

# COUNTY OF LOS ANGELES

REGISTRAR-RECORDER/COUNTY CLERK

## **School Districts Special Parcel Tax Elections**

**(La Cañada Unified School District  
and  
Rowland Unified School District)**

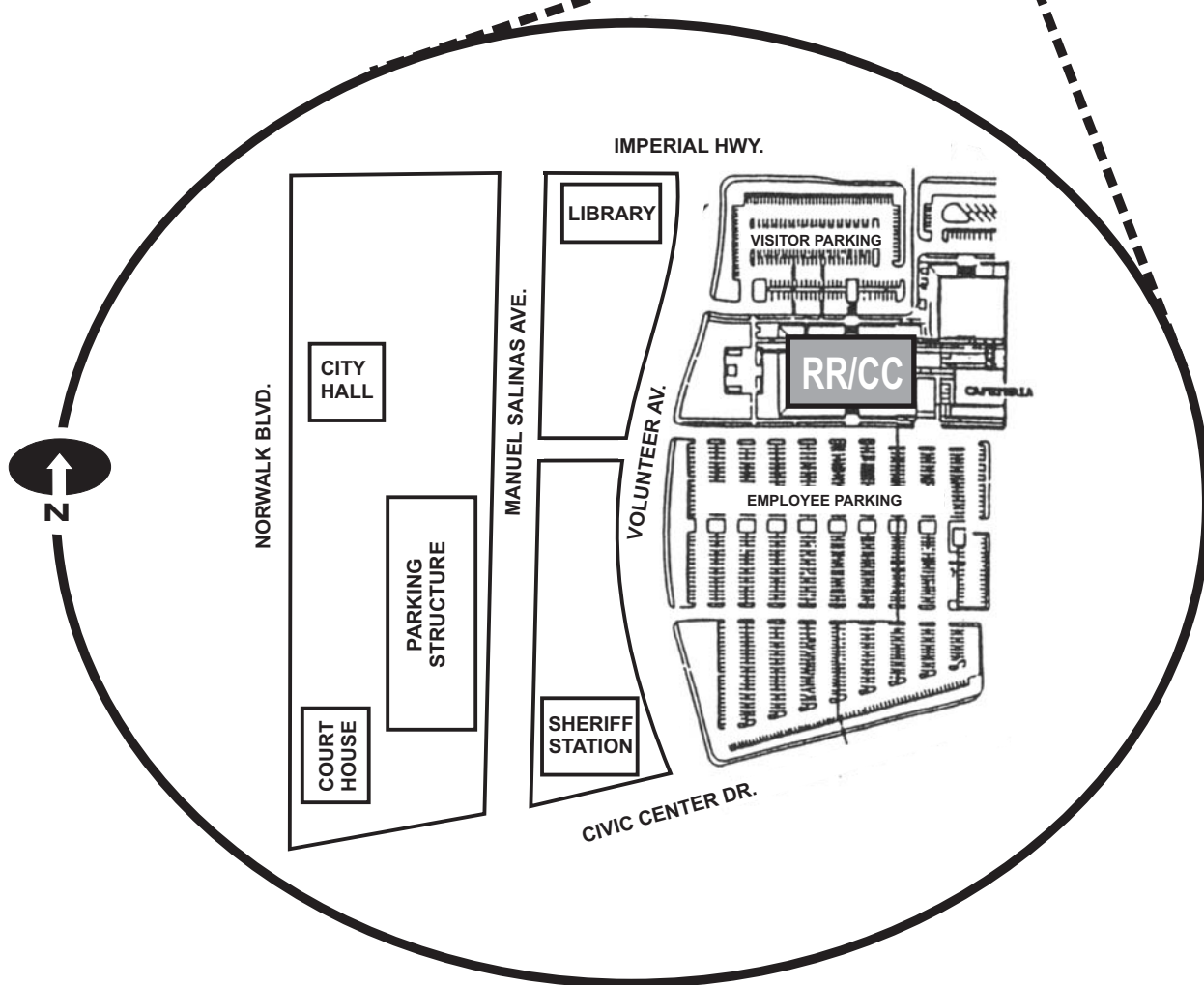
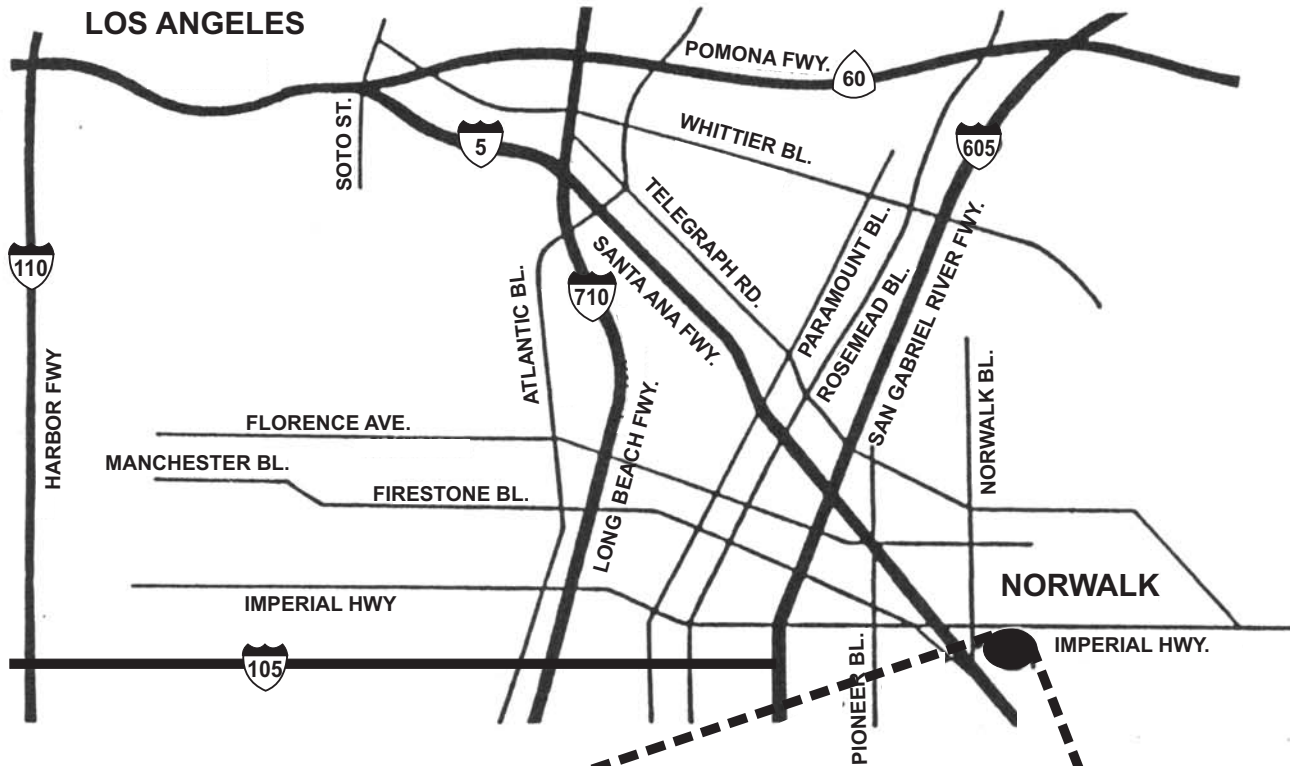
**June 30, 2009**

# **Election Information Booklet**



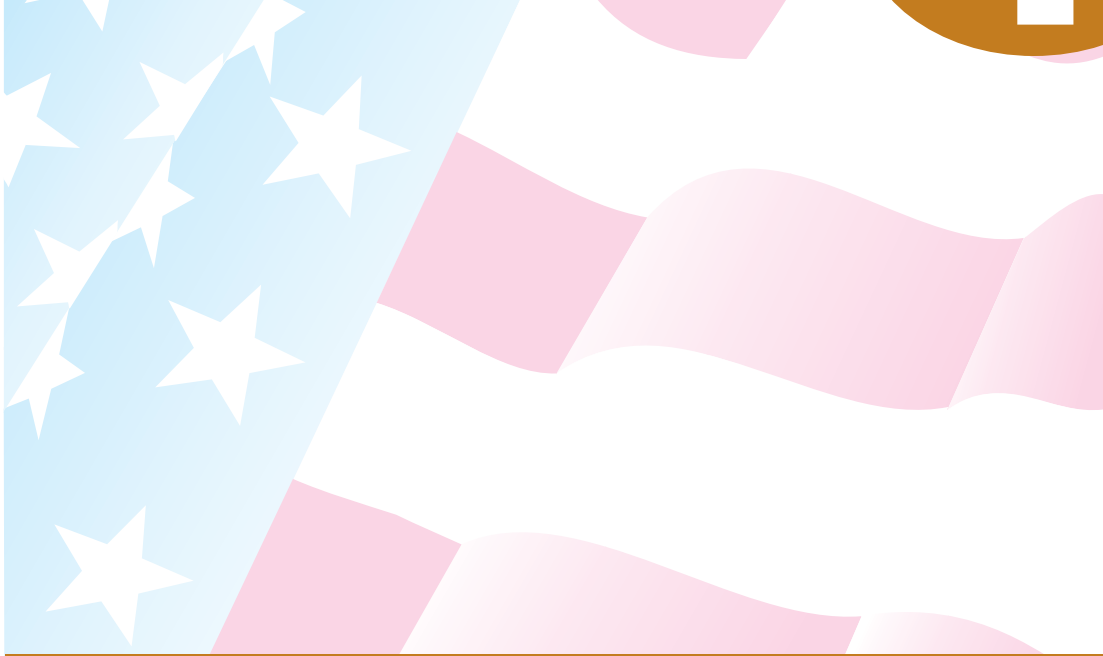
Dean C. Logan  
Los Angeles County  
REGISTRAR-RECORDER/COUNTY CLERK  
12400 Imperial Highway  
Norwalk, CA 90650  
(800) 815-2666 or (562) 466-1310  
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COUNTY OF LOS ANGELES  
**REGISTRAR-RECORDER/COUNTY CLERK**  
12400 IMPERIAL HWY., NORWALK, CA 90650



# Section

# 1



# Candidate Handbook



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# **Chapter 1**

**General Information**





## GENERAL INFORMATION

The county elections official shall perform the duties incident to the preparation for, and holding of, all district elections. In districts situated in two or more counties, or in elections to organize or reorganize districts in territory situated in two or more counties, the county elections officials in the counties in which any part of the district territory is situated, shall, by mutual agreement, provide for the performance of those duties.

Districts intending to conduct Measure Elections should notify the Registrar-Recorder/County Clerk (RR/CC) of their intentions **120 days** prior to the election and furnish the RR/CC with signed copies of the Resolution "Calling the Election" and "Requesting Consolidation and/or Election Support Services" by **88 days** prior to the election.

The Resolution should include purpose of election (**i.e., submitting Bond Measure question to electors**), Ballot Measure Text (**not to exceed 75 words including title**) (**E.C. 13247**) and the vote requirement for Measure passage (**i.e., majority of votes cast; 2/3 votes cast; 55% votes cast**). The Resolution **must** state that "the District will reimburse the County for costs incurred".

Election Resolutions should be addressed to **Ms. Sachi A. Hamai, Executive Officer Board of Supervisors** and be mailed to:

**Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 383  
Los Angeles, California 90012**

Additionally, Election Resolutions and request of Letter Designation(s) for District Measures should be addressed to **Mr. Dean C. Logan, Registrar-Recorder/County Clerk** and be faxed/mailed to:

**Election Coordination Section  
12400 Imperial Highway, 3<sup>rd</sup> Floor, Room 3207  
Norwalk, California 90650  
Phone: (562) 462-2626 FAX: (562) 406-2658**

Ballot Argument Enclosure materials, including Arguments and Rebuttals must be accompanied by a transmittal letter and DELIVERED by the applicable dates and times indicated in the Calendar of Events to the:

**Election Planning Section  
12400 Imperial Highway, 2<sup>nd</sup> Floor, Room 2015  
Norwalk, California 90650  
Phone: (562) 462-2317 FAX: (562) 466-6025**

### NOTICE

This Information Booklet has been prepared to assist you in filing documents relating to the Election(s). 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.

Individuals using this Information Booklet must bear full responsibility to make their own determinations as to all legal standards, duties and factual material contained therein.



# **Chapter 2**

**Calendar of Events**



# CALENDAR OF EVENTS

## SCHOOL DISTRICTS SPECIAL PARCEL TAX ELECTIONS

(La Cañada Unified School District And Rowland Unified School District )

**JUNE 30, 2009**

### IMPORTANT NOTICE

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

<b>DATES</b>	<b>EVENTS</b>
<b>APR. 3 (F)</b> E - 88	<b>ADOPT SPECIAL MEASURE ELECTION RESOLUTION</b> Last day for governing board to adopt resolution calling special election and setting forth the specifications of the election order. Copies shall be filed with the Board of Supervisors and the Registrar-Recorder/County Clerk. <b>(Ed. Code § 5322)</b>
<b>APR. 8 (W)</b> E - 83	<b>AMENDMENT OR WITHDRAWAL OF MEASURE – DEADLINE</b> 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. <b>(E.C. § 9605)</b>  <b>MEASURE LETTER DESIGNATION</b> Last day for a district to request a specific letter designation in writing for a measure appearing on the ballot. An alternate choice should be submitted in case the requested designation has already been assigned.

DATES	EVENTS
<b>APR. 10 (F)</b> E - 81	<b>DATE FIXED TO SUBMIT ARGUMENTS – PUBLICATION</b> 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. <b>(E. C. §§ 9163, 9502 &amp; Govt. Code § 6061)</b>  <b>NOTE:</b> A copy of the published notice shall be delivered to the District Secretary/Superintendent and each notice shall be posted in the district office. <b>(E.C. § 12113)</b>
<b>APR. 14 (Tu)</b> <b>5 P.M.</b> E - 77	<b>ARGUMENTS – LAST DAY TO SUBMIT</b> Last day to file arguments for or against the measure. Arguments may not exceed <b>300</b> words in length. <b>(E.C. §§ 9501 &amp; 9502)</b>  <b>EXCEPTION:</b> These provisions do not apply to a measure for school district reorganization.
<b>APR. 15(W)</b> E - 76	<b>APR. 24 (F)</b> E - 67  <b>PUBLIC EXAMINATION FOR BALLOT MEASURE MATERIALS</b> During this period the elections official shall make available for public examination a copy of the ballot measure text and arguments for the 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 injunction to require any or all of the material/data to be amended or deleted. <b>(E. C. § 9509)</b>
<b>APR. 23 (Th)</b> E - 68	<b>REBUTTALS – LAST DAY TO SUBMIT</b> Last day for authors of arguments for and against a district measure to submit their rebuttals to the elections official. Rebuttals may not exceed <b>250</b> words in length. <b>(E. C. § 9500)</b>  <b>IMPARTIAL ANALYSIS – LAST DAY TO SUBMIT</b> Recommended last day for County Counsel to transmit impartial analysis for measure to the Registrar-Recorder/County Clerk. <b>(E. C. § 9504)</b>

<b>DATES</b>		<b>EVENTS</b>
<b>APR. 24 (F)</b> E - 67	<b>MAY 4* (M)</b> E - 57*	<p><b>PUBLIC EXAMINATION PERIOD FOR REBUTTALS/IMPARTIAL ANALYSIS</b></p> <p>During this period rebuttals and impartial analysis for the measure shall be open for public examination. A fee may be charged to any person obtaining a copy of the material. During this period any person may file a writ of mandate or an injunction to require any or all of the material to be amended or deleted.</p> <p><b>(E. C. § 9509)</b></p>
<b>JUN. 1 (M)</b> E - 29	<b>JUN. 22* (M)</b> E - 8*	<p><b>OFFICIAL BALLOT AND VOTE BY MAIL INSTRUCTIONS BOOKLET MAILING</b></p> <p>Between these dates the Registrar-Recorder/County Clerk shall mail the Official Sample Ballot And Vote By Mail Instructions Booklet to voters.</p> <p><b>(E. C. § 4101)</b></p>
<b>JUN. 15 (M)</b> E - 15		<p><b>REGISTRATION CLOSSES</b></p> <p>Last day to transfer or register to vote in this election.</p> <p><b>(E. C. §§ 2102 &amp; 2107)</b></p>
<b>JUN. 16 (Tu)</b> E - 14	<b>JUN. 23 (Tu)</b> E - 7	<p><b>NEW CITIZEN REGISTRATION/VOTING</b></p> <p>Between these dates any new citizen (a person who meets all requirements of an elector and has become a U.S. citizen after the 14<sup>th</sup> day prior to the election but on or before the 7<sup>th</sup> day prior to that election) is eligible to register and vote in the office of the Registrar-Recorder/County Clerk. New citizens must provide proof of citizenship prior to voting.</p> <p><b>(E. C. §§ 331 &amp; 3500-3503)</b></p>
<b>JUN. 23 (Tu)</b> E - 7		<p><b>TALLY CENTER LOCATION – PUBLICATION</b></p> <p>On or before this date a notice specifying the public place to be used as the central tally center for counting the ballots shall be published once in a newspaper of general circulation within the district.</p> <p><b>(E. C. § 12109)</b></p> <p><b>CANVASS BALLOTS</b></p> <p>The canvass may commence on the 7<sup>th</sup> day before the election but the results of the Tally shall not be released until election night.</p> <p><b>(E.C. § 15001)</b></p>

\*Date adjusted due to weekend and/or holiday

<b>DATES</b>	<b>EVENTS</b>
<b>JUN. 26 (F)</b> E - 4	<p><b>REQUEST FOR A DUPLICATE BALLOT</b> Last day the Registrar-Recorder/County Clerk will send a duplicate/replacement ballot <b>in the mail</b>.</p> <p><b>NOTE:</b> Voters can pick up (and return) a duplicate/replacement ballot <b>in person</b> up to election day at the Norwalk office of the Registrar-Recorder/County Clerk.</p>
<b>JUN. 30 (Tu)</b> <b>8 P.M.</b> ELECTION DAY	<p><b>ELECTION DAY – OFFICIAL VOTED BALLOTS RETURNED</b> Last day for ballots to be received (by mail or in person) by the Registrar-Recorder/County Clerk. <b>(E. C. § 4103)</b></p>
<b>JULY 2 (Th)</b> E + 2	<p><b>CANVASS OF ELECTION RETURNS</b> The canvass of election returns shall commence no later than the first Thursday following the election. <b>(E. C. §§ 10547 &amp; 15301)</b></p>
<b>JULY 10 (F)</b> E + 10	<p><b>COMPLETION OFFICIAL CANVASS</b> The official canvass must be completed within 28 days of the election. The legal deadline for County Elections Official to certify the election results is <b>July 28, 2009</b>. <b>(E. C. § 15372)</b></p> <p><b>NOTE:</b> On <b>July 10</b>, the Registrar-Recorder/County Clerk is tentatively scheduled to certify the election results. On <b>July 14</b>, the Board of Supervisors is scheduled to declare the election results official.</p>



# **Chapter 3**

**Ballot Measures**



# BALLOT MEASURES

**BALLOT MEASURE TEXT** — To ensure that the Registrar-Recorder/County Clerk (RR/CC) uses the precise Ballot Measure Text the District wants printed on the Official Sample Ballot And Vote By Mail Instructions Booklet, include the Ballot Measure Text, with title, **(not to exceed 75 words)** in the body of the “Resolution Calling the Election.” Ballot Measure Text should be clearly labeled and identified as such in the Resolution as shown in the example below.

Measure given above, with the Registrar within the time limits established for such arguments by the Registrar.

Section 8. Retention of Consultants. The District hereby confirms the hiring of \_\_\_\_\_ to provide for special services in connection with the proposed issue(s) of Bonds authorized at the Election, to wit, the financial advisory firm of Caldwell, Rivers & Associates, L.P., as Bond Counsel to the District (“Bond Counsel”), upon conditions set forth in fee agreements heretofore negotiated and executed on behalf of the District. Payments of the fees and expenses of the Financial Advisor and Bond Counsel shall be paid from the proceeds of the Bonds of the District which may be authorized by the Board at the time of a successful Bond Election, and not otherwise, unless this Board shall take further action.

Section 9. Ratification. All actions heretofore taken by the officers, or their respective agents of the Board and the District in connection with the calling of the election are hereby ratified and confirmed. The officers and their designees, the Board and the District are hereby authorized to take any and all actions necessary and consistent with the financing of said facilities and as may be necessary and consistent with the purposes of this Resolution.

Members of this Board, the Registrar-Recorder/County Clerk and the District are hereby authorized to take any and all actions necessary and consistent with the purposes of this Resolution.

proposition on June 12, 2007 (the “Bond Measure”), which constitutes the election order prescribed under Education Code Section 15122 and Elections Code 13247:

To improve education, retain and attract quality teachers by repairing, upgrading outdated classrooms, restrooms, plumbing, roofing lighting electrical systems, libraries, improving safety, security, campuses, fire, removal of hazardous materials, improving handicapped student accessibility, increasing earthquake-safe classrooms, renovating, acquiring, constructing, repairing, equipping classrooms, science labs, neighborhood schools, sites, facilities, shall XYZ Unified School District issue \$218,000,000 of bonds at legal rates, with annual audits, independent overights, and no money for administrators’ salaries?”

The Registrar is hereby requested to reprint the foregoing Bond Measure in its entirety in the voter information pamphlet to be distributed to voters pursuant to Section 13307 of the Elections Code, and to have the same printed on the ballot.

Section 18, Article XVI and Section 1, Article XIII A of the Constitution of the State of California shall become effective upon the favorable election of qualified voters voting on the proposition.

Order of Bond Election; Services of County. Pursuant to Section 13307 of the Elections Code, the Superintendent of the District is hereby authorized to contract with any person or persons who may be requested and authorized to perform such duties as may be necessary, useful, or customary and appropriate in the conduct of said Bond Election with other matters subject to the limitation of the Bond Election with other matters subject to the limitation of the District being conducted on the Election Date.

Places for said precincts in the District, and persons appointed and authorized to act as officers for said Bond Election will be those determined, in accordance with state law by the Registrar of Voters. The County is canvass the returns of the election, in accordance with Section 13307 of the Elections Code.

The District agrees to reimburse the County for all services which are necessary to include the publication of the Formal Notice and a copy of the Resolution to the Registrar pursuant to the terms of Section 9401 of the Elections Code pursuant to the terms of Section 12112 of the Elections Code.

Terms of the Bonds. Terms of each series of Bonds issued following the election shall be established at the time of sale thereof, based on then-prevailing market rates, and shall bear or accrete interest at rates not to exceed the legal rate of interest per annum, and shall mature and be paid at various dates no later than the date of issuance. The Bonds may be sold at a premium or discount and may be sold pursuant to negotiated or competitive sale.

Order of Election. The Clerk of the Board is hereby directed to call the election on March 16, 2007, which is a date no less than 88 days prior to the date of the election. A certified copy of this Resolution to the Registrar, together with the Resolution as amended by the District’s Financial Advisor (appointed below) and the Registrar, shall be filed with the Registrar of the District or the President of the Board, and shall file a copy of the Resolution with the Registrar of the County.

Arguments. The members of the Board, or any one member or group of members, shall be permitted to file a formal Argument in Favor of the Bond Measure.

2

XYZ Unified School District  
County of Los Angeles, State of California

**RESOLUTION NO. 07-01**

**RESOLUTION CALLING FOR AN ELECTION AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION BONDS OF THE DISTRICT AT AN ELECTION TO BE HELD JUNE 12, 2007**

WHEREAS, the Board of Trustees (the “Board”) of the XYZ Unified School District (the “District”), within the County of Los Angeles, California (the “County”), is authorized to order elections within the District for the purpose of considering, *inter alia*, bond measures to meet the ongoing capital improvement needs of the District, pursuant to the Constitution of the State of California (the “State”) and the Education Code of the State (the “Education Code”); and

WHEREAS, Section 18 of Article XVI and Section 1 of Article XIII A of the Constitution of the State and Section 15100 *et seq.* of the Education Code (collectively, “Prop 46”) provide for a methodology by which the District may call for an election and, upon approval by 2/3 or more of the qualified voters voting on the bond measure, issue its general obligation bonds and cause the County to levy an *ad valorem* property tax to pay debt service on said bonds; and

WHEREAS, this Board has determined it to be in the best interests of the District to call such an election under Prop 46, as further described herein; and

WHEREAS, this Board has determined that the election be conducted on June 12, 2007 (the “Election Date”) meets the consolidation requirements of the Education Code and may be consolidated with any County measure or election then pending; and

WHEREAS, the Board wishes to specify the manner in which the District shall call a bond election on the Election Date and to demonstrate compliance with related requirements of the Constitution, the Education Code and the Elections Code of the State;

NOW, THEREFORE, be it hereby resolved, determined and ordered by the Board of Trustees of the XYZ Unified School District as follows:

Section 1. Recitals. All of the foregoing recitals are true.

Section 2. Determination to Proceed under Prop 46. The provisions of Prop 46 shall control the administration of the election to consider the bond proposition of the District (the “Bond Proposition”), such that a favorable vote of no less than 2/3 of the qualified voters voting at the election shall constitute approval thereof, and the Board of Trustees of the District (the “Board”) hereby declares its intention to meet the pertinent requirements of Prop 46.

Section 3. Bond Proposition. This Board does hereby order and request that the Registrar-Recorder of the County of Los Angeles (herein called the “Registrar”) call an election (in the performance of her duties and in the exercise of her power, alone, or with the assistance of the Clerk of the County Board of Supervisors (the “County Clerk”)) to consider the following

1

**BALLOT MEASURES** (continued)

**EXAMPLES: How Ballot Measure Text will appear in the Official Sample Ballot And Vote By Mail Instructions Booklet:**

**Measure LC – Official Ballot Measure Text (75 words)**

LA CAÑADA UNIFIED SCHOOL DISTRICT SPECIAL PARCEL TAX ELECTION		
JUNE 30, 2009		
Measure LC		
To protect La Cañada schools from uncontrollable state budget cuts and preserve quality education through temporary local funding to sustain rigorous curriculum and instruction; attract and retain superior teachers; prevent increased class sizes; maintain programs that ensure students are prepared to succeed in college and careers; and protect property values, shall La Cañada Unified School District levy \$150 per parcel for five years, with independent citizens' oversight, exemptions for seniors, and all funds staying under local control?	YES →	<input type="radio"/>
	NO →	<input type="radio"/>

**Measure E – Official Ballot Measure Text (75 words)**

ROWLAND UNIFIED SCHOOL DISTRICT SPECIAL PARCEL TAX ELECTION		
JUNE 30, 2009		
Measure E		
To prevent deep cuts in local educational programs including: maintaining college preparation classes, high school counselors, student health/safety/security services, adequate instructional supplies and classroom technology; keeping school libraries open; protecting small class sizes and music/art programs; and retaining qualified teachers; shall Rowland Unified School District levy an annual \$120 tax per parcel, for 5 years only, with independent oversight, and exemption for seniors, no money for administrator salaries, and all funds benefiting Rowland Unified schools?	YES →	<input type="radio"/>
	NO →	<input type="radio"/>

**LETTER DESIGNATIONS FOR MEASURES** — The RR/CC, in accordance with Section 13116 of the Elections Code, will assign Letter Designations for each Local Measure on the Ballot. Letter Designations are assigned in alphabetical order commencing with Local County Measures, City, District Measures listed in alphabetical sequence. A local District may request a specific Letter Designation in writing by **83 days before election**. Alternate choice(s) should also be submitted, in case the requested designation has already been assigned to another Jurisdictions. Specific Letter Designation requests are processed in the order they are received. The RR/CC will notify the jurisdiction by **E-78** if the requested designation is assigned or if another letter assignment has been made.

**LITIGATION** — Notify the RR/CC of any pending litigation involving Ballot Measures that might potentially cause any delay in meeting established deadlines or printing of Official Sample Ballot Booklets.

**WITHDRAWAL AND/OR AMENDMENTS** — The District should file a resolution with the Registrar-Recorder/County Clerk by **E-83**, to amend a measure or if an election is being cancelled because a measure has been withdrawn. (E. C. § 9605)

# **Chapter 4**

## **Ballot Enclosures**



## BALLOT ENCLOSURES

**TEXT AND TITLES** — Ballot Enclosures for Arguments, Rebuttals, etc. are printed in the voter information portion of the Official Sample Ballot And Vote By Mail Instructions Booklet immediately behind the measure contest page. Copies of Ballot Enclosures to be printed in the booklet should be submitted as attachments to the “Resolution Calling the Election” or as a separate mailing. Submitted attachments should be clearly identified by appropriate Ballot Enclosure Titles as shown on the limitations Chart on **Page 9**.

**FORMAT AND STYLE** — Please type Enclosure Text in upper and lower case letters. It is acceptable for some words or phrases to be **bold**, underlined, CAPITALIZED. Hyphens/dashes are allowed. The beginning of each paragraph may also be highlighted as shown in example. Enclosures will be typeset in the Official Sample Ballot Booklet using DUTCH801 Rm BT font in 10 point size. However, Enclosures may be submitted using any standard font.

Argument and/or Rebuttal Enclosure Text is printed in “block” paragraphs which means each paragraph will start on the left, and the right margins will be justified. A double space will appear between paragraphs, as shown in the example below.

**EXAMPLE:** How Argument and/or Rebuttal Text will appear in the Official Sample Ballot Booklets.

**ARGUMENT AND/OR REBUTTAL  
FOR MEASURE K**

Our children need and deserve Measure K.

**Measure K** will continue to progress to repair, build and improve Any City neighborhood schools. Over 23 new schools and expansion projects are completed or under construction.

**Measure K** will create learning communities and improve technology to prepare student for jobs of the future.

Vote for Measure K for the Kids.

PATTY C. JONES  
Mayor, Any City, USA

JOHN JAMES SMITH  
Councilmember, Any City, USA

MARY SMITH-DOE  
Businessperson, Any City, USA

Rev: 3/2007

FORM AND STYLE ONLY

**BALLOT ENCLOSURES** (continued)

**BALLOT ENCLOSURE TITLES AND WORD LIMITATIONS CHART** — To be used for submitting correct titles and word counts for Ballot Argument Enclosures.

See **Page 12** of this Chapter for Word Counting Guidelines.

TITLE	WORD LIMITATION	WORDS BOLD, UNDERLINED AND/OR CAPITALIZED
FULL TEXT OF BALLOT MEASURE	NO LIMIT	N/A
ARGUMENT IN FAVOR OF MEASURE	300	30
ARGUMENT AGAINST MEASURE	300	30
ARGUMENT IN FAVOR OF MEASURE – RE SCHOOL DISTRICT REORGANIZATION	500*	30
REBUTTAL TO ARGUMENT IN FAVOR OF MEASURE	250	25
REBUTTAL TO ARGUMENT AGAINST MEASURE	250	25
MEASURE EXHIBIT(S)	NO LIMIT	N/A
STATEMENT IN COMPLIANCE - MEASURE	NO LIMIT	N/A

\*Exception: Ballot arguments to reorganize a School or Community College Districts shall not exceed 500 words. (Ed. C. Sec. 35758)

**ARGUMENT AND REBUTTAL FORM** — To be used by authors for submitting Measure “FOR or AGAINST” opinions.


Ballot Argument Text shall not exceed **300 words** in length.

**Exception:** Ballot Arguments to reorganize a school or community college district shall not exceed **500 words**. See chart above.

No rebuttal shall exceed **250 words**.

**Exception:** Rebuttals for County, School and General District Measures all need authorizations signed by the original authors of the Argument. An original signer on an Argument cannot authorize more than one signer on the Rebuttal.

All authors who submit Ballot Arguments must sign Declaration on the reverse side of this form. See form example at top of **Page 10**.



**ARGUMENT AND REBUTTAL FORM**

ELECTION DATE: \_\_\_\_\_ MEASURE I.D. (if any): \_\_\_\_\_

JURISDICTION: \_\_\_\_\_

(Please mark (x) in the appropriate box)

<input type="checkbox"/> Argument in Favor	<input type="checkbox"/> Argument Against
<input type="checkbox"/> Rebuttal to Argument Against	<input type="checkbox"/> Rebuttal to Argument in Favor

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. 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. The number of words/acronyms that are in **boldface type, underscored** and/or CAPITALIZED shall not exceed 30 words per document. All statements should be checked by the authors for spelling and punctuation as the elections official is not permitted to edit any material contained therein.

**ALL AUTHORS MUST SIGN ON THE REVERSE SIDE**

Please type statements below in upper and lower case letters. Statement will be typeset in the Official Sample Ballot Booklet using DUTCH801 Rm BT font in 10 point size. However, statement can be submitted using any standard font.

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**BALLOT ENCLOSURES** (continued)

**DECLARATION BY AUTHOR(S) OF ARGUMENTS OR REBUTTALS** — To be completed by proponents or opponents for Ballot Measures.

This form includes statement (to be signed by each proponent/author) declaring that the submitted Argument and/or Rebuttal is true and correct to the best of his/her knowledge and belief.

Fill in the appropriate fields and provide information as indicated on the form.

No more than five author signatures shall appear on any Argument and/or Rebuttal.

<p><b>LOS ANGELES COUNTY</b> REGISTRAR-RECORDER/COUNTY CLERK</p>	<p><b>ELECTION PLANNING SECTION</b> (562) 462-2317</p>																														
<p><b>DECLARATION BY AUTHOR(S) OF ARGUMENTS OR REBUTTALS</b> (Elections Code Section 9600)</p>																															
<p>All arguments concerning measures filed pursuant to Division 9 of the Elections Code shall be accompanied by the following declaration to be signed by each author of the argument/rebuttal. Names and titles listed will be printed in the Voter Information portion of the Official Sample Ballot Booklet in the order provided below.</p>																															
<p>The undersigned author(s) of the:</p> <table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; padding: 2px;"><input type="checkbox"/> Argument in Favor</td> <td style="border: 1px solid black; padding: 2px;"><input type="checkbox"/> Rebuttal to Argument Against</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;"><input type="checkbox"/> Argument Against</td> <td style="border: 1px solid black; padding: 2px;"><input type="checkbox"/> Rebuttal to Argument in Favor</td> </tr> </table>		<input type="checkbox"/> Argument in Favor	<input type="checkbox"/> Rebuttal to Argument Against	<input type="checkbox"/> Argument Against	<input type="checkbox"/> Rebuttal to Argument in Favor																										
<input type="checkbox"/> Argument in Favor	<input type="checkbox"/> Rebuttal to Argument Against																														
<input type="checkbox"/> Argument Against	<input type="checkbox"/> Rebuttal to Argument in Favor																														
<p>of ballot measure _____ at the _____ (name and/or letter) (title of election)</p> <p>election for the _____ to be held on (date)</p> <p>_____ hereby state that such argument is true and correct to the best of his/her/their knowledge and belief.</p>																															
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<p><b>IMPORTANT FILING INFORMATION:</b> I, _____ am the designated filer of the above titled argument/rebuttal. Please notify me of any questions pertaining to this filing. Below is my contact information. Mailing Address: _____ E-Mail Address: _____ Contact Numbers: _____ Daytime _____ Evening _____ Fax _____</p>																															
<p><b>OFFICE USE ONLY</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"></td> <td style="text-align: center;">Word Counts</td> </tr> <tr> <td style="border: 1px solid black;">NUMBER OF WORDS:</td> <td style="border: 1px solid black;"></td> </tr> <tr> <td style="border: 1px solid black;">NUMBER OF WORDS WITH BOLD FACE, ETC.:</td> <td style="border: 1px solid black;"></td> </tr> <tr> <td style="border: 1px solid black;">PROJECT CODE NUMBER:</td> <td style="border: 1px solid black;"></td> </tr> <tr> <td style="border: 1px solid black;">ELECTION DEPUTY:</td> <td style="border: 1px solid black;"></td> </tr> </table>			Word Counts	NUMBER OF WORDS:		NUMBER OF WORDS WITH BOLD FACE, ETC.:		PROJECT CODE NUMBER:		ELECTION DEPUTY:																					
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**SELECTION OF ARGUMENT** — If more than one Argument “FOR” or more than one Argument “AGAINST” any district measure is submitted within the time prescribed, the election official conducting the election shall select one of the Arguments In Favor and one of the Arguments Against the Measure for printing and distribution to the voters. In selecting the arguments, the election official conducting the election shall give preference and priority, in the order named, to the Arguments of the following:

- a) The Governing Board of the District or Member(s) of the Board authorized by the board.
- b) The individual voter, or bona fide associations of citizens, or combination of voters and associations, who are the bona fide sponsors or proponents of the Ballot Measure.
- c) Bona fide associations of citizens.
- d) Individual voters who are eligible to vote on the Measure. (E. C. § 9503)

## BALLOT ENCLOSURES (continued)

### AUTHORIZATION FOR ANOTHER PERSON TO SIGN REBUTTAL ARGUMENT FORM —

The authors of an argument in favor or against a ballot measure may prepare and submit rebuttal arguments, or may authorize, in writing, another person to sign the rebuttal.

Fill in the appropriate fields and provide information as indicated on the form. Form must include the printed name and signature of Author of ballot argument and the person authorized to sign as Rebuttal Author.

Attach completed Authorization form to Declaration By Author(s) of Arguments or Rebuttals submitted with Rebuttal argument text. Refer to form examples on **Pages 9 and 10**.

COUNTY OF LOS ANGELES  
REGISTRAR-RECORDER/COUNTY CLERK

ELECTION PLANNING SECTION

**AUTHORIZATION FOR ANOTHER PERSON TO SIGN  
REBUTTAL ARGUMENT**  
(Elections Code Section 9167, 9317 & 9504)

I, \_\_\_\_\_ authorize the person listed  
below to  
(Print name of AUTHOR of the Argument)

sign the rebuttal to the argument  in favor  against Measure \_\_\_\_\_  
(Letter) (Check one)

for the  
election to be \_\_\_\_\_  
(Jurisdiction)

held on \_\_\_\_\_  
(Date)

Any Author of the Argument may be replaced with another author to sign the Rebuttal.

\_\_\_\_\_  
(Print name of Rebuttal Author)

\_\_\_\_\_  
(Signature of Rebuttal Author)

\_\_\_\_\_  
(Title to appear on Rebuttal)

Signature of Argument Author: \_\_\_\_\_  
Date: \_\_\_\_\_

Attach this form to the "Declaration by Authors Form" submitted with the Rebuttal Argument.

**AVAILABLE FORMS** — Copies of forms for submitting Ballot Measure Arguments and Rebuttals, referenced in this Chapter, may be obtained by calling the Election Planning Section at (562) 462-2317 or accessing the RR/CC website at [www.lavote.net](http://www.lavote.net).

**WITHDRAWAL OF ARGUMENTS** — Ballot Arguments "FOR or AGAINST" any Measure may be withdrawn by proponents at any time prior to and including the final date fixed for filing arguments.

**PUBLIC EXAMINATION** — The public Examination Period allows for reviewing of submitted Arguments and Rebuttal Arguments in the **ten calendar day period** immediately following the filing deadline for such documents. During this period, any person may seek a writ of mandate or an injunction to require any or all of the material to be amended or deleted. The writ of mandate or injunction request shall be filed no later than the end of the ten (10) calendar day Public Examination Period.

**ORIGINAL FORMS/SIGNATURES** — Faxed copies of Arguments and/or Rebuttals may be sent to the Registrar-Recorder/County Clerk. However, forms with original signatures **must** be received by the RR/CC within 48 hours of the fax transmission.

**RESTRICTIONS** — Notify the Registrar-Recorder/County Clerk prior to Resolution adoption, if the District plans to include maps and/or graphics to ensure that there are no space limitation problems or to find out if the District request will require special arrangements and possibly result in additional costs.

**LITIGATION** — Notify the Registrar-Recorder/County Clerk of any pending litigation involving Ballot Enclosures. This includes action taken by the court if amendments or deletions are required on any Ballot Enclosures. This could potentially cause a delay in meeting established deadlines and/or printing of the Official Sample Ballot And Vote By Mail Instructions Booklets.





# **Chapter 5**

## **Campaign Statement Filing Requirements**



## CAMPAIGN STATEMENT FILING REQUIREMENTS

**CAMPAIGN STATEMENT FILING REQUIREMENTS** — California's Political Reform Act was adopted by Voter Initiative in 1974 and has been periodically amended by legislation and initiatives. The Act requires that Campaign Disclosure Reports provide the public with the identity of contributors and the amounts they give and the amount and purpose of expenditures made by Officeholders, Candidates, and Committees.

Proponents and all committees primarily formed to support or oppose a Ballot Measure in any election must comply with the Campaign Statement Filing Requirements if the committee receives contributions or makes independent expenditures that total \$1,000 or more. Monetary penalties may be assessed for failure to file required statements.

Contact the Campaign Finance Disclosure Section at (562) 462-2339, if you have questions relating to filing requirements or need Campaign Statement Forms.





# **Chapter 6**

**Election Night Tally and  
Certification of Official Results**



**ELECTION NIGHT TALLY  
AND  
CERTIFICATION OF OFFICIAL RESULTS**

**ELECTION NIGHT/SEMI-FINAL OFFICIAL RESULTS** — All results will be released from the Registrar-Recorder/County Clerk at 12400 E. Imperial Highway, Norwalk, California 90650.

Results will be available at approximately 8:30 p.m. Bulletins are updated and results released approximately every 20 minutes until the last **Semi-Final Official Results** are completed on Election Night.

Election results will also be continuously updated and displayed on the Department's Internet Website at [www.lavote.net](http://www.lavote.net) on, Election Night and during the Official Canvass process.

Copies of results will be available, at the Election Information Section counter after 10:00 a.m., on the Thursday following the election.

Registrar-Recorder/County Clerk  
Election Information Section  
12400 Imperial Highway 2<sup>nd</sup> Floor, Room 2013  
Norwalk, California 90650

**CERTIFICATION OF OFFICIAL RESULTS** — On **July 10, 2009** the Registrar-Recorder/County Clerk is tentatively scheduled to certify the election results. On **July 14, 2009**, the Board of Supervisors is tentatively scheduled to declare the election results official.

Certificate will be mailed to the District unless other arrangements are made by the District. Please contact the Election Coordination Section at (562) 462-2632 to make arrangements for the pick up, faxing and/or mailing of your certification.



# 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**

2<sup>nd</sup> Floor, Room 2013  
General information on election, registration and voter services.

**CAMPAIGN FINANCE DISCLOSURE ..... (562) 462-2339**

2<sup>nd</sup> Floor, Room 2003  
Campaign finance filing requirements.

**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 **June 30<sup>th</sup> Unified School District Special Parcel Tax Election** is on **June 15, 2009**.

**SAMPLE/VOTE BY MAIL BALLOT INQUIRIES .....(562) 466-1323**

**SAMPLE BALLOT TRANSLATION .....(800) 481-8683**

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

CONTACT INFORMATION (Cont'd)



**SEMI-OFFICIAL ELECTION RESULTS.....(562) 466-1310**

Preliminary vote by mail voting results will be available at approximately 8:30 p.m. Election Night. ***Election results will be continuously updated and displayed on the Internet on Election Night at [www.lavote.net](http://www.lavote.net).***

**SEMI-OFFICIAL RESULTS INFORMATION.....(562) 466-1310**

Available Wednesday, **July 1, 2009.**

**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 WEB SITE



The RR/CC web site has a wealth of information for voters, candidates, media and community activists. Information available on [www.lavote.net](http://www.lavote.net):

- Voter Registration Information
- Vote by Mail Information
- Polling Place and Sample Ballot Look-up
- “My Districts” Look-up
- RR/CC Strategic Plan
- Campaign finance disclosures 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.)
- Election Information Booklet/Candidate Handbook for Upcoming Election
- Election Results



## 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:

<b>VIOLATION OF:</b>	<b>REFERRED TO:</b>
<b>False or misleading campaign materials</b>	There is no agency enforcement. These issues are dealt with in court.
<b>The Political Reform Act</b> (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
<b>Election procedures</b>	County District Attorney (213) 974-3501 California Secretary of State, Elections Division (916) 657-2166
<b>Unlawful use of public funds, violation of the Elections Code, the Penal Code, or any laws other than the Political Reform Act</b>	County District Attorney (213) 974-3501 California State Attorney General (916) 445-9555
<b>Open meeting laws</b> (Brown Act)	County District Attorney (213) 974-3501 California State Attorney General (916) 445-9555
<b>Local ordinances</b>	Local City Attorney or County District Attorney (213) 974-3501
<b>Vandalism or requirements concerning campaign signs</b>	Local City Attorney or County District Attorney (213) 974-3501

# Chapter 2

FINANCIAL REPORTING





**CAMPAIGN FILING REQUIREMENTS FOR COMMITTEES  
PARTICIPATING IN THE JUNE 30, 2009  
SPECIAL PARCEL TAX ELECTIONS  
(LA CANADA AND ROWLAND UNIFIED SCHOOL DISTRICTS)**

All committees are required by the Political Reform Act to meet the filing deadline. 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.

<b>FILING DEADLINES</b>	<b>2009 FILING REQUIREMENTS</b>
<b>MAY 21, 2009</b>	<p><b><u>FIRST CAMPAIGN STATEMENT</u></b> Committees primarily formed to support or oppose measures in this election at this time file a Form 460 to cover the period between January 1 and May 16, 2009, if the \$1,000 threshold has been reached. All reports must be received by personal delivery or first class mail. <b>(Gov. Code § 84200.5)</b></p>
<b>JUNE 18, 2009</b>	<p><b><u>SECOND CAMPAIGN STATEMENT</u></b> The reporting requirements mentioned above apply to statements for the period between May 17, 2009 and June 13, 2009. All reports must be filed by personal delivery or guaranteed overnight service. <b>(Gov. Code § 84200.5)</b></p>
<b>WITHIN 24 HOURS BETWEEN JUNE 14 (Sun) AND JUNE 29 (Mon)</b>	<p><b><u>LATE CONTRIBUTION AND/OR LATE INDEPENDENT EXPENDITURE REPORTS</u></b> Each 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 June 14 and the election, must be filed by fax, guaranteed overnight delivery service or personal delivery within 24 hours. <b>Regular mail may not be used.</b> <b>(Gov. Code §§ 84203 &amp; 84204)</b></p>
<b>JULY 31, 2009</b>	<p><b><u>SEMI-ANNUAL CAMPAIGN STATEMENT</u></b> Same requirements as above for the period between June 14, 2009 and June 30, 2009. <b>(Gov. Code § 84200)</b></p>

## CAMPAIGN DISCLOSURE FORMS

### **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 committee 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**

Committees file the original 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)**

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)**

**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**  
**Committees**

**PLEASE READ CAREFULLY....**

The Political Reform Act imposes certain duties and obligations on 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.
- Campaign statements must be hand delivered or postmarked as first-class mail by the legal filing deadline date established by law. NOTE: The **second pre-election statement** must be filed in person or guaranteed overnight delivery. Mail, which is not received by the filing officer, shall be presumed not to have been sent unless the filer possesses a postal receipt establishing the date of the deposit, and the name and address of the addressee.
- The Political Reform Act provides a formula for assessing late fines of original campaign statements filed in our office. The fine is \$10 per day, starting the day after the filing deadline, until the statement is filed; however, no liability may exceed the cumulative amount of reported contributions 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.

**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 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.

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

**E. C. § 20008**

### **Simulated ballot requirements.**

(a) Every simulated ballot or simulated sample ballot shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of 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 this notice in any editorial or other statement appearing in a regularly published newspaper or magazine other than a paid political advertisement.

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

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

**E. C. § 20009**

### **No pictures of candidates in campaign material.**

(a) Except as provided in subdivision (b) no person, firm, association, corporation, campaign committee, or organization may, with actual malice, produce, distribute, publish, or broadcast campaign material that contains (1) a picture or photograph of a person or persons into which the image of a candidate for public office is superimposed or (2) a picture or photograph of a candidate for public office into which the image of another person or persons is superimposed. "Campaign material" includes, but is not limited to, any printed matter, advertisement in a newspaper or other periodical, television commercial, or computer image. For purposes of this section, "actual malice" means the knowledge that the image of a person has been superimposed on a picture or photograph to create a false representation, or a reckless disregard of whether or not the image of a person has been superimposed on a picture or photograph to create a false representation.

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

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

## 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 marking 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 of 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

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

**E. C. § 18370**

**Electioneering during vote by mail voting.**

(a) No candidate or representative of a candidate, and no proponent, opponent, or representative of a proponent or opponent, of an initiative, referendum, or recall measure, or of a charter amendment, shall solicit the vote of a vote by mail voter, or do any electioneering, while in the residence or in the immediate presence of the voter, and during the time he or she knows the vote by mail voter is voting.

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

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

**E. C. § 18371**

**Compelling another in voting.**

(a) Every person who makes use of or threatens to make use of any force, violence, or tactic of coercion or intimidation, to induce or compel any other person to vote or refrain from voting at any election or to vote or refrain from voting for any particular person or measure at any election, or because any person voted or refrained from voting at any election or voted or refrained from voting for any particular person or measure at any election is guilty of a felony punishable by imprisonment 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 of 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 elections official, registrar of voters, or city clerk.

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

**E. C. § 18546**

## **PART 7**

### **SOLICITATION OF FUNDS**

#### **Authorization to use candidate or committee name.**

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

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

**E. C. § 20202**

**Notice of non-authorization to be included in fundraising communication.**

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

**E. C. § 20203**

**PART 8**

**OUTDOOR ADVERTISING: POLITICAL SIGNS  
(INCLUDING PLACARDS AND POSTERS)**

**Outdoor Temporary Political Signs.**

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

A temporary political sign is a sign which:

- (a) Encourages a particular vote in a scheduled election.
- (b) Is placed not sooner than 90 days prior to the scheduled election and is removed within 10 days after that election.
- (c) Is no larger than 32 square feet.
- (d) Has had a statement of responsibility filed with the department certifying a person who will be responsible for removing the temporary political sign and who will reimburse the department for any cost incurred to remove it.

**B. & P. Code § 5405.3**

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

**STATE OFFICE**

**DEPARTMENT OF TRANSPORTATION  
TRAFFIC OPERATIONS  
OUTDOOR ADVERTISING PROGRAM  
P.O. BOX 942874, MS-36  
SACRAMENTO, CA 94274-0001  
TDD 1-800-735-2929  
PHONE (916) 654-6413  
FAX (916) 651-9359**

**DISTRICT OFFICE**

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF TRAFFIC OPERATIONS  
OUTDOOR ADVERTISING PROGRAM  
464 W. 4<sup>TH</sup> STREET, MS-M  
SAN BERNARDINO, CA 92401-1400  
PHONE (909) 383-6205  
FAX (909) 383-6877**



## GENERAL CAMPAIGN INFORMATION (Cont'd)

A Statement of Responsibility must be submitted to the appropriate Department of Transportation district office according to the county location of the temporary political sign(s). The forms may be obtained by contacting a department listed on page 14 or from the:

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

### **Placement of Signs in Unincorporated Areas**

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

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

## **PART 9**

### **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 the U.S. Postal Service:

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



COUNTY OF LOS ANGELES

**REGISTRAR-RECORDER/COUNTY CLERK**

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

**DEAN C. LOGAN**

Registrar-Recorder/County Clerk

**Fee Schedule  
As Of 1/1/09**

<b>Item</b>	<b>Fee</b>
<b>Boundary Maps - District Congressional, Senate, Assembly &amp; Supervisorial</b>	<b>\$ 0.03 Per Map Plus \$0.75 Handling Fee Per Request.</b>
<b>Certified Copy - Affidavit Or Transcript</b>	<b>\$1.50 For Copy Of Own Registration. \$6.50 Per Copy For All Others. (Public And Authorized)</b>
<b>Campaign Statement Copies</b>	<b>\$0.10 Per Page.</b>
<b>Certification Of Election Documents (Except Affidavits Of Registration)</b>	<b>\$1.75 Per Certified Copy.</b>
<b>I Registered To Vote Stickers</b>	<b>\$2.22 Per Each Batch Of 600 Labels <u>Plus</u> \$9.84 Handling Charge Per Order.</b>
<b>Precincting Book</b>	<b>\$34.00 Per Set.</b>
<b>**Precinct Map on Plotter Paper (11" X 17")</b>	<b>\$11.00 Per Page. (Handling Fee Included In Cost)</b>
<b>**Precinct Maps on CD or GIS Shape File</b>	<b>\$16.00</b>
<b>Precinct Maps on DVD</b>	<b>\$18.00</b>
<b>Precinct/District Maps on 35 mm Microfilm</b>	<b>\$246.00</b>
<b>Shipping and Handling Fee for CD or DVD</b>	<b>\$6.00</b>
<b>Precincting G I S Maps (3' X 3') (Customized Wall Map w/ color)</b>	<b>\$30.00 Each</b>
<b>Precincting G I S Maps (3' X 3') (Customized Wall Map w/o color)</b>	<b>\$13.00 Each</b>
<b>Customized District Map With Acetate Overlay Map That Allows Distinction From Original Background Map.</b>	<b>\$48.00 Each</b>
<b>Polling Place Maps</b>	<b>\$17.00 Small (11" X 17") Each Page. \$26.00 Large – Each Page Varies In Size.</b>
<b>Photocopies (Miscellaneous)</b>	<b>\$0.46 Per Copy.</b>
<b>Returned Checks</b>	<b>\$33.00 Each</b>
<b>Search – Voter Registration File</b>	<b>\$5.00 Per Name For Each Year Of Records Searched.</b>
<b>**Statement Of Votes Cast (Svc)</b>	<b>\$0.37 Per Page. (Handling Fee Included In Cost)</b>
<b>Telefaxing</b>	<b>\$0.04 Per Page Plus \$0.75 Handling Fee.</b>

**Fee Schedule  
As Of 1/1/09**

Item	Fee
*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.  General Public for Political Purposes Only: \$0.10 Per Page Plus \$1.60 Handling Fee Per Request.
*Voted Index	\$0.10 Per Page Plus \$1.60 Handling Fee Per Request.
*Precinct Rosters (Combined Index-Roster)	\$5.50 Per Roster Or \$0.22 Per Page. (Handling Fee Included In Cost)
*Absent Voter Report	\$0.10 Per Page Plus \$1.60 Handling Fee Per Request.
<b>*Applicant Is Required To Execute Contract With The Registrar-Recorder/County Clerk</b>	
<b>**Revised 1/1/09</b>	



# 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.

**For this election there are specific services for voters due to the demographics of the districts:**

- La Canada USD - Korean and Spanish**
- Rowland USD - Chinese, Korean, Spanish and Tagalog/Filipino**

### TRANSLATION OF ELECTION MATERIALS

A language is considered to be covered by the Voting Rights Act (VRA) and thus mandatory for translation of 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.

Although the VRA has established a 5% threshold for languages to be covered, Los Angeles County has set a 3% standard as established by the State Elections Code (§14201.) 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.

### MULTILINGUAL VOTER SERVICES

The ML Voter Services Program includes services such as:

- ◆ Bilingual Assistance Hotline (1-800) 481-8683.
- ◆ Translated election materials can be mailed to voters before every election, upon request.
- ◆ Bilingual assistance at targeted polling places.

Translated copies of the “ML Voter Services” brochure are available at the RR/CC Election Information counter, 2<sup>nd</sup> Floor Room 2013 and online at [www.lavote.net](http://www.lavote.net). For further assistance please contact our Multilingual Services Section at (562) 462-2832.





# Chapter 5

ELECTION RECOUNTS



## ELECTION CONTESTS/ RECOUNTS

### Timing of Recount Request

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

**(E.C. § 15620)**

### Format of request

- The request must be submitted in writing.

**(E.C. § 15620)**

- 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)**

### Place of filing

- With the county elections official responsible for conducting the election, if the contest is not voted upon statewide.

**(E.C. § 15620)**

### Place of Filing (Continued)

- 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.

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

### 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)**



# 2009

## JANUARY

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## FEBRUARY

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## MARCH

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## APRIL

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## JUNE

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## JULY

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## SEPTEMBER

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## OCTOBER

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## NOVEMBER

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## DECEMBER

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