those who are blind and visually impaired, to cast a ballot privately and independently using an audio headset. Additionally, the InkaVote Plus system provides all voters with the opportunity to have their ballots reviewed for errors prior to casting their votes.



After using the inking device provided to mark the InkaVote ballot, the voter will insert the ballot into the ballot box through a new machine (as shown in picture). The machine will alert the voter if a mistake occurred - for example, if a voter *"overvoted"* in any one contest for more candidates than allowed. The voter may then receive a replacement ballot to correct the error.



HELP AMERICA VOTE ACT (HAVA) – UPDATE ON VOTER REGISTRATION

As of January 1, 2006, federal HAVA law requires every state to have a statewide voter registration database in place. As a result, in order to be listed on the California voter file, each person must provide a California Driver's License (CDL) number when registering or re-registering to vote. Persons who do not have a CDL may provide a California State Identification (ID) number issued by the State's Department of Motor Vehicles (DMV). Any person who does not have either a driver's license or State ID number must provide the last four digits of his/her social security number. All voter registration forms must then be cleared by the California Secretary of State (SOS) system (CalVoter) prior to the registration or re-registration becoming effective. Clearance by the SOS's CalVoter system involves matching information provided by the voter on the registration form against the DMV database or federal social security information to verify identity.

When assisting voters with the voter registration process, please ensure that they provide a CDL or State ID number on the form.

POLLING PLACES AND POLLWORKERS

Basic Information:

- ◆ Polling Place Hours: 7:00 a.m. until 8:00 p.m.
- ◆ There will be approximately 900 polling places in the November 6, 2007 General Election



Questions and Answers:

- Q.** *May a candidate or a relative of a candidate serve as a **pollworker** for the election in which he/she is running?*
- A.** No. This is not allowed under California law and Registrar-Recorder/County Clerk policy.
- Q.** *May a candidate host a **polling place** at his/her residence or office on Election Day?*
- A.** No. This is not legally allowed.

QUESTIONS AND ANSWERS: (Cont'd)

Q. *How can candidates get a list of **polling place** locations?*

A. Contact the Election Information Section at 1-800-481-VOTE (8683) (option 5) or (562) 466-1310. There is a small fee for this service. As mentioned earlier, a small number of polling locations change after the sample ballots are mailed to voters. Voters are notified of polling place changes via a "polls change postcard." All polling locations are kept current on our website at www.lavote.net and are accessible for any voter to view by clicking on "Polling Place and Sample Ballot Look Up".

NOTE: 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 precinct polling place other than a precinct polling place listed for that voter in an official precinct polling list that constituted the latest official precinct polling list at sometime not more than 30 days prior to the mailing or distribution. **E. C. § 18302**

Q. *Why do **polling places** change?*

A. Despite best efforts to locate and secure long-term hosts for voting locations, an average of 8-10% of Los Angeles County polling places change between major elections. Facilities used in the past may not be available due to 1) location has another commitment on that date or is undergoing reconstruction; 2) precinct boundary lines were revised to comply with new legal requirements (for example, new state law became effective in 2006 reducing the maximum number of registered voters allowed per precinct from 1,250 to 1,000); 3) determination of non-accessibility to voters with disabilities; 4) complaints from voters regarding former voting location such as insufficient parking, lighting, etc.; and 5) different groupings of districts from one election to the next make it necessary to alter voting precinct boundary lines.

Q. *What do **pollworkers** do and how are they compensated?*

A. Pollworkers are civic-minded citizens who help to set up the voting locations (polls), assist voters when signing in, demonstrate how to use the voting system, issue ballots, etc. After the polls close, pollworkers are responsible for accounting for all the ballots, packing up election supplies and delivering ballots and supplies to a designated Check-in-Center.

Every poll has an Inspector who is in charge and several pollworker clerks depending on the number of registered voters in the precinct. Inspectors receive a \$100 stipend and clerks receive \$80. Inspectors and clerks who attend a training class prior to election day receive a \$25 bonus.

To volunteer as a pollworker, non-candidates may call 1-800-815-2666 Option 7.

QUESTIONS AND ANSWERS: (Cont'd)

Q. *Is it legal for high school students to serve as **pollworkers**?*

A. State law allows qualified high school students to serve as “student pollworkers” on Election Day. The Student Pollworker Program (SPP) is a great way to introduce young people to democracy in action and at the same time provide a valuable community service. Students who serve as regular members of a precinct board on Election Day, receive the \$80 pollworker stipend, plus a \$25 bonus if they attend a training class. Students must be U.S citizens at least 16 years of age with a grade point average of 2.5.

Q. *Do you know any **bilingual voters** who might be willing to serve as a **pollworker**?*

A. The federal Voting Rights Act requires that **bilingual pollworkers** be hired in targeted polling places to provide oral assistance to limited-English proficiency voters. The RR/CC is currently recruiting Chinese, Japanese, Korean, Spanish, Tagalog / Filipino and Vietnamese-speaking pollworkers.

BILINGUAL POLLWORKERS

Bilingual pollworkers must be registered voters who speak English well enough to explain election procedures to English speaking voters. They must also understand English well enough to assimilate the difficult procedures taught in the training classes.

Bilingual pollworkers are vital in helping citizens with limited English proficiency to exercise their voting privileges. They assist voters, whose primary language is not English, and help them understand voting procedures by responding to their questions. As a means to address the bilingual pollworker recruitment challenges, a “Pollworker/Recruiter” Program, which brought community activists into recruiting bilingual pollworkers from their communities, was launched in 1998. In addition, to solve the general pollworker recruiting issues, Los Angeles County has developed the Student Pollworker, County Employee Pollworker and Corporate Pollworker Programs. The County has utilized these programs, in addition to the Pollworker/Recruiter Program, to address bilingual pollworker recruiting challenges. By working together, we can eliminate problems early. For less serious problems, please contact us in writing after the election.

BILINGUAL POLLWORKERS (Cont'd)

Los Angeles County employs a complicated four-part system to identify "targeted" polling places for oral assistance. This "targeting" system was negotiated over a two-year period with attorneys from Los Angeles County, the Department of Justice and community-based organizations. The four elements of the targeting system are:

- **Census Data.** This is simply a "Yes – Targeted" or "No – Not Targeted" designation per voting precinct. All Census Data targeted precincts are placed on a high targeted list.
- **Multilingual Requests on File.** This category reflects the number of voter requests for language assistance which are on the voter file for a given voting precinct. The standard for targeting is twenty or more requests for all six federally mandated languages: Chinese, Japanese, Korean, Spanish, Tagalog and Vietnamese. Precincts with twenty or more such requests are placed on a primary (high) targeted list.
- **Input from Community Based Organizations.** If a community based organization indicates that a neighborhood should be targeted for a particular language due to community awareness of a high number of language minority voters in a specific language(s), the polling places in that immediate neighborhood are targeted for future elections and are placed on a secondary targeted list.
- **Multilingual Tally Card.** The "Multilingual Tally Card" is provided to each polling place for the poll workers to keep track of voters requesting language assistance. If more than five voters request language assistance in any language in a precinct not already targeted, such precincts are placed on a tertiary targeted list.

NEIGHBORHOOD VOTING CENTERS (NVCs)

In an effort to recruit and retain voting locations which are visible, stable, sizeable, and accessible for voters with disabilities and adaptable to more sophisticated voting technologies, the County is moving in the direction of centralized Election Day voting locations which can accommodate more than one precinct. (Current state law limits precinct size to a maximum of 1000.)

Between major elections approximately 8 percent of LA County polling places are replaced because the previous location is no longer available. The transition to NVCs will mean identifying and securing long-term partnerships with polling place hosts, which will help minimize voter confusion. Examples include government buildings, schools, recreation centers and community centers.

The County will continue to provide a variety of services to assist in directing voters to their correct poll including listing the poll address on the back of the voters' sample ballot, posting poll addresses on the County website and an automated phone system which can be accessed 24 hours a day. We continue to appreciate candidate assistance to voters in locating their correct poll address. Noting again that 8 percent of polls changed between major elections.

ELECTION DAY SERVICES FOR VOTERS WITH DISABILITIES

Assistance in Voting. Under California law, any voter who needs help in casting a ballot is entitled to request assistance. A pollworker can provide assistance or the voter may select a person of his or her choice. If the voter is unable to mark the ballot, the voter may choose up to two people to help cast his/her vote. The assistants may not be the voter's employer, the employer's agent or the voter's labor union leader or agent.

Curbside Voting. Any voter who cannot reach the voting area at the polling place because of architectural barriers or physical limitations may request to vote "curbside" (outside of the polling location). A pollworker will bring a ballot and marking device to the voter, assist the voter if necessary, and place the voter's ballot in the box.

Large Handle Pen. A special pen with a large ball for easy gripping is available at each polling place in Los Angeles County. This pen allows persons who are unable to grasp the regular pen to more easily mark the ballot card.

Voters with Vision Impairments. Each polling place displays voting instructions in large type. Magnifying devices are also available for voters who may have difficulty reading the ballot.

Wheelchair Accessible Voting Booths. Designated wheelchair accessible voting booths are available at every county poll location.



County of Los Angeles
REGISTRAR-RECORDER/COUNTY CLERK

A GUIDE FOR POLL WATCHERS

Poll watchers are persons interested in election proceedings who are entitled to observe polling place operations during voting hours. However, poll watchers may not disrupt the election process or interfere with a voter's right to cast a secret ballot. Poll watchers often represent candidates, political campaigns and/or organizations.

Pollworkers are appointed by the Registrar-Recorder/County Clerk and are responsible for all phases of the election that take place at the polls. They will comply with poll watchers' requests for voter information.

The following pages contain rules and procedures that all observers at the polling places must comply with at all times.

1. Vote counting activities at the polls and the tally center are open to public observation but no interference will be allowed during the proceedings. Interference with the election and canvass, or with a voter casting a ballot, is punishable by imprisonment in state prison for up to three years. **(E.C. § 18502)**

Only pollworkers have the right to challenge a person's eligibility to vote at the polls. A challenge may be made only upon sufficient probable cause. Pollworkers are instructed to report the presence of any persons or signs which may be intimidating to voters or cause interference with the voting process to the Registrar-Recorder/ County Clerk Department. **(E.C. §14240)**

The use of force, violence or tactic of coercion or intimidation to compel a person to refrain from voting at any election is a felony punishable by imprisonment in state prison. **(E.C. § 18540)**

2. Damaging or tampering with voting equipment or official election materials in a polling place is a felony, punishable by imprisonment for 2, 3, or 4 years. **(E.C. § 18564)**

3. Electioneering is not permitted within 100 feet of the polling place; that is, within 100 feet from the entrance or door to the room or rooms in which voters sign the roster and cast their ballots. Exit polling is permitted, however, no closer than 25 feet of polling places by news media or other organizations surveying voters as to how they voted. Media may come into a poll to film or interview voters, including voters in the booth, as long as the voter consents and there is no disruption to other voters or the voting process. **(E.C. § 18370 and A.G. Opinion)**

4. Only pollworkers can post signs within 100 feet of a polling place. Talking in loud voices, disruptive behavior which causes confusion or the congregating of excessive numbers of persons inside the polling place is not permitted. Onsite telephones or other facilities are not available for the use of poll watchers.

5. Wearing campaign badges or taking campaign material or literature into the polling place is not permitted.

6. Poll watchers may not sit at the official table. **(E.C. § 14223(a))**

A GUIDE FOR POLLWATCHERS (Cont'd)

7. The area between the official table and the voting booths is accessible to voters only and may not be designated as an observer post. **(E.C. § 14221)**
8. Indexes marked to indicate persons who have voted are posted for reference by the public. Signature rosters may be inspected at any time provided there is no interference with poll operations or delay or inconvenience to the voters. **(E.C. §§ 14202 & 14223(b))**
9. The American Flag must be prominently displayed (regardless of weather conditions) during all polling hours. **(E.C. § 14105(f))**
10. At the opening of the polls the ballot box must be opened, exhibited to be empty, closed and then shall remain locked until the last ballot is cast and the polls are closed. **(E.C. § 14215)**
11. If a polling place is inaccessible to a voter with a disability, the voter may vote a ballot outside the premises in an accessible area as near as possible to the polling place. **(E.C. § 14282(c))**
12. Voters may request and receive assistance in voting if they declare under oath that they are unable to mark their ballots. **(E.C. § 14282(a))**
13. A voting booth may not be occupied by more than one person at a time unless a person is assisting the voter as provided by law. **(E.C. §§ 14281, 14222 and 14224)**
14. Pollworkers may communicate with voters in a language other than English, but are permitted to do so only to provide election information or instructions. Special language assistants are permitted to help voters in the voting booth without a time limit. **(E.C. § 14227 and the Voting Rights Act, VRA)**
15. Smoking is not permitted inside the polling place.

Chapter 6

Election Results

CHAPTER 6: ELECTION RESULTS/CANVASS/ ELECTION CONTESTS/RECOUNTS

May I, as 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 on the 1st floor of the Norwalk headquarters, to check in and be provided with an observer's badge. Tours are available.

How May I Get Results Election Night?

- **Website:** Results are available on the Internet at www.lavote.net.
- **Phone:** Live operators are also available by calling (562) 466-1323 from 8:30 p.m. and approximately every 20 minutes thereafter until all precincts have reported.
- **Norwalk Headquarters:** Hard copy bulletins are printed and distributed on the 3rd floor near the Tally / MTS room.

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 considered semi-official.

POST ELECTION NIGHT RESULTS

After election night, results will be available after 12 Noon the day after the election. Supplemental counts will be scheduled approximately 3 days after the election. This count is conducted to get the majority of the outstanding ballots counted at the beginning of the canvass process.

Outstanding ballots include:

- Absentee ballots turned in at the polls on election day,
- Write-in ballots, or
- Provisional ballots voted at polls and sealed in envelopes for further research.

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

CANVASS/CERTIFICATION

Canvass is a process of reconciling numbers and the supplemental counting of absentee ballots turned in at the polls, provisional and write-in ballots. The number of voted ballots reported by pollworkers and absentee ballots are matched to what the computer counted. The election materials are de-processed to locate any missing ballots. California law permits 28 days to complete the final, official canvass and certify the results of the election. This provision of 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 the 900 voting precincts. 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 the randomly selected 1% of the voting precincts. After election night, the schedule of supplemental ballot counting will also be posted on the entrance door of our office in Norwalk.

STATEMENT OF VOTES CAST

The Semifinal Official Canvass Statement of Votes Cast (SVC) which reports election results by individual voting precincts is available the morning 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 Official Canvass 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 brought for a variety of reasons and at different times. For complete information, refer to the 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 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 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)**

Exceptions: *For statewide contests, the request must be filed within five (5) calendar days beginning on the 29th day after the election.*

Format of request

- The request must be submitted in writing. **(E.C. § 15620)**
- Must specify the contest to be recounted. **(E.C. § 15620)**
- Must state on behalf of which candidate, slate of electors, or position on a measure (affirmative or negative) it is filed. **(E.C. § 15620)**
- May specify the order in which precincts shall be counted. **(E.C. § 15622)**
- May specify the method of counting to be used (computer, manual or both). **(E.C. § 15627)**
- May specify any other relevant material to be examined. **(E.C. § 15630)**
- For statewide contests, may specify in which county or counties the recount is sought. **(E.C. § 15621)**

Requesting a Recount (Cont'd)

Place of filing

- With the county elections official responsible for conducting the election, if the contest is not voted upon statewide. **(E.C. § 15620)**
- If election is conducted in more than one county, the request may be filed with the county elections official of, and the recount conducted within, any or all of the affected counties. **(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: **(E.C. § 15628)**

- All candidates for the office being recounted.
- Authorized representatives for presidential candidates, if the race for presidential delegates is to be recounted.
- Proponents of any initiative or referendum or persons filing ballot arguments for or against any initiative, referendum or measure to be recounted.
- Secretary of State if the recount is for candidates for any state or federal office, delegates to a national convention, or any state measure.

Requesting a Recount (Cont'd)

Process of recount

- The recount is open to the public. **(E.C. § 15629)**
- Recount shall start no later than seven calendar days following the receipt of the request by the elections official 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 elections 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)**

Requesting a Recount (Cont'd)

COST BREAKDOWN FOR MANUAL TALLY*	
No. of Boards	Cost per Day
1	\$3,744
2	\$5,999
3	\$8,253
4	\$10,508
5	\$14,252
6	\$16,506
7	\$18,761
8	\$21,015
9	\$24,759
10	\$27,014
11	\$29,268
12	\$31,523

*Subject to change. Cost will include labor, equipment, material and personnel. If computer recount is requested costs vary.

05/07

AUTOMATIC PUBLIC MANUAL TALLY

By law, a random sample of ballots from every election must be recounted manually to verify the computer count. A minimum of all votes cast in one percent (1%) of the precincts is included in this process. *The Automatic Manual Recount is open to the public.* **(E.C. § 15360)**

Chapter 7

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 (562) 466-1310 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.net.

Q. May I have someone pickup 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.

Q. What does UDEL stands for?

A. Uniform District Election Law - provisions that apply to special districts and agencies whose principal act specifies rules and guidelines for conducting elections, qualifying and electing candidates: California Water Districts, Community Services Districts, County Water Districts, Irrigation District etc. **(E.C. 10500)**.

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 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. (See Chapter 2, *Financial Reporting*, page 5)

FREQUENTLY ASKED QUESTIONS (Continued)

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

A. 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 15 minutes 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 **(8/10/07)**. 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.

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.net.

Q. Can a candidate change his/her mind about running for office after filing nomination documents?

A. A candidate whose declaration of candidacy has been filed for any election may not withdraw as a candidate after the filing deadline.

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 of 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))

FREQUENTLY ASKED QUESTIONS (Continued)

- 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.
- 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.
- Q. How do I get election night results for Los Angeles County?**
- A.** For local election results, we recommend using our website, www.lavote.net, or Secretary of State's website, www.ss.ca.gov for statewide results - results are updated approximately every 20 minutes. You are also welcome to come to the Tally Center which is open for public observation, please call (562) 462-2665 to make a reservation.

2007

JANUARY

S	M	T	W	Th	F	S
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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

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MARCH

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APRIL

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29	30					

MAY

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JUNE

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JULY

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29	30	31				

AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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23	24	25	26	27	28	29
30	31					