COUNTY OF LOS ANGELES
PRESIDENTIAL PRIMARY ELECTION

MUNICIPAL INFORMATION BOOKLET
General and Special Municipal Elections
Consolidated with March 3, 2020

Los Angeles County Registrar-Recorder/County Clerk
Prepared by
The Election Coordination Unit
www.lavote.net
NOTICE

This Municipal Information Booklet has been prepared to assist City Clerks in filing documents relating to the election. It includes a Calendar of Events, general information, and filing requirements with samples of forms. It is not intended to provide legal advice and is for general guidance only.

Please note that it is not within the purview of the Registrar-Recorder/County Clerk’s Office to determine whether a candidate meets the requirements for holding office. City Clerks with questions concerning their own or other candidate qualifications or other related matters should seek legal counsel.

City Clerks and others using this Municipal Information Booklet must bear full responsibility to make their own determinations as to all legal standards, duties and factual material contained herein.
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GENERAL INFORMATION

CITY AND RR/CC RESPONSIBILITIES
GENERAL INFORMATION
GENERAL AND SPECIAL MUNICIPAL ELECTIONS CONSOLIDATED WITH THE
PRESIDENTIAL PRIMARY ELECTION
MARCH 3, 2020

CITY RESPONSIBILITIES

The jurisdiction shall provide the Registrar-Recorder/County Clerk’s office and the Board of Supervisors with signed copies of the "Resolution Calling for an Election" and "Requesting Consolidation and Services" (samples below).

RESOLUTION CALLING FOR AN ELECTION

RESOLUTION CONSOLIDATING WITH THE ELECTION

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD ON THE DATE PURSUANT TO SECTION 10403 OF THE ELECTIONS CODE.
CITY RESPONSIBILITIES (continued)

- Election resolutions should be addressed to **Ms. Celia Zavala, 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 the letter designation for measures form (see Exhibit) should be addressed to **Mr. Dean C. Logan, Registrar-Recorder/County Clerk** and be faxed/mailed or e-mailed to:
  
  Election Coordination Unit  
  12400 Imperial Highway, 2nd Floor, Room 2013A  
  Norwalk, California 90650  
  Phone: (562) 462-2912  FAX: (562) 462-2149  
  Email: ecu@rrcc.lacounty.gov  

- Ballot enclosure materials, including arguments and rebuttals, impartial analyses, candidate statements and certified lists of qualified candidates must be accompanied by a transmittal letter and **DELIVERED** by the applicable dates and times indicated in the Calendar of Events to:
  
  Election Planning Section  
  12400 Imperial Highway, 2nd Floor, Room 2015  
  Norwalk, California 90650  
  Phone: (562) 462-2317  FAX: (562) 466-6025  
  Email: electionplanning@rrcc.lacounty.gov  

- A “Resolution Calling for an Election” should include purpose of election, word limitation for candidate statements (**200 or 400 words**), advance payment requirement for candidates, Ballot Measure Text (**not to exceed 75 words including title**) 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 City will reimburse the County for costs incurred**.

- All legal notices should be published (Notice of Election, Notice of List of Nominees etc.), **excluding Notice of Vote Centers** and **Notice of Tally Center Location**.

- All candidate nomination documents, including Campaign Finance disclosure forms, should be issued, received and certified. Also, ballot designations and word counts on all candidate statements and enclosures should be verified.

- Signatures on nomination papers should be verified unless the Registrar-Recorder/County Clerk (RR/CC) is requested in writing to perform this service. If you plan on having this office verify signatures, please contact the Data Entry and Signature Verification Section at **(562) 462-2371** directly for any inquiries regarding this process.
CITY RESPONSIBILITIES (continued)

- All ballot material should be photocopied including candidate names, ballot designations, candidate statements, measure arguments, rebuttals, impartial analyses, and other ballot measure enclosures and made available for public examination for the period designated in the Calendar of Events, Chapter 1 of this booklet.

- **It is the responsibility of the City Clerk to qualify all candidates and to provide a complete and accurate final list of qualified candidate names and ballot designations, including addresses and telephone numbers, to be published, to the RR/CC by E-81. Also, the City Clerk should notify the RR/CC of any qualified write-in candidates by E-12.**

- **Legible copies** of candidate statements should be provided by E-81 and legible copies of arguments, impartial analyses and other related ballot materials by E-78 which are to be printed and included in the Official Sample Ballot Booklet. Legible copies of rebuttal arguments must be submitted by E-70. If you are unable to meet these deadlines, please contact us and we may recommend that you contact your election supplier to make arrangements to print and mail a supplemental voter booklet.

- **A resolution** should be filed with the RR/CC by E-83 to amend a measure for an election or withdraw a measure for cancelled election.

**NOTE:** IF THE CITY IS PLACING MORE THAN ONE MEASURE ON THE BALLOT, THE CITY MUST ADVISE THIS OFFICE OF THE DESIRED BALLOT SEQUENCING FOR MULTIPLE MEASURES.

- The RR/CC should be notified no later than December 19, 2019 (E-75) if an election is being CANCELLED due to an insufficient number of candidates filing for offices.

- Ballot reproduction proofs of candidates statements, vote recorder pages and ballot enclosures should be reviewed and approved. The RR/CC should be notified immediately of any typographical errors, corrections, or omissions.

- **Certificates** of election to elected candidates should be issued.

- The City should determine if it has to translate material separately from the RR/CC. Please see Chapter 6 for more information.

- Staff in the Election Planning Section and the Election Coordination Unit are available through the telephone numbers listed on the previous pages should you need additional assistance or have further questions after reviewing the Information Booklet.
The RR/CC receives signed copies of city resolutions “Requesting Consolidation and Services” and will automatically send the requesting cities an information booklet along with the appropriate forms such as candidate statement forms, transliteration forms, estimated costs of candidate statement, etc. If a city has a measure on the ballot, our office will provide argument/rebuttal forms.

The RR/CC verifies signatures on Nomination Petitions upon written request from a city. Rates vary depending on the system used to verify signatures. For more information, see Chapter 8 or contact the Data Entry and Signature Verification Section at (562) 462-2371.

The RR/CC consolidates established precincts to create voting and declared Vote By Mail precincts. If you have specific precinct consolidation requests contact the Geographic Information Systems Section at (562) 462-2473.

The RR/CC recruits voter centers and recruits vote center personnel, and publishes the Notice of Vote Centers and Notice of Tally Center Location. If you have specific vote centers or vote center personnel requests, contact the Vote Center Services Section at (562) 466-1373.

The RR/CC assigns letter designations for each measure on the ballot. Letter designations are assigned in alphabetical order commencing with County measures and then other local measures (city, school, special district) in alphabetical sequence. Cities may request a specific letter designation in writing by completing a letter designation form (Exhibit) and submitting to the Election Coordination Unit by December 11, 2019 (E-83). The email address is ecu@rrcc.lacounty.gov. An alternate choice should also be submitted in case the requested letter designation has already been assigned to another jurisdiction.

The RR/CC prints official ballots. An English Official Sample Ballot Booklet will be printed and mailed. The RR/CC will include the City’s material (English or English and Spanish candidate statements and measure information) in the same booklet depending on the volume of voting material. In some cases, the City Clerk will be required to prepare and mail a supplemental voter booklet.

The RR/CC prepares and mails multilingual ballot material in accordance with the Voting Rights Act (VRA).

The RR/CC also:

- Issues Vote By Mail ballots and material and processes returned VBM ballots.
- Provides vote center supplies and trains vote center personnel.
- Staffs check-in centers and the tally center location.
- Conducts election tally and releases semi-official election results.
- Canvasses election returns and certifies official election results to the city.
Chapter 1

Calendar of Events
# CALENDAR OF EVENTS

**GENERAL AND SPECIAL MUNICIPAL ELECTIONS CONSOLIDATED**  
**WITH THE PRESIDENTIAL PRIMARY ELECTION**  
**MARCH 3, 2020**

<table>
<thead>
<tr>
<th>DATES</th>
<th>EVENTS</th>
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</table>
| (2019) SEP. 5 (Th) E-180 | **ADJUSTED JURISDICTION MAP**  
Last day for jurisdictions to deliver a map delineating district and/or division boundary adjustments due to topography, geography, cohesiveness, contiguity, integrity, compactness of territory, community of interests, or other factors as applicable. (Based on E.C. § 22000) |

| NOV. 4 (M) E-120 | **ADOPTION OF ELECTION RESOLUTION (FOR OFFICE CONTESTS)**  
Recommended last day for City Council to adopt resolution calling a General or Special Municipal Election for city elected officials.  
**CITY RESOLUTION — CANDIDATE STATEMENTS**  
Last day for the City Council to adopt resolution determining or amending the word limitation for candidate statements (200 or 400 words), and whether advance payment is required. (E. C. § 13307) |

| NOV. 12 (Tu)* E-112* | DEC. 6 (F) E-88 5:00 P.M. | **NOMINATION PERIOD**  
First and last day for candidates to file nomination documents with the City Clerk.  
(E. C. §§ 10220, 10224 and 10407)  
**CANDIDATE STATEMENTS**  
During this period candidates may file with the City Clerk a candidate statement not to exceed the word limitation (200 or 400 words) for inclusion in the Official Sample Ballot Booklet. The statement shall be filed no later than the last day to file nomination documents. (E. C. § 13307)  
**NOTE:** Candidate statements are only included in the Official Sample Ballot Booklet and will not be included in the Vote By Mail Voting Instructions and Guide. |

*Date adjusted due to weekend and/or holiday*
**NOTICE OF ELECTION — PUBLICATION**

On or before this date the City Clerk shall publish a notice of election.
(E. C. § 12101 and Govt. Code § 6061)

**NOMINATION DOCUMENTS — DEADLINE DATE**

Last day for candidates to file nomination documents with the City Clerk.
(E. C. §§ 10220, 10224 and 10407)

**CANDIDATE WITHDRAWAL**

No candidate whose Declaration of Candidacy has been filed may withdraw after this date.
(E. C. § 10224)

**ELECTION REQUESTS**

Last day City Clerks can file a resolution with the Board of Supervisors and the Registrar-Recorder/County Clerk requesting services for the election. A resolution placing a measure on the ballot shall contain the ballot wording which cannot exceed 75 words.
(E. C. §§ 10402 and 13247)

**NOMINATION EXTENSION PERIOD (IF INCUMBENT DOES NOT FILE)**

If nomination documents for an incumbent are not filed by 5:00 p.m. on December 6, 2019, the nomination period shall be extended until December 11, 2019 at 5:00 p.m., for persons other than the incumbent.
(E. C. § 10225)

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

**PUBLIC EXAMINATION PERIOD**

Recommended period for the City Clerk to make available candidate statements, candidate names and ballot designations 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 data/material in a candidate statement to be amended or deleted.
(E. C. § 13313)

For candidate names and ballot designations, a writ of mandate may be filed pursuant to E.C. § 13314.

**NOTE:** If the nomination period is extended for a particular office, the examination period for that office shall be adjusted to December 12 through December 23.**

**DATES** | **EVENTS**
--- | ---
NOV. 11 (M) E-113 | NOTICE OF ELECTION — PUBLICATION
DEC. 6 (F) E-88 5:00 P.M. | NOMINATION DOCUMENTS — DEADLINE DATE
DEC. 7 **(Sa)** E-87** | NOMINATION EXTENSION PERIOD (IF INCUMBENT DOES NOT FILE)
DEC. 11 (W) E-83 5:00 P.M. | ELECTION REQUESTS
DEC. 16 (M) E-78 | PUBLIC EXAMINATION PERIOD

**NOTE:** December 7 (Saturday) office will be open. December 14 and 21 (Saturdays) and December 8 and 15 (Sundays) - RRCC office will be closed.
<table>
<thead>
<tr>
<th>DATES</th>
<th>EVENTS</th>
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<tbody>
<tr>
<td>DEC. 11 (W) E-83</td>
<td>AMENDMENT OR WITHDRAWAL OF MEASURE — DEADLINE</td>
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<tr>
<td></td>
<td>Last day for county elections official to receive a resolution from a legislative body requesting to withdraw or amend any measure previously submitted for placement on the ballot. (E. C. § 9605)</td>
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<td>MEASURE LETTER DESIGNATION</td>
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<tr>
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<td>Last day for a City Clerk 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.</td>
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<tr>
<td>DEC. 12 (Th) E-82 11:00 A.M.</td>
<td>RANDOMIZED ALPHABET DRAWING BY SECRETARY OF STATE</td>
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<td>The Secretary of State shall hold a public drawing to determine order of candidate names on the ballot by randomly drawing each letter of the alphabet. (E. C. § 13112)</td>
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<td>RANDOMIZED ALPHABET DRAWING BY REGISTRAR-RECORDER/COUNTY CLERK</td>
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<tr>
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<td>A public drawing shall be held to determine the order of candidate names on the ballot for state legislative districts that encompass more than one county by randomly drawing each letter of the alphabet. (E. C. § 13111(i))</td>
</tr>
<tr>
<td>DEC. 13 (F) E-81</td>
<td>LIST OF CANDIDATES — COPY OF CANDIDATE STATEMENTS</td>
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<tr>
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<td>No later than this date the City Clerk shall deliver to the county elections official a certified list of qualified candidate names, ballot designations and residence addresses. (E. C. §§ 10402 and 10403)</td>
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<td>A legible copy of each candidate statement to be included in the Official Sample Ballot Booklet shall be delivered to the county elections official by this date.</td>
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<td>NOTE: The name on the candidate statement MUST match the name on the certified list of qualified candidates.</td>
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<td>MEASURES — LETTER DESIGNATION</td>
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<tr>
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<td>Scheduled date for the county elections official to notify the City Clerk of letter assigned to ballot measure(s).</td>
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<td>DATES</td>
<td>EVENTS</td>
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<tr>
<td>DEC. 13 (F)</td>
<td>IMPARTIAL ANALYSIS — LAST DAY TO SUBMIT TO CITY CLERK</td>
</tr>
<tr>
<td>E-81</td>
<td>Recommended last day for the City Attorney to transmit impartial analysis of measure to the City Clerk. (E. C. § 9280)</td>
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<td>ARGUMENTS — LAST DAY TO SUBMIT TO CITY CLERK</td>
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<tr>
<td></td>
<td>Recommended last day to submit arguments “FOR” or “AGAINST” any city measure to the City Clerk. Arguments may not exceed 300 words in length. (E. C. §§ 9282 and 9286)</td>
</tr>
<tr>
<td>DEC. 14 (Sa)**</td>
<td>PUBLIC EXAMINATION PERIOD FOR BALLOT MEASURE MATERIALS</td>
</tr>
<tr>
<td>E-80**</td>
<td>Recommended period for the City Clerk to make available for public examination, a copy of ballot measure text, impartial analysis and arguments for a measure. A fee may be charged to any candidate/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 data/material to be amended or deleted. (E. C. § 9295)</td>
</tr>
<tr>
<td>DEC. 23 (M)</td>
<td></td>
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<tr>
<td>E-71</td>
<td></td>
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<tr>
<td></td>
<td>MEASURE ENCLOSURES</td>
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<td>No later than December 16, 2019 the City Clerk shall deliver a copy of each argument, ordinance text, analysis and any other ballot data/material to the county elections official for inclusion in the Official Sample Ballot Booklet.</td>
</tr>
<tr>
<td>DEC. 19 (Th)</td>
<td>CANCELLED ELECTION DUE TO INSUFFICIENT NUMBER OF CANDIDATES</td>
</tr>
<tr>
<td>E-75</td>
<td>Last day for City Clerk to make appointment(s) in lieu of election when an insufficient number of candidates file for the office. If an appointment(s) is not made, the election shall be held. (E. C. § 10229)</td>
</tr>
<tr>
<td></td>
<td>NOTE: It is imperative that the City Clerk notify the county elections official immediately of cancelled elections.</td>
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** December 14 and 21 (Saturdays) and December 15 and 22 (Sundays) - RR/CC office will be closed.
<table>
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<tr>
<th>DATES</th>
<th>EVENTS</th>
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<tbody>
<tr>
<td>DEC. 23 (M)</td>
<td><strong>REBUTTALS — LAST DAY TO SUBMIT TO CITY CLERK</strong></td>
</tr>
<tr>
<td>E-71</td>
<td>Recommended last day for authors of arguments “FOR” and “AGAINST” any city measure to submit rebuttals (if permitted) to the City Clerk. A rebuttal may not exceed 250 words. (E. C. § 9285)</td>
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<tr>
<td>DEC. 24 (Tu)</td>
<td><strong>REBUTTALS — LAST DAY TO SUBMIT TO COUNTY</strong></td>
</tr>
<tr>
<td>E-70</td>
<td>Recommended last day for the City Clerk to submit rebuttals to the county elections official for inclusion in the Official Sample Ballot Booklet.</td>
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<tr>
<td>(2019) DEC. 24 (Tu)</td>
<td><strong>PUBLIC EXAMINATION PERIOD FOR REBUTTALS</strong></td>
</tr>
<tr>
<td>E-70</td>
<td>Recommended period for the City Clerk to make available rebuttals for public examination. A fee may be charged to any candidate/person obtaining a copy of the data/material. During this period any person may file a writ of mandate or an injunction to require any or all of the data/material to be amended or deleted. (E. C. § 9295)</td>
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<tr>
<td>(2020) JAN. 2 (Th)</td>
<td><strong>VOTE RECORDER PAGE PROOFS</strong></td>
</tr>
<tr>
<td>E-61</td>
<td>Recommended period for the county elections official to deliver copies of official ballot proofs to the City Clerk for approval.</td>
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<td><strong>NOTE:</strong> Corrections to any ballot material must be submitted to the county elections official within 24 hours of receipt.</td>
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<tr>
<td>JAN. 6 (M)</td>
<td><strong>STATEMENT OF WRITE-IN CANDIDACY</strong></td>
</tr>
<tr>
<td>E-57</td>
<td>A name written on a ballot will not be counted unless the person has filed during this period a Statement of Write-In Candidacy and sponsor signatures stating that he or she is a write-in candidate for the election. (E. C. §§ 8600, 8601 and 10103)</td>
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<tr>
<td>JAN. 23 (Th)</td>
<td><strong>MAILING OF OFFICIAL SAMPLE BALLOT BOOKLETS</strong></td>
</tr>
<tr>
<td>E-40</td>
<td>An Official Sample Ballot Booklet shall be mailed to each voter during this period. (E. C. § 13303)</td>
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<td>DATES</td>
<td>EVENTS</td>
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<tr>
<td><strong>FEB. 3 (M)</strong></td>
<td><strong>VOTE CENTER STAFF — APPOINTMENT</strong></td>
</tr>
<tr>
<td>E-29</td>
<td>Last day to appoint staff and designate vote centers. A notice of appointment shall be mailed to all staff.</td>
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<tr>
<td></td>
<td>(E. C. §§ 12286, 12307 and 12319)</td>
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<tr>
<td><strong>FEB. 3 (M)</strong></td>
<td><strong>FEB. 25 (Tu)</strong></td>
</tr>
<tr>
<td>E-29</td>
<td>E-7</td>
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<td></td>
<td>(E. C. § 3001)</td>
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<td></td>
<td><strong>MAILING OF VOTE BY MAIL BALLOTS</strong></td>
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<tr>
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<td>First day the elections official delivers Vote By Mail ballots in compliance with E.C. 3001.</td>
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<tr>
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<td>(E. C. § 3010 and 3206)</td>
</tr>
<tr>
<td><strong>FEB. 7 (F)</strong></td>
<td><strong>COPIES OF STREET INDEX</strong></td>
</tr>
<tr>
<td>E-25</td>
<td>Suggested last day for the City Clerk to request the number of street index copies required (not to exceed four (4)).</td>
</tr>
<tr>
<td></td>
<td>(E. C. § 2183)</td>
</tr>
<tr>
<td><em><em>FEB. 18</em> (Tu)</em>*</td>
<td><strong>CLOSE OF REGISTRATION</strong></td>
</tr>
<tr>
<td>E-14*</td>
<td>Last day to transfer or register to vote in the election.</td>
</tr>
<tr>
<td></td>
<td>(E. C. §§ 2102 and 2107)</td>
</tr>
<tr>
<td><strong>FEB. 18 (Tu)</strong></td>
<td><strong>MAR. 3 (Tu)</strong></td>
</tr>
<tr>
<td>E-14</td>
<td>ELECTION DAY</td>
</tr>
<tr>
<td></td>
<td>(E.C. § 3500)</td>
</tr>
<tr>
<td><strong>FEB. 18 (Tu)</strong></td>
<td><strong>PROCESSING VOTE BY MAIL BALLOTS</strong></td>
</tr>
<tr>
<td>E-14</td>
<td>The processing of vote by mail ballots may commence on the 10th business day before the election but the results of the tally shall not be released until after the vote centers close.</td>
</tr>
<tr>
<td></td>
<td>(E. C. § 15101(b))</td>
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</tbody>
</table>

*Date adjusted due to weekend and/or holiday.
<table>
<thead>
<tr>
<th>Dates</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEB. 18 (Tu) E-14</td>
<td><strong>STATEMENT OF WRITE-IN CANDIDACY DEADLINE</strong> &lt;br&gt;Last day for a candidate to file with the City Clerk sponsor signatures and a declaration stating that he or she is a write-in candidate in the election. (E. C. §§ 8600 and 8601)</td>
</tr>
<tr>
<td>FEB. 20 (Th) E-12</td>
<td><strong>WRITE-IN CANDIDATES — SUBMIT TO COUNTY</strong> &lt;br&gt;Recommended last day for the City Clerk to deliver the list of qualified write-in candidates to county elections official.</td>
</tr>
<tr>
<td>FEB. 22 (Sa) E-10</td>
<td><strong>TALLY CENTER LOCATION — PUBLICATION</strong> &lt;br&gt;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)</td>
</tr>
<tr>
<td>FEB. 25 (Tu) E-7</td>
<td><strong>VOTER CENTERS — PUBLICATION</strong> &lt;br&gt;On or before this date a list of vote centers shall be published once in a newspaper of general circulation within the city. (E. C. § 12105 and Govt. Code § 6061) &lt;br&gt;<strong>NOTICE OF LIST OF NOMINEES — PUBLICATION</strong> &lt;br&gt;On or before this date, the City Clerk shall publish a list of nominees once in a newspaper of general circulation within the city. (E. C. § 12110 and Govt. Code § 6061)</td>
</tr>
<tr>
<td>FEB. 26 (W) E-6</td>
<td><strong>EMERGENCY VOTE BY MAIL</strong> &lt;br&gt;Between these dates any voter may apply for a Vote By Mail 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 and 3110)</td>
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<tr>
<td>DATES</td>
<td>EVENTS</td>
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<td>-------------</td>
<td>---------------------------------------------</td>
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<tr>
<td>MAR. 3 (Tu)</td>
<td>ELECTION DAY</td>
</tr>
<tr>
<td>8:00 P.M.</td>
<td>Polls open 7:00 a.m., close 8:00 p.m.</td>
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<tr>
<td>ELECTION</td>
<td>(E. C. §§ 1201 and 14212)</td>
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<tr>
<td>DAY</td>
<td>VOTE BY MAIL BALLOTS RETURNED — 8:00 P.M.</td>
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<td>Last day for Vote By Mail ballots to be</td>
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<td>received or turned in personally by the</td>
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<td>voter at any vote center in the jurisdiction.</td>
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<td>An authorized representative may return the</td>
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<td>voted ballot under specified conditions.</td>
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<td>(E. C. §§ 3017 and 3020)</td>
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<td>Any Vote By Mail ballot cast under this</td>
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<td>division shall be timely cast if it is</td>
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<td>received by the voter’s elections official</td>
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<td></td>
<td>via the United States Postal Service or a</td>
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<td>bona fide private mail delivery company no</td>
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<td>later than three days after election day in</td>
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<td>addition to the provisions set forth in E. C.</td>
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<tr>
<td></td>
<td>3020, Sections 1 and 2.</td>
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<tr>
<td></td>
<td>(E. C. § 3020(b) Section 1 and 2)</td>
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<tr>
<td>MAR. 5 (Th)</td>
<td>OFFICIAL CANVASS</td>
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<tr>
<td>E+2</td>
<td>The canvass of election returns shall</td>
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<td>commence no later than the first Thursday</td>
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<td>following the election.</td>
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<td>(E. C. §§ 10262 and 15301)</td>
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<tr>
<td>APR. 2 (Th)</td>
<td>COMPLETION OF OFFICIAL CANVASS</td>
</tr>
<tr>
<td>E+30</td>
<td>The county elections official shall</td>
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<td>prepare a certified statement of the results</td>
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<td>of the election and submit it to each</td>
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<td>jurisdiction within 30 days of the election.</td>
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<td>(E. C. § 15372)</td>
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<td>NOTE: On March 27, 2020 the Registrar-</td>
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<td>Recorder/County Clerk is tentatively</td>
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<td>scheduled to certify the election results.</td>
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<tr>
<td></td>
<td>On March 31, 2020 the Board of Supervisors</td>
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<td>is tentatively scheduled to declare the</td>
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<tr>
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<td>election results officially concluded.</td>
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Chapter 2

Certified List of Qualified Candidates, Name to Appear on the Ballot and Ballot Designations
CERTIFIED LIST OF QUALIFIED CANDIDATES

Below is the sample format the City Clerk should follow in submitting candidate names that will appear on the ballot. The additional information will be used for publication.

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 (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

Please note:
- Titles or degrees are not 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)

ORDER OF CANDIDATE NAMES — The Secretary of State shall hold a public drawing to determine the order of candidate names on the ballot by randomly drawing each letter of the alphabet on E-82. Official vote recorder ballot positions for candidate names will not be available until approximately 40 days before the election date.
BALLOT DESIGNATION PROVISIONS

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 (3) words
- Must appear on the Declaration of Candidacy/Affidavit of Nominee at the time it is filed
- Become public record once the information is filed on the Declaration of Candidacy/Affidavit of Nominee
- Cannot be changed after the final date to file nomination documents (E-88)

Ballot designations which exceed space allotted on the ballot (approximately 60 characters) are printed in a smaller typeface pursuant to Section 13107 (i) of the Elections Code.

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

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: Boardmember, XYZ School District
- Example C: Councilmember, City of Los Angeles

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.

APPOINTED INCUMBENT — The words Appointed Incumbent must be used IF the candidate was appointed to the office and is now seeking election to that office. The word Appointed may also be used with the office title.

- Example A: Appointed Incumbent
- Example B: Appointed Boardmember, XYZ School District

EXCEPTION: Candidates appointed to office in lieu of an election do not have to use the word appointed.
BALLOT DESIGNATION PROVISIONS (continued)

PRINCIPAL OCCUPATION — No more than three words may be used to either describe the current principal profession, vocation, or occupation of the candidate or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. Geographical names are considered one word.

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

COMMUNITY VOLUNTEER — A Community Volunteer shall constitute a valid principal vocation or occupation subject to the following conditions:

- A candidate’s community volunteer activities constitute his or her principal profession, vocation or occupation
- A candidate may not use the designation of “Community Volunteer” in combination with any other principal profession, vocation or occupation
- A candidate is not engaged concurrently in another principal profession, vocation or occupation

NO BALLOT DESIGNATION DESIRED — A ballot designation is optional. If the candidate does not request a ballot designation, the City Clerk must indicate NONE on the certified list of qualified candidates.

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

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

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

a) It would mislead the voter.
b) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous or eminent.
c) It abbreviates the word “retired” or places it following any word(s) that it modifies.
d) It includes a word or prefix, such as “former” or “ex”, which means a prior status. The only exception is the use of the word “retired”.
e) It includes the name of any political party, whether or not it has qualified for the ballot.
f) It includes a word(s) referring to a racial, religious, or ethnic group.
g) It refers to any activity that is prohibited by law.
Chapter 7. Ballot Designations


(a) The regulatory purpose of this Chapter is to ensure the accurate designation of the candidate upon the ballot in order that an informed electorate may intelligently elect one of the candidates.
(b) The Secretary of State shall, at all times, apply and interpret the provisions of Elections Code § 13107 and the regulations included in this Chapter in a manner consistent with the regulatory purpose of this Chapter.
(c) Candidates are not required to use a ballot designation pursuant to Elections Code § 13107, subdivision (a), and may opt to leave the space for such a designation on the ballot blank. In order to notify the elections official as to whether he or she will use a ballot designation or will opt to leave the ballot designation space blank, the candidate must initial the appropriate box on the Declaration of Candidacy or otherwise so indicate on the Declaration of Candidacy.
(d) Pursuant to Elections Code § 13107, subdivision (a), a candidate may submit a proposed ballot designation pursuant to any one of the four provisions specified in Elections Code § 13107, subdivision (a), subparts (1) through (4), applicable to that candidate. The candidate shall be free to select from which of the applicable four subparts he or she is submitting his or her proposed ballot designation.
(e) The regulations set forth in this Chapter shall apply only to elections held for offices for which elections returns are certified by the Secretary of State of the State of California.
(f) Whenever, the word "should" is used in this Chapter, it is recommended, not mandatory.

Note: Authority: Section 12172.5, Government Code
Reference: Section 13107, Elections Code

§ 20711. Ballot Designation Worksheet.

(a) In order to facilitate review of a candidate’s proposed ballot designation by the Secretary of State pursuant to Elections Code § 13107, the candidate may submit, at the time of filing his or her proposed ballot designation on the Declaration of Candidacy, a completed Ballot Designation Worksheet on a form provided by the Secretary of State.
BALLOT DESIGNATION REGULATIONS (continued)

(b) All Ballot Designation Worksheets filed with the Office of the Secretary of State or the county elections officials pursuant to this section shall be public records and shall be available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, Fifth Floor, 1500 11th Street, Sacramento, California 95814, or at the office of the applicable county elections official.

(c) The Secretary of State shall provide a master copy or copies of the Ballot Designation Worksheet to all elections officials responsible for providing and accepting the nomination documents for candidates in elections for offices certified by the Secretary of State. The Ballot Designation Worksheet shall request that the candidate proposing the ballot designation provide the following information:

1. The candidate’s name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number;
2. A designation of the office for which the candidate is seeking election;
3. The name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number of the attorney representing the candidate or for any other person to be contacted in the event the Secretary of State requires further information regarding the proposed ballot designation;
4. The proposed ballot designation submitted by the candidate;
5. At the option of the candidate, the candidate may submit one or more proposed alternate ballot designations ranked in order of the candidate’s preference;
6. A brief statement identifying the factual basis upon which the candidate claims the proposed ballot designation and each proposed alternate ballot designation, including the following:
   A) If the candidate holds elected office and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate should indicate the elective office he or she currently occupies and may attach a copy of his or her Certificate of Election;
   B) If the candidate is a judicial officer and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate should indicate the elective office he or she currently holds and may attach either (A) a copy of his or her Certificate of Election or (B) a copy of his or her commission or certificate of appointment, issued at the time the candidate was appointed to the judicial office which he or she currently occupies;
   C) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(3), the candidate should indicate:
(i) The title of the position or positions which he or she claims supports the proposed ballot designation;
(ii) The dates during which the candidate held such position;
(iii) A description of the work he or she performs in the position;
(iv) The name of the candidate’s business or employer;
(v) The name and telephone number of a person or persons who could verify such information; and
(vi) A statement that the professions, vocations or occupations relied upon to support the proposed ballot designation constitute the primary, main or leading professions, vocations or occupations of the candidate, in accordance with the definition of the term “principal” as set forth at § 20714, subdivision (b).

(D) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(4), the candidate should indicate the date on which he or she was appointed to the office for which he or she is an appointed incumbent.

(d) The candidate may attach or append any supporting documents or other exhibits to his or her Ballot Designation Worksheet which he or she believes support his or her proposed ballot designation. Such attached documents or other exhibits shall be deemed to be incorporated by reference as part of the candidate’s Ballot Designation Worksheet and shall be considered as such by the Secretary of State.

Note: Authority: Section 12172.5, Government Code
Reference: Section 13107, Elections Code


Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(1), shall be subject to the following provisions:
(a) In the case of candidates holding elective city, county, district, state, or federal office, the candidate’s ballot designation shall be the elective office which the candidate holds at the time of filing the nomination documents.
(b) In the case of judicial officers, the candidate’s ballot designation shall be the elective office which the candidate holds at the time of filing the nomination documents.
(c) There shall be no word count limitation applicable to ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(1).
(d) Proposed ballot designations indicating a position of legislative leadership, such as “Majority Leader of the California Senate,” “Minority Leader of the California State Assembly,” “Speaker of the California State Assembly,” “President Pro Tempore of the California State Senate,” and the like, are not elective offices described in Elections Code § 13107, subdivision (a)(1). Such ballot designations are improper, pursuant to Elections Code § 13107, subdivision (a)(1). They may, however, be considered under the provisions of § 13107(a)(3).

(e) Proposed ballot designations indicating that the candidate is a member of the state or county central committee of a political party, or an officer of a state or county central committee of a political party, are improper, as such positions do not constitute elective county or state offices as specified in Elections Code § 13107, subdivision (a)(1).

Note: Authority: Section 12172.5, Government Code
Reference: Section 13107, Elections Code

Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(2), shall be subject to the following provisions:
(a) A proposed ballot designation submitted pursuant to Elections Code § 13107, subdivision (a)(2), is limited “incumbent,” as that term is defined in Elections Code § 13107, subdivision (a)(2).
(b) The term “incumbent” must be used as a noun. It shall not be used in conjunction with any other words, including any accompanying adjectives or modifiers, and must stand alone. A candidate qualified to use this designation pursuant to Elections Code § 13107, subdivision (a)(2), shall be entitled to use the ballot designation “Incumbent.”
(c) The word “incumbent” is strictly limited for use in ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(2), and may not be used as an adjective in any other ballot designation.

Note: Authority: Section 12172.5, Government Code
Reference: Section 13107, Elections Code

Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(3), shall be subject to the following provisions:
(a) The terms “profession,” “vocation,” or “occupation,” as those terms are used in Elections Code § 13107, subdivision (a)(3), are defined as follows:
(1) “Profession” means a field of employment requiring special education or skill and requiring specific knowledge of a particular discipline of learning or science. The labor and skill involved in a profession is predominantly mental or intellectual, rather than physical or manual. Recognized professions generally include, but are not limited to, law, medicine, education, engineering, accountancy, and journalism. Examples of an acceptable designation of a “profession,” as defined in Elections Code § 13107, subdivision (a)(3), include, but are not limited to, “attorney,” “physician,” “accountant,” “architect,” and “teacher.”

(2) “Vocation” means a trade, a religious calling, or the work upon which a person, in most but not all cases, relies for his or her livelihood and spends a major portion of his or her time. As defined, vocations may include, but are not limited to, religious ministry, child rearing, homemaking, elderly and dependent care, and engaging in trades such as carpentry, cabinetmaking, plumbing, and the like. Examples of an acceptable designation of a “vocation,” as defined in Elections Code § 13107, subdivision (a)(3), include, but are not limited to, “minister,” “priest,” “mother,” “father,” “homemaker,” “dependent care provider,” “carpenter,” “plumber,” “electrician,” and “cabinetmaker.”

(3) “Occupation” means the employment in which one regularly engages or follows as the means of making a livelihood. Examples of an acceptable designation of an “occupation,” as defined in Elections Code § 13107, subdivision (a)(3), include, but are not limited to, “rancher,” “restaurateur,” “retail salesperson,” “manual laborer,” “construction worker,” “computer manufacturing executive,” “military pilot,” “secretary,” and “police officer.”

(b) “Principal,” as that term is used in Elections Code § 13107, subdivision (a)(3), means a substantial involvement of time and effort such that the activity is one of the primary, main or leading professional, vocational or occupational endeavors of the candidate. The term “principal” precludes any activity which does not entail a significant involvement on the part of the candidate. Involvement which is only nominal, pro forma, or titular in character does not meet the requirements of the statute.

(1) If a candidate is licensed by the State of California to engage in a profession, vocation or occupation, the candidate is entitled to consider it one of his or her “principal” professions, vocations or occupations if (i) the candidate has maintained his or her license current as of the date he or she filed his or her nomination documents by complying with all applicable requirements of the respective licensure, including the payment of all applicable license fees and (ii) the status of the candidate’s license is active at the time he or she filed his or her nomination documents.

(2) A candidate who holds a professional, vocational or occupational license issued by the State of California may not claim such profession, vocation or occupation as one of his or her “principal” professions, vocations or occupations if (i) the candidate’s licensure status is “inactive” at the time the candidate...
files his or her nomination document, or (ii) the candidate’s license has been suspended or revoked by the agency issuing the license at the time the candidate files his or her nomination documents.

(c) In order for a ballot designation submitted pursuant to Elections Code § 13107, subdivision (a)(3), to be deemed acceptable by the Secretary of State, it must accurately state the candidate’s principal professions, vocations or occupations, as those terms are defined in subdivisions (a) and (b) herein. Each proposed principal profession, vocation or occupation submitted by the candidate must be factually accurate, descriptive of the candidate’s principal profession, vocation or occupation, must be neither confusing nor misleading, and must be in full and complete compliance with Elections Code § 13107 and the regulations included in this Chapter.

(d) If the candidate is engaged in a profession, vocation or occupation at the time he or she files his or her nomination documents, the candidate’s proposed ballot designation is entitled to consist of the candidate’s current principal professions, vocations and occupations. In the event the candidate does not have a current principal profession, vocation or occupation at the time he or she files his or her nomination documents, the candidate may use a ballot designation consisting of his or her principal professions, vocations or occupations, which the candidate was principally engaged in during the calendar year immediately preceding the filing of the candidate’s nomination papers.

(e) A candidate may engage in multiple principal professions, vocations or occupations. Accordingly, the candidate may designate multiple principal professions, vocations or occupations. If a candidate proposes a ballot designation including multiple principal professions, vocations or occupations, the proposed ballot designation must comply with the following provisions:

(1) The proposed ballot designation must comply with the three-word limitation specified in Elections Code § 13107, subdivision (a)(3), and as implemented pursuant to subdivision (f) herein.

(2) Each such proposed profession, vocation or occupation shall be separately considered by the Secretary of State and must independently qualify as a “principal” profession, vocation or occupation, as that term is defined pursuant to subdivision (b) herein.

(3) When multiple professions, vocations or occupations are proposed as a ballot designation, they shall be separated by a slash (“/”). An example of an acceptable designation would be “Legislator/Rancher/Physician.”

(f) Pursuant to Elections Code § 13107, subdivision (a)(3), the candidate’s ballot designation shall be limited to not more than three (3) words. The following rules shall govern the application of the three word limitation:

(1) The proposed ballot designation shall be grammatically correct, generic, and all words must be spelled correctly.
(2) Punctuation shall be limited to the use of a comma (e.g., District Attorney, Los Angeles County) and a slash (e.g., Legislator/Rancher/Physician), pursuant to subdivision (e) of this section. A hyphen may be used if, and only if, the use of a hyphen is called for in the spelling of a word as it appears in a standard reference dictionary of the English language.

(3) All California geographical names shall be considered to be one word and shall be limited to the names of cities, counties and states. The names of special districts and political subdivisions are not “geographical names,” as the term is used in Elections Code § 13107, subdivision (a)(3). If the candidate desires, the geographical name may be used in the form of “City of . . .,” “County of . . .,” or “City and County of . . .” Examples of geographical names considered to be one word include Tehama County, Los Angeles County and County of Sacramento.

(4) An acronym shall be counted as one word.

Note: Authority: Section 12172.5, Government Code
Reference: Section 13107, Elections Code


(a) Pursuant to Elections Code § 13107, subdivision (a)(4), a candidate may propose a ballot designation consisting of the phrase “appointed incumbent” if the candidate holds an office, other than a judicial office, by virtue of appointment, and the candidate is a candidate for election to the same office. The candidate may not use the unmodified word “incumbent” or any words designating the office unmodified by the word “appointed.”

(b) Pursuant to Elections Code § 13107, subdivision (a)(4), a candidate may propose a ballot designation consisting of the word “appointed” in conjunction with the elective office, if the candidate is a candidate for election to the same office or to some other office. The candidate may not use any words designating the office unmodified by the word “appointed.”

(c) There shall be no word count limitation applicable to ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(4).

Note: Authority: Section 12172.5, Government Code
Reference: Section 13107, Elections Code

§ 20716. Unacceptable Ballot Designations.

(a) The Secretary of State shall reject as unacceptable any proposed ballot designation which fails to comply with, or is otherwise inappropriate pursuant, to
Elections Code § 13107, subdivision (a); is prohibited pursuant to Elections Code § 13107, subdivision (b); is misleading; or is otherwise improper pursuant to the regulations set forth in this Chapter.

(b) The following types of activities are distinguished from professions, vocations and occupations and are not acceptable as ballot designations pursuant to Elections Code § 13107, subdivision (a)(3):

(1) **Avocations:** An avocation is a casual or occasional activity, diversion or hobby pursued principally for enjoyment and in addition to the candidate’s principal profession, vocation or occupation. Avocations may include, but are not limited to, hobbies, social activities, volunteer work, and matters pursued as an amateur.

(2) **Pro Forma Professions, Vocations and Occupations:** Pro forma professions, vocations or occupations are positions held by the candidate which consume little or none of the candidate's time and which, by their nature, are voluntary or for which the candidate is not compensated. Pro forma professions, vocations and occupations may include, but are not limited to, such pursuits as honorary peace officer, volunteer firefighter, honorary chairperson, honorary professor, goodwill ambassador, official host or hostess and the like.

(3) **Statuses:** A status is a state, condition, social position or legal relation of the candidate to another person, persons or the community as a whole. A status is generic in nature and generally fails to identify with any particular specificity the manner by which the candidate earns his or her livelihood or spends the substantial majority of his or her time. Examples of a status include, but are not limited to, philanthropist, activist, patriot, taxpayer, concerned citizen, husband, wife, and the like.

(c) Pursuant to Elections Code § 13107, subdivision (b)(1), the Secretary of State shall reject as unacceptable any proposed ballot designation which would mislead voters. In making this determination, the Secretary of State shall determine whether there is a substantial likelihood that a reasonably prudent voter would be misled as to the candidate’s principal profession, vocation or occupation by the candidate’s proposed ballot designation. The determination shall take into account the plain meaning of the words constituting the proposed ballot designation and the factual accuracy of the proposed ballot designation based upon supporting documents or other evidence submitted by the candidate in support of the proposed ballot designation, pursuant to §§ 20711 and 20717 of this Chapter.

(d) A ballot designation may not comprise or include commercial identification information, such as a trademark, service mark, tradename, or the specific name of a business, partnership, corporation, company, foundation, or organization. Examples of an improper use of commercial identification information include, but are not limited to, “Acme Company President,” “Universal Widget® Inventor,” “Director, Smith Foundation,” “UCLA Professor,” and the like.
(e) Pursuant to Elections Code § 13107, subdivision (b)(2), the Secretary of State shall reject as unacceptable any proposed ballot designation which would suggest an evaluation of the candidate’s qualifications, honesty, integrity, leadership abilities or character. Any laudatory or derogatory adjectives which would suggest an evaluation of the candidate’s qualifications shall not be permitted. Such impermissible adjectives include, but are not limited to, “outstanding,” “leading,” “expert,” “virtuous,” “eminent,” “best,” “exalted,” “prominent,” “famous,” “respected,” “honored,” “honest,” “dishonest,” “corrupt,” “lazy,” and the like.

(f) Pursuant to Elections Code § 13107, subdivision (b)(3), the Secretary of State shall reject as unacceptable any proposed ballot designation which abbreviates the word “retired” or places it following any word or words which it modifies. Examples of impermissible designations include “Ret. Army General,” “Major USAF, Retired,” and “City Attorney, Retired.”

(g) Pursuant to Elections Code § 13107, subdivision (b)(4), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses a word or prefix to indicate a prior profession, vocation, occupation or elected, appointed or judicial office previously held by the candidate. Such impermissible words or prefixes include, but are not limited to, “Ex-,” “former,” “past,” and “erstwhile.” Examples of impermissible designations include “Former Congressman,” “Ex-Senator,” and “Former Educator.”

(h) Subject to the provisions of Elections Code § 13107, subdivision (b)(4), use of the word “retired” in a ballot designation is generally limited for use by individuals who have permanently given up their chosen principal profession, vocation or occupation. In evaluating a proposed ballot designation including the word “retired,” the Secretary of State will consider the following factors in making a determination as to the propriety of the use of the term “retired”:

1. Prior to retiring from his or her principal profession, vocation or occupation, the candidate worked in such profession, vocation or occupation for more than 5 years;
2. The candidate is collecting, or eligible to collect, retirement benefits or other type of vested pension;
3. The candidate has reached at least the age of 55 years;
4. The candidate voluntarily left his or her last professional, vocational or occupational position;
5. If the candidate is requesting a ballot designation indicating that he or she is a retired public official, the candidate must have previously voluntarily retired from public office, not have been involuntarily removed from office, not have been recalled by voters, and not have surrendered the office to seek another office or failed to win reelection to the office;
(6) The candidate has not had another more recent, intervening principal profession, vocation or occupation; and,
(7) The candidate’s retirement benefits are providing him or her with a principal source of income.

(i) Pursuant to Elections Code § 13107, subdivision (b)(5), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses the name of any political party, whether or not it has qualified for recognized ballot status.

(j) Pursuant to Elections Code § 13107, subdivision (b)(6), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses a word or words referring to a racial, religious, or ethnic group.

(1) The Secretary of State shall reject as unacceptable any ballot designation which expressly contains or implies any ethnic or racial slurs or ethnically or racially derogatory language.

(2) If the candidate is a member of the clergy, the candidate may not make reference to his or her specific denomination. However, the candidate may use his or her clerical title as a ballot designation (e.g., “Rabbi,” “Pastor,” “Minister,” “Priest,” “Bishop,” “Deacon,” “Monk,” “Nun,” “Imam,” etc.)

(k) Pursuant to Elections Code § 13107, subdivision (b)(6), the Secretary of State shall reject as unacceptable any proposed ballot designation which refers to any activity prohibited by law. Unlawful activity includes any activities, conduct, professions, vocations, or occupations prohibited by state or federal law.

Note: Authority: Section 12172.5, Government Code
Reference: Section 13107, Elections Code

§ 20717. Requests for Supporting Documentation.
In addition to the Ballot Designation Worksheet requested to be filed with the Secretary of State pursuant to § 20711 of this Chapter, the Secretary of State may request that a candidate submit additional supporting documentation or other evidence to support the proposed ballot designation.

(a) Time is of the essence regarding all matters pertaining to the review of proposed ballot designations submitted by candidates for public office. Failure to promptly submit requested supporting materials will preclude consideration of such materials and the rendering of a summary, final decision on the candidate’s proposed ballot designation.

(b) The Secretary of State will communicate, whenever possible, with the candidate in the most expeditious manner, including, but not limited to, telephone, facsimile transmission and electronic mail at the number or address provided by the candidate.
BALLOT DESIGNATION REGULATIONS (continued)

When the candidate does not have reasonable access to a facsimile machine or electronic mail, the Secretary of State will transmit written communication to the candidate by means of overnight express delivery to the address provided by the candidate.

(c) The candidate shall have the burden of establishing that the proposed ballot designation that he or she has submitted is accurate and complies with all provisions of Elections Code § 13107 and this Chapter.

Note: Authority: Section 12172.5, Government Code
Reference: Section 13107, Elections Code

(a) An official copy of the decision of the Secretary of State regarding a candidate’s ballot designation will be made in writing and transmitted directly to the candidate by registered or certified mail, return receipt requested, to the address provided by the candidate. The Secretary of State shall also provide a copy to the elections official in the candidate’s county of residence and to the elections official of each county within the political subdivision. Copies may also be made available to all other candidates in the race.

(b) At the request of the candidate, the Secretary of State will transmit an unofficial copy of the decision of the Secretary of State regarding the candidate’s proposed ballot designation by facsimile transmission sent to the facsimile number listed on the candidate’s Ballot Designation Worksheet. When the candidate does not have reasonable access to a facsimile machine, the Secretary of State will transmit to the candidate, at the candidate’s request, an unofficial copy of the decision by means of overnight express delivery to the address listed on the candidate’s Ballot Designation Worksheet provided. If the candidate has not submitted a Ballot Designation Worksheet, the Secretary of State will transmit an official copy to the facsimile number provided by the candidate or, if the candidate does not have reasonable access to a facsimile machine, by overnight express mail to the address provided by the candidate.

(c) All written decisions of the Secretary of State regarding ballot designations are public records and are available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, 1500 11th Street, Fifth Floor, Sacramento, California 95814.

Note: Authority: Section 12172.5, Government Code
Reference: Section 13107, Elections Code
§ 20719. Service of Legal Process Regarding Ballot Designations.

(a) In the event a candidate or other interested party files a petition for the issuance of an extraordinary writ with the court or other legal action pertaining to a candidate's ballot designation, the summons and any other legal process should be served upon the Chief Counsel to the Secretary of State, Legal Affairs Unit, Executive Office of the Secretary, 1500 11th Street, Sixth Floor, Sacramento, California 95814. The Chief Counsel may designate a Deputy Secretary of State in the Legal Affairs Unit to accept service of process on behalf of the Secretary of State.

(b) Telephone notice pertaining to any ex parte applications filed with the court by any candidate or other interested party should be directed to the attention of the Chief Counsel to the Secretary of State at (916) 653-7244. Counsel for all parties to such ex parte matters are admonished that waivers of the Secretary of State's right to timely notice and the right to personally appear at the ex parte hearing will be granted in writing and only in limited instances.

(c) The Secretary of State shall provide a copy of any legal actions in subdivision (a) or (b) above to the elections official in the county of the candidate's residence and any other county in the district.

Note: Authority: Section 12172.5, Government Code
Reference: Section 13107, Elections Code
Chapter 3

Candidate Statements
CANDIDATE STATEMENTS FORM (Sample below) — The Candidate Statement Form is provided for candidate use in submitting statements 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.

NOTE: The Official Vote By Mail Voting Instructions and Guide DOES NOT include Candidate Statements.
STATEMENT OF JANE DOE

CANDIDATE FOR MEMBER OF THE CITY COUNCIL

ANY CITY GENERAL MUNICIPAL ELECTION

Age: 42

Occupation: Businessperson

I have followed the direction our city 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 city.

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, USA.
Vote for Jane Doe for City Council.
STATE LAW
Statements may not include references to other candidates. See Notice to Persons Submitting Candidate Statements on page 29 for restrictions.

No changes are allowed after the statement has been filed.

Statements are confidential until after the close of the nomination period. Once the nomination period closes, the statements are open to public examination for a ten (10) calendar day period. During this period, a voter may seek a writ of mandate or an injunction requiring any or all data/material to be amended or deleted.

A candidate may request that the statement also be printed in Spanish and included in the Official Sample Ballot Booklet mailed to all voters in the election area. An additional fee is required to print a Spanish candidate statement. In compliance with California Law, (E. C. § 13307 (b)) this office will only print English and Spanish candidate statements to be included in the Official Sample Ballot Booklet for candidates who wish to have one, at the candidate’s own expense.

Translations of candidate statements for Voter Information Booklets may be provided in Armenian, Cambodian/Khmer, Chinese, Farsi, Hindi, Japanese, Korean, Spanish, Tagalog/Filipino, Thai and Vietnamese for qualifying jurisdictions in accordance with Federal Voting Rights Act provisions and Department of Justice specifications. These materials when printed are sent only to voters who have requested them.

No reference to political party affiliation nor mention of any partisan political membership or activity is permitted.

ESTIMATED COST — The candidate statement form (page 24) issued with the nomination documents contains word limitations and estimated costs.

If the candidate statement word limitation is 400 words and a candidate statement 200 words or less is submitted, it is acceptable for only one-half of the estimated cost 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 candidate statement may double and an additional cost may be billed to the City 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.
INDIGENT CANDIDATES — If a candidate alleges to be indigent and unable to pay the advanced candidate statement fee, then the candidate shall submit to the City Clerk an Affidavit of Financial Worth (sample below) to be used in determining the candidate’s eligibility to defer the candidate statement fee to a later time determined by the city.

The candidate will have to disclose the necessary data requested which includes the candidate’s employer, real estate holdings, tangible personal property and the IRS Form 4506 “Request for Copy of Tax Return.”

AFFIDAVIT OF FINANCIAL WORTH — The candidate shall certify the content of the affidavit as to its truth and correctness under penalty of perjury. The affidavit shall be submitted by the candidate together with their candidate statement in accordance with the specified election deadline.

A determination shall be made whether or not the candidate is indigent. The City Clerk will notify the candidate of its findings. If it is determined that the candidate is not indigent, the candidate shall within three (3) days of notification, excluding Saturdays, Sundays and state holidays, withdraw his/her candidate statement or pay the requisite fee.

If the City Clerk makes the determination that the candidate is indigent, the elections official shall print and mail the candidate statement in the Official Sample Ballot Booklet. Nothing prohibits the City Clerk from billing the candidate his or her actual pro rata share of the cost following the election.
PUBLIC EXAMINATION PERIOD — The period between December 7** (E-87) and December 16 (E-78) is the recommended timeframe for the City Clerk to make candidate statements, candidate names and ballot designations available 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 data/material in a candidate statement to be amended or deleted. (E.C. §13313)

INCUMBENTS/LIST OF QUALIFIED CANDIDATES — A Final List of Candidates to Appear on the Ballot and Not to Appear on the Ballot should be available for distribution by the end December. Additionally, these listings will be posted on the RR/CC website www.lavote.net.

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

**December 7 and 14 (Saturdays) and December 8 and 15 (Sundays) RRCC office will be closed.
NOTICE TO PERSONS SUBMITTING CANDIDATE STATEMENTS

CANDIDATE STATEMENTS ARE LIMITED TO THE CANDIDATE’S OWN QUALIFICATIONS

This applies to all candidates.

The California Elections Code and case law prohibit CANDIDATES from making any reference to another candidate or to another candidate’s qualification, character or activities. If the CITY ELECTIONS OFFICIAL discovers improper content in a candidate statement, the CITY 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 CITY 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.

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 Election Code sections and the Dean decision are available from our office at no cost.
Chapter 4

Ballot Measures
RESOLUTION FOR BALLOT MEASURE TEXT (Sample below) — To ensure that the Registrar-Recorder/County Clerk (RR/CC) uses the precise Ballot Measure Text the City wants printed in the Official Sample Ballot Booklet, the city must include the Ballot Measure Text, with title, (not to exceed 75 words) in the body of the “Resolution Calling for an Election.” Ballot Measure Text should be clearly labeled and identified.
GENERAL INFORMATION — Cities placing a measure on the County ballot may select one of the following three options:

1. Print a 75 word abbreviated Ballot Measure Text (prescribed by law) only.

2. Print a 75 word abbreviated Ballot Measure Text and include Official Sample Ballot Notice advising voters to call the City Clerk’s Office and request a free copy of the ballot measure enclosure (OR) that the city will be sending voters a supplemental mailing.

3. Print a 75 word abbreviated Ballot Measure Text and include Full Ballot Measure Enclosure Text in the Official Sample Ballot Booklet.

BALLOT MEASURE TEXT (Samples below) — The Ballot Measure Text will appear in the Official Sample Ballot Booklet.

➢ Measure D — Official Ballot Measure Text (35 words)

<table>
<thead>
<tr>
<th>ANY CITY SPECIAL MUNICIPAL ELECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>D CHARTER AMENDMENT. Shall the positions of Chief Deputy and of assistant or deputy next in line of authority to Chief Deputy, be removed from the County's Civil Service System and placed in the unclassified service?</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

➢ Measure G — Official Ballot Measure Text (69 words)

<table>
<thead>
<tr>
<th>ANY CITY SPECIAL MUNICIPAL ELECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>G ANY CITY PARK GENERAL OBLIGATION BONDS. PROPOSITION C. Shall Any City incur bonded indebtedness not to exceed $46,500,000 in Any City Park to rehabilitate the Rose Garden and improve, construct and expand the Olympic Swim Stadium, Regional Recreation Center and, subject to securing matching public and/or private funds, the Environmental Science Learning Center and museums; provided that parking built under this measure be limited to people using these facilities?</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

REQUEST FOR LETTER DESIGNATION — Cities may request a specific letter designation in writing by E-83 using the letter designation form. An alternate choice should also be submitted, in case the requested letter designation has already been assigned to another jurisdiction. Specific letter designation requests are processed in the order received. The RR/CC will notify the city by E-81 if the requested letter designation is available or if another letter assignment has been made.

WITHDRAWAL AND/OR AMENDMENTS — The city 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 5

Ballot Enclosures
TEXT AND TITLES — Ballot enclosures for impartial analyses, arguments, rebuttals, etc. are printed in the voter information portion of the Official Sample Ballot Booklet immediately behind candidate and measure contest pages. Copies of ballot enclosures to be printed in the Official Sample Ballot Booklet should be submitted as attachments to the “Resolution Calling for an Election” or as a separate mailing. Submitted attachments should be clearly identified by appropriate ballot enclosure titles (refer to the chart on page 34).

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, or CAPITALIZED. Hyphens/dashes (-) are allowed. Enclosures will be typed in the Official Sample Ballot Booklet using Times New Roman font in 11 point size. However, enclosures may be submitted using any standard font. Title headings are shown in the samples on page 33.

BALLOT ENCLOSURES — Ballot enclosures, including impartial analyses, argument and/or rebuttal text, are printed in “block” paragraphs, which means each paragraph will start on the left, and the right margin will be justified. A double space will appear between paragraphs.
The argument/rebuttal samples below show how the layout will appear in the Official Sample Ballot Booklet. (A) Argument In Favor, (B) Rebuttal To Argument In Favor, (C) Argument Against and (D) Rebuttal To Argument Against.
### CITY ENCLOSURE TITLE TYPES
**GENERAL AND SPECIAL MUNICIPAL ELECTIONS CONSOLIDATED WITH COUNTY ELECTIONS**

<table>
<thead>
<tr>
<th>TITLE</th>
<th>WORD LIMITATION / ELECTION CODE</th>
<th>Enhanced Words</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROPOSED ORDINANCE – MEASURE _____</td>
<td>NO LIMIT</td>
<td>N/A</td>
</tr>
<tr>
<td>FULL TEXT OF BALLOT MEASURE _____</td>
<td>NO LIMIT</td>
<td>N/A</td>
</tr>
<tr>
<td>PROPOSED CHARTER AMENDMENT – MEASURE _____</td>
<td>NO LIMIT</td>
<td>N/A</td>
</tr>
<tr>
<td>IMPARTIAL ANALYSIS OF MEASURE _____</td>
<td>500 (E.C. 9280)</td>
<td>N/A</td>
</tr>
<tr>
<td>ARGUMENT IN FAVOR OF MEASURE _____</td>
<td>300 (E.C. 9282)</td>
<td>N/A</td>
</tr>
<tr>
<td>REBUTTAL TO ARGUMENT IN FAVOR OF MEASURE _____</td>
<td>250 (E.C. 9285)</td>
<td>N/A</td>
</tr>
<tr>
<td>ARGUMENT AGAINST MEASURE _____</td>
<td>300 (E.C. 9282)</td>
<td>N/A</td>
</tr>
<tr>
<td>REBUTTAL TO ARGUMENT AGAINST MEASURE _____</td>
<td>250 (E.C. 9285)</td>
<td>N/A</td>
</tr>
<tr>
<td>MEASURE _____ EXHIBIT</td>
<td>NO LIMIT</td>
<td>N/A</td>
</tr>
<tr>
<td>TAX RATE STATEMENT – MEASURE _____</td>
<td>NO LIMIT</td>
<td>N/A</td>
</tr>
<tr>
<td>CITY SPECIAL MUNICIPAL ELECTION – MEASURE _____</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Enhanced Words:** **bold, underlined** and/or **CAPITALIZED**
ARGUMENT AND REBUTTAL FORM (Sample below) — This form will be used by authors for submitting “FOR” or “AGAINST” opinions. Ballot argument text shall not exceed 300 words in length including title. Rebuttals shall not exceed 250 words including title.

All authors for submitted ballot arguments must sign the declaration on the reverse side of the Argument and Rebuttal Form. See page 36 for sample of the declaration.
DECLARATION BY AUTHOR(S) OF ARGUMENTS / REBUTTALS (Sample below) —
This form is to be completed by proponents or opponents for ballot measures.

This form includes a 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.
AUTHORIZATION FOR ANOTHER PERSON TO SIGN REBUTTAL ARGUMENT FORM (Sample below) — 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 by completing the following form.

Fill in the appropriate fields and provide information as indicated on the form. Form must include the printed name and signature of the author of ballot argument and the person authorized to sign as rebuttal author. Complete and attach above form to Declaration By Author(s) of Arguments or Rebuttals submitted with rebuttal argument text.
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.

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 — A public examination period is allowed for reviewing submitted arguments and rebuttal arguments during the ten (10) calendar day period immediately following the filing deadline for such documents. Throughout 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 — Electronic or faxed copies of arguments and/or rebuttals may be sent to the Registrar-Recorder/County Clerk’s office; however, forms with original signatures must be received by the RR/CC office within 48 hours of the fax transmission.

REstrictions — If the city plans to include maps and/or graphics, the Registrar-Recorder/County Clerk’s office must be notified prior to the resolution adoption to ensure there are no space limitation problems and to find out if the city request will require special arrangements and possibly result in additional cost.

LITIGATION —The Registrar-Recorder/County Clerk must be notified 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 Official Sample Ballot Booklets.

ORDINANCE/CHARTER AMENDMENTS — Pursuant to Elections Code Sections 9223 and 9280, the city may print a notice in the Official Sample Ballot Booklet advising voters of the availability of a free copy of the Ordinance/Charter Amendment Text. Information on the process of obtaining a copy of ballot enclosures or accessing Ballot Measure Text may be posted on both RR/CC and city websites and may also be printed in a Voter Advisory Notice immediately below the impartial analysis. The city should provide the desired notice text to the RR/CC by E-78.
NOTICES PRINTED WITH IMPARTIAL ANALYSIS — Below are samples of three (3) choices of notices that can be printed in the Official Sample Ballot Booklet below the impartial analysis advising voters of the availability of additional ballot information.

If a city cannot meet the established deadlines or if the total of ballot enclosures will exceed the RR/CC’s 30 page print limit, the city should make arrangements with an election supplier to process a supplemental mailing of material for voters. Upon mutual agreement between the RR/CC and the city, the RR/CC will print a voter notice in the Official Sample Ballot Booklet advising voters of the supplemental mailings.
NOTICES PRINTED IN VOTER INFORMATION — Below are samples of two (2) choices of notices that can be printed in the voter information portion of the Official Sample Ballot Booklet advising voters that a supplemental mailing will be sent by the city.

---

**CITY SPECIAL MUNICIPAL ELECTION**

Information concerning the City of ________ Measure is being mailed in a separate Voter Information Pamphlet. Please call the City Clerk’s Office at (562) xxx-xxxx, if you have any questions regarding the City Measures.

---

**CITY SPECIAL MUNICIPAL ELECTION**

The City of ________ will be mailing a Supplemental Voter Information Pamphlet regarding Measure E containing the City Attorney’s Impartial Analysis, Argument in Favor of Measure E [No Argument Against Measure E was filed], and the Proposed Charter text. You may also access these documents from the Internet at www.ci.xxx.ca.us/cityclerk/election
### WORD COUNTING GUIDELINES

**FOR CANDIDATE STATEMENTS / ARGUMENTS / REBUTTALS AND OTHER ENCLOSURES**

(Elections Code Chapter 1. General Provisions, § 9)

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

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

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

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

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

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

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

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

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

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

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

10. **INTERNET WEB SITES/E-MAIL ADDRESSES** are counted as one (1) word.

    **EXAMPLE:** [http://www.co.la.ca.us](http://www.co.la.ca.us) [www.lavote.net](http://www.lavote.net) [http://www.lacounty.info](http://www.lacounty.info)
Chapter 6

Multilingual Services
MULTILINGUAL SERVICES

GENERAL INFORMATION — The 1992 provisions of the Voting Rights Act require that for elections conducted in Los Angeles County voting materials must be available in five languages other than English (Chinese, Japanese, Spanish, Tagalog/Filipino and Vietnamese). In 1998, the Los Angeles County Board of Supervisors instructed this office to include Korean in the translation of voting materials. Following the 2010 U.S. census, we provide translation services in Cambodian/Khmer, Hindi, and Thai as well. In 2018, the California Secretary of State instructed this office to include Armenian and Farsi. In accordance with federal law, this office will determine the number of residents of voting age in a jurisdiction.

This office has met with community organizations to determine the most effective manner in which to implement multilingual provisions. A mutual agreement was reached as to what materials would be translated and how multilingual voters would be targeted for election mailings, thereby reducing printing requirements.

This office will continue working with community groups to determine multilingual service requirements for future County elections.

MULTILINGUAL SERVICES (RR/CC) — The county performs the following functions:

1. Translation of Official Sample Ballot Booklet information and related voting materials. If residents of a qualified language equal 3 percent or more of voting age residents, this office will translate and post a facsimile of an Official Sample Ballot Booklet in the qualified language in the affected polling place. The transliteration of candidate names in languages that do not use Roman characters is provided, as instructed by the Department of Justice. These languages include Armenian, Cambodian/Khmer, Chinese, Farsi, Hindi, Japanese, Korean, and Thai.

2. Mailing of multilingual ballot information booklets to voters requesting such material.

3. Billing to the City, and if applicable, its prorata share of the cost of translating, printing and mailing language materials.

Note: In compliance with California Law, (E. C. § 13307 (b)) this office will only print English and Spanish candidate statements in the English language version of the Official Sample Ballot Booklet (for candidates who wish to have one) at the candidate’s own expense.

RR/CC MULTILINGUAL MATERIALS

All-American Polling Place Video — This is a ten minute video focusing on multilingual issues and procedures. Contact the Training Section at (562) 462-2620 for a copy.

New Targeting System — Lists the precincts in your city that are targeted by our office to have bilingual poll workers. Contact the Pollworker Services Division Manager at (562) 462-2877 or the Network and Voter Systems Division Manager at (562) 462-2708.
TRANSLITERATION OF CANDIDATE NAMES — Candidates may request that their names be transliterated in those languages that do not use Roman Characters as instructed by the Department of Justice. These languages include Armenian, Cambodian/Khmer, Chinese, Farsi, Hindi, Japanese, Korean, and Thai. If applicable, candidates must complete a Transliteration Form (Sample below) 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 Registrar-Recorder/County Clerk (RR/CC) no later than the last day of the review period, which is normally 60 days prior to the election, but subject to change. Candidates may schedule a review of transliterated names by calling the RR/CC Translation Services Unit at (562) 462-2730 or (562) 462-2676.

**FRONT**

**TRANSLITERATION FORM**

I, , candidate for nomination to the office of, agree as indicated below:

**CHECK ONE:**

☐ I will accept the transliteration of my name provided by the Los Angeles County Registrar-Recorder/County Clerk in Armenian, Chinese, Farsi, Hindi, Japanese, Khmer, Korean and Thai. OR

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

<table>
<thead>
<tr>
<th>Language</th>
<th>Name Transliteration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Armenian</td>
<td></td>
</tr>
<tr>
<td>Chinese</td>
<td></td>
</tr>
<tr>
<td>Farsi</td>
<td></td>
</tr>
<tr>
<td>Hindi</td>
<td></td>
</tr>
<tr>
<td>Japanese</td>
<td></td>
</tr>
<tr>
<td>Khmer</td>
<td></td>
</tr>
<tr>
<td>Korean</td>
<td></td>
</tr>
<tr>
<td>Thai</td>
<td></td>
</tr>
</tbody>
</table>

**GENDER:**

☐ Male ☐ Female

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

Candidate’s Signature ___________________________ Date ___________________________

FRONT

**BACK**

**LOS ANGELES COUNTY**

**REGISTRAR-RECORDERS/COUNTY CLERK**

**NEW SERVICE FOR LIMITED-ENGLISH VOTERS:**

**TRANSLITERATION OF CANDIDATE NAMES**

**BACKGROUND:**

Public Law 108-246 extended the Voting Rights Act of 1965 (VRA) to federally mandate that Los Angeles County provide written and oral election assistance to limited-English 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.

After the 2010 Census, the following languages were included: Hindi, Khmer and Thai. In 2010 the two other languages were added: Armenian and Farsi.

**PROCESS:**

This department will transliterate your name in Armenian, Chinese, Farsi, Hindi, Japanese, Khmer, Korean and Thai. 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 Official Sample Ballot Booklets. Various minority community groups and news media assist this office by reviewing submitted transliterations to ensure uniform name recognition within the community. Once transliterations are considered final, no further changes or submission of transliteration requests will be accepted after the review period. There will be no exceptions.

**TRANSLITERATION FORM:**

All candidates will be required to file this document together with their nomination documents but no later than the last day to file these documents.

**MULTILINGUAL SERVICES (CITY) — It is the responsibility of the city to translate and print additional voter information that is not included in the County’s Official Sample Ballot Booklet.**
Chapter 7

Telephone Guide, Available Reports and Materials
You may obtain information about specific election services by calling the following telephone numbers at the Registrar-Recorder/County Clerk Department.

**Registration/Official Sample Ballot Booklet Inquiries/Provisional Ballot Status**
- To verify registration status, inquire about the Official Sample Ballot Booklet or provisional ballot status
  - 1 (800) 815-2666 (Option 2)

**Vote By Mail**
- To learn more about Vote By Mail Ballot information
  - 1 (800) 815-2666 (Option 2)

**Election Information**
- To learn more about elections, registration and voter services
  - 1 (800) 815-2666 (Option 4)

**Official Sample Ballot Booklet Translations**
- To request a translated Official Sample Ballot Booklet in one of the eligible languages: Armenian, Cambodian/Khmer, Chinese, Farsi, Hindi, Japanese, Korean, Spanish, Tagalog/Filipino, Thai or Vietnamese
  - 1 (800) 481-8683
  - 1 (800) 815-2666 (Option 3)

**Vote Centers and Personnel**
- To learn more about Vote Centers or to become a part of the vote center personnel
  - 1 (800) 815-2666 (Option 7)

**Registering to Vote**
- To register to vote during regular office hours, 8:00 a.m. to 5:00 p.m.
  - 1 (800) 815-2666 (Option 2)

**Candidate Nomination Procedures**
- To inquire about election dates, offices to be filled, qualifications for office, nomination filing dates, and procedures
  - (562) 462-2317

**Campaign Finance Disclosure**
- To inquire about campaign financial statement filing requirements for candidates, committees and officeholders
  - (562) 462-2339

**Voter Fraud Hotline**
- To report factual information regarding illegal registration and/or voting activities (the hotline is available 24 hours a day, seven days a week by pressing option 5 of the menu)
  - 1 (800) 815-2666 (Option 5)

**TDD (Telecommunications Device for the Deaf)**
- For the hearing impaired
  - (562) 462-2259

**Election Coordination**
- To inquire about Questionnaires, Recalls and/or Letter Designations (call or email the Election Coordination Unit at ecu@rrcc.lacounty.gov)
  - (562) 462-2912
AVAILABLE REPORTS AND MATERIALS

ELECTION VOTE CENTER BY VOTE CENTER TYPE — This report is in election vote center sequence within ballot group number. It shows the established vote center numbers, total voters, and vote center locations. It is available approximately seventy (70) days before the election and is updated on a weekly basis.

ELECTION VOTE CENTER PERSONNEL BY VOTE CENTER LOCATION — This report shows the vote center location and the vote center personnel. It also indicates if a vote center is accessible to the disabled and elderly. It is available approximately seven (7) days before the election.

STREET INDEX — This report is produced for each election precinct and is listed in alphabetical order by street address. The final list is available fifteen (15) days before the election.

VOTE CENTER BY ADDRESS RANGE BY SPECIFIC CITY — This report is in alphabetical street address sequence within a city. It shows the vote center description and address for each location within the city. It is available approximately seven (7) days before the election.

TELEPHONE ANSWERING GUIDE — This guide is to assist telephone operators in responding to telephone inquiries concerning different types of election problems. It is available approximately seven (7) days before the election.

MEDIA KIT — A media kit is prepared to provide information about the election, including election night operations at the central tally location. It is available approximately seven (7) days before the election.

VOTE CENTER MAPS — These maps, which show the location of each vote center, will automatically be supplied to each vote center.

VOTE CENTER LOOK-UP ON WEBSITE — Cities may request their election vendor to provide the Registrar-Recorder/County Clerk with a file containing their vote center information. The information will be loaded into the RR/CC’s Vote Center Look-up Website. Vote Center data is normally available on the internet two business days after the RR/CC receives the information. Please contact the Network and Voter Systems Division Manager at (562) 462-2708 for a layout of the file.

COPIES OF THESE REPORTS/GUIDES ARE AVAILABLE TO ASSIST CITY CLERKS WITH ANY QUESTIONS THEY MAY RECEIVE PERTAINING TO THEIR MUNICIPAL ELECTION. PLEASE NOTIFY THE EXECUTIVE OFFICE (AND PRINCIPAL CONTACT FOR CITY CLERKS) IN WRITING OR BY CALLING (562) 462-2800. IF YOU WISH TO RECEIVE ANY OF THE ABOVE MATERIALS, PLEASE INDICATE WHETHER YOU WANT THE DOCUMENTS TO BE MAILED OR YOU WILL ARRANGE FOR PICK UP.
Chapter 8

Signature Verification Services
SIGNATURE VERIFICATION SERVICES

To verify signatures on petitions, candidate nomination papers, Vote By Mail ballot applications, and returned voted ballots, cities have the option of contracting with the Department of Registrar-Recorder/County Clerk (RR/CC) OR sending city staff to the:

Registrar-Recorder/County Clerk
Data Entry and Signature Verification Section, Room 4007
12400 Imperial Highway
Norwalk, California  90650

The RR/CC will provide work space and access to computer stations as well as microfilm readers to view voter signatures.

1. MICROFILM READERS — There is no charge to cities for their staff to use the microfilm equipment for signature verification. If RR/CC supervision is required, dedicated labor will be charged to the City based on the hourly wage of the supervisor(s).

2. ONLINE TERMINALS — There is no charge to cities for their staff to verify signatures using our Voter Information Management System (VIMS). If RR/CC supervision is required, dedicated labor will be charged to the City based on the hourly wage of the supervisor(s).

3. RESERVATIONS — There may be a limited number of computer stations available for signature verification. Computer stations are available for cities’ use on a “first come, first served” basis. Please contact the Data Entry and Signature Verification Section at (562) 462-2371 for information regarding availability of equipment and to make reservations.

4. COST — Effective July 1, 2010 the rate for the Registrar-Recorder/County Clerk’s staff to verify signatures:

$0.97 per signature on the Voter Information Management System (VIMS) which accounts for approximately 95% of all registered voters,

$2.45 per signature for signatures that are not available on VIMS (i.e. on Microfilm) which involves a more labor-intensive search and accounts for the remaining 5% of registered voters.

These fees are SUBJECT TO CHANGE without notification. You may contact the Data Entry and Signature Verification Section at (562) 462-2371 if you have any questions regarding cost.
Chapter 9

Election Night Semi-Final Official Results and Certification
SEMI-FINAL OFFICIAL RESULTS — The week prior to the election, you will be notified of the phone numbers assigned to City Clerks, candidates, and the public to contact and obtain semi-final election results.

All semi-final results will be released from the Registrar-Recorder/County Clerk’s headquarters located at the following address:

Registrar-Recorder/County Clerk
12400 Imperial Highway
Norwalk, California 90650

Semi-final results will also be continuously updated and displayed on the Department’s website (www.lavote.net) throughout Election Night and during the Official Canvass.

Vote By Mail ballot semi-final results will be available by approximately 8:30 p.m. on Election Night. Precinct semi-final results will be available as ballots are processed. Bulletins are updated and results released approximately every 30 minutes until the last semi-final official results are tallied on Election Night/early the following morning.

Copies of results by precinct will be available at the RR/CC, Election Information Section Counter, 2nd Floor, Room 2013 on the Wednesday following the election (afternoon).

CERTIFICATION OF OFFICIAL RESULTS — On March 27, 2020 the Registrar-Recorder/County Clerk is tentatively scheduled to certify election results. On March 31, 2020 the Board of Supervisors is tentatively scheduled to declare the election officially concluded.

Certificates will be mailed to City Clerks unless other arrangements are made by the City Clerk. Please contact the Election Planning Section at (562) 462-2317 to make arrangements for the pick up, faxing and/or mailing of your certification.
Exhibit

Letter Designation Form
**JURISDICTION NAME**

**LETTER DESIGNATION FORM**

Please complete this form in order to select your first, second, and third letter designation choice for your jurisdiction’s measure to appear on the ballot. In the event your 1st, 2nd, or 3rd choice is unavailable, then please select the letter(s) designations that the jurisdiction DOES NOT want selected for its measure. The 3rd option for letter designations would be to create a unique letter designation that is not identified below using less than three letters of the alphabet. For example, County of Los Angeles USD Facilities Improvement measure could use unique letter designations such as CL, LA, LU, UC, LS.

Select your first, second, and third letter designation choice by checking off and listing the designated letters below:

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z |
| AA | BB | CC | DD | EE | FF | GG | HH | II | JJ | KK | LL | MM | NN | OO | PP | QQ | RR | SS | TT |UU |VV |WW |XX |YY |ZZ |

**CHOICES**

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<thead>
<tr>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
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</thead>
</table>

Select the letters that your jurisdiction DOES NOT want assigned to its measure by marking the letter with an X:

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z |
| AA | BB | CC | DD | EE | FF | GG | HH | II | JJ | KK | LL | MM | NN | OO | PP | QQ | RR | SS | TT |UU |VV |WW |XX |YY |ZZ |

List the Letters here: ____________________________

In the event that your jurisdiction’s measure letter designation is not available, then you can select a unique letter designation not shown above:

**UNIQUE CHOICE**

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<tr>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
</tr>
</thead>
</table>

The last day jurisdictions may request in writing specific letter designations for its measure is e-83. The letter designation selections will be approved and communicated to the jurisdictions by e-81. Letter designations are on a first come first serve basis in the order received by the Registrar-Recorder County Clerk Department, Election Coordination Unit, 12400 Imperial Highway, Second Floor, Suite 2013A, Norwalk, California 90650.

**NOTE:** PLEASE USE ONE (1) FORM PER MEASURE.