South Pasadena Unified School District
Special Parcel Tax Election
June 16, 2009

Election Information Booklet

Dean C. Logan
Los Angeles County
REGISTRAR-RECORD/COUNTY CLERK
12400 Imperial Highway
Norwalk, CA 90650
(800) 815-2666 or (562) 466-1310
www.lavote.net
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GENERAL INFORMATION

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

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

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

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

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

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

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

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

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

NOTICE

This Information Booklet has been prepared to assist you in filing documents relating to the Election(s). It includes a Calendar of Events and summary of provisions and filing requirements. It is not intended to provide legal advice and is for general guidance only.

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

**SOUTH PASADENA UNIFIED SCHOOL DISTRICT**  
**SPECIAL PARCEL TAX ELECTION**  
**JUNE 16, 2009**

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

<table>
<thead>
<tr>
<th>DATES</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MAR. 20 (F)</strong>&lt;br&gt;E – 88</td>
<td><strong>ADOPT SPECIAL MEASURE ELECTION RESOLUTION</strong>&lt;br&gt;Last day for governing board to adopt resolution calling special election and setting forth the specifications of the election order. Copies shall be filed with the Board of Supervisors and the Registrar-Recorder/County Clerk.&lt;br&gt;(Ed. Code § 5322)</td>
</tr>
<tr>
<td><strong>MAR. 25 (W)</strong>&lt;br&gt;E – 83</td>
<td><strong>AMENDMENT OR WITHDRAWAL OF MEASURE – DEADLINE</strong>&lt;br&gt;Last day for county elections official to receive a resolution from a legislative body requesting to withdraw or amend a measure previously submitted for placement on the ballot.&lt;br&gt;(E.C. § 9605)&lt;br&gt;&lt;br&gt;<strong>MEASURE LETTER DESIGNATION</strong>&lt;br&gt;Last day for a district to request a specific letter designation in writing for a measure appearing on the ballot. An alternate choice should be submitted in case the requested designation has already been assigned.</td>
</tr>
<tr>
<td><strong>MAR. 27 (F)</strong>&lt;br&gt;E – 81</td>
<td><strong>DATE FIXED TO SUBMIT ARGUMENTS – PUBLICATION</strong>&lt;br&gt;Not later than this date a notice shall be published once in a newspaper of general circulation in the district, setting forth the date fixed for submitting arguments for or against a county, school or district measure.&lt;br&gt;(E. C. §§ 9163, 9502 &amp; Govt. Code § 6061)&lt;br&gt;&lt;br&gt;<strong>NOTE:</strong> A copy of the published notice shall be delivered to the District Secretary/Superintendent and each notice shall be posted in the district office.&lt;br&gt;(E.C. § 12113)</td>
</tr>
<tr>
<td>DATES</td>
<td>EVENTS</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| APR. 7 (Tu) 5 P.M. | **ARGUMENTS – LAST DAY TO SUBMIT**  
Last day to file arguments for or against the measure. 
Arguments may not exceed **300** words in length.  
(E.C. §§ 9501 & 9502)  
**EXCEPTION:** These provisions do not apply to a measure for school district reorganization. |
| APR. 8 (W)  | **PUBLIC EXAMINATION FOR BALLOT MEASURE MATERIALS**  
During this period the elections official shall make available for public examination a copy of the ballot measure text and arguments for the measure. A fee may be charged to any person obtaining a copy of the materials. During this period any person may file a writ of mandate or injunction to require any or all of the material/data to be amended or deleted.  
(E. C. § 9509) |
| APR. 17 (F) | **REBUTTALS – LAST DAY TO SUBMIT**  
Last day for authors of arguments for and against a district measure to submit their rebuttals to the elections official. Rebuttals may not exceed **250** words in length.  
(E. C. § 9500)  
**IMPARTIAL ANALYSIS – LAST DAY TO SUBMIT**  
Recommended last day for County Counsel to transmit impartial analysis for measure to the Registrar-Recorder/County Clerk.  
(E. C. § 9504) |
| APR. 20** (M)  | **PUBLIC EXAMINATION PERIOD FOR REBUTTALS/IMPARTIAL ANALYSIS**  
During this period rebuttals and impartial analysis for the measure shall be open for public examination. A fee may be charged to any person obtaining a copy of the material. During this period any person may file a writ of mandate or an injunction to require any or all of the material to be amended or deleted.  
(E. C. § 9509) |

** April 18 (Saturday) and April 19 (Sunday) office will be closed
<table>
<thead>
<tr>
<th>DATES</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAY 18 (M)</td>
<td>OFFICIAL SAMPLE BALLOT AND VOTE BY MAIL INSTRUCTIONS BOOKLET MAILING</td>
</tr>
<tr>
<td>E – 29</td>
<td>Between these dates the Registrar-Recorder/County Clerk shall mail the Official Sample Ballot and Vote By Mail Instructions Booklet to voters.</td>
</tr>
<tr>
<td>JUN. 8* (M)</td>
<td>(E. C. § 4101)</td>
</tr>
<tr>
<td>E – 8*</td>
<td></td>
</tr>
<tr>
<td>JUN. 1 (M)</td>
<td>REGISTRATION CLOSES</td>
</tr>
<tr>
<td>E – 15</td>
<td>Last day to transfer or register to vote in this election.</td>
</tr>
<tr>
<td>(E. C. §§ 2102 &amp; 2107)</td>
<td></td>
</tr>
<tr>
<td>JUN. 2 (Tu)</td>
<td>NEW CITIZEN REGISTRATION/VOTING</td>
</tr>
<tr>
<td>E – 14</td>
<td>Between these dates any new citizen (a person who meets all requirements of an elector and has become a U.S. citizen after the 14th day prior to the election but on or before the 7th day prior to that election) is eligible to register and vote in the office of the Registrar-Recorder/County Clerk. New citizens must provide proof of citizenship prior to voting.</td>
</tr>
<tr>
<td>JUN. 9 (Tu)</td>
<td>(E. C. §§ 331 &amp; 3500-3503)</td>
</tr>
<tr>
<td>E – 7</td>
<td></td>
</tr>
<tr>
<td>JUN. 9 (Tu)</td>
<td>TALLY CENTER LOCATION – PUBLICATION</td>
</tr>
<tr>
<td>E – 7</td>
<td>On or before this date a notice specifying the public place to be used as the central tally center for counting the ballots shall be published once in a newspaper of general circulation within the district.</td>
</tr>
<tr>
<td>(E. C. § 12109)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CANVASS BALLOTS</td>
</tr>
<tr>
<td></td>
<td>The canvass may commence on the 7th day before the election but the results of the Tally shall not be released until election night.</td>
</tr>
<tr>
<td>(E.C. § 15001)</td>
<td></td>
</tr>
<tr>
<td>JUN. 12 (F)</td>
<td>REQUEST FOR A DUPLICATE BALLOT</td>
</tr>
<tr>
<td>E – 4</td>
<td>Last day the Registrar-Recorder/County Clerk will send a duplicate/replacement ballot in the mail.</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> Voters can pick up (and return) a duplicate/replacement ballot in person up to election day at the Norwalk office of the Registrar-Recorder/County Clerk.</td>
</tr>
</tbody>
</table>

*Date adjusted due to weekend and/or holiday*
<table>
<thead>
<tr>
<th>DATES</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUN. 16 (Tu)</td>
<td><strong>ELECTION DAY – OFFICIAL VOTED BALLOTS RETURNED</strong></td>
</tr>
<tr>
<td>8 P.M.</td>
<td></td>
</tr>
<tr>
<td>ELECTION</td>
<td>Last day for ballots to be received (by mail or in person) by the Registrar-Recorder/County Clerk.</td>
</tr>
<tr>
<td>DAY</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(E. C. § 4103)</td>
</tr>
</tbody>
</table>

| JUN. 18 (Th) | **CANVASS OF ELECTION RETURNS**                                                           |
| E + 2       |                                                                                           |
|             | The canvass of election returns shall commence no later than the first Thursday following the election. |
|             | (E. C. §§ 10547 & 15301)                                                                 |

| JUN. 26 (F) | **COMPLETION OFFICIAL CANVASS**                                                            |
| E + 10      |                                                                                           |
|             | The official canvass must be completed within 28 days of the election. The legal deadline for County Elections Official to certify the election results is **July 14, 2009**. |
|             | (E. C.§ 15372)                                                                          |

**NOTE:** On **June 26**, the Registrar-Recorder/County Clerk is tentatively scheduled to certify the election results. On **June 30**, the Board of Supervisors is scheduled to declare the election results official.
Chapter 3

Ballot Measures
BALLOT MEASURES

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

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

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

Measure S – Official Ballot Measure Text (75 words)

| SOUTH PASADENA UNIFIED SCHOOL DISTRICT |
| SPECIAL TAX ELECTION |
| JUNE 16, 2009 |
| Measure S |
| To offset severe cuts in State funding for schools and protect the quality of education; to help prevent teacher layoffs, class size increases, and cuts including libraries, art, music, and classroom academics, shall the South Pasadena Unified School District levy an annual special tax for four years at $95/unit in multi-unit parcels and $288 for other parcels, with a senior exemption; independent, citizens oversight committee; no funds for administrator salaries; and with every dollar staying in South Pasadena schools? |
| YES | NO |

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

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

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

Our children need and deserve Measure K.

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

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

Vote for Measure K for the Kids.

PATTY C. JONES
Mayor, Any City, USA

JOHN JAMES SMITH
Councilmember, Any City, USA

MARY SMITH-DOE
Businessperson, Any City, USA

BALLOT ENCLOSURES (continued)

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

See Page 12 of this Chapter for Word Counting Guidelines.

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

Ballot Argument Text shall not exceed 300 words in length.

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

No rebuttal shall exceed 250 words.

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

All authors who submit Ballot Arguments must sign Declaration on the reverse side of this form. See form example at top of Page 10.
DECLARATION BY AUTHOR(S) OF ARGUMENTS OR REBUTTALS — To be completed by proponents or opponents for Ballot Measures.

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

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

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

SELECTION OF ARGUMENT — If more than one Argument “FOR” or more than one Argument “AGAINST” any district measure is submitted within the time prescribed, the election official conducting the election shall select one of the Arguments In Favor and one of the Arguments Against the Measure for printing and distribution to the voters. In selecting the arguments, the election official conducting the election shall give preference and priority, in the order named, to the Arguments of the following:

a) The Governing Board of the District or Member(s) of the Board authorized by the board.

b) The individual voter, or bona fide associations of citizens, or combination of voters and associations, who are the bona fide sponsors or proponents of the Ballot Measure.

c) Bona fide associations of citizens.

d) Individual voters who are eligible to vote on the Measure. (E. C.§ 9503)
AUTHORIZATION FOR ANOTHER PERSON TO SIGN REBUTTAL ARGUMENT FORM —
The authors of an argument in favor or against a ballot measure may prepare and submit rebuttal arguments, or may authorize, in writing, another person to sign the rebuttal.

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

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

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

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

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

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

**FOR**

**ARGUMENTS / REBUTTALS & OTHER ENCLOSURES**

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

The following guidelines are used by the Registrar-Recorder/County Clerk for counting words on ballot measure text, arguments, rebuttals and other ballot enclosures. If the text exceeds the specified word limit, the author will be asked to delete words or change text until the enclosure conforms with the following requirements.

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

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

3. **GEOGRAPHICAL NAMES** such as countries, states, counties, cities, towns, or jurisdictions are counted as one (1) word.

   **EXAMPLE:**
   
   "City of Los Angeles" = 1 word
   
   "City and County of San Francisco" = 1 word

4. **ABBREVIATIONS** each acronym or abbreviation for a word, phrase, or expression is counted as one (1) word.

   **EXAMPLE:**
   
   UCLA, PTA, USMC, LAPD, U.S.M.C.

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

   **EXAMPLE:**
   
   Attorney-at-law

6. **DATES** consisting of a combination of digits are counted as one (1) word.

   **EXAMPLE:**
   
   3/18                      7/21/89

7. **DATES** consisting of a combination of words and digits are counted as two (2) words.

   **EXAMPLE:**
   
   July 21, 1983           18 June, 1987

8. **NUMERIC COMBINATIONS** are counted as one (1) word.

   **EXAMPLE:**
   
   1973      13 1/2     1971-73    5%    8/3/73    #14

9. **MONETARY AMOUNTS**

   **EXAMPLE:**
   
   $1,000.00 are counted as one (1) word
   
   $4 million are counted as two (2) words

10. **NAMES OF PERSONS AND THINGS** are counted as individual words.

    **EXAMPLE:**
    
    Gus Wright                          (2 words)
    L. A. Basketball Team              (3 words)

11. **TELEPHONE/FAX NUMBERS** are counted as one (1) word.

    **EXAMPLE:**
    
    1 (800) 815-2666                     1-562-462-2317

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

    **EXAMPLE:**
    
    1) http://www.co.la.ca.us  2) www.lavote.net  3) http://www.lacounty.info
Chapter 5
Campaign Statement Filing Requirements
CAMPAIGN STATEMENT FILING REQUIREMENTS — California's Political Reform Act was adopted by Voter Initiative in 1974 and has been periodically amended by legislation and initiatives. The Act requires that Campaign Disclosure Reports provide the public with the identity of contributors and the amounts they give and the amount and purpose of expenditures made by Officeholders, Candidates, and Committees.

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

Contact the Campaign Finance Disclosure Section at (562) 462-2339, if you have questions relating to filing requirements or need Campaign Statement Forms.
Chapter 6

Election Night Tally and Certification of Official Results
ELECTION NIGHT/SEMI-FINAL OFFICIAL RESULTS — All results will be released from the Registrar-Recorder/County Clerk at 12400 E. Imperial Highway, Norwalk, California 90650.

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

Election results will also be continuously updated and displayed on the Department’s Internet Website at www.lavote.net on, Election Night and during the Official Canvass process.

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

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

CERTIFICATION OF OFFICIAL RESULTS — On June 26, 2009 the Registrar-Recorder/County Clerk is tentatively scheduled to certify the election results. On June 30, 2009, the Board of Supervisors is tentatively scheduled to declare the election results official.

Certificate will be mailed to the District unless other arrangements are made by the District. Please contact the Election Coordination Section at (562) 462-2632 to make arrangements for the pick up, faxing and/or mailing of your certification.
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Chapter 1

CONTACT INFORMATION
OFFICE HOURS:  
8 a.m. - 5 p.m.  
Monday-Friday  
(Except for Holidays)

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

MAILING ADDRESS:  
P.O. Box 1024  
Norwalk, CA 90651-1024

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

ELECTION INFORMATION...........................................................(562) 466-1310  
2nd Floor, Room 2013  
General information on election, registration and voter services.

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

REGISTERING TO VOTE.............................................................(562) 466-1310  
Register to vote during regular office hours from 8:00 a.m. to 5:00 p.m.  
After hours, call (562) 462-2260 to leave a recorded message to request a voter registration form to be mailed.  
Note: The registration deadline for the June 16th Special Election is on June 1, 2009.

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

SAMPLE BALLOT TRANSLATION ...............................................(800) 481-8683  
To receive a Sample Ballot booklet translated into Chinese, Japanese, Korean, Spanish, Tagalog/Filipino or Vietnamese if applicable.
SEMIOFFICIAL ELECTION RESULTS ...................................................(562) 466-1310
Preliminary vote by mail voting results will be available at
approximately 8:30 p.m. Election Night. Election results
will be continuously updated and displayed on the
Internet on Election Night at www.lavote.net.

SEMIOFFICIAL RESULTS INFORMATION ....................................(562) 466-1310
Available Wednesday, June 17, 2009.

VOTER FRAUD HOT LINE .................................................................(800) 815-2666
To report factual information on illegal voter registration
and/or voting activities. (Press 6 in the option menu.)
INFORMATION AVAILABLE ON RR/CC WEB SITE

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

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

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

<table>
<thead>
<tr>
<th>VIOLATION OF:</th>
<th>REFERRED TO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>False or misleading campaign materials</td>
<td>There is no agency enforcement. These issues are dealt with in court.</td>
</tr>
<tr>
<td>The Political Reform Act (Title 9 of California Government Code at Sections 81000 through 91015), i.e. mass mailing requirements; slate mailers; campaign disclosure; proper use of campaign funds; disclosure of economic interests</td>
<td>Fair Political Practices Commission (FPPC) (866) 275-3772</td>
</tr>
<tr>
<td>Election procedures</td>
<td>County District Attorney (213) 974-3501</td>
</tr>
<tr>
<td></td>
<td>California Secretary of State, Elections Division (916) 657-2166</td>
</tr>
<tr>
<td>Unlawful use of public funds, violation of the Elections Code, the Penal Code, or any laws other than the Political Reform Act</td>
<td>County District Attorney (213) 974-3501</td>
</tr>
<tr>
<td></td>
<td>California State Attorney General (916) 445-9555</td>
</tr>
<tr>
<td>Open meeting laws (Brown Act)</td>
<td>County District Attorney (213) 974-3501</td>
</tr>
<tr>
<td></td>
<td>California State Attorney General (916) 445-9555</td>
</tr>
<tr>
<td>Local ordinances</td>
<td>Local City Attorney or County District Attorney (213) 974-3501</td>
</tr>
<tr>
<td>Vandalism or requirements concerning campaign signs</td>
<td>Local City Attorney or County District Attorney (213) 974-3501</td>
</tr>
</tbody>
</table>
Chapter 2
FINANCIAL REPORTING
CAMPAIGN FILING REQUIREMENTS FOR COMMITTEES
PARTICIPATING IN THE JUNE 16, 2009
SOUTH PASADENA UNIFIED SCHOOL DISTRICT SPECIAL ELECTION

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

<table>
<thead>
<tr>
<th>FILING DEADLINES</th>
<th>2009 FILING REQUIREMENTS</th>
</tr>
</thead>
</table>
| MAY 7, 2009      | **FIRST CAMPAIGN STATEMENT**
|                  | Committees primarily formed to support or oppose measures in this election at this time file a Form 460 to cover the period between January 1 and May 2, 2009 if the $1,000 threshold has been reached. All reports must be received by personal delivery or first class mail. **(Gov. Code § 84200.5)** |
| JUNE 4, 2009    | **SECOND CAMPAIGN STATEMENT**
|                  | The reporting requirements mentioned above apply to statements for the period between May 3, 2009 and May 30, 2009. All reports must be filed by personal delivery or guaranteed overnight service. **(Gov. Code § 84200.5)** |
| WITHIN 24 HOURS | **LATE CONTRIBUTION AND/OR LATE INDEPENDENT EXPENDITURE REPORTS**
| BETWEEN MAY 31 (Sun) AND JUNE 15 (Mon) | Each committee that makes or receives a contribution (including a loan) of one thousand dollars ($1,000) or more, or makes an independent expenditure of one thousand dollars ($1,000) or more between May 31 and the election, must be filed by fax, guaranteed overnight delivery service or personal delivery within 24 hours. **Regular mail may not be used.** **(Gov. Code §§ 84203 & 84204)** |
| JULY 31, 2009   | **SEMI-ANNUAL CAMPAIGN STATEMENT**
|                  | Same requirements as above for the period between May 31, 2009 and June 30, 2009. **(Gov. Code § 84200)** |
### CAMPAIGN DISCLOSURE FORMS

#### FORM 410
Recipient committees, including any group, individual or candidate, that receive one thousand dollars ($1,000) or more in contributions during a calendar year must file with the Secretary of State and the local filing officer a Statement of Organization, Form 410, within 10 days of receiving the contributions. *(Gov. Code § 84101)*

#### FORM 460
A committee who has raised or spent or will raise or spend one thousand dollars ($1,000) or more during a calendar year in connection with the election, is required to file the recipient committee campaign statement Form 460. The Form 460 is also required if one thousand dollars ($1,000) or more will be raised or spent during the calendar year at the behest of the officeholder or candidate *(Gov. Code §§ 84200-84216.5)*

#### FORM 497
A Late Contribution is a monetary or non-monetary contribution, including a loan, totaling one thousand dollars ($1,000) or more from a single source and is made or received during the 16 days immediately preceding the election in which the recipient candidate is to be voted on. *(Gov. Code § 82036)*
### WHERE TO FILE

Committees file the original campaign statement with:

Los Angeles County Registrar-Recorder/County-Clerk  
Campaign Finance Disclosure Section  
Mailing Address: P.O. Box 1024  
12400 Imperial Hwy., Room 2003  
Norwalk, CA  90650  
Fax: (562) 651-2548

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

Committees are required to file semi-annual statements every six months until all campaign activity ceases, all campaign money is spent and Form 410 (see Part 5) is filed. 

(Gov. Code § 84214)

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

TELEPHONE (562) 462-2339  ♦ FAX (562) 651-2548
PLEASE READ CAREFULLY....

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

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

— Campaign statements must be filed at specified times disclosing contributions received, expenditures made and other financial information.

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

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

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

Must file campaign disclosure reports until:

✔ Campaign committee has been terminated Form 410 (see Part 5)

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

Unsigned forms are incomplete and are not considered filed until they are signed.
Chapter 3

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

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

PART 3 - TRUTH IN ENDORSEMENTS LAW.

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

PART 5 - DISTRIBUTION OF PRECINCT POLLING PLACE INFORMATION
Elections Code § 18302.

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

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

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

PART 9 - U.S. POSTAL SERVICE – POLITICAL MAILINGS.
PART 1

LEGISLATIVE INTENT. CHAPTER 976, 1977 STATUTES.

The Legislature finds and declares:

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

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

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

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

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

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

PART 2

MASS MAILINGS

Definition.

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

Manner of sending mass mailings.

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

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

Gov. Code § 84305

Newsletter or mass mailing.
No newsletter or other mass mailing shall be sent at public expense.

Gov. Code § 89001

PART 3
TRUTH IN ENDORSEMENTS LAW

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

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

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

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

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

E. C. § 20001

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

E. C. § 20006
Representation requirements.

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

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

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

E. C. § 20007

Political advertisement requirements.

Any paid political advertisement that refers to an election or to any candidate for state or local elective office and that is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the advertisement or in 10-point roman type, whichever is larger, the words “Paid Political Advertisement.” The words shall be set apart from any other printed matter.

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

E. C. § 20008

Simulated ballot requirements.

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

```
“NOTICE TO VOTERS”  
(Required by Law) 
“This is not an official ballot or an official sample ballot prepared by the county elections official or the Secretary of State.”

“This is an unofficial, marked ballot prepared by ___________ (insert name and address of the person or organization responsible for preparation thereof).”
```
Nothing in this section shall be construed to require this notice in any editorial or other statement appearing in a regularly published newspaper or magazine other than a paid political advertisement.

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

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

E. C. § 20009

No pictures of candidates in campaign material.

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

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

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

(2) A candidate for public office whose likeness appears in a picture or photograph prohibited by subdivision (a) may bring a civil action against any person, firm, association, corporation, campaign committee, or organization that produced, distributed, published, or broadcast the picture or photograph prohibited by subdivision (a). The court may award damages in an amount equal to the cost of producing, distributing, publishing, or broadcasting the campaign material that violated this section, in addition to reasonable attorney’s fees and costs.

(d) (1) This act shall not apply to a holder of a license granted pursuant to the Federal Communications Act of 1934 (47 U.S.C. § 151 et seq.) in the performance of the functions for which the license is granted.

(2) This act shall not apply to the publisher or an employee of a newspaper, magazine, or other periodical that is published on a regular basis for any material published in that newspaper, magazine, or other periodical. For purposes of this subdivision, a “newspaper, magazine, or other periodical that is published on a regular basis” shall not include any newspaper, magazine, or other periodical that has as its primary purpose the publication of campaign advertising or communication, as defined by Section 304.

E. C. § 20010

PART 4

PRINTING OF SIMULATED SAMPLE BALLOTS

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

E. C. § 18301

PART 5

DISTRIBUTION OF PRECINCT POLLING PLACE INFORMATION

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

E. C. § 18302
PART 6

ELECTIONEERING/INTIMIDATION OF VOTERS:
POSSESSION OF FIREARMS AT POLLING PLACES.

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

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

(a) Circulate an initiative, referendum, recall, or nomination petition or any other petition.
(b) Solicit a vote or speak to a voter on the subject of marking his or her ballot.
(c) Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.
(d) Do any electioneering.

As used in this section “100 feet of a polling place or an elections official's office” means a distance of 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

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

E. C. § 18370

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

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

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

E. C. § 18371
Compelling another in voting.
   (a) Every person who makes use of or threatens to make use of any force, violence, or tactic of coercion or intimidation, to induce or compel any other person to vote or refrain from voting at any election or to vote or refrain from voting for any particular person or measure at any election, or because any person voted or refrained from voting at any election or voted or refrained from voting for any particular person or measure at any election is guilty of a felony punishable by imprisonment in the state prison for 16 months or two or three years.
   (b) Every person who hires or arranges for any other person to make use of or threaten to make use of any force, violence, or tactic of coercion or intimidation, to induce or compel any other person to vote or refrain from voting at any election or to vote or refrain from voting for any particular person or measure at any election, or because any person voted or refrained from voting at any election or voted or refrained from voting for any particular person or measure at any election is guilty of a felony punishable by imprisonment in state prison for 16 months or two or three years.

E. C. § 18540

Solicitation dissuading persons from voting.
   (a) No person shall, with the intent of dissuading another person from voting, within 100 feet of a polling place:
      (1) Solicit a vote or speak to a voter on the subject of marking his or her ballot.
      (2) Place a sign relating to voters qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.
      (3) Photograph, videotape, or otherwise record a voter entering or exiting a polling place.
   (b) Any person who violates this section is punishable by imprisonment in the county jail for not more than 12 months, or in the state prison. Any person who conspires to violate this section is guilty of a felony.
   (c) For purposes of this section, 100 feet means a distance of 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

E. C. § 18541

Fine for person in possession of firearm or unauthorized uniformed personnel.
   (a) Any person in possession of a firearm or any uniformed peace officer, private guard, or security personnel or any person who is wearing a uniform of a peace officer, guard, or security personnel, who is stationed in the immediate vicinity of, or posted at, a polling place without written authorization of the appropriate city or county elections official is punishable by a fine not exceeding ten thousand dollars ($10,000), by imprisonment in the state prison for 16 months or two or three years or in a county jail not exceeding one year, or by both the fine and imprisonment.
   (b) This section shall not apply to any of the following:
      (1) An unarmed uniformed guard or security personnel who is at the polling place to cast his or her vote.
(2) A peace officer who is conducting official business in the course of his or her public employment or who is at the polling place to cast his or her vote.

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

(4) A private guard or security personnel hired or arranged for by the owner or manager of the facility or property in which the polling place is located if the guard or security personnel is not hired or arranged solely for the day on which an election is held.

**E. C. § 18544**

*Fine for hiring of person in possession of firearm or uniformed personnel.*

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

**E. C. § 18545**

**Definitions.**

As used in this article:

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

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

**E. C. § 18546**

**PART 7**

**SOLICITATION OF FUNDS**

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

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

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

**E. C. § 20202**
Notice of non-authorization to be included in fundraising communication.

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

E. C. § 20203

PART 8

OUTDOOR ADVERTISING: POLITICAL SIGNS
(INCLUDING PLACARDS AND POSTERS)

Outdoor Temporary Political Signs.

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

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

B. & P. Code § 5405.3

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

STATE OFFICE

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

DISTRICT OFFICE

DEPARTMENT OF TRANSPORTATION DIVISION OF TRAFFIC OPERATIONS OUTDOOR ADVERTISING PROGRAM 464 W. 4TH STREET, MS-M SAN BERNARDINO, CA 92401-1400 PHONE (909) 383-6205 FAX (909) 383-6877
A Statement of Responsibility must be submitted to the appropriate Department of Transportation district office according to the county location of the temporary political sign(s). The forms may be obtained by contacting a department listed on page 14 or from the:

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

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

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

PART 9
POLITICAL MAILINGS

IMPORTANT NOTICE TO CANDIDATES WHO PLAN TO MAIL CAMPAIGN MATERIALS

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

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

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

**As Of 1/1/09**

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

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<thead>
<tr>
<th>Item</th>
<th>Fee</th>
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<tr>
<td>*Compact Disc (CD) Text File</td>
<td>$146.00 Per File.</td>
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<tr>
<td>Los Angeles County Voter Files</td>
<td></td>
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<tr>
<td>*Compact Disc (CD) Text File</td>
<td>$146.00 Per File.</td>
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<tr>
<td>(Voter/Precinct/Election Information Files)</td>
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<tr>
<td>*Index To Voter (Street Index)</td>
<td>Candidates/Committees: $0.50 Per Thousand Names.</td>
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<td></td>
<td>General Public for Political Purposes Only: $0.10 Per Page Plus $1.60 Handling Fee Per Request.</td>
</tr>
<tr>
<td>*Voted Index</td>
<td>$0.10 Per Page Plus $1.60 Handling Fee Per Request.</td>
</tr>
<tr>
<td>*Precinct Rosters (Combined Index-Roster)</td>
<td>$5.50 Per Roster Or $0.22 Per Page. (Handling Fee Included In Cost)</td>
</tr>
<tr>
<td>*Absent Voter Report</td>
<td>$0.10 Per Page Plus $1.60 Handling Fee Per Request.</td>
</tr>
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*Applicant Is Required To Execute Contract With The Registrar-Recorder/County Clerk

**Revised 1/1/09**
MULTILINGUAL VOTING SERVICES

OVERVIEW OF MULTILINGUAL (ML) VOTER SERVICES PROGRAM

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

For this election there are specific services for Chinese and Spanish voters due to the demographics of the district.

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

Although the VRA has established a 5% threshold for languages to be covered, Los Angeles County has set a 3% standard as established by the State Elections Code (§14201.) to provide minority language materials in every election. If the number of eligible voters for a specific language is higher or equal to the 3% criteria, that language qualifies for translation. Languages that fall under the 3% criteria do not qualify for translation. This criteria not only identifies the election district/city areas throughout the county with a cost-effective method of meeting the VRA requirements, but also helps minimize printing/translation costs for election jurisdictions. The six minority languages that are required by Federal mandates in Los Angeles County are Chinese, Japanese, Korean, Spanish, Tagalog/Filipino and Vietnamese.

MULTILINGUAL VOTER SERVICES
The ML Voter Services Program includes services such as:

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

Translated copies of the “ML Voter Services” brochure are available at the RR/CC Election Information counter, 2nd Floor Room 2013 and online at www.lavote.net. For further assistance please contact our Multilingual Services Section at (562) 462-2832.
Chapter 5

ELECTION RECOUNTS
Timing of Recount Request

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

Format of request

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

Place of filing

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

- If election is conducted in more than one county, the request may be filed with the county elections official of, and the recount conducted within, any or all of the affected counties.

  (E.C. § 15620)

- With the Secretary of State if the contest is voted upon statewide.

  (E.C. § 15621)

- With the City Clerk if it is a city election (or if the city has not consolidated with the county).

  (E.C. § 15620)

Notice of recount

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

  (E.C. § 15628)

  All candidates for the office being recounted.

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

Process of recount

- The recount is open to the public.

  (E.C. § 15629)

- Recount shall start no later than seven calendar days following the receipt of the request by the elections official and shall be continued daily except for Saturdays, Sundays, and holidays, for not less than six hours each day until completed.

  (E.C. § 15626)

- A manual recount must be conducted under the supervision of the elections official by recount boards, consisting of four voters of the county, appointed by the elections official.

  (E.C. § 15625)
Result of Recount

- The results of a recount are declared null and void unless every vote in which the contest appeared is recounted.

  (E.C. § 15632)

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

  (E.C. § 15632)

- A copy of the results of any recount conducted shall be posted conspicuously in the office of the elections official.

  (E.C. § 15633)

Cost and payment

- The elections official shall determine the amount of deposit necessary to cover costs of the recount for each day.

  (E.C. § 15624)

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

  (E.C. § 15624)

- If upon completion of the recount the results are reversed, the deposit shall be returned.

  (E.C. § 15624)