

COUNTY OF SANTA BARBARA NON-PARTISAN JUDICIAL OFFICES CANDIDATE FILING GUIDE



SANTA BARBARA COUNTY COURTHOUSE

PRESIDENTIAL PRIMARY ELECTION
MARCH 3, 2020

PRESIDENTIAL GENERAL ELECTION
NOVEMBER 3, 2020



JOSEPH E. HOLLAND

COUNTY CLERK-RECORDER, ASSESSOR, AND
REGISTRAR OF VOTERS

1 (800) SBC-VOTE

1 (800) 722-8683

WWW.SBCVOTE.COM

NOTICE TO CANDIDATES AND COMMITTEES

This guide has been prepared to provide important candidate related information for Non-Partisan judicial offices coming to election at the March 3, 2020 Presidential Primary Election and the November 3, 2020 Presidential General Election. Qualifications, terms of office, proper filing authorities, and deadlines are outlined in the following pages. Prospective Candidates' participation and compliance with the timelines and filing requirements are the keys to success in the candidate nomination process. This guide provides general information for candidates. It is intended to be a resource and is not legally sufficient. In case of conflict, the law, regulation or rule will apply.

Candidates must meet the qualifications to hold office. No duty is imposed upon the County Elections Official or their staff to determine whether a candidate meets the requirements for holding office. The Declaration of Candidacy, which each candidate must sign under penalty of perjury, states that the candidate meets the statutory and/or constitutional qualifications for office (including, but not limited to, citizenship, residency, etc.).”

While staff has attempted to be as informative as possible in compiling this information, and appreciate the opportunity to address questions not answered in the guide, the law prohibits employees from answering questions of a legal nature. This guide is not intended as a substitute for legal counsel. **The County of Santa Barbara Elections Office strongly urges prospective candidates to consult an attorney.**

For additional election-related information, please contact our office Monday through Friday from 8:00 a.m. to 5:00 p.m., excluding holidays at **1 (800) SBC-VOTE** or **(805) 568-2200**.

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CODE REFERENCE KEY

ELECTION CODE	E.C.
EDUCATION CODE	E.D.
GOVERNMENT CODE	G.C.
INSURANCE CODE	I.C.

Please Note: Portions of this guide are composed to address candidate filing requirements for multiple offices and election types. Please refer to footnotes for clarification on which offices or election types the information or code reference applies.

ELECTION CONTACT INFORMATION

COUNTY OF SANTA BARBARA - REGISTRAR OF VOTERS

Santa Barbara Elections Main Office

4440-A Calle Real
Santa Barbara, CA 93110

Mailing Address

P.O. Box 61510
Santa Barbara, CA 93160-1510

Santa Maria Elections Branch Office

511 E. Lakeside Parkway, Suite 134
Santa Maria, CA 93455

Election information is also available at www.sbcvote.com.

For further information or questions regarding this candidate filing guide, please call **(805) 568-2200** or toll free at **1 (800) SBC-VOTE (1-800-722-8683)**.

CITY OFFICES

For information regarding City candidates and measures, please contact the City Clerk's offices at the phone numbers listed below:

<u>CITY OFFICES</u>	<u>PHONE NUMBER</u>
Buellton	(805) 686-7424
Carpinteria	(805) 755-4403
Goleta	(805) 961-7505
Guadalupe	(805) 356-3891
Lompoc	(805) 875-8241
Santa Barbara	(805) 564-5309
Santa Maria	(805) 925-0951 ext. 2306
Solvang	(805) 688-5575

ADDITIONAL RESOURCES

State and Local Campaign Filing Information

Fair Political Practices Commission (FPPC) www.fppc.ca.gov (866) 275-3772

Federal Campaign Filing Information

Federal Elections Commission (FEC) www.fec.gov (800) 424-9530

State Election Information

Secretary of State – Elections www.sos.ca.gov (916) 657-2166

State Franchise Tax Board

Elections www.ftb.ca.gov (800) 852-5711

CANDIDATE FILING APPOINTMENTS

SANTA BARBARA ELECTIONS MAIN OFFICE

It is preferred candidates schedule an appointment in advance. To schedule an appointment online visit <https://candidatefiling.as.me/SantaBarbaraOffice> or call **(805) 696-8957**. However, walk-in appointments will be accommodated from 8:30 a.m. to 4:00 p.m., Monday through Friday, excluding holidays. Candidates choosing to walk-in should allow at least 30 minutes for the appointment and may experience delays.

SANTA MARIA ELECTIONS BRANCH OFFICE

Appointments are required for candidate filing at this location. Appointments are available 8:30 a.m. to 11:00 a.m. and 1:30 p.m. to 4:00 p.m. Monday through Friday, excluding holidays. To schedule an appointment online visit <https://candidatefiling.as.me/SantaMariaOffice> or call **(805) 346-8374**.

LOMPOC ELECTIONS BRANCH OFFICE

Candidate Filing **will not** be available at this office location.

POLITICAL SUBDIVISIONS

FEDERAL AND STATE SUBDIVISIONS

The County of Santa Barbara and the other counties listed below are comprised of the following political subdivisions:

DISTRICT	COUNTY OVERLAP
24 th Congressional	San Luis Obispo, Ventura
19 th State Senate	Ventura
35 th State Assembly	San Luis Obispo
37 th State Assembly	San Luis Obispo, Ventura
2 nd State Board of Equalization	Alameda, Colusa, Contra Costa, Del Norte, Glenn, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Luis Obispo, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma, Tehama, Trinity, Yolo
2 nd Appellate Court	Los Angeles, San Luis Obispo, Ventura

LOCAL SUBDIVISIONS

The County of Santa Barbara is additionally composed of the following local districts and departments:

DISTRICT/DEPARTMENT	QUANTITY
Supervisory Districts	5
Superior Court Departments (Elected at large)	21

VOTER, PRECINCT, AND DISTRICT DATA AND MAPS

Voter Registration Data, Walking Lists, and/or Vote by Mail Extracts for candidates are available for purchase from the County of Santa Barbara Elections Office. All applicants must complete and submit an *Application to Purchase Voter Information Data*, which is subject to review prior to approval. The *Application to Purchase Voter Information Data* is available at the Santa Barbara Main Elections Office and Santa Maria Branch Elections Office, and online at: <http://www.sbcvote.com/Elections/Forms.aspx>.

Precinct and District maps and reference reports are available online at: <https://countyofsb.org/care/elections/districts/maps.sbc>.

For additional information or questions regarding available voter, precinct, and district data, please call **(805) 696-8957**.

CANDIDATE FILING PROOF LIST

An unofficial candidate filing proof list is available at www.sbcvote.com for public review during the candidate filing period. This list contains the names and filing statuses for each candidate who is issued Nomination Documents. Following the close of the candidate filing period, an official candidate filing list will be posted containing the names of all qualified candidates.

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SECTION 1

OFFICES TO BE FILLED

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TOP TWO OPEN PRIMARY ACT

TOP TWO OPEN PRIMARY ACT

On June 8, 2010, California voters approved Proposition 14, which created the “Top Two Open Primary Act.” This act established federal and state Voter-Nominated offices and changed the manner in which candidates advance to the ensuing general election. Under the Top Two Open Primary Act, voters may vote for any candidate regardless of the voter’s party affiliation. The top two vote-getters from the primary election advance to the ensuing general election. This act does not affect Non-Partisan offices. The table below identifies the Voter-Nominated and Non-Partisan offices to be voted on during the primary and general elections.

OFFICES		WHO VOTES	HOW ELECTED
VOTER-NOMINATED	United States Senator United States Representative in Congress † Governor Lieutenant Governor Secretary of State State Treasurer State Controller State Insurance Commissioner State Board of Equalization Attorney General State Senator † State Assembly †	All eligible voters, regardless of party preference, can vote for any candidate in a Voter-Nominated office. The ballot in primary elections for a Voter-Nominated office will contain a list of all candidates regardless of party preference.	The top two vote-getters, regardless of party preference, advance to the ensuing general election.
NON-PARTISAN	State Superintendent of Public Instruction Superior Court Judges *† County Supervisor † County Auditor-Controller County Clerk-Recorder-Assessor County District Attorney County Sheriff-Coroner County Treasurer-Tax Collector-Public Administrator County Superintendent of Schools	All voters, regardless of party preference, who are registered in the jurisdiction.	In majority vote contests, candidates that receive a majority of the votes win outright in the Primary election. If no candidate receives a majority (50% +1) of the vote, then the top two vote-getters advance to the general election.

* Superior Court Judges shall be elected in their counties at general elections except as otherwise necessary to meet the requirements of federal law. If following the candidate filing period only the incumbent has filed Nomination Documents, and no intent to conduct a write-in campaign is filed with the county elections official during the prescribed periods, the unopposed incumbent’s name will not appear on either the primary or general election ballots. The unopposed incumbent shall then be declared re-elected at the general election.

Cal. Const. Art. VI 16 (b) (c); E.C. § 8203

† Office coming up for election during the March 3, 2020 Presidential Primary Election.

JUDICIAL OFFICES TO BE FILLED

MARCH 3, 2020 PRESIDENTIAL PRIMARY ELECTION

JUDICIAL OFFICES (NON-PARTISAN)			
OFFICE TITLE	INCUMBENT	TERM OF OFFICE	NEW TERM BEGINS
Judge of the Superior Court *			
Office No. 1	John F. McGregor	6 years	January 4, 2021
Office No. 2	Thomas Regan Adams	6 years	January 4, 2021
Office No. 3	Brian Hill	6 years	January 4, 2021
Office No. 4	Jed Beebe	6 years	January 4, 2021
Office No. 5	Von Deroian	6 years	January 4, 2021

*Office numbers are determined pursuant to Elections Code § 8200.

SECTION 2

QUALIFICATIONS TO RUN AND HOLD PUBLIC OFFICE

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QUALIFICATIONS TO RUN AND HOLD PUBLIC OFFICE

JUDICIAL OFFICES

Candidates for Judge of the Superior Court **must** be:

- At least 18 years old and a citizen of the State at the time of their election or appointment;
- A member of the State Bar or served as a judge of record in the state 10 years preceding selection;
- Not be convicted of designated crimes as specified in the Constitution and laws of the State; and,
- Not be convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury or conspiracy to commit any of these crimes.

E.C. §§ 20, 201; G.C. §§ 1020, 1021; Cal. Const., Art.VI, § 15

For purposes of this section, “conviction of a felony” includes a conviction of a felony in this state and a conviction under the laws of any other state, the United States, or any foreign government or country of a crime that, if committed in this state, would be a felony, and for which the person has not received a pardon from the Governor of this state, the governor or other officer authorized to grant pardons in another state, the President of the United States, or the officer of the foreign government or country authorized to grant pardons in that foreign jurisdiction.

E.C. § 20

Candidates are required to sign a statement, under penalty, indicating that they meet the qualifications to hold the office of Judge of the Superior Court.

INCOMPATIBILITY OF OFFICES

A person’s legal right to hold more than one office at the same time is governed by the common law doctrine of incompatible offices. Government Code Section 1099 was added January 1, 2006 to codify this common law rule. This new section states a) An officer shall not simultaneously hold two public offices that are incompatible, as defined; and b) When two public offices are incompatible, a public officer shall be deemed to have forfeited the first office upon acceding to the second.

The State of California Attorney General’s Office has issued several opinions of particular compatibility questions. Below are six examples of incompatible offices:

- The offices of city council member and school district board member where the city and the school district have territory in common;
- Fire chief of a county fire protection district and County Supervisor of the same county;
- High school district trustee and trustee of an elementary school district which is wholly within the geographic boundaries of the high school district;
- Water district director and a city council member;
- Water district director and a school district trustee having territory in common;
- Deputy Sheriff and County Supervisor

Additionally, pursuant to Elections Code Section 8003(b), no person may file Nomination Papers for a party nomination and an independent nomination for the same office, or for more than one office at the same election.

For questions regarding whether two public offices would be considered incompatible, contact the California Attorney General’s Office at (916) 445-9555 or visit their website, <https://www.oag.ca.gov/conflict-interest>.

For further information about conflicts of interest or incompatibility of offices, visit the Fair Political Practices Commission’s website at www.fppc.ca.gov, or call (866) 275-3772.

SECTION 3

CALENDAR OF EVENTS

CALENDAR OF EVENTS

MARCH 3, 2020 PRESIDENTIAL PRIMARY ELECTION

DATES/DEADLINES	EVENTS
September 12 – November 6, 2019 (E-173 to E-118)	<p>PETITIONS IN LIEU OF FILING FEE PERIOD</p> <p>Period when candidates for county offices may obtain Petitions in Lieu of Filing fee forms from county elections officials for circulating to secure signatures in lieu of all or part of the filing fee.</p> <p>A candidate who submits signatures on Petitions In Lieu of Filing Fee forms may request that the county elections official count all valid signatures appearing on the petition toward, and combine them with, the number of sponsor signatures required for the candidate's Nomination Papers. If the petition contains the requisite number of valid signatures required for the Nomination Papers, the candidate is not required to circulate and file Nomination Papers. If the petition does not contain the requisite number of valid signatures required for the Nomination Papers, the candidate may still circulate and file Nomination Papers during the nomination period. The Petitions In Lieu of Filing Fee form and Nomination Papers are separate documents that are issued by the county elections official. The Petitions in Lieu of Filing Fee forms and/or Nomination Papers shall be delivered to the county elections official of the county in which the signer resides and is a voter.</p> <p>The petitions cannot be filed at the Secretary of State's office. No additional signatures may be filed after the filing date. The portion of the filing fee not covered by the signatures must be paid in full before the Declaration of Intention may be issued.</p> <p style="text-align: right;">E.C. §§ 8020(b), 8061, 8105, 8106</p> <p>NOTE: If a candidate fulfills the nomination signature requirement by obtaining sufficient valid signatures on their filed Petitions In Lieu of Filing Fee forms, they must still file a Declaration of Candidacy during the nomination period to appear on the ballot.</p> <p style="text-align: right;">E.C.§ 8020(a)(1)</p> <p>For more information regarding the Petitions in Lieu of Filing Fee Period, please see Section 4 of this guide.</p>
October 28 – November 6, 2019 (E-127 to E-118)	<p>DECLARATION OF INTENTION FILING PERIOD</p> <p>Every candidate for a judicial office, not more than 14 nor less than five days prior to the first day on which their Nomination Papers may be issued, must file in the county elections office a declaration of their intention to become a candidate for a judicial office.</p> <p>The filing fee, or remaining portion of the filing fee not covered by gathered signatures in lieu, is due at the time the Declaration of Intention is filed.</p> <p style="text-align: right;">E.C. §§ 8023, 8105(b)</p>
November 7 – November 12, 2019** (E-117 to E-113)	<p>DECLARATION OF INTENTION FILING PERIOD EXTENSION</p> <p>If an incumbent of a judicial office fails to file a Declaration of Intention by the end of the normal period, persons other than the incumbent may file a Declaration of Intention no later than the first day for filing Nomination Papers on November 11, 2019.</p> <p style="text-align: right;">E.C. § 8023(b)(c)</p>

*Date falls on a weekend or state holiday; and the deadline does not move forward to the next business day.

**Date falls on a weekend or state holiday; and moves forward to the next business day.

CALENDAR OF EVENTS

MARCH 3, 2020 PRESIDENTIAL PRIMARY ELECTION

DATES/DEADLINES	EVENTS
November 12** – December 6, 2019 (E-113 to E-88)	PERIOD FOR FILING NOMINATION DOCUMENTS
<p>PLEASE NOTE: The County of Santa Barbara Elections Office will be closed to the public on November 11, 2019 in observance of Veteran’s Day.</p>	<p><u>Definition - Nomination Documents</u> means the Declaration of Candidacy and Nomination Papers.</p> <p>Period in which all candidates for judicial offices must file a Declaration of Candidacy for office, ballot designation, circulate Nomination Papers and deliver them to the county elections official for filing.</p> <p>The Declaration of Candidacy shall be obtained from, and delivered to, the county elections official charged with the duty of certifying nominations for publication on the official ballot.</p> <p>The number of valid signatures a candidate obtains during the Petitions in Lieu of Filing Fee period any candidate obtains may be subtracted from the number required for their Nomination Papers. A candidate is not required to circulate Nomination Papers if they obtained the requisite number of valid signatures under Section 8062.</p> <p style="text-align: right;">E.C. §§ 333, 8020, 8028, 8040, 8062, 8063, 8201</p> <p>For more information regarding the Nomination Document Filing Period, please see Section 4 of this guide.</p>
December 4, 2019 – March 3, 2020 (E-90 to E-Day)	24-HR CONTRIBUTION CAMPAIGN DISCLOSURE FILING PERIOD
	<p>All state and local committees controlled by or supporting candidates and/or propositions/measures to be voted on the March 3, 2020 Presidential Primary Election ballot, must file a Contribution Report (Form 497) within 24-hours of receiving a contribution of a combined total of \$1,000 or more from a single source. Form 497s may be faxed to the County of Santa Barbara Elections Office.</p> <p style="text-align: right;">G.C. §§ 82036, 84203, 84220</p>
December 6, 2019 (E-88)	DECLARATION OF CANDIDACY AND NOMINATION PAPERS FILING DEADLINE
	<p>No later than 5:00 p.m. on this day, all candidates must deliver to the county elections official for filing their Declarations of Candidacy, Nomination Papers, Ballot Designation Worksheets, and other required documents.</p> <p style="text-align: right;">E.C. §§ 333, 8020, 8040, 8041, 8061-8064, 8100, 8106, 13107</p>
December 6, 2019 (E-88)	CANDIDATE STATEMENTS IN THE COUNTY VOTER INFORMATION GUIDE DEADLINE
	<p>Last day candidates for United States Representative in Congress, Member of the State Assembly, and State Senator may purchase space for a 250-word candidate statement in the County Voter Information Guide.</p> <p>Candidates for Member of the State Assembly and State Senator only may purchase statement space if they have agreed to the state voluntary expenditure limits on their Candidate Intention Statement (Form 501).</p> <p>Last day candidates for local county offices may purchase space for a 200-word candidate statement in the County Voter Information Guide.</p> <p style="text-align: right;">G.C. §§ 85200, 85400, 85401, 85600, 85601; E.C. §§ 13307, 13307.5</p>

***Date falls on a weekend or state holiday; and the deadline does not move forward to the next business day.**

****Date falls on a weekend or state holiday; and moves forward to the next business day.**

CALENDAR OF EVENTS

MARCH 3, 2020 PRESIDENTIAL PRIMARY ELECTION

DATES/DEADLINES	EVENTS
December 7 – December 11, 2019 (E-87 to E-83)	NOMINATION PERIOD EXTENSION
	If an incumbent of a judicial office fails to file their Nomination Papers by December 6, 2019, the nomination period is extended by five additional days. In this event, any qualified person, other than the incumbent, may file Nomination Papers during this period notwithstanding that they have not filed a Declaration of Intention. E.C. § 8204
December 7 – December 16, 2019 (E-87 to E-78)	CANDIDATE STATEMENTS PUBLIC EXAM PERIOD
	Candidate statements are confidential until the candidate filing deadline. The candidate statements will be available for public examination in the county elections official's office for a period of 10 calendar days immediately following the candidate filing deadline. E.C. §§ 13311, 13313
December 7 – December 16, 2019 (E-87 to E-78)	INTENT TO CONDUCT A WRITE-IN CAMPAIGN FILING PERIOD
	If only the incumbent has filed Nomination Papers for the office of Judge of the Superior Court, their name shall not appear on the primary ballot unless within 10 days after the final date for filing Nomination Papers, a petition is filed indicating that a write-in campaign will be conducted for the office. The write-in petition must be signed by at least one percent of the registered voters qualified to vote for the office, provided the petition contains at least 100 signatures but not more than 600 signatures, to place the contest on the primary election ballot. E.C. § 8203(a)
December 12, 2019 (E-82) 11:00 A.M.	RANDOMIZED ALPHABET DRAWING
	The Secretary of State and the county elections official shall conduct randomized alphabet drawings at 11:00 a.m. The results shall be used to determine the order in which the candidates shall appear on the primary election ballot. E.C. §§ 13111, 13112
December 26, 2019 (E-68)	DEATH OF A CANDIDATE - NAME ON BALLOT
	Last day for the county elections official to remove a deceased candidate's name from the primary election ballot. E.C. § 8809
January 3 – January 18, 2020* (E-60 to E-45) Deadline Fixed by Law	MILITARY AND OVERSEAS VOTER – VOTE BY MAIL BALLOT DELIVERY
	The county elections official shall send the ballot not earlier than 60 days but not later than 45 days before the election to military and overseas voters. 52 U.S. Const. § 20301 et seq. (MOVE Act); E.C. §§ 300(b), 321, 3102, 3105, 3114

*Date falls on a weekend or state holiday; and the deadline does not move forward to the next business day.

**Date falls on a weekend or state holiday; and moves forward to the next business day.

CALENDAR OF EVENTS

MARCH 3, 2020 PRESIDENTIAL PRIMARY ELECTION

DATES/DEADLINES	EVENTS
January 6 – February 18, 2020 (E-57 to E-14)	<p>WRITE-IN CANDIDATE FILING PERIOD</p> <p>The Statement of Write-In Candidacy and Nomination Papers shall be available on the 57th day prior to the election for which the candidate is filing as a Write-In Candidate, and shall be delivered to the county elections official responsible for the conduct of the election no later than the 14th day prior to the election.</p> <p>The Nomination Papers for a Write-In Candidate shall be substantially in the same form as set forth in Section 8041. Signers of Nomination Papers for Write-In Candidates shall be voters in the district or political subdivision in which the candidate is to be voted on.</p> <p>No fee or charge shall be required of a Write-In Candidate, except in the case of a candidate for city office, as provided in Section 10228.</p> <p style="text-align: right;">E.C. §§ 8600, 8601, 8602, 8603, 8604</p>
January 23, 2020 (E-40)	<p>FIRST PRE-ELECTION CAMPAIGN DISCLOSURE STATEMENT DEADLINE</p> <p>Candidate Controlled Committees and Committees primarily formed to support/oppose a candidate and/or proposition/measure to be voted on the March 3, 2020 Presidential Primary Election ballot must file a Recipient Committee Campaign Statement (Form 460). This report must reflect contributions and expenditures made between January 1, 2020 and January 18, 2020.</p> <p>Please Note: Due to the election being held early in the year, the deadline for the first pre-election report for calendar year 2020 is earlier than the semiannual report for calendar year 2019. A candidate/committee active in both calendar years may file the 2019 report on January 23, 2020.</p> <p>Candidates who have not and do not anticipate receiving or spending \$2,000 or more must file an Officeholder and Candidate Campaign Statement-Short Form (Form 470) by this date.</p> <p style="text-align: right;">G.C. §§84200.5, 84200.8</p>
January 23 – February 22, 2020 (E-40 to E-10)	<p>COUNTY VOTER INFORMATION GUIDE AND POLLING PLACE NOTICE MAILING</p> <p>County Voter Information Guide are mailed no more than 40 days and no fewer than 10 days before the election to each voter entitled to vote at the primary election who registered at least 29 days prior to the election.</p> <p>This guide shall include a polling place notice, sample ballot, and submitted candidate statements.</p> <p style="text-align: right;">E.C. §§ 13300, 13303, 13304, 13307(b)</p> <p>The county elections official shall also give County Voter Information Guides to the chairperson of the county central committee of each political party, mail a copy to each candidate, and post a copy of each County Voter Information Guide in a conspicuous place in their office.</p> <p style="text-align: right;">E.C. § 13302(a)</p>
January 31, 2020	<p>SEMI-ANNUAL CAMPAIGN DISCLOSURE STATEMENT DEADLINE</p>
Date fixed by law	<p>All active committees must file a Fair Political Practices Commission (FPPC) Campaign Disclosure Statement (Form 460 or Form 450). This report must disclose contributions and expenditures made between the period covered by the last filed statement to December 31st.</p> <p style="text-align: right;">G.C. §§ 84200, 84218</p> <p>Please note: Due to the election being held early in the year, the deadline for the first pre-election report for calendar year 2020 is earlier than the semiannual report for calendar year 2019. A candidate/committee active in both calendar years may file the 2019 report on January 23, 2020.</p>

CALENDAR OF EVENTS

MARCH 3, 2020 PRESIDENTIAL PRIMARY ELECTION

DATES/DEADLINES	EVENTS
February 3 – February 25, 2020 (E-29 to E-7)	<p>VOTE BY MAIL BALLOT PERIOD</p> <p>An application for a vote by mail ballot shall be made in writing to the county elections official having jurisdiction over the election between the 29th and the 7th day prior to the election. The application shall be signed by the applicant and shall show their place of residence. Any applications received by the county elections official prior to the 29th day shall be kept and processed during the application period.</p> <p style="text-align: right;">E.C. §§ 3001, 3003, 3102</p>
February 18, 2020** (E-15) Adjusted to E-14 due to state holiday on February 17, 2020.	<p>CLOSE OF VOTER REGISTRATION – PRIMARY ELECTION</p> <p>The county elections official shall accept an affidavit of registration executed as part of a voter registration card in the forthcoming election if the affidavit is executed on or before the 15th day prior to the election, and if any of the following apply:</p> <ul style="list-style-type: none"> • A mailed affidavit is postmarked on or before the 15th day prior to the election and received by mail by the county elections official before the close of polls on Election Day. • The affidavit is submitted to the Department of Motor Vehicles or accepted by any other public agency designated as a voter registration agency pursuant to the federal Voter Registration Act on or before the 15th day prior to the election. • The affidavit is submitted electronically on the internet website of the Secretary of State on or before the 15th day prior to the election. <p style="text-align: right;">E.C. §§ 2102</p> <p>California Online Voter Registration is available at the Secretary of State's website at www.registertovote.ca.gov. The deadline to register or re-register to vote for any election using the California Online Voter Registration system is 11:59:59 p.m. pacific time on the 15th calendar day before the election.</p>
February 18, 2020 (E-14)	<p>COMPUTER PROCESSING OF VOTE BY MAIL BALLOTS BEGINS</p> <p>Counties having the necessary computer capability may begin to process vote by mail ballots 10 business days prior to the election. This process may be completed to the point of placing the ballot information on a computer medium, but under NO circumstances may a vote count be accessed or released until 8:00 p.m. on March 3, 2020.</p> <p style="text-align: right;">E.C. § 15101</p>
February 19 – March 3, 2020 (E-14 to Election Day) Adjusted to E-13 due to state holiday on February 17, 2020.	<p>CONDITIONAL VOTER REGISTRATION PERIOD</p> <p>During this period, an eligible citizen entitled to vote in the election that has not registered to vote by the deadline, may come into the county elections office and register to vote. At this time, they may also cast a provisional ballot pursuant to Elections Code Sections 2170-2173.</p> <p>NEW CITIZEN REGISTRATION PERIOD</p> <p>A new citizen is eligible to register and vote at the office of the county elections official at any time beginning on February 19, 2020 (E-13), and ending at the close of polls on March 3, 2020 (Election Day).</p> <p style="text-align: right;">E.C. §§ 331, 3500</p> <p>A new citizen registering to vote after the close of registration shall provide the county elections official with proof of citizenship prior to voting, and shall declare that they have established residency in California.</p> <p style="text-align: right;">E.C. § 3501</p> <p>The ballots of new citizens shall be received and canvassed at the same time and under the same procedure as vote by mail ballots.</p> <p style="text-align: right;">E.C. § 3502</p>

CALENDAR OF EVENTS

MARCH 3, 2020 PRESIDENTIAL PRIMARY ELECTION

DATES/DEADLINES	EVENTS
February 19 – February 25, 2020	NEW RESIDENT REGISTRATION PERIOD
(E-13 to E-7) Adjusted to E-13 due to state holiday on February 17, 2020.	<p>Any person who becomes a new resident after the voter registration deadline may register to vote beginning on February 19, 2020 (E-13), and ending on February 25, 2020 (E-7). This registration must be executed in the county elections office and the new resident shall vote a new resident's ballot in that office. A new resident is eligible to vote for only president and vice president.</p> <p>The ballots of new citizens shall be received and canvassed at the same time and under the same procedure as vote by mail ballots.</p> <p style="text-align: right;">E.C. §§ 332, 3400, 3405</p>
February 20, 2020	SECOND PRE-ELECTION CAMPAIGN DISCLOSURE STATEMENT DEADLINE
(E-12)	<p>Candidate Controlled Committees and Committees primarily formed to support/oppose a candidate and/or proposition/measure to be voted on the March 3, 2020 Presidential Primary Election ballot must file a Recipient Committee Campaign Disclosure Statement (Form 460). This report must reflect contributions and expenditures made between January 19, 2020 and February 15, 2020. The report must be filed by personal delivery or guaranteed overnight service.</p> <p style="text-align: right;">G.C. §§84200.5, 84200.8</p>
February 25, 2020	VOTE BY MAIL BALLOT APPLICATION DEADLINE
(E-7)	<p>Last day for the county elections official to receive any voter's application for a vote by mail ballot, including an application from a military or overseas voter, and to issue such ballot for the primary election.</p> <p style="text-align: right;">E.C. §§ 3001, 3003, 3102</p>
February 26 – March 2, 2020	MILITARY OR OVERSEAS VOTER RECALLED TO SERVICE
(E-6 to E-1)	<p>A registered military or overseas voter recalled to service after February 25, 2020 (E-7), but before 5:00 p.m. on March 2, 2020 (E-1), may appear before the county elections official and obtain a vote by mail ballot which may be voted in, or outside, the county elections official's office on or before the close of the polls and returned, as are other voted vote by mail ballots.</p> <p style="text-align: right;">E.C. § 3111</p>
February 26 – March 3, 2020	REQUEST FOR VOTE BY MAIL BALLOTS - LATE CONDITIONS
(E-6 to Election Day)	<p>Period in which any voter may request in writing a vote by mail ballot if because of specified conditions they will be unable to go to the polls on Election Day. A written statement is not necessary if the vote by mail ballot is voted in the office of the county elections official at the time of the request.</p> <p>The voter may designate any authorized representative to return the voted vote by mail ballot.</p> <p style="text-align: right;">E.C. § 3021</p>

CALENDAR OF EVENTS

MARCH 3, 2020 PRESIDENTIAL PRIMARY ELECTION

DATES/DEADLINES	EVENTS
March 3, 2020	ELECTION DAY
(Election Day)	<p>The polls open at 7:00 a.m. of the day of the election, and close at 8:00 p.m. E.C. §§ 1000,14212</p> <p>Last day any voter may request in writing a vote by mail ballot because of specified conditions resulting in their absence from the polling place or precinct on Election Day. E.C. § 3021</p> <p>Last day an eligible citizen entitled to vote in the election that has not registered to vote by the deadline, may come into the county elections office and register to vote and cast a provisional ballot. E.C. § 2170</p> <p>Last day a new citizen is eligible to register to vote after the close of registration. The new citizen shall provide the county elections official with proof of citizenship prior to voting and declare that they have established residency in California. E.C. §§ 331, 3500, 3501</p> <p>Last day a registered or unregistered military or overseas voter, who returns to the county after February 25, 2020 (E-7), may appear before the county elections official and make application for registration, a vote by mail ballot, or both. The county elections official shall register the voter, if not registered, and shall deliver a vote by mail ballot, which may be voted in, or outside, the county elections official's office on or before the close of the polls on Election Day and returned, as are other voted vote by mail ballots. E.C. § 3110</p> <p>Last day, upon the declaration of an out-of-state emergency by the Governor and the issuance of an executive order authorizing an out-of-state emergency worker to cast a ballot outside of their home precinct, that an out-of-state emergency worker may request and vote a vote-by-mail ballot, which must be delivered to the elections official by mail or by hand on or before the close of polls, and returned in the same manner as other voted vote-by-mail ballots. E.C. § 336.7, 302.5</p>
March 3, 2020	SEMI-FINAL OFFICIAL CANVASS
(Election Night) 8:00 p.m.	<p>Beginning at 8:00 p.m. and continuously until completed, the county elections official shall conduct the semi-final official canvass of votes and report totals to the Secretary of State at least every two hours. E.C. §§ 15150, 15151</p>
March 5, 2020	OFFICIAL CANVASS – BEGINNING
(E+2)	<p>Beginning no later than the Thursday following the election, the county elections official must begin the official canvass of the precinct returns. This canvass must be completed no later than April 2, 2020. E.C. §§ 15301, 15372</p>

CALENDAR OF EVENTS

MARCH 3, 2020 PRESIDENTIAL PRIMARY ELECTION

DATES/DEADLINES	EVENTS
March 6, 2020	MAILED VOTE BY MAIL BALLOTS - LAST DAY TO BE ACCEPTED
(E+3)	<p>Any vote by mail ballot cast shall be deemed timely if it is received by the county elections official via the United States Postal Service or a bona fide private mail delivery company no later than three days after Election Day and either of the following is satisfied: 1) The ballot is postmarked on or before Election Day or is time stamped or date stamped by a bona fide private mail delivery company on or before Election Day, or 2) If the ballot has no postmark, a postmark with no date, or an illegible postmark, the vote by mail ballot identification envelope is date stamped by the county elections official upon receipt of the vote by mail ballot from the United States Postal Service or a bona fide private mail delivery company, and is signed and dated pursuant to Section 3011 on or before election day.</p> <p>For purposes of this section, "bona fide private mail delivery company" means a courier service that is in the regular business of accepting a mail item, package, or parcel for the purpose of delivery to a person or entity whose address is specified on the item.</p> <p style="text-align: right;">E.C. §§ 3017, 3020</p>
March 11, 2020	VOTE BY MAIL BALLOTS - UNSIGNED BALLOT IDENTIFICATION ENVELOPE DEADLINE
(E+8) [5:00 p.m.]	<p>Last day for a voter who did not sign the vote by mail ballot identification envelope to either sign the identification envelope at the office of the county elections official or complete and submit an "unsigned ballot statement" in person, by mail, by fax, or by email.</p> <p style="text-align: right;">E.C. § 3019</p>
	VOTE BY MAIL BALLOTS – MISMATCHED SIGNATURE ON IDENTIFICATION ENVELOPE DEADLINE
	<p>Last day for a voter whose signature did not match with their signature on their voter record to complete and submit a "signature verification statement" in person or by mail, email, or fax to their county elections official.</p> <p style="text-align: right;">E.C. § 3019</p>
March 13, 2020	PROVISIONAL BALLOTS OF EMERGENCY WORKERS
(E+10)	<p>If the Governor declares a state of emergency and the issues an executive order authorizing an emergency worker to cast a ballot outside of their home precinct, the provisional ballot cast by an emergency worker must be received on or before this date by the county elections official where the voter is registered. The county elections official shall transmit for processing any ballot cast no later than the close of polls on election day by an emergency worker in a declared state of emergency, including any materials necessary to process the ballot, to the county elections official in the county where the voter is registered to vote.</p> <p style="text-align: right;">E.C. § 14313</p>

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MARCH 3, 2020 PRESIDENTIAL PRIMARY ELECTION

DATES/DEADLINES	EVENTS
April 2, 2020	OFFICIAL CANVASS DEADLINE
(E+30)	<p>No later than this date, the county elections official must complete the canvass, certify its results, and submit it to the Board of Supervisors. E.C. § 15372</p> <p>Suggested deadline for the Board of Supervisors to declare the winners for each office and the results of each measure under its jurisdiction. The county elections official shall make and deliver to each person elected or nominated under its jurisdiction a certificate of election or nomination. E.C. §§ 15400, 15401</p> <p>Non-Partisan Candidates:</p> <p><u>Majority Vote</u> - When a candidate receives a majority of votes on all the ballots cast for candidates for that office, the candidate shall be elected to that office and not appear on the ensuing general ballot. E.C. § 8140</p> <p><u>No Candidate Receives a Majority Vote</u> - If no one Non-Partisan candidate receives over 50% of the votes, the top two candidates will run off in the general election. E.C. § 8141</p> <p><u>Tie Vote</u> - In the case of a tie vote, Non-Partisan candidates receiving the same number of votes shall be candidates at the ensuing general election. In no case shall the tie be determined by lot. If only one candidate receives the highest number of votes cast but there is a tie vote among two or more candidates receiving the second highest number of votes cast, each of those second-place candidates shall be a candidate at the ensuing general election along with the candidate receiving the highest number of votes cast. E.C. § 8142 (a)</p>
April 10, 2020	STATEMENT OF VOTES BY THE SECRETARY OF STATE
	<p>Last day for the Secretary of State to prepare, certify, declare, and file a statement of the vote from the compiled election returns and post to the Secretary of State's website. G.C. §§ 12165, 15501</p>

CALENDAR OF EVENTS

NOVEMBER 3, 2020 PRESIDENTIAL GENERAL ELECTION

DATES/DEADLINES	EVENTS
July 13 – August 7, 2020	CANDIDATE STATEMENT OF QUALIFICATION FILING PERIOD
General Election (E-113 – E-88)	Period in which candidates in the run-off general election may submit a new candidate statement to be printed in the general election County Voter Information Guide.
July 28, 2020	BALLOT DESIGNATION DEADLINE
General Election (E-98)	The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days prior to the general election, requests in writing a different designation, which the candidate is entitled to use at the time of the request. <div style="text-align: right;">E.C. § 13107 (e)</div>
July 31, 2020	SEMI-ANNUAL CAMPAIGN DISCLOSURE STATEMENT DEADLINE
(Date fixed by law)	All active committees must file a Fair Political Practices Commission (FPPC) Campaign Statement (Form 460 or Form 450). This statement must disclose contributions and expenditures made between the period covered by the last filed statement through June 30 th . <div style="text-align: right;">G.C. §§84220</div>
August 5 – November 3, 2020	24-HR CONTRIBUTION CAMPAIGN DISCLOSURE FILING PERIOD
(E-90 – E-Day)	All state and local committees controlled by or supporting candidates and/or propositions/measures to be voted on the November 3, 2020 Presidential General Election ballot, must file a Contribution Report (Form 497) within 24-hours of receiving a contribution of a combined total of \$1,000 or more from a single source. Form 497s may be faxed to the County of Santa Barbara Elections Office. <div style="text-align: right;">G.C. §§ 82036, 84203, 84220</div>
August 7, 2020	CANDIDATE STATEMENT OF QUALIFICATION FILING DEADLINE
(E-88)	Last day candidates for United States Representative in Congress, State Senator, and Member of the State Assembly may purchase space for a 250-word candidate statement in the County Voter Information Guide. In multi-jurisdictional contests, candidates must submit and purchase statements in each county in which they want their candidate statement to appear. Candidates for State Senator and Member of the State Assembly may purchase space only if they have agreed to accept the voluntary expenditure limits on their Candidate Intention Statement (Form 501). <div style="text-align: right;">G.C. § 85601(c); §§ 13307.5, 13307.7</div>
August 12, 2020	GENERAL ELECTION JUDICIAL WRITE-IN DEADLINE
(E-83)	If a petition indicating that a Write-In campaign will be conducted for the office at the general election, the contest with the name of the incumbent will be placed on the general election ballot. A Write-In Candidate period will then open on the 57 th day prior to the general election. E.C. § 8203(b)
August 13, 2020	RANDOMIZED ALPHABET DRAWING
(E-82) 11:00 A.M.	The Secretary of State and the county elections official shall conduct randomized alphabet drawings at 11:00 a.m. The results shall be used to determine the order in which the candidates shall appear on the primary election ballot. <div style="text-align: right;">E.C. §§ 13111,13112</div>

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NOVEMBER 3, 2020 PRESIDENTIAL GENERAL ELECTION

DATES/DEADLINES	EVENTS
August 22, 2020* (E-73)	NOTICE TO CANDIDATES – ALL VOTER-NOMINATED OFFICES On or before this day the Secretary of State shall notify each candidate for partisan office and voter-nominated office of the names, addresses, offices, ballot designations, and party preferences of all other persons whose names are to appear on the general election ballot. <p style="text-align: right;">E.C. § 8147.5</p>
August 27, 2020 (E-68)	DEATH OF A CANDIDATE – NAME ON BALLOT Last day for the county elections official to remove a deceased candidate’s name from the general election ballot.
August 4 – August 19, 2020* (E-60 to E-45) Deadline Fixed by Law	MILITARY AND OVERSEAS VOTER – VOTE BY MAIL BALLOT DELIVERY The county elections official shall send the ballot not earlier than 60 days but not later than 45 days before the election to military and overseas voters. <p style="text-align: center;">52 U.S. Const. § 20301 et seq. (MOVE Act); E.C. §§ 300(b), 321, 3102, 3105, 3114</p>
September 24 – October 13, 2020 (E-40 to E-10)	COUNTY VOTER INFORMATION GUIDE AND POLLING PLACE NOTICE MAILING County Voter Information Guide are mailed no more than 40 days and no fewer than 10 days before the election to each voter entitled to vote at the primary election who registered at least 29 days prior to the election. This guide shall include a polling place notice, sample ballot, and submitted candidate statements. <p style="text-align: right;">E.C. §§ 13300, 13303, 13304, 13307(b)</p>
September 24, 2020 (E-40)	FIRST PRE-ELECTION CAMPAIGN DISCLOSURE STATEMENT DEADLINE Candidate Controlled Committees and Committees primarily formed to support/oppose a candidate and/or proposition/measure to be voted on the November 3, 2020 Presidential General Election ballot must file a Recipient Committee Campaign Statement (Form 460). This report must reflect contributions and expenditures made between July 1, 2020 and September 19, 2020. <p style="text-align: right;">G.C. §§84200.5, 84200.8</p>
October 5 – October 27, 2020 (E-29 to E-7)	VOTE BY MAIL BALLOT PERIOD An application for a vote by mail ballot shall be made in writing to the county elections official having jurisdiction over the election between the 29 th and the 7 th day prior to the election. The application shall be signed by the applicant and shall show their place of residence. Any applications received by the county elections official prior to the 29 th day shall be kept and processed during the application period. <p style="text-align: right;">E.C. §§ 3001, 3003, 3102</p>

*Date falls on a weekend or state holiday; and the deadline does not move forward to the next business day.

**Date falls on a weekend or state holiday; and moves forward to the next business day.

CALENDAR OF EVENTS

NOVEMBER 3, 2020 PRESIDENTIAL GENERAL ELECTION

DATES/DEADLINES	EVENTS
October 19, 2020	CLOSE OF VOTER REGISTRATION – GENERAL ELECTION
(E-15)	<p>The county elections official shall accept an affidavit of registration executed as part of a voter registration card in the forthcoming election if the affidavit is executed on or before the 15th day prior to the election, and if any of the following apply:</p> <ul style="list-style-type: none"> • A mailed affidavit is postmarked on or before the 15th day prior to the election and received by mail by the county elections official before the close of polls on Election Day. • The affidavit is submitted to the Department of Motor Vehicles or accepted by any other public agency designated as a voter registration agency pursuant to the federal Voter Registration Act on or before the 15th day prior to the election. • The affidavit is submitted electronically on the internet website of the Secretary of State on or before the 15th day prior to the election. <p style="text-align: right;">E.C. §§ 2102</p> <p>California Online Voter Registration is available at the Secretary of State’s website at www.registertovote.ca.gov. The deadline to register or re-register to vote for any election using the California Online Voter Registration system is 11:59:59 p.m. pacific time on the 15th calendar day before the election.</p>
October 20, 2020	COMPUTER PROCESSING OF VOTE BY MAIL BALLOTS BEGINS
(E-14)	<p>Counties having the necessary computer capability may begin to process vote by mail ballots 10 business days prior to the election. This process may be completed to the point of placing the ballot information on a computer medium, but under NO circumstances may a vote count be accessed or released until 8:00 p.m. on November 3, 2020.</p> <p style="text-align: right;">E.C. § 15101</p>
October 20 – November 3, 2020	CONDITIONAL VOTER REGISTRATION PERIOD
	<p>During this period, an eligible citizen entitled to vote in the election that has not registered to vote by the deadline, may come into the county elections office and register to vote. At this time, they may also cast a provisional ballot pursuant to Elections Code Sections 2170-2173.</p>
	NEW CITIZEN REGISTRATION PERIOD
	<p>A new citizen is eligible to register and vote at the office of the county elections official at any time beginning on October 20, 2020 (E-14), and ending at the close of polls on November 3, 2020 (Election Day).</p> <p style="text-align: right;">E.C. §§ 331, 3500</p> <p>A new citizen registering to vote after the close of registration shall provide the county elections official with proof of citizenship prior to voting, and shall declare that they have established residency in California.</p> <p style="text-align: right;">E.C. § 3501</p> <p>The ballots of new citizens shall be received and canvassed at the same time and under the same procedure as vote by mail ballots.</p> <p style="text-align: right;">E.C. § 3502</p>

CALENDAR OF EVENTS

NOVEMBER 3, 2020 PRESIDENTIAL GENERAL ELECTION

DATES/DEADLINES	EVENTS
October 20 – October 7, 2020 (E-14 to E-7)	<p>NEW RESIDENT REGISTRATION PERIOD</p> <p>Any person who becomes a new resident after the voter registration deadline may register to vote beginning on October 20, 2020 (E-14), and ending on October 27, 2020 (E-7). This registration must be executed in the county elections office and the new resident shall vote a new resident's ballot in that office. A new resident is eligible to vote for only president and vice president.</p> <p>The ballots of new citizens shall be received and canvassed at the same time and under the same procedure as vote by mail ballots.</p> <p style="text-align: right;">E.C. §§ 332, 3400, 3405</p>
October 22, 2020 (E-12)	<p>SECOND PRE-ELECTION CAMPAIGN DISCLOSURE STATEMENT DEADLINE</p> <p>Candidate Controlled Committees and Committees primarily formed to support/oppose a candidate and/or proposition/measure to be voted on the November 3, 2020 Presidential General Election ballot must file a Recipient Committee Campaign Disclosure Statement (Form 460). This report must reflect contributions and expenditures made between September 20, 2020 and October 17, 2020. The report must be filed by personal delivery or guaranteed overnight service.</p> <p style="text-align: right;">G.C. §§84200.5, 84200.8</p>
October 27, 2020 (E-7)	<p>VOTE BY MAIL BALLOT APPLICATION DEADLINE</p> <p>Last day for the county elections official to receive any voter's application for a vote by mail ballot, including an application from a military or overseas voter, and to issue such ballot for the primary election.</p> <p style="text-align: right;">E.C. §§ 3001, 3003, 3102</p>
October 28 – November 2, 2020 (E-6 to E-1)	<p>MILITARY OR OVERSEAS VOTER RECALLED TO SERVICE</p> <p>A registered military or overseas voter recalled to service after October 27, 2020 (E-7), but before 5:00 p.m. on November 2, 2020 (E-1), may appear before the county elections official and obtain a vote by mail ballot which may be voted in, or outside, the county elections official's office on or before the close of the polls and returned as are other voted vote by mail ballots.</p> <p style="text-align: right;">E.C. § 3111</p>
October 28 – November 3, 2020 (E-6 to Election Day)	<p>REQUEST FOR VOTE BY MAIL BALLOTS - LATE CONDITIONS</p> <p>Period in which any voter may request in writing a vote by mail ballot if because of specified conditions they will be unable to go to the polls on Election Day. A written statement is not necessary if the vote by mail ballot is voted in the office of the county elections official at the time of the request.</p> <p>The voter may designate any authorized representative to return the voted vote by mail ballot.</p> <p style="text-align: right;">E.C. § 3021</p>

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NOVEMBER 3, 2020 PRESIDENTIAL GENERAL ELECTION

DATES/DEADLINES	EVENTS
November 3, 2020	ELECTION DAY
(Election Day)	<p>The polls open at 7:00 a.m. of the day of the election, and close at 8:00 p.m. E.C. §§ 1000,14212</p> <p>Last day any voter may request in writing a vote by mail ballot because of specified conditions resulting in their absence from the polling place or precinct on Election Day. E.C. § 3021</p> <p>Last day an eligible citizen entitled to vote in the election that has not registered to vote by the deadline, may come into the county elections office and register to vote and cast a provisional ballot. E.C. § 2170</p> <p>Last day a new citizen is eligible to register to vote after the close of registration. The new citizen shall provide the county elections official with proof of citizenship prior to voting and declare that they have established residency in California. E.C. §§ 331, 3500, 3501</p> <p>Last day a registered or unregistered military or overseas voter, who returns to the county after October 27, 2020 (E-7), may appear before the county elections official and make application for registration, a vote by mail ballot, or both. The county elections official shall register the voter, if not registered, and shall deliver a vote by mail ballot, which may be voted in, or outside, the county elections official's office on or before the close of the polls on Election Day and returned as are other voted vote by mail ballots. E.C. § 3110</p> <p>Last day, upon the declaration of an out-of-state emergency by the Governor and the issuance of an executive order authorizing an out-of-state emergency worker to cast a ballot outside of their home precinct, an out-of-state emergency worker may request and vote a vote-by-mail ballot, which must be returned, in the same manner as all other voted vote-by-mail ballots. E.C. §§ 336.7, 3021</p>
November 3, 2020	SEMI-FINAL OFFICIAL CANVASS
(Election Night) 8:00 p.m.	<p>Beginning at 8:00 p.m. and continuously until completed, the county elections official shall conduct the semi-final official canvass of votes and report totals to the Secretary of State at least every two hours. E.C. §§ 15150, 15151</p> <p>If the name of the incumbent does not appear on either the primary or general election ballot, the county elections official, on the day of the general election, shall declare the judicial incumbent re-elected. E.C. § 8203(c)</p>
November 5, 2020	OFFICIAL CANVASS – BEGINNING
(E+2)	<p>Beginning no later than the Thursday following the election, the county elections official must begin the official canvass of the precinct returns. This canvass must be completed no later than December 3, 2020. E.C. §§ 15301, 15372</p>

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NOVEMBER 3, 2020 PRESIDENTIAL GENERAL ELECTION

DATES/DEADLINES	EVENTS
November 6, 2020	MAILED VOTE BY MAIL BALLOTS - LAST DAY TO BE ACCEPTED
(E+3)	<p>Any vote by mail ballot cast shall be deemed timely if it is received by the county elections official via the United States Postal Service or a bona fide private mail delivery company no later than three days after Election Day and either of the following is satisfied: 1) The ballot is postmarked on or before Election Day or is time stamped or date stamped by a bona fide private mail delivery company on or before Election Day, or 2) If the ballot has no postmark, a postmark with no date, or an illegible postmark, the vote by mail ballot identification envelope is date stamped by the county elections official upon receipt of the vote by mail ballot from the United States Postal Service or a bona fide private mail delivery company, and is signed and dated pursuant to Section 3011 on or before election day.</p> <p>For purposes of this section, "bona fide private mail delivery company" means a courier service that is in the regular business of accepting a mail item, package, or parcel for the purpose of delivery to a person or entity whose address is specified on the item.</p> <p style="text-align: right;">E.C. §§ 3017, 3020</p>
November 11, 2020	VOTE BY MAIL BALLOTS - UNSIGNED BALLOT IDENTIFICATION ENVELOPE DEADLINE
(E+8) [5:00 p.m.]	<p>Last day for a voter who did not sign the vote by mail ballot identification envelope to either sign the identification envelope at the office of the county elections official or complete and submit an "unsigned ballot statement" in person, by mail, by fax, or by email.</p> <p style="text-align: right;">E.C. § 3019</p>
	VOTE BY MAIL BALLOTS – MISMATCHED SIGNATURE ON IDENTIFICATION ENVELOPE DEADLINE
	<p>Last day for a voter whose signature did not match with their signature on their voter record to complete and submit a "signature verification statement" in person or by mail, email, or fax to their county elections official.</p> <p style="text-align: right;">E.C. § 3019</p>
November 13, 2020	PROVISIONAL BALLOTS OF EMERGENCY WORKERS
(E+10)	<p>If the Governor declares a state of emergency and the issues an executive order authorizing an emergency worker to cast a ballot outside of their home precinct, the provisional ballot cast by an emergency worker must be received on or before this date by the county elections official where the voter is registered. The county elections official shall transmit for processing any ballot cast no later than the close of polls on election day by an emergency worker in a declared state of emergency, including any materials necessary to process the ballot, to the county elections official in the county where the voter is registered to vote.</p> <p style="text-align: right;">E.C. § 14313</p>
December 3, 2020	OFFICIAL CANVASS DEADLINE
(E+30)	<p>No later than this date, the county elections official must complete the canvass, certify its results, and submit it to the Board of Supervisors.</p> <p style="text-align: right;">E.C. § 15372</p> <p>Suggested deadline for the Board of Supervisors to declare the winners for each office and the results of each measure under its jurisdiction. The county elections official shall make and deliver to each person elected or nominated under its jurisdiction a certificate of election or nomination.</p> <p style="text-align: right;">E.C. §§ 15400, 15401</p>

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NOVEMBER 3, 2020 PRESIDENTIAL GENERAL ELECTION

DATES/DEADLINES	EVENTS
December 11, 2020	STATE OF THE VOTE BY THE SECRETARY OF STATE
(E+38)	<p>Last day for the Secretary of State to prepare, certify, declare, and file a statement of the vote form the compiled election returns and post to the Secretary of State's website. G.C §§ 12165, 15501</p>
February 1, 2021	SEMI-ANNUAL CAMPAIGN DISCLOSURE STATEMENT DEADLINE
Date fixed by law	<p>All active committees must file a Fair Political Practices Commission (FPPC) Campaign Disclosure Statement (Form 460 or Form 450). This report must disclose contributions and expenditures made between the period covered by the last filed statement to December 31st. G.C. §§ 84200, 84218</p>

SECTION 4

NOMINATION DOCUMENTS AND FILING REQUIREMENTS

FILING CHECKLIST

Listed below are mandatory and optional forms to be filed for judicial offices in the primary election. **It is the obligation of the candidate to ensure that all filing requirements and deadlines are met.** All candidates are urged to file the required documents as early as possible to avoid a last-minute rush, confusion or misunderstanding. It is recommended that all candidates file their Nomination Documents/forms personally; however, the candidate may complete a form to designate a person to receive Nomination Documents/forms from the county elections official and deliver them to the candidate. The form must include certain language in order to be accepted. See **page 28** of this guide for more information regarding agent authorization.

DOCUMENT		FOR MORE DETAILS	FILING PERIOD	FILED
Petition In Lieu of Filing Fee Forms	Optional	See Section 4 page 22 to 23	September 12 to November 6, 2019	
Declaration of Intention	Required	See Section 4 page 24	October 28 to November 6, 2019	
Declaration of Candidacy & Nomination Papers	Required	See Section 4 pages 25 to 26	November 12* to December 6, 2019	
Statement of Economic Interests (Form 700)	Required	See Section 4 page 27	November 12* to December 6, 2019	
Ballot Designation Worksheet	Optional (Required if requesting a Ballot Designation)	See Section 4, page 26, and Section 5, pages 31 to 32	November 12* to December 6, 2019	
Code of Fair Campaign Practices Form	Optional	See Section 4, page 27	November 12* to December 6, 2019	
Voluntary Expenditure Ceiling Form	Required	See Section 4, page 29	Prior to soliciting for or receiving contributions to December 6, 2019	
Candidate Statement of Qualifications	Optional	See Section 6, pages 33 to 36	September 12 to November 6, 2019	
Candidate Intention Statement (Form 501)	Refer to Instructions on Form	See Section 7, pages 37 to 40, and Appendix IV	Prior to soliciting for or receiving contributions to December 6, 2019	
Campaign Disclosure Statements (Form 410 or 470)	Refer to Instructions on Form		January 23, 2020	
Semi-Annual Campaign Statement	Refer to Instructions on Form		January 30, 2020	
Pre-Election Campaign Statements (Form 460)	Refer to Instructions on Form		1 st : January 23, 2020 2 nd : February 20, 2020	
Late Contribution & Independent Expenditures (Form 497 & Form 496)	Refer to Instructions on Form		December 4, 2019 to March 3, 2020	

* Please Note: Date adjusted due to state holiday.

FILING FEES, IN LIEU SIGNATURES, AND NOMINATION SIGNATURES

The table below sets forth the salary, the filing fee, the number of signatures in lieu of filing fees, and their respective monetary value for judicial offices. The table also identifies the required number of nomination signatures for each office:

E.C. §§ 8062, 8104, 8106(a)

JUDICIAL OFFICES					
OFFICE	SALARY	FILING FEE* (1% OF SALARY)	VALUE OF EACH SIGNATURE	IN LIEU SIGNATURES	NOMINATION SIGNATURES REQUIRED
Judge of the Superior Court	\$207,424	\$2,074.24	\$0.3333 (3 signatures per \$1 of filing fee)	6,224	20 to 40

*Please note: Filing Fees are subject to change. The Filing Fee for each office is determined by the reported salary on September 12, 2019.

NOTE: Filing fees are nonrefundable and due at the time a judicial candidate files their Declaration of Intention with the county elections official.

Checks for filing fees are to be made payable to the **County of Santa Barbara Registrar of Voters.**

PETITIONS IN LIEU OF FILING FEES

OVERVIEW

California Secretary of State
PETITION IN LIEU OF FILING FEE - For Use Only During the Signature in Lieu Filing Fee Period
Write Nominated and Nonpartisan Offices
March 1, 2020, Presidential Primary Election (Elections Code §§ 102, 104, 8041, 8061, 8150, Code of Civil Procedure § 2015.5)

Official Filing Form
Place Government
County Elections Official
Date Issued
County Elections Official
Date Received
Secretary of State Official

I, the undersigned signer for _____ candidate for nomination to the
Name of Candidate
office of _____ to be voted for at the Presidential Primary Election to be held on March 1, 2020, hereby
Name of Office and Signer's
Country of Residence
I am a resident of _____ County and am registered to vote at the address
shown on this paper. I am not at this time a signer of any other nomination paper of any other candidate for the above-named office.
My residence is correct, and I will allow my signature here:

PRECINCT (To be completed by Elections Official)	NAME	RESIDENCE	VERIFICATION (To be completed by Elections Official)
1	Signature	Residence Address ONLY City or Town	
2	Signature	Residence Address ONLY City or Town	
3	Signature	Residence Address ONLY City or Town	
4	Signature	Residence Address ONLY City or Town	
5	Signature	Residence Address ONLY City or Town	
6	Signature	Residence Address ONLY City or Town	
7	Signature	Residence Address ONLY City or Town	
8	Signature	Residence Address ONLY City or Town	

Please Complete Affidavit of Circulator on Reverse Side
NOTE: Signatures on this form shall be applied toward nomination signature requirements pursuant to Elections Code section 8061.

Candidates for judicial offices may obtain forms from the county elections official for circulating petitions to secure signatures in lieu of all or part of the filing fee. This document is referred to as the Petition In Lieu of Filing Fee form.

Valid signatures provided on the Petition In Lieu of Filing Fee form may be applied towards the nomination signature requirement upon a candidate's request. However, circulated Petition In Lieu of Filing Fee forms **must** be submitted by the deadline in order to be applied towards the filing fee **and** the nomination signature requirement.

Only forms furnished by the county elections official may be used. Upon request, candidates are provided a quantity of forms that contains spaces for signatures sufficient in number to equal the number of nomination signatures that the candidate is required to secure.

Candidates are also provided a master copy that may be duplicated (at the candidate's expense) for the purpose of circulating additional petitions. Petition pages duplicated by the candidate must be a copy of the original and double-sided.

IMPORTANT:
The deadline to submit Petitions In Lieu of Filing Fee forms 5:00 p.m. on November 6, 2019

For the number of signatures required to cover the cost of the filing fee for each office, please see **page 21** of this guide.

PETITION CIRCULATORS

Candidates may elect to have a person or persons circulate a petition on their behalf. Persons circulating a petition **must be 18 years of age or older.**

E.C. §§ 102, 8066

A county elections official or a deputy county elections official may not be appointed as circulators, and circulators shall not obtain signatures within 100 feet of any election booth or polling place. This section does not prohibit a county elections official or a deputy county elections official from circulating their own petitions.

E.C. § 8452

Those who circulate the petition must complete the attached **Affidavit of Circulator**. The Affidavit of Circulator must be signed by the circulator, and in the circulator's own handwriting provide the printed name of the circulator, the residence address of the circulator (giving street and number), and identify the dates between which all the signatures were obtained. The county elections office will not accept petitions with incomplete Affidavits of Circulator.

PETITIONS IN LIEU OF FILING FEE

PETITION SIGNERS

All signers of a petition must be registered voters in the district or political subdivision in which the candidate is to be voted. Candidates and/or circulator(s) may also sign the petition.

Each signer **must personally affix** their signature, name, and place of residence (number and street or if no street or number exist, the cross streets of registered residence) including the city and zip code. **To be counted as a valid signature, the residence address must match voter registration record.**

If a voter is unable to personally affix their name and residential information, the voter may request another person to print their name and place of residence on the appropriate spaces. The voter shall personally affix their mark or signature on the designated portion of the petition and it must be witnessed by one person subscribing their name thereon.

E.C. § 105

To be counted as a valid signature, a voter may only sign as many petitions for candidates as offices to be filled. If a voter signs more candidates' petitions than there are offices to be filled or if a voter signs both a candidate's Petition In Lieu form and Nomination Paper, the voter's signatures shall be valid only on those petitions taken in the order they were filed.

E.C. §§ 8069, 8106 (b)(2)

FILING AND VERIFICATION OF PETITION SIGNATURES

The deadline to file Petitions In Lieu of the Filing Fee forms with the county elections official is 5:00 p.m. on **November 6, 2019**.

Candidates will be notified within 10 days after receipt of filing the petitions, of any deficiency. No additional signatures may be filed after the filing date. Candidates must then pay the pro rata portion of the filing fee at the time their Nomination Documents are issued.

E.C. § 8106 (b)(3)

Each candidate may submit a greater number of signatures to allow for subsequent losses due to invalidity of some signatures. However, the county elections official is not required to determine the validity of a greater number of signatures than that required by this section.

E.C. § 8106 (b)(5)

IMPORTANT REMINDER: All candidates **MUST** file a Declaration of Candidacy between **November 12, 2019*** and **December 6, 2019** even if the Petitions In Lieu of Filing Fee forms contain a sufficient number of signatures to count toward the nomination signature requirement.

* **Adjusted date due to state holiday.**

NOMINATION DOCUMENTS AND FILING REQUIREMENTS

DECLARATION OF INTENTION E.C. §8023

Candidates for judicial offices **must** file a Declaration of Intention. The Declaration of Intention is supplied by the county elections official. On the Declaration of Intention, a candidate must provide their name, office sought including the assigned office number, and address. The address provided on the declaration may be a mailing or business address.

At time the Declaration of Intention is filed, candidates must file any circulated Petitions In Lieu of Filing Fee forms and provide payment for the filing fee.

Checks may be made payable to the **County of Santa Barbara Registrar of Voters**, or a candidate may complete a credit card authorization form for payment. Filing fees are nonrefundable.

The Declaration of Intention filing period is October 28, 2019 to November 6, 2019. If an incumbent fails to file a Declaration of Intention by 5:00 p.m. on December 6, 2019, the period is extended until 5:00 p.m. on November 12, 2019*, for qualified persons other the incumbent to file. * **Adjusted date due to state holiday.**

JUDICIAL CAMPAIGN ETHICS REQUIRED COURSE

In 2013, the Supreme Court of California added a requirement to the Code of Judicial Ethics that every candidate for a judicial office “complete a judicial campaign ethics course approved by the Supreme Court no earlier than one year before or no later than 60 days after either the filing of a Declaration of Intention by the candidate, the formation of a campaign committee, or the receipt of any campaign contribution, whichever is earliest. This requirement does not apply to judges who are unopposed for election and will not appear on the ballot.”

California Code of Judicial Ethics Canon 5B (3)

This 90-minute online course, approved by the Supreme Court (produced by Center for Judicial Education and Research in collaboration with the California Judges Association, the Supreme Court Advisory Committee on the Code of Judicial Ethics, and the California State Bar) satisfies that requirement. The course can be found online: <http://www2.courtinfo.ca.gov/cjer>. For more information, call (415) 865-7745 or email: cjerprograms@jud.ca.gov.

NOMINATION DOCUMENTS AND FILING REQUIREMENTS

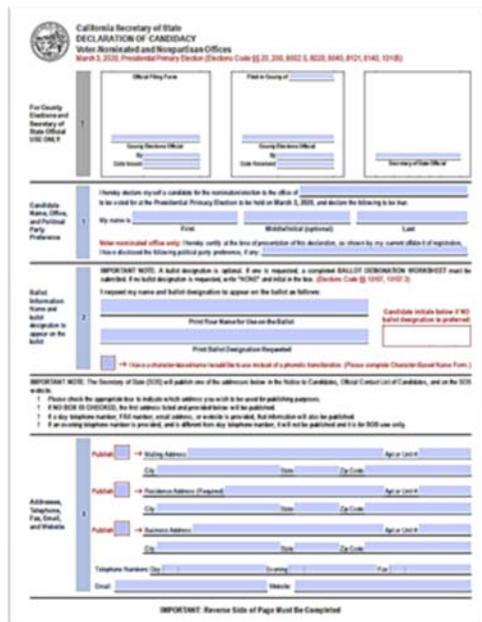
OVERVIEW

Nomination Documents refers to the **Declaration of Candidacy** and **Nomination Papers**.

All candidates **must** file a Declaration of Candidacy and Nomination Papers in order for their name to be printed on the ballot.

Prospective candidates are encouraged to obtain the necessary forms from the county elections official as soon as possible on or after the first day of the filing period. Candidates are encouraged to file their Nomination Documents as soon as completed so any irregularities may be corrected before the filing deadline. If the Nomination Documents are found “not sufficient,” no additions or corrections may be made after 5:00 p.m., December 6, 2019.

DECLARATION OF CANDIDACY



The Declaration of Candidacy is the form on which a candidate declares their candidacy, provides their ballot designation, and takes the loyalty oath. The Declaration of Candidacy will remain in the office of the county elections official once a candidate is issued their Nomination Documents.

Information provided on the Declaration of Candidacy includes:

1. Name of office sought with assigned office number.
2. Name as registered to vote.
3. Name and ballot designation as desired on the ballot.
4. Mailing or Business Address (judicial candidates must provide their residential address to be verified but it is not required to be printed on the declaration).
5. Business address (if applicable).
6. Phone number (fax, email and website are optional).

All reference to party affiliation shall be omitted on all forms required to be filed for candidates for a Non-Partisan offices.

E.C. § 8002

Prospective candidates who do not file a Declaration of Candidacy by the deadline will not qualify to appear on the ballot.

No candidate who has filed a Declaration of Candidacy for any primary election may withdraw as a candidate at that primary election.

E.C. § 8800

Once filed, the Declaration of Candidacy is public information; and is available for viewing in the county elections official office.

IMPORTANT:

The deadline to file Nomination Documents and required forms is 5:00 p.m. on December 6, 2019.

NOMINATION DOCUMENTS AND FILING REQUIREMENTS

NOMINATION PAPERS

The form is titled "California Secretary of State DECLARATION OF CANDIDACY" and is for "Judicial Offices". It includes sections for: "I, the Candidate", "I, the Ballot Designator", "Ballot Designation", "Address, Telephone, Fax, Email and Website", and "IMPORTANT: Reverse Side of Page Must Be Completed".

Prospective judicial candidates must obtain nomination signatures from registered voters who are qualified to vote for the office.

Candidates are encouraged to obtain more than the minimum to account for any insufficient signatures.

Candidates who obtain the requisite number of nomination signatures through filing Petitions In Lieu of Filing Fee forms are not required to file additional Nomination Papers. Candidates that opted out of securing nomination signatures during the Petitions In Lieu of Filing Fee period may obtain Nomination Papers beginning **November 12, 2019*** (E-113).

* Adjusted date due to state holiday.

Only forms furnished by the county elections official may be used. Upon request, candidates are provided a quantity of forms that contains spaces for signatures sufficient in number to equal the number of nomination signatures that the candidate is required to secure.

Candidates are also provided a master copy that may be duplicated (at the candidate's expense) for the purpose of circulating additional Nomination Papers. Nomination Papers duplicated by the candidate must be a copy of the original and double sided.

For the required number of signatures please see **pages 21** of this guide. For requirements for Nomination Papers circulators and signers qualifications, please refer to the **Petitions In Lieu of Filing Fee** portion of this section (**pages 22 to 23**).

Important Reminder: To be counted as a valid signature, the signer's residence address must match the voter registration record.

BALLOT DESIGNATION WORKSHEET

The form is titled "California Secretary of State BALLOT DESIGNATION WORKSHEET" and is for "Judicial Offices". It includes sections for: "Candidate Information", "Ballot Designation", "Ballot Designation Worksheet", and "Ballot Designation Worksheet".

The ballot designation is the wording that appears below the candidate's name on the ballot. Candidates may choose a designation that describes their current profession, vocation, occupation or incumbency status.

A ballot designation is **optional**. Candidates selecting to have a ballot designation must include this information on their Declaration of Candidacy, and file a **Ballot Designation Worksheet**. **All fields** on the Ballot Designation Worksheet must be completed. For more information regarding ballot designations, please see **Section 5** and **Appendix III** of this guide. Additionally, a sample of a completed Ballot Designation Worksheet may be found in **Appendix I** of this guide.

NOMINATION DOCUMENTS AND FILING REQUIREMENTS

STATEMENT OF ECONOMIC INTERESTS – FORM 700 G.C. §§87201, 87202, 87203, 91000 et seq.

Any candidate running for an office designated in a conflict of interest code, and all elected offices listed in Government code Section 87200, must file a Statement of Economic Interests (Form 700).

The Form 700 is required to be filed with the county elections official where the candidate files their Declaration of Candidacy. The county elections official shall make and retain a copy and forward the original to the Fair Political Practices Commission where required.

Candidates and elected offices for those offices listed in Government Code Section 87200 (which include elected state officers, board of supervisors, and judges) are required to file a Form 700 at full disclosure.

Any person who knowingly or willfully violates any provision of this act is guilty of a misdemeanor. Violation of this article is punishable by prosecution, injunction or late penalties.

Each candidate must file a “candidate” Form 700 at the same time as when they file their Declaration of Candidacy. A “candidate” Form 700 is not required if the candidate has filed, within 60 days prior to the filing of their Declaration of Candidacy, a Form 700 for the same jurisdiction pursuant to Government Code Sections 87202 and 87203.

Elected Candidates: Must also file an Assuming Office Statement (Form 700) within 30 days of assuming office.

See **Appendix I** for a sample Form 700

CODE OF FAIR CAMPAIGN PRACTICES

The filing of the “Code of Fair Campaign Practices” form is **optional**.

By signing this form, the candidate agrees to conduct a fair campaign openly and publicly, not use character defamation, libel, slander or dishonest and unethical practice.

Once filed, the “Code of Fair Campaign Practices” is public record and open for public inspection.

AGENT AUTHORIZATION

AGENT AUTHORIZATION TO PICK UP AND/OR FILE NOMINATION DOCUMENTS

Candidates may authorize an agent to pick up all or any of their Nomination Documents as well as other optional and required forms by completing the Authorization to Pick-Up and/or File Nomination Documents and Other Forms request form. See **Appendix I** for form.

If a candidate is unable to be present in the county elections official's office to obtain and/or file their Declaration of Candidacy, a candidate may designate, by use of the authorization form, an agent to pick-up and deliver the document to the candidate to be executed and/or file forms. The completed Declaration of Candidacy must be received by the county elections official's office (by hand or mail) by 5:00 p.m. on the filing deadline of December 6, 2019, unless the office goes into extension due to a qualified incumbent not filing by 5:00 p.m., the filing deadline will move to December 11, 2019. **Postmarks will not be accepted.**

E.C. § 8028(b)

Election law does not specifically prohibit another person from filing Nomination Documents for a candidate. However, the County of Santa Barbara County Elections Office strongly recommends that **candidates file in person** for the following reasons:

1. The oath, or affirmation, which is a part of the Declaration of Candidacy form, must be administered by the election officials' staff or a notary public. It is much easier for a candidate to file in person and have the oath administered at the time they file; and,
2. The signature of the candidate, as well as other information, is required on many documents involved in the nomination process. If through an oversight, the Nomination Documents are incomplete, the problem can easily be rectified when the candidate files in person.

DEPLOYED ACTIVE MILITARY - AGENT AUTHORIZATION E.C. § 202

A person who is deployed on active military service outside of the state and is unable to appear to file a Declaration of Candidacy, Nomination Papers, or any other paper necessary to run for office may have their forms completed and filed by an attorney-in-fact who is commissioned and empowered in writing for that purpose through a power of attorney.

At the time of filing the declaration or papers, the attorney-in-fact shall present the original power of attorney duly signed by the deployed person. The power of attorney shall state the office that the deployed person is seeking, including the district number, if any, and shall include a declaration that the deployed person meets the statutory and constitutional qualifications for office that the candidate is seeking and that if nominated the deployed person will accept the nomination and will not withdraw. The power of attorney shall further state that the power of attorney is solely for the purpose of authorizing the attorney-in-fact to file a declaration or papers necessary to run for office. The original or a copy of the power of attorney shall be filed with and attached to the declaration or papers.

VOLUNTARY EXPENDITURE CEILINGS – JUDICIAL OFFICES

Voluntary campaign spending limits for countywide offices including judicial offices, are set at a base of \$150,000. All county campaign expenditure limits are adjusted according to the Consumer Price Index in January of every odd-numbered year. The new limits effective January 1, 2019 are:

OFFICE	PRIMARY ELECTION	GENERAL ELECTION
Judge of the Superior Court	\$ 156,000	\$ 156,000

County Code Ordinance 4282 Chapter 11B § 1

VOLUNTARY EXPENDITURE LIMIT FORM County Code Ordinance 4282 Chapter 11B

VOLUNTARY EXPENDITURE LIMIT
SANTA BARBARA COUNTY
ORDINANCE 4282
CHAPTER 11-B

FILED IN
SANTA BARBARA COUNTY

Joseph E. Holland, Registrar of Voters
County Elections Official

INITIAL AMENDMENT (2019-01)

I, _____ candidate for _____
(OFFICE/POST AND COUNTY/PARTY/POSIBLE)
 _____, hereby state that:

I ACCEPT the voluntary expenditure limit for the election stated below.

I DO NOT ACCEPT the voluntary expenditure limit for the election stated below.

Amendment:
 I will not exceed the expenditure ceiling in the primary or special election held on _____ and I accept the voluntary expenditure ceiling for the general or special run-off election.

(Mark if applicable)
 On _____ I contributed personal funds in excess of the expenditure ceiling for the election stated above.

(Election Year) Primary/General Election (Election Year) Special/Runoff Election

The voluntary campaign expenditure limit for the June 5, 2018 is \$86,000 and if a runoff election is required, an additional voluntary campaign expenditure limit of \$86,000 for the November 7, 2018 General Election.

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

EXECUTED ON _____ DAY OF _____

(Address)

(Candidate Signature)

NOTE: Pursuant to Ordinance 4282, Chapter 11B, the amount will be adjusted every January of every odd year. Therefore, if the limit amount is different, an amendment must be done.

*If the candidate rejects the voluntary expenditure ceiling he/she is subject to the provisions set forth in Section 52021 of the Government Code. If the candidate accepts the voluntary expenditure ceiling he/she is subject to the provisions set forth in Section 52040 of the Government Code.

Candidates for county offices must file a Voluntary Expenditure Limit Form prior to soliciting or receiving contributions, or making expenditures from personal funds on behalf of their campaign.

The Voluntary Expenditure Limit Form may be amended no more than two times up until 5:00 p.m. on the candidate filing deadline of December 6, 2019.

For more information regarding Statements of Qualifications (Candidate Statements) see **Section 6**.

Additionally, a candidate moving forward to the ensuing run-off general election, who previously rejected the voluntary expenditure ceiling, may amend their Voluntary Expenditure Limit Form if they have not exceeded the limits during the primary election. To do so, the candidate must file an amended Voluntary Expenditure Limit Form within 14 days following the primary election.

NOTICE: County ordinances are adopted by the County Board of Supervisors and maintained by the Clerk of the Board office. Elections staff will not provide interpretations of county ordinances. The obligation of the county elections official is to provide the information to potential candidates and other interested persons upon request.

SECTION 5

CANDIDATE NAME ON BALLOT AND BALLOT DESIGNATION

CANDIDATE NAME ON BALLOT

RULES FOR PRINTING CANDIDATE NAMES ON THE BALLOT

A Candidate's name will be printed on the official ballot **exactly as it appears on the Declaration of Candidacy**. A candidate's ballot name should be recognized as the name under which the candidate is registered; however, the following name variations are permitted:

- First, middle, and last names. Example: John James Doe or John Doe
- First and middle initials and last name. Example: John J. Doe, J.J. Doe, or J. James Doe
- A short version of the first name. Example "Jim" for James or "Katie" for Kathryn
- A nickname designated with parentheses () or quotation marks "". Example John "Jon-Jon" Doe

Legal name changes within one year of any election may only appear on the ballot if the change was made by marriage or court decree.

E.C. § 13104

No degrees or titles allowed in the ballot name, such as Mr. Ms., Dr., or PhD.

E.C. § 13106

ORDER OF CANDIDATE NAMES ON THE BALLOT

KEY DATES		
Randomized Alphabet Drawing	E-82 at 11:00 a.m.	December 12, 2019

RANDOMIZED ALPHABET DRAWING

The Secretary of State shall conduct a drawing of the letters of the alphabet, the result of which is known as a **randomized alphabet**. The resulting randomized alphabet determines the order of all candidates' names (excluding candidates for State Senate and State Assembly) on the ballot in all elections. If two or more candidates for the same office have the same first letter in their last name, the subsequent letters in the last name will determine the order. For example, if two candidates with the surnames Campbell and Carlson are running for the same office, their order on the ballot will depend on the order in which the letters M and R were drawn in the randomized alphabet drawing.

E.C. § 13112

On the same day the Secretary of State conducts the randomized alphabet drawing, the county elections official will also conduct a drawing of letters from the alphabet following the same procedures specified in Elections Code Section 13112. The result of this drawing is the **county randomized alphabet** and it is used to arrange the names of candidates for State Senate and State Assembly.

E.C. § 13111(i)

ROTATION OF NAMES ON THE BALLOT

Countywide Offices

Candidates' names are arranged in accordance to the result of the Secretary of State's randomized alphabet drawing and rotate by Supervisorial Districts within the county.

E.C. § 13111 (g)

BALLOT DESIGNATION

OVERVIEW E.C. § 13107 et al.; Cal Code Reg. §§ 20710-20719

The ballot designation is the wording that appears below the candidate's name on the ballot. Candidates may choose a designation that describes their current profession, vocation, occupation or incumbency status.

A ballot designation is **optional**. Candidates selecting to have a ballot designation must include this information on their Declaration of Candidacy, and file a **Ballot Designation Worksheet**. If a Ballot Designation Worksheet is not filed by a candidate wishing to have a ballot designation, no designation will appear on the ballot.

The Ballot Designation Worksheet shall be filed with the county elections official at the same time as the candidate files their Declaration of Candidacy. Additionally, candidates are encouraged to attach any documents or exhibits that support their proposed ballot designation. For example, if using the title of an elective office, a candidate may attach a copy of the certificate of election or appointment; or if using "Teacher," a candidate may attach a copy of their credential(s) or certificate(s).

Upon filing, the Ballot Designation Worksheet becomes public record, and may not be changed by the candidate after the filing deadline. Candidates and other interested persons may view or request a copy of a filed Ballot Designation Worksheet in the office of the county elections official.

The ballot designation shall remain the same for all purposes of both the primary and general elections, unless the candidate, at least 98 days before the general election, requests in writing a different designation, which the candidate is entitled to use at the time of the request.

If no ballot designation is desired, the candidate will be instructed to print "NONE" and initial in the space provided on the Declaration of Candidacy. Candidates electing to not have a ballot designation are not required to file the Ballot Designation Worksheet.

BALLOT DESIGNATION CATEGORIES AND EXAMPLES

PLEASE NOTE: Effective January 1, 2018, ballot designation options for judicial candidates were revised. Please review the applicable code sections provided in APPENDIX III of this guide.

1. **Elected Office Title:** Words describing the city, county, state, or federal office currently held by the judicial candidate at the time of filing nomination papers. The jurisdiction's or agency's name must precede the elected office title.

Example : Judge of the Superior Court

Example: Superior Court Judge

2. **Incumbent:** The word "Incumbent" may be used if the candidate is a candidate for the same office, which they hold at the time of filing the Nomination Documents, and was elected to that office by a vote of the people, or in the case of a Judge of the Superior Court, was appointed to that office.

3. **Current Occupation:** No more than **three words** to describe either the current principal professions, vocations, or occupations 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 and hyphenated words that have appeared in the dictionary within 10 years preceding the election are considered one word. Forward slashes must be used to distinguish between separate professions, vocations, or occupations of the candidate.

Example: Small Business Owner

BALLOT DESIGNATION

UNACCEPTABLE BALLOT DESIGNATIONS AND REJECTION PROCESS

Pursuant to Elections Code Section 13107(e) ballot designations will not be accepted if the designation:

1. Misleads the voter.
2. Suggests an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
3. Abbreviates the word “retired” or places it following any other word or words, which it modifies.
4. Uses a word or prefix, such as “former” or “Ex-,” which means a prior status. The exception is the use of the word “retired.”
5. Uses the name of any political party, whether or not it has qualified for the ballot.
6. Uses a word or words referring to a racial, religious, or ethnic group.
7. Refers to any activity prohibited by law.

Candidates for state offices should review California Administrative Code of Regulations sections 20710-20719 for additionally applicable ballot designation requirements.

Additionally, ballot designations that include commercial identification information such as trademarks or designations that include specific business, foundation, or organization names cannot be accepted.

If the selected ballot designation is in violation of any of the restrictions set forth by Elections Code, the candidate will be notified by the county elections official or if a federal or state candidate, the Secretary of State by registered or certified mail with return receipt requested. The notice will be mailed to the candidate at the mailing address provided on the candidate’s Ballot Designation Worksheet.

The candidate shall, within three days from the date of receipt of the notice (excluding Saturdays, Sundays, and State holidays), appear before the county elections official or in the case of federal and state candidates, notify the Secretary of State by telephone, and provide an alternate designation. If an alternative designation is not provided within the time allowed, no designation will appear on the ballot.

E.C. § 13107(f)

FORMAT STANDARDS

Candidates are strongly encouraged to take into account ballot space limitations when considering a longer ballot designation that may otherwise be permissible by law.

In most cases, the selected ballot designation will be printed in 8-point roman upper-case and lowercase type except that, if the designation is so long that it would conflict with the space requirements of Sections 13207 and 13211, the county elections official may use a type size for the ballot designation for each candidate for that office sufficiently smaller to meet these requirements.

See **Appendix III** of this guide for applicable ballot designation Elections Codes. To review the California Code of Regulations, please visit the Secretary of State’s website at www.sos.ca.gov.

SECTION 6

CANDIDATE STATEMENT OF QUALIFICATIONS

CANDIDATE STATEMENT OF QUALIFICATIONS

Filing a Candidate Statement of Qualifications (candidate statement) is **optional**.

Filed candidate statements may be withdrawn, but not changed, up until 5:00 p.m. of the following business day after the close of the candidate filing period, December 6, 2019. In the event a qualified incumbent does not file by the candidate filing deadline, the extension deadline to file Nomination Documents and other filing forms including the candidate statement is 5:00 p.m. on December 11, 2019.

Filed candidate statements remain confidential until the close of the candidate filing period. Following the close, filed candidate statements are subject to a 10-day public exam period.

FILING COST AND WORD LIMITS

OFFICE	COST	WORD LIMIT
Judge of the Superior Court	\$8,806	200

The candidate statement filing **fee is due at the time the Nomination Documents (including the hardcopy of the candidate statement) are filed**. Pursuant to Elections Code 8203(a), if a judicial office does not appear on the ballot, candidates who filed and paid for a candidate statement to be published in the County Voter Information Guide will be refunded the fee collected. Refund checks for the candidate statement fee will be issued approximately 30 to 45 days following the close of the nomination period and mailed to the mailing address indicated on the candidate's Declaration of Candidacy.

HOW THE FEE IS CALCULATED E.C. §13307

The fee to file a candidate statement in the County Voter Information Guide is determined by the county elections official, and it is an estimated cost based on various factors. These factors include printing costs, the number of guides printed for each ballot type, and the number of voters registered in the jurisdiction reported to the Secretary of State prior to the close of the candidate filing period. Additionally, pursuant to the Federal Voting Rights Act, the County of Santa Barbara is required to print all voter information in English and Spanish. The estimated cost includes the approximate fee to translate and print the candidate statement in both English and Spanish.

The estimated cost is determined prior to all information being available, and the actual cost may vary depending on the final number of filed candidate statements for each office. Approximately 30 days following the election, candidates may be billed for additional cost or receive a refund of surplus money collected.

INDIGENT STATUS E.C. § 13309

If a candidate alleges to be indigent and unable to pay in advance the fee for submitting a candidate statement, the candidate may submit a statement of financial worth with their candidate statement. If it is determined, that the candidate is indigent, the candidate statement will be printed in the County Voter Information Guide, and payment arrangements will be made. If the determination is made that the candidate is not indigent, the candidate shall withdraw the statement or pay the requisite fee within three days of notification, excluding Saturdays, Sundays and State holidays.

For more information regarding filing for indigent status, please call **(805) 696-8955**.

CANDIDATE STATEMENT OF QUALIFICATIONS

CONTENT STANDARDS

Candidate statements may include the name, age (optional), occupation (may vary from the ballot designation), and a brief description of the candidate's education and qualifications.

The candidate statement shall be **limited to a recitation of the candidate's own personal background and qualifications**. The statement shall **"not make in any way reference to other candidates for that office or to another candidate's qualifications, character, or activities."** For Non-Partisan offices, the statement shall not include the party affiliation of the candidate, or membership or activity in partisan political organizations.

E.C. §§ 13307(a), 13308

Once the candidate statement is filed, no changes can be made. The statement may be withdrawn, but not changed, during the period for filing Nomination Documents and until 5:00 p.m. of the next working day after the close of the nomination period.

E.C. § 13307(a)(3)

Pursuant to Elections Code Section 13308, improper language that makes any reference to another candidate or to another candidate's qualifications, character, or activities will be removed. In such instances, the candidate will be notified and the improper language will not be included in the printed candidate statement.

FORMAT AND STYLE STANDARDS

Candidates choosing to submit a candidate statement must file an **electronic** and **signed hard copy** of the statement on the form provided by the county elections official. The electronic copy may be emailed or put on a CD. USB memory devices are not accepted. **The signed hard copy of the Candidate Statement is the filed original. Submitted electronic copies will be edited to match the original hard copy prior to publication in the County Voter Information Guide.**

The candidate statement **must** be typed and printed in uniform type, size, spacing, and darkness. Additionally, statements **must** be in first person, singled spaced, and in **block paragraph format**.

The following **are not** permitted:

- Handwritten statements
- Copies from a fax machine
- Extra exclamation points!!
- Stars, bullets, or asterisks*
- Graphics or *Italics*
- Underlining or **Bolding**
- ALL UPPER CASE

Candidate statements with 200 and 250 word limits must fit on one-quarter of a County Voter Information Guide page (8 ½ by 11 inch page). Submitted candidate statements that do not fit within this limitation will be adjusted by the County of Santa Barbara Elections Office staff to fit within the space allotted.

CANDIDATE STATEMENT OF QUALIFICATIONS

WORD COUNTING GUIDELINES E.C. § 9

The counting of words is governed by Elections Code Section 9 and is listed below (this section does not apply to ballot designations):

1. Punctuation is not counted.
2. Each word shall be counted as one word except as specified in this section.
3. All proper nouns, including geographical names, shall be considered as one word; for example, "City and County of San Francisco" shall each be counted as one word.
4. Each abbreviation for a word, phrase, or expression shall be counted as one word.
5. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
6. Dates shall be counted as one word.
7. Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as "one," shall be considered as a separate word or words. "One" shall be counted as one word whereas "one hundred" shall be counted as two words. "100" shall be counted as one word.
8. Telephone numbers shall be counted as one word.
9. Internet website addresses shall be counted as one word.

IMPORTANT: The county elections official does not proof for spelling, punctuation and grammar errors; therefore, candidates are advised to carefully check their statements prior to filing. Candidate statements are printed exactly as submitted, including errors.

CANDIDATE STATEMENT WITHDRAWAL PROCESS

Once the candidate statement is filed, no changes can be made. The statement may be withdrawn, but not changed, during the period for filing Nomination Documents and until 5:00 p.m. of the next working day after the close of the nomination period.

E.C. § 13307(a)(3)

Candidates who choose to withdraw their filed candidate statement must complete and file a Candidate Statement Withdrawal Request form by the deadline. The Candidate Statement Withdrawal Request form is available upon request from the County of Santa Barbara Elections Office, and may be submitted in person, by fax, or by email. Refund checks for the candidate statement fee collected at the time of filing will be issued approximately 30 to 45 days following the close of the nomination period. Refund checks will be mailed to the mailing address indicated on the candidate's Candidate Statement Filing Receipt.

CANDIDATE STATEMENT OF QUALIFICATIONS

EXAMPLE OF ACCEPTABLE AND UNACCEPTABLE STATEMENTS

ACCEPTABLE STATEMENT	
<p style="text-align: center;">STATEMENT OF CANDIDATE FOR OFFICE Jurisdiction/District</p> <p>Jane Doe Age: 21</p> <p>Occupation: Incumbent, Businessperson, Entertainer</p> <p>Education and Qualifications:</p> <p>Word count begins here. The candidate may wish to mention education and qualifications and then continue with the candidate statement of up to 200 words.</p> <p>The candidate statement is printed in 'block' paragraphs, which means that the paragraph will be aligned to both left and right margins as shown in this example. A double space will appear between paragraphs. Special indentations are not allowed. If a list is to be printed (accomplishments, clubs, goals, etc.), it will appear as shown in the following paragraph:</p> <p>I belong to the following organizations: PTA, Chamber of Commerce, Zoological Society and Bridge Club. If elected, I will: 1) lower taxes; 2) increase income; 3) cure the common cold; 4) be your faithful servant.</p>	<p>→ Age is optional. If a candidate's age is not provided, the word, "Age" will not appear in the statement.</p>
UNACCEPTABLE STATEMENT	
<p style="text-align: center;">STATEMENT OF CANDIDATE FOR OFFICE Jurisdiction/District</p> <p>Jane Doe Age: 21</p> <p>Occupation: Incumbent, Businessperson, Entertainer</p> <p>Education and Qualifications:</p> <p>Word count begins here. <u>The candidate may wish to mention education and qualifications</u> and then continue with the candidate statement of up to 200 words.</p> <p>The candidate statement is printed in 'block' paragraphs, which means that the paragraph will be aligned to both left and right margins. A double space will appear between paragraphs. The example shown below is unacceptable.</p> <ul style="list-style-type: none"> • Special indentations, bullets, asterisks, etc. are not allowed. • If a list is to be printed (accomplishments, clubs, goals, etc.), it should not appear as shown in the following paragraph: <p>I belong to the following organizations: PTA, Chamber of Commerce, Zoological Society and Bridge Club. If elected, I will: 1) Lower taxes; 2) Increase income; 3) Cure the common cold; 4) Be your faithful servant.</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Use of underlining.</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Use of indentations, bullets, asterisks, etc.</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Use of bold text.</div> <div style="border: 1px solid black; padding: 5px;">Listing of items.</div>

For questions about candidate statements, please contact the County of Santa Barbara Elections Office at:
(805) 696-8957

SECTION 7

CAMPAIGN FINANCIAL DISCLOSURE

CAMPAIGN FINANCIAL DISCLOSURE

The Political Reform Act of 1974, as amended, requires all candidates for elected offices, all elected officeholders, and all committees supporting or opposing candidates, measures or petition drives to file campaign disclosure statements disclosing contributions received and expenditures made.

G.C. §§ 84100 – 84108

Copies of the Fair Political Practices Commission (FPPC) Campaign Disclosure Manuals are available at the county elections official's office and online at www.fppc.ca.gov. Candidates and/or committee treasurers should obtain the manual as soon as possible and make certain that all persons involved in the financial aspect of the campaign are fully aware of their responsibilities under the law.

G.C. §§ 81010, 83113

The FPPC website contains instructional tools including a video to assist candidates with navigating the filing and reporting requirements of the Political Reform Act. Candidates may view the webinar and the toolkit by visiting www.fppc.ca.gov.

Provisions of the Political Reform Act do not apply for federal offices. Candidates for federal offices and committees are subject to federal disclosures requirements. For information regarding federal candidates and committees, please contact the Federal Elections Commission (see **page i** of this guide for contact information).

CAMPAIGN DISCLOSURE FORMS

The following grid outlines general instructions for the most commonly filed Campaign Financial Disclosure forms. Please see form instructions and FPPC Manuals for more comprehensive filing instructions. The FPPC's Campaign Activity FAQ and may be found in **Appendix IV** of this guide.

FORM 501 – CANDIDATE INTENTION STATEMENT			
Who Files	A candidate for state or local office must file this form for each election, including reelection to the same office. Exception: Candidates for county central committee that do not raise or spend \$2,000 or more in a calendar year are not required to file a Form 501.		
When to File	Must be filed prior to soliciting or receiving any contributions, or making any expenditures from personal funds on behalf of a candidate's campaign.		
Where to File	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><u>State Candidates (including Judges)</u> Secretary of State.</td> <td style="width: 50%;"><u>Local County Candidates</u> County of Santa Barbara Elections Office.</td> </tr> </table>	<u>State Candidates (including Judges)</u> Secretary of State.	<u>Local County Candidates</u> County of Santa Barbara Elections Office.
<u>State Candidates (including Judges)</u> Secretary of State.	<u>Local County Candidates</u> County of Santa Barbara Elections Office.		
FORM 410 – STATEMENT OF ORGANIZATION			
Who Files	<p>Persons (including an officeholder or candidate), organizations, groups, or other entities that raise contributions totaling \$2,000 or more in a calendar year to spend on California elections.</p> <p>Use of personal funds by candidates that seek an elective office are considered contributions and count toward the \$2,000 threshold with the exception of expenditures made from personal funds for candidate filing or candidate's statements of qualification fees.</p> <p>"Contributions" include monetary payments, loans and non-monetary goods and services received or made for a political purpose.</p>		

CAMPAIGN FINANCIAL DISCLOSURE

FORM 410 – STATEMENT OF ORGANIZATION (Continued)		
When to File	Must be filed within 10 days of receiving \$2,000 in contributions. A \$50 fee, payable to the Secretary of State is due at the time of filing. An initial Form 410 may be filed prior to raising or spending \$2,000 and then amended within 10 days of reaching the \$2,000 threshold.	
Where to File	<u>All committees</u> Signed original to Secretary of State.	<u>Local County Committees</u> Also file a copy with the County of Santa Barbara Elections Office.
FORM 460 – RECIPIENT COMMITTEE CAMPAIGN STATEMENT		
Who Files	All recipient committees including Candidate/Officeholder controlled committees and Primary Formed Candidate/Officeholder Committees who have filed a Form 410 and have raised or spent \$2,000 or more in a calendar year.	
When to File	Filed according to the applicable schedule, see Appendix IV of this guide for filing schedules.	
Where to File	<u>State Candidates</u> Secretary of State – See form instructions and FPPC manual for filing instructions. Also, file a copy with the county of residence.	<u>Local County Committees</u> One original [with “wet ink” signature(s)] and one copy with County of Santa Barbara Elections Office.
FORM 470 – CANDIDATE CAMPAIGN STATEMENT (SHORT FORM)		
Who Files	Filed by officeholders and candidates who do not have a controlled committee, do not anticipate receiving contributions totaling \$2,000 or more during the calendar year; and/or do not anticipate spending \$2,000 or more during a calendar year.	
	Exceptions: <ul style="list-style-type: none"> • Candidates for county central committee offices that do not raise or spend \$2,000 or more in a calendar year; and, • Judges who do not receive contributions and who make personal expenditures of less than \$1,000 in non-election years. 	
When to File	Must be filed no later than the first pre-election filing deadline. See Appendix IV of this filing guide for filing schedules.	
Where to File	<u>State Candidates (Including Judges)</u> Secretary of State Also, file a copy with the county of residence.	<u>Local County Candidates/Officeholders</u> County of Santa Barbara Elections Office.
FORM 496 – 24-HOUR INDEPENDENT EXPENDITURE REPORT		
Who Files	Must be filed within 24 hours of a making an Independent Expenditure that totals \$1,000 (in aggregate) or more within the 90 days before Election Day (not applicable to candidates who make expenditures from their committee in support of their own election or in opposition to an opponent). “Independent Expenditures” are defined as expenditures made in connection with a communication (e.g. mailing or advertisement) that supports or opposes the election or defeat of a candidate.	
When to File	Within 24-hours of a committee making an Independent Expenditure in the 90 days before Election Day.	
Where to File	<u>State Committees</u> Secretary of State.	<u>Local County Committees</u> County of Santa Barbara Elections Office.

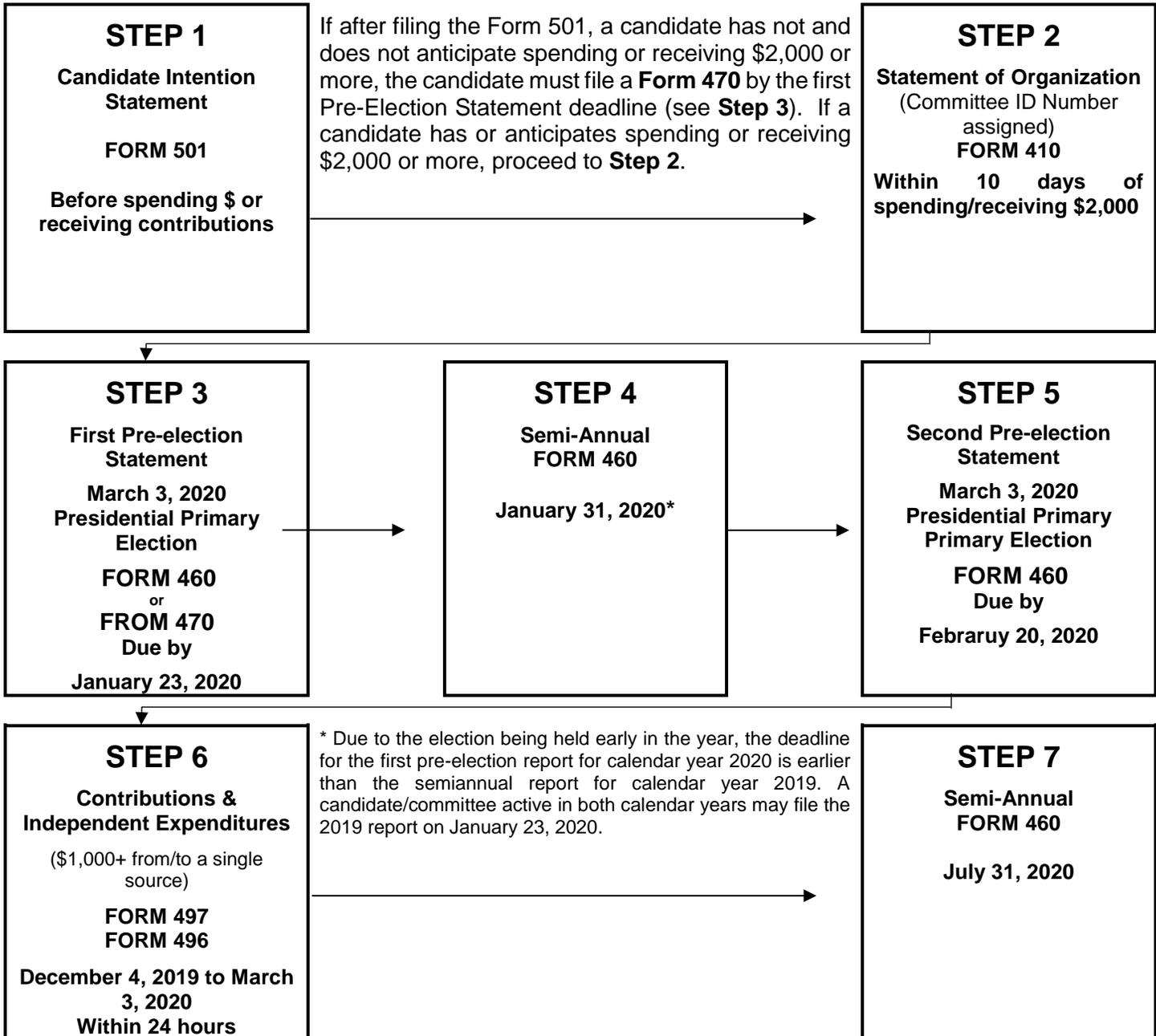
CAMPAIGN FINANCIAL DISCLOSURE

FORM 497 – 24-HOUR CONTRIBUTION REPORT

Who Files	All candidates who give or receive contributions that total in aggregate of \$1,000 or more to or from a single source in the 90 days before Election Day.	
When to File	Within 24-hours a committee making or receiving contribution(s) that total in aggregate of \$1,000 or more in the 90 days before Election Day.	
Where to File	<u>State Committees</u> Secretary of State.	<u>Local County Committees</u> County of Santa Barbara Elections Office.

CAMPAIGN FINANCIAL DISCLOSURE

FILING TIMELINE - MARCH 3, 2020 PRESIDENTIAL PRIMARY ELECTION



The filing officer with whom the statement is required to be filed may assess a fine of up to \$10 for each day that the statement is late. In addition, filing officers are required by law to refer non-filers to an enforcement authority. If a matter is referred to the FPPC's Enforcement Division for failure to file, the fine may increase up to a maximum of \$5,000 per violation. (See **Appendix IV** for filing deadlines).

SECTION 8

POLITICAL CAMPAIGN LAW AND REGULATIONS

ELECTION LAWS AND REGULATIONS

The code references below are provided as a resource and may not be complete and final information. In case of conflict, the law, regulation, or rule will apply.

A copy of the Elections Code is available for viewing at the County of Santa Barbara Elections Office or may be found by visiting the Official California Legislative Information site at <http://leginfo.legislature.ca.gov>. A copy of the Business Professionals Code and the Government Code may also be found at this website. A Copy of the United States Constitution may be found on various government websites including the United States Senate official website at www.senate.gov/civics/constitution_item/constitution.htm.

1. Election campaigns

- Endorsements of Candidates: E.C. §§ 20000 - 20010
- Political Corporations: E.C. § 20100
- Solicitation: E.C. §§ 20200 - 20203
- Limitations on the Use of Surplus Campaign Funds: E.C. § 20301
- Code of Fair Campaign Practices: E.C. §§ 20440 - 20444
- Libel and Slander: E.C. §§ 20500 - 20502
- Representations to the Public and Advertising: B.P.C § 17538.41

2. Simulated Ballot Requirements E.C. § 20009

3. Electioneering near A Polling Place E.C. § 18370

4. Electioneering during Vote By Mail Voting E.C. § 18371

5. Slate Mailers G.C. §§ 82048.3, 82048.4, 84305.7

6. Mass Mailing Advertising G.C. §§ 82041.5, 84305, 89001

7. Temporary Political Signs

[Section 5405.3 of the State of California Outdoor Advertising Act](#)

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

- a) Encourages a particular vote in a scheduled election.
- b) Is placed not sooner than 90 days prior to the scheduled election and is removed within 10 days after that election.
- c) Is no larger than 32 square feet.
- d) Has had a [statement of responsibility](#) filed with the department (Caltrans) 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.

8. Placement of Political Signs may be regulated by the state, county, or city depending upon the location of the signs:

- **State** – Refer to the Department of Transportation website at www.dot.ca.gov or by phone at (916) 654-5266
- **County** – Refer to Chapter 35, Article 1, of the County of Santa Barbara Code by going to this link: https://library.municode.com/ca/santa_barbara_county/codes/code_of_ordinances
Candidates should speak with the County Zoning Administrator to be certain that signs comply with county requirements: (805) 568-2090.
- **Cities** – If the sign is placed within city boundaries, please contact the City Attorney's Office for the city in which the sign would be placed.

REPORTING CAMPAIGN COMPLAINTS

The County of Santa Barbara Elections Office is not an enforcement agency and is therefore unable to investigate any violations. Individuals who would like to report a violation(s) will be referred to one of the agencies listed below.

The following is a list of resources that may be contacted regarding possible election violations or fraud:

1. **Fair Political Practices Commission:** www.fppc.ca.gov or 1-866-275-3772 to contact the Enforcement Division for violations of the Political Reform Act, i.e. mass mailing requirements; slate mailers; campaign disclosure; proper use of campaign funds; and disclosure of economic interests.
2. **California Secretary of State:** www.sos.ca.gov or (916) 657-2166 for election fraud.
3. **California State Attorney General:** <http://www.oag.ca.gov> or (800) 952-5225 or the local District Attorney at (805) 568-2300 for open meeting laws, unlawful use of public funds, violations of the California Elections Code, the Penal Code, or any laws other than those governed by the Political Reform Act.
4. **Federal Election Commission:** www.fec.gov or (800) 424-9530 for federal campaign complaints. (i.e., Congressional, U.S. Senate, and President of the United States.)
5. **County of Santa Barbara District Attorney:** (805) 568-2300 for election fraud, enforcement of local ordinances, vandalism, or requirements concerning campaign signs.

If the violation has occurred within city boundaries contact the **City Attorney's Office** for that city.

There is no agency enforcement that deals with false or misleading campaign materials. These issues must be handled through the local court system.

SECTION 9

WRITE-IN CANDIDATE FILING PROCEDURES

WRITE-IN CANDIDATE FILING INFORMATION

Pursuant to Elections Code Section 8203, if only the incumbent has filed Nomination Papers for the office of Judge of the Superior Court, their name shall not appear on the primary ballot. However, if within 10 days after the final date for filing Nomination Papers, a petition is filed indicating that a write-in campaign will be conducted for the office, the contest will appear on the primary ballot. A Write-In Candidate filing period will open on the 57th day prior to the primary election and run until the 14th day prior to the primary election.

The write-in petition must be signed by at least one percent of the registered voters qualified to vote for the office, provided the petition contains at least 100 signatures but not more than 600 signatures, to place the contest on the primary election ballot.

If the incumbent's name does not appear on the primary ballot and a intent to conduct a write-in campaign petition is filed by the 83rd day prior to the general election, the contest will appear on the general election and a candidate filing period will open on the 57th day prior to the general election and run until the 14th day prior to the general election.

WRITE-IN CANDIDATE FILING PERIOD		
Primary Election		
December 7, 2019 to December 16, 2019	E-87 to E-78	Last day a petition may be filed with the county elections official indicating the intent to conduct a write-in campaign for a judicial office.
January 6 to February 18, 2020	E-57 to E-14	First and last day of the Write-In Candidate Filing Period. Write-In Candidates must submit the required Nomination Documents and forms to the County of Santa Barbara Elections Office by 5:00 p.m. on February 18, 2020.
General Election		
August 12, 2020	E-83	Last day a petition may be filed with the county elections official indicating the intent to conduct a write-in campaign for a judicial office.
September 7, 2020 to October 20, 2020	E-57 to E-14	First and last day of the Write-In Candidate Filing Period. Write-In Candidates must submit the required Nomination Documents and forms to the County of Santa Barbara Elections Office by 5:00 p.m. on October 20, 2020.

WRITE-IN CANDIDATE NOMINATION DOCUMENTS AND FILING REQUIREMENTS

There is no filing fee for Write-In Candidates. In order to qualify as a certified Write-In Candidate, the prospective candidate must file a Statement of Write-In Candidacy and Nomination Papers.

E.C. §§ 8600, 8604

STATEMENT OF WRITE-IN CANDIDACY

The Statement of Write-In Candidacy shall include the following information:

1. Candidate's name.
2. Residence address.
3. A declaration stating that they are a Write-In Candidate.
4. The title of the office for which they are running.
5. The date of the election.
6. A statement that the candidate meets the statutory and constitutional requirements for that office as described in Election Code Section 13.5.

WRITE-IN CANDIDATE FILING INFORMATION

NOMINATION PAPERS

Prospective Write-In Candidates for judicial offices must file the required number of nomination signatures in order to qualify. For the required number of signatures, and the rules and regulations for circulators and signers, please see **pages 21 to 23** of this guide.

E.C. §§ 8602, 8603

ADDITIONAL FILING REQUIREMENTS

Write-In Candidates are also subject to filing the following required and optional documents:

- **Statement of Economic Interests - Form 700** (Required) – See **page 27** for more information
- **Code of Fair Campaign Practices** (Optional) - See **page 27** for more information.
- **Voluntary Spending Limits Form** (Required) - See **page 29** for more information.
- **Campaign Finance Disclosure Statements** (Optional) - See **pages 37 to 40** for more information.

APPENDIX I

CANDIDATE FILING FORM SAMPLES

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**COUNTY OF SANTA BARBARA ELECTIONS DIVISION
AUTHORIZATION TO RECEIVE AND/OR FILE CANDIDATE NOMINATION DOCUMENTS
AND OTHER FORMS**

I, _____, candidate for the office of

OFFICE TITLE AND DISTRICT NUMBER IF APPLICABLE

for the **March 3, 2020 Presidential Primary Election**, hereby authorize:

AUTHORIZED PERSON'S NAME

(_____) _____
AUTHORIZED PERSON'S PHONE NUMBER

to receive and/or file the following candidate filing documents (please see calendar for issuing and filing dates):

- | | |
|---|--|
| <input type="checkbox"/> Petitions In Lieu of Filing Fee Forms | <input type="checkbox"/> Declaration of Intention (Judicial Offices Only) |
| <input type="checkbox"/> Nomination Papers | <input type="checkbox"/> Candidate Statement Form |
| <input type="checkbox"/> Declaration of Candidacy | <input type="checkbox"/> Other : _____ (Specify) |

My residence address is:

STREET ADDRESS

CITY, STATE, ZIP CODE

My telephone numbers are:

(_____) _____
DAYTIME

(_____) _____
EVENING

My email is: _____

Voter-Nominated Offices ONLY, please print political party preference: _____

INFORMATION FOR PUBLICATION		
I would like the following information to be used for purposes of listings prepared and issued to the news media and/or the public. <u>(If none given, the above information will be listed.)</u>		
STREET ADDRESS OR PO BOX		
CITY	STATE	ZIP CODE
(_____) _____ DAYTIME PHONE	(_____) _____ EVENING PHONE	(_____) _____ FAX

I am aware that the **last day to file** Nomination Documents for the **Presidential Primary Election** to be held on **March 3, 2020**, is **December 6, 2019** at 5:00 p.m.; or in the event an extension occurs (due to a qualified incumbent failing to file by 5:00 p.m. on December 6, 2019), **December 11, 2019** at 5:00 p.m. (this extension period does not apply to political party County Central Committee or County Council Offices, and only applies to Judicial Offices if an incumbent fails to file their **Declaration of Intention** by 5:00 p.m. on **November 6, 2019**).

CANDIDATE'S SIGNATURE

DATE

WARNING: Every person acting on behalf of a candidate is guilty of a misdemeanor who deliberately fails to file at the proper time and in the proper place any declaration of candidacy in his or her possession which is entitled to be filed under the provisions of the Elections Code. (E.C. § 18202.) Rev. 09/19

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California Secretary of State

PETITION IN LIEU OF FILING FEE – For Use Only During the Signature in Lieu Filing Fee Period
Voter-Nominated and Nonpartisan Offices

March 3, 2020, Presidential Primary Election (Elections Code §§ 100, 104, 8041, 8061, 8106; Code of Civil Procedure § 2015.5)

For County Elections and Secretary of State Official USE ONLY

!	Official Filing Form	Filed in County of _____	SECRETARY OF STATE
	_____ County Elections Official By: _____ Date Issued: _____	_____ County Elections Official By: _____ Date Received: _____	

Candidate Name, Office, and Signer's County of Residence

1 I, the undersigned signer for _____, candidate for nomination/election to the
Name of Candidate
 office of _____, to be voted for at the **Presidential Primary Election** to be held on **March 3, 2020**, hereby
 assert as follows:
 I am a resident of _____ **County** and am registered to vote at the address
 shown on this paper. I am not at this time a signer of any other nomination paper of any other candidate for the above-named office.
 My residence is correctly set forth after my signature hereto.

PRECINCT (to be entered by Elections Official)	NAME	RESIDENCE	VERIFICATION (to be entered by Elections Official)
	Print: 1	Residence Address ONLY:	
	Signature:	City or Town:	
	Print: 2	Residence Address ONLY:	
	Signature:	City or Town:	
	Print: 3	Residence Address ONLY:	
	Signature:	City or Town:	
	Print: 4	Residence Address ONLY:	
	Signature:	City or Town:	
	Print: 5	Residence Address ONLY:	
	Signature:	City or Town:	
	Print: 6	Residence Address ONLY:	
	Signature:	City or Town:	
	Print: 7	Residence Address ONLY:	
	Signature:	City or Town:	
	Print: 8	Residence Address ONLY:	
	Signature:	City or Town:	

Please Complete Affidavit of Circulator on Reverse Side

NOTE: Signatures on this form shall be applied toward nomination signature requirements pursuant to Elections Code section 8061.

PRECINCT (to be entered by Elections Official)	NAME	RESIDENCE	VERIFICATION (to be entered by Elections Official)
	Print 9	Residence Address ONLY:	
	Signature:	City or Town:	
	Print 10	Residence Address ONLY:	
	Signature:	City or Town:	

Affidavit of Circulator
(to be completed in circulator's own hand)

2

I, _____, solemnly swear (or affirm) all of the following:
Print Name

- That I am 18 years of age or older.
- That my residence address, including street and number, is _____.
[If no street or number exists, a designation of my residence adequate to readily ascertain its location is: _____.]

- That the signatures on this section of the nomination paper were obtained between _____, 20____, _____
Month and Day
and _____, 20____; that I circulated this section and I witnessed the signatures on this section of the
Month and Day

nomination paper being written; and that, to the best of my information and belief, each signature is the genuine signature of the person whose name it purports to be.

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

Dated this _____ day of _____, 20____

X

Signature of Circulator

Notary

3

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

State of California
County of _____

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

(Seal)

Signature _____

Examined and certified by me this _____ day of _____, 20____.

County Elections Official _____

(TO BE ENTERED BY ELECTIONS OFFICIAL AFTER VERIFICATION)

Number of Valid Signatures on this Section: _____

Date: _____

By: _____

WARNING: Every person acting on behalf of a candidate is guilty of a misdemeanor who deliberately fails to file at the proper time and in the proper place any nomination paper in his or her possession that is entitled to be filed under the provisions of the Elections Code. (Elections Code § 18202.)

OFFICIAL FILING FORM

Joseph E. Holland, Registrar of Voters
COUNTY ELECTIONS OFFICIAL

By: _____
Deputy

Date Issued: _____

OFFICIAL FILING FORM

Joseph E. Holland, Registrar of Voters
COUNTY ELECTIONS OFFICIAL

By: _____
Deputy

Date Received: _____

Declaration Of Intention

To Become a Candidate for **JUDICIAL** Office
(Elections Code sections 8023)

I, _____, hereby declare my intention to become a candidate for the office of

Judge of the Superior Court, Office No. _____

at the **Presidential Primary Election** to be held on **March 3, 2020**.

Candidate Signature: _____

Mail or Business Address: _____

Telephone (day): _____

Telephone (evening): _____

FAX: _____

E-Mail: _____

Filed in the office of the County Clerk/Registrar of Voters of the **County of Santa Barbara**

this _____ day of _____, 20____.

*No Candidate for judicial office shall be required to state his or her residential address on the declaration of intention. However, if the address is not stated on the declaration of intention, the address must be provided to the elections official for verifications. E.C. 8023 (c).

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**California Secretary of State
NOMINATION PAPER
Voter-Nominated and Nonpartisan Offices**

March 3, 2020, Presidential Primary Election (Elections Code §§ 100, 104, 8041, 8062, 8068, 8069, 8140; Code of Civil Procedure § 2015.5)

**For County
Elections and
Secretary of
State Official
USE ONLY**

!	<p style="text-align: center;">Official Filing Form</p> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <p style="text-align: center;">County Elections Official</p> <p style="text-align: center;">By: _____</p> <p style="text-align: center;">Date Issued: _____</p>	<p style="text-align: center;">Filed in County of _____</p> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <p style="text-align: center;">County Elections Official</p> <p style="text-align: center;">By: _____</p> <p style="text-align: center;">Date Received: _____</p>	<hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <p style="text-align: center;">Secretary of State Official</p>
----------	---	---	--

**Candidate
Name, Office,
and Signer's
County of
Residence**

1 I, the undersigned signer for _____, for nomination/election to the
Name of Candidate

office of _____, to be voted for at the **Presidential Primary Election** to be held on **March 3, 2020**, hereby
 assert as follows:

I am a resident of _____ County and am registered to vote at the address
 shown on this paper. I am not at this time a signer of any other nomination paper or any other candidate for the above-named office.

My residence is correctly set forth after my signature hereto:

PRECINCT <small>(to be entered by Elections Official)</small>	NAME	RESIDENCE	VERIFICATION <small>(to be entered by Elections Official)</small>
	Print 1	Residence Address ONLY:	
	Signature:	City or Town:	
	Print 2	Residence Address ONLY:	
	Signature:	City or Town:	
	Print 3	Residence Address ONLY:	
	Signature:	City or Town:	
	Print 4	Residence Address ONLY:	
	Signature:	City or Town:	
	Print 5	Residence Address ONLY:	
	Signature:	City or Town:	
	Print 6	Residence Address ONLY:	
	Signature:	City or Town:	
	Print 7	Residence Address ONLY:	
	Signature:	City or Town:	
	Print 8	Residence Address ONLY:	
	Signature:	City or Town:	

PRECINCT (to be entered by Elections Official)	NAME	RESIDENCE	VERIFICATION (to be entered by Elections Official)
	Print 9	Residence Address ONLY:	
	Signature:	City or Town:	
	Print 10	Residence Address ONLY:	
	Signature:	City or Town:	

Affidavit of Circulator
(to be completed in circulator's own hand)

2

I, _____, solemnly swear (or affirm) all of the following:

Print Name

- That I am 18 years of age or older.
- That my residence address, including street and number, is _____
[If no street or number exists, a designation of my residence adequate to readily ascertain its location is: _____.]
- That the signatures on this section of the nomination paper were obtained between _____, 20____,
Month and Day

and _____, 20____; that I circulated this section and I witnessed the signatures on this section of the
Month and Day
nomination paper being written; and that, to the best of my information and belief, each signature is the genuine signature of the person whose name it purports to be.

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

Dated this _____ day of _____, 20____

X

Signature of Circulator

Notary

3

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

State of California
County of _____

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

(Seal)

Signature _____

Examined and certified by me this _____ day of _____, 20____.

County Elections Official _____

(TO BE ENTERED BY ELECTIONS OFFICIAL AFTER VERIFICATION)

Number of Valid Signatures on this Section: _____

Date: _____

By: _____

WARNING: Every person acting on behalf of a candidate is guilty of a misdemeanor who deliberately fails to file at the proper time and in the proper place any nomination paper in his or her possession that is entitled to be filed under the provisions of the Elections Code. (Elections Code § 18202.)



**California Secretary of State
DECLARATION OF CANDIDACY
Voter-Nominated and Nonpartisan Offices**

March 3, 2020, Presidential Primary Election (Elections Code §§ 20, 200, 8002.5, 8020, 8040, 8121, 8140, 13105)

**For County
Elections and
Secretary of
State Official
USE ONLY**

!	Official Filing Form	Filed in County of _____	Secretary of State Official
	_____	_____	
	County Elections Official By: _____ Date Issued: _____	County Elections Official By: _____ Date Received: _____	

**Candidate
Name, Office,
and Political
Party
Preference**

1 I hereby declare myself a candidate for the nomination/election to the office of _____, to be voted for at the **Presidential Primary Election** to be held on **March 3, 2020**, and declare the following to be true:

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

Voter-nominated office only: I hereby certify at the time of presentation of this declaration, as shown by my current affidavit of registration, I have disclosed the following political party preference, if any: _____

**Ballot
Information
Name and
ballot
designation to
appear on the
ballot**

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

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

_____ **Print Your Name for Use on the Ballot**

_____ **Print Ballot Designation Requested**

Candidate initials below if NO ballot designation is preferred:

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

IMPORTANT NOTE: The Secretary of State (SOS) will publish one of the addresses below in the Notice to Candidates, Official Contact List of Candidates, and on the SOS website.

- ! Please check the appropriate box to indicate which address you wish to be used for publishing purposes.
- ! If **NO BOX IS CHECKED**, the first address listed and provided below will be published.
- ! If a day telephone number, FAX number, email address, or website is provided, that information will also be published.
- ! If an evening telephone number is provided, and is different from day telephone number, it will not be published and it is for **SOS use only**.

**Addresses,
Telephone,
Fax, Email,
and Website**

3 **Publish** → Mailing Address: _____ Apt or Unit #: _____

City: _____ State: _____ Zip Code: _____

Publish → Residence Address (Required): _____ Apt or Unit #: _____

City: _____ State: _____ Zip Code: _____

Publish → Business Address: _____ Apt or Unit #: _____

City: _____ State: _____ Zip Code: _____

Telephone Numbers: Day () _____ Evening () _____ Fax () _____

Email: _____ Website: _____

IMPORTANT: Reverse Side of Page Must Be Completed

Qualifications

4

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

I have not been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes.

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

X

Signature of Candidate

Voter-Nominated Office Only Political Party History

5

(1) I hereby certify that my complete voter registration and party affiliation/preference history from 2009 through the date of signing this document is as follows:

Party Preference	County	Timeframe (by year, e.g. 2009-2010)
_____	_____	2009 - _____
_____	_____	_____ - _____
_____	_____	_____ - _____

*Only 10 years of party affiliation/preference history will be provided on the SOS website, even if additional information is provided.

(2) Pursuant to Section 8002.5 of the Elections Code, select one of the following:

Party Preference: _____
(Insert the name of the qualified political party as disclosed upon your affidavit of registration)

Party Preference: None
(if you have declined to disclose a preference for a qualified political party upon your affidavit of registration)

Dated this _____ day of _____, 20_____

X

Signature of Candidate

Oath of Office

6

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

X

Signature of Candidate

Notary

7

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

State of California
County of _____

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

(Seal)

Signature _____

Examined and certified by me this _____ day of _____, 20_____.

County Elections Official _____

WARNING: Every person acting on behalf of a candidate is guilty of a misdemeanor who deliberately fails to file at the proper time and in the proper place any declaration of candidacy in his or her possession that is entitled to be filed under the provisions of the Elections Code. (Elections Code § 18202.)



**California Secretary of State
BALLOT DESIGNATION WORKSHEET**

(Elections Code §§ 13107, 13107.3, 13107.5; California Code of Regulations § 20711)

This entire form **must be completed**, or it will not be accepted and you will **not** be entitled to a ballot designation. **DO NOT LEAVE ANY RESPONSE SPACES BLANK.** If information requested is not applicable, please write "N/A" in the space provided, otherwise the information **MUST** be provided. **UPON FILING, THIS WORKSHEET WILL BE A PUBLIC RECORD.**

Candidate Information 1

Candidate Name: _____ Gender (optional, for translation use only): _____

Office: _____ Email: _____

Home Address: _____

Mailing Address: _____

Business Address: _____

Phone Number(s) Business: _____ Home/Mobile: _____ Fax: _____

Attorney Information 2

Attorney Name (or other person authorized to act on your behalf): _____

Address: _____

Phone Number(s) Business: _____ Mobile: _____ Fax: _____

You may select as your ballot designation one of the following designations:

- (a) Your current principal profession(s), vocation(s), or occupation(s) [maximum total of three words, separated by a slash ("/")].
- (b) The full title of the public office you currently occupy and to which you were elected.
- (c) "Appointed [full title of public office]" if you currently serve by appointment in an elective public office and are seeking election to the same office or to some other office.
- (d) "Incumbent" if you were elected (or, if you are a Superior Court Judge, you are a candidate for the same office that you hold) to your current public office and seek election to the same office.
- (e) "Appointed Incumbent" if you were appointed to your current elective public office and seek election to the same office.

Proposed Ballot Designation(s) 3

Proposed Ballot Designation(s): _____ / _____ / _____

Alternate Ballot Designation(s) 1: _____ / _____ / _____

Alternate Ballot Designation(s) 2: _____ / _____ / _____

In the spaces provided on the next page(s):

- (a) Describe why you believe you are entitled to use the proposed ballot designation.
- (b) If your proposed ballot designation contains one or more slashes ("/") separating words in your ballot designation for separate principal profession(s), vocation(s), or occupation(s) (collectively known as "PVOs"), complete a justification section for each separate PVO.
- (c) Attach any documents or exhibits that you believe support your proposed ballot designation.
- (d) If using the title of an elective office, attach a copy of your certificate of election or appointment.
- (e) Any supporting documents will not be returned to you. **Do not submit originals.**

It is your responsibility to justify your proposed ballot designation and to provide all requested details.

If your proposed ballot designation includes the word "volunteer," indicate the title of your volunteer position and the name of the entity for which you volunteer along with a brief description of the type of volunteer work you do and the approximate amount of time involved. You may only use the ballot designation "community volunteer" if you volunteer for a 501(c)(3) charitable, educational, or religious organization, a governmental agency or an educational institution. You may not use "community volunteer" together with another designation.



If your proposed ballot designation contains **one or more slashes (“/”)** separating multiple principal profession(s), vocation(s), or occupation(s) (collectively known as “PVOs”), **complete a justification section for each separate PVO.**

Justification for use of Proposed Ballot Designation(s)
 If you are proposing alternate ballot designations, please provide justification for use of those on [Page 3](#).

4

Justification for use of 1st PVO:

Current or most recent job title: _____ Start/End Dates: _____

Employer Name or Business: _____

Person who can verify this information:

Name: _____ Phone Number(s): _____ Email: _____

Justification for use of 2nd PVO:

Current or most recent job title: _____ Start/End Dates: _____

Employer Name or Business: _____

Person who can verify this information:

Name: _____ Phone Number(s): _____ Email: _____

Justification for use of 3rd PVO:

Current or most recent job title: _____ Start/End Dates: _____

Employer Name or Business: _____

Person who can verify this information:

Name: _____ Phone Number(s): _____ Email: _____

Before signing below, answer/initial the following questions. Does your proposed ballot designation:

- | | | |
|---|--|---------------|
| 1) Use only a portion of the title of your current elected office? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 2) Non-judicial candidates: Use only the word “Incumbent” for an elective office to which you were appointed? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 3) Use more than three total words for your principal professions, vocations, or occupations? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 4) Suggest an evaluation of you, such as outstanding, leading, expert, virtuous, or eminent? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 5) Refer to a status (Veteran, Activist, Founder, Scholar), rather than a profession, vocation, or occupations? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 6) Abbreviate the word “retired”? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 7) Place the word “retired” after the words it modifies? Example: Accountant, retired | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 8) Use an word or prefix (except “retired”) such as “former” or “ex-” to refer to a former profession, vocation, or occupation? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 9) Use the word “retired” along with a current profession, vocation, or occupation? Example: Retired Firefighter/Teacher | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 10) Use the name of a political party or political body? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 11) Refer to a racial, religious, or ethnic group? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 12) Refer to any activity prohibited by law? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |

If the answer to any of these questions is “yes,” your proposed ballot designation is likely to be rejected.

X

/ /

Candidate’s Signature
Date Signed: Month Day Year

For your reference, attached are [Elections Code sections 13107, 13107.3, and 13107.5](#), and [California Code of Regulations \(CCR\), title 2, section 20711](#). You also may wish to consult [CCR, title 2, sections, 20712-20719](#) (found at www.sos.ca.gov).



COMPLETE THIS PAGE ONLY IF one or more Alternate Ballot Designation(s) are provided. If this page is not applicable, please initial: _____.

Justification for
 Alternate Ballot
 Designation(s) 1

A

Justification for use of 1st PVO:		
Current or most recent job title:	Start/End Dates:	
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:
Justification for use of 2nd PVO:		
Current or most recent job title:	Start/End Dates:	
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:
Justification for use of 3rd PVO:		
Current or most recent job title:	Start/End Dates:	
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:

Justification for
 Alternate Ballot
 Designation(s) 2

B

Justification for use of 1st PVO:		
Current or most recent job title:	Start/End Dates:	
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:
Justification for use of 2nd PVO:		
Current or most recent job title:	Start/End Dates:	
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:
Justification for use of 3rd PVO:		
Current or most recent job title:	Start/End Dates:	
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:

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COVER PAGE

A PUBLIC DOCUMENT

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

1. Office, Agency, or Court

Agency Name (Do not use acronyms)

Division, Board, Department, District, if applicable Your Position

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: Position:

2. Jurisdiction of Office (Check at least one box)

- State Judge or Court Commissioner (Statewide Jurisdiction)
- Multi-County County of
- City of Other

3. Type of Statement (Check at least one box)

- Annual:** The period covered is January 1, 2018, through December 31, 2018. **Leaving Office:** Date Left / / (Check one circle.)
- Assuming Office:** Date assumed / / The period covered is January 1, 2018, through the date of leaving office.
- Candidate:** Date of Election and office sought, if different than Part 1: / /

4. Schedule Summary (must complete) Total number of pages including this cover page: _____

Schedules attached

- Schedule A-1 - Investments** – schedule attached **Schedule C - Income, Loans, & Business Positions** – schedule attached
- Schedule A-2 - Investments** – schedule attached **Schedule D - Income – Gifts** – schedule attached
- Schedule B - Real Property** – schedule attached **Schedule E - Income – Gifts – Travel Payments** – schedule attached

-or- **None - No reportable interests on any schedule**

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE
(Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER EMAIL ADDRESS
()

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

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

Date Signed Signature
(month, day, year) (File the originally signed paper statement with your filing official.)

Clear Page

Print

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California Secretary of State
CODE OF FAIR CAMPAIGN PRACTICES
 (Elections Code § 20440)

There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of California has a moral obligation to observe and uphold in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their constitutional right to a free and untrammled choice and the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

- (1) I SHALL CONDUCT my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing without fear or favor the record and policies of my opponents or political parties that merit this criticism.
- (2) I SHALL NOT USE OR PERMIT the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or his or her personal or family life.
- (3) I SHALL NOT USE OR PERMIT any appeal to negative prejudice based on a candidate's actual or perceived race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age, sexual orientation, sex, including gender identity, or any other characteristic set forth in Section 12940 of the Government Code, or association with another person who has any of the actual or perceived characteristics set forth in Section 12940 of the Government Code.
- (4) I SHALL NOT USE OR PERMIT any dishonest or unethical practice that tends to corrupt or undermine our American system of free elections, or that hampers or prevents the full and free expression of the will of the voters including acts intended to hinder or prevent any eligible person from registering to vote, enrolling to vote, or voting.
- (5) I SHALL NOT coerce election help or campaign contributions for myself or for any other candidate from my employees.
- (6) I SHALL IMMEDIATELY AND PUBLICLY REPUDIATE support deriving from any individual or group that resorts, on behalf of my candidacy or in opposition to that of my opponent, to the methods and tactics that I condemn. I shall accept responsibility to take firm action against any subordinate who violates any provision of this code or the laws governing elections.
- (7) I SHALL DEFEND AND UPHOLD the right of every qualified American voter to full and equal participation in the electoral process.

I, the undersigned, candidate for election to public office in the State of California or treasurer or chairperson of a committee making any independent expenditures, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices.

 Print Name

 Signature

 Date

 Office

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APPENDIX II

PILS/NOMINATION SIGNATURES ADDITIONAL INFORMATION

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**COUNTY OF SANTA BARBARA ELECTIONS OFFICE
PETITION IN LIEU OF FILING FEE FORM AND NOMINATION PAPERS FAQ**

VOTER-NOMINATED AND NON-PARTISAN OFFICES

DOCUMENT	FILING PERIOD
Petitions In Lieu of Filing Fee Period	September 12, 2019 to November 6, 2019*
Nomination Papers	November 12 to December 6, 2019**

***JUDICIAL CANDIDATES:** All Petitions In Lieu of Filing Fee Forms must be filed at the time of or prior to when the Declaration of Intention is filed. The Declaration of Intention filing period is October 28, 2019 to November 6, 2019. Payment for the filing fee is also due at the time the Declaration of Intention is filed. If there are still outstanding Petitions In Lieu of Filing Fee Forms to be verified at the time a candidate's Declaration of Intention is filed, the candidate will be asked to provide a "not to exceed" check for the total filing fee amount or complete a credit card authorization form for payment.

**If a qualified incumbent for a Voter-Nominated or Non-Partisan office (excluding judicial offices) does not file by this deadline the office goes into extension the deadline is moved to 5:00 p.m. on December 6, 2019.

THINGS TO REMEMBER:

- Signers must provide their complete **residential** address (No P.O. Boxes or mailing address).
- Additional copies can be created by the candidate or circulator(s) to be circulated **must** be a single **double-sided** page (No staples or paperclips).
- Petitions/papers circulated in other counties (if applicable) must be submitted to the county of circulation.
- **No whiteout** may be used on the petitions. Whiteout used in the Affidavit of Circulation invalidates the whole petition section.
- Circulated Nomination Papers **will not** be accepted after the filing deadline.

FILING INSTRUCTIONS:

Prior to coming into the County of Santa Barbara Elections Office to file Petitions in Lieu of Filing Fee Forms or Nomination Papers, please:

1. Review each petition/paper to make sure that the **Affidavit of Circulator** is complete.
2. In pencil, crossed out any blank or blacked out signature boxes.
3. In pencil, print the total number of signatures on the front side upper right-hand corner of each petition/paper.

It is recommended that candidates make a filing appointment prior to visiting the County of Santa Barbara Elections Office to file forms.

**COUNTY OF SANTA BARBARA ELECTIONS OFFICE
PETITION IN LIEU OF FILING FEE FORM AND NOMINATION PAPERS FAQ**

NOTICE TO CANDIDATES AND CIRCULATORS

Once a prospective candidate files their Declaration of Candidacy and Nomination Papers, no other petitions/papers may be filed. If a candidate fails to meet the minimum nomination signatures requirement, they will fail to qualify as a candidate. For this reason, **we strongly recommend candidates obtain the maximum permitted number of signatures required to account for potential deficiencies.**

Common reasons a petition signature may not be counted:

1. Voter provides a mailing address and not their residential address.
2. Voter provides current residential address but has not re-registered to update their information on file with the Santa Barbara County Elections office.
3. Whiteout is used on the petition form. **No whiteout may be used on the petition/paper.**
4. Voter's signature does not match the signature on file (on their affidavit of registration).
5. Voter is not registered in district for the office the candidate is seeking.
6. Voter's residential information is printed by the circulator or another person in the household.
7. Voter has had a name changed and has not re-registered with their new name to update their information on file with the Santa Barbara County Elections office.
8. The petition signer is not registered in Santa Barbara County.

APPENDIX III

BALLOT DESIGNATION REGULATIONS

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For your reference, the relevant provisions of Elections Code section 13107 are reproduced below:

(a) With the exception of candidates for Justice of the State Supreme Court or court of appeal, immediately under the name of each candidate, and not separated from the name by any line, unless the designation made by the candidate pursuant to Section 8002.5 must be listed immediately below the name of the candidate pursuant to Section 13105, and in that case immediately under the designation, may appear at the option of the candidate only one of the following designations:

(1) Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which he or she was elected by vote of the people.

(2) The word "incumbent" if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination papers, and was elected to that office by a vote of the people.

(3) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.

(4) The phrase "appointed incumbent" if the candidate holds an office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word "appointed" and the title of the office. In either instance, the candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed." However, the phrase "appointed incumbent" shall not be required of a candidate who seeks reelection to an office which he or she holds and to which he or she was appointed, as a nominated candidate, in lieu of an election, pursuant to Sections 5326 and 5328 of the Education Code or Section 7228, 7423, 7673, 10229, or 10515 of this code.

(b) (1) Except as specified in paragraph (2), for candidates for judicial office, immediately under the name of each candidate, and not separated from the name by any line, only one of the following designations may appear at the option of the candidate:

(A) Words designating the city, county, district, state, or federal office held by the candidate at the time of filing the nomination documents.

(B) The word "incumbent" if the candidate is a candidate for the same office that he or she holds at the time of filing the nomination papers.

(C) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.

(2) For a candidate for judicial office who is an active member of the State Bar employed by a city, county, district, state, or by the United States, the designation shall appear as one of the following:

(A) Words designating the actual job title, as defined by statute, charter, or other governing instrument.

(B) One of the following ballot designations: "Attorney," "Attorney at Law," "Lawyer," or "Counselor at Law." The designations "Attorney" and "Lawyer" may be used in combination with one other current principal profession, vocation, or occupation of the candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.

(3) A designation made pursuant to subparagraph (A) of paragraph (1) or paragraph (2) shall also contain relevant qualifiers, as follows:

(A) If the candidate is an official or employee of a city, the name of the city shall appear preceded by the words "City of."

(B) If the candidate is an official or employee of a county, the name of the county shall appear preceded by the words "County of."

(C) If the candidate is an official or employee of a city and county, the name of the city and county shall appear preceded by the words "City and County."

(D) If the candidate performs quasi-judicial functions for a governmental agency, the full name of the agency shall be included.

(c) A candidate for superior court judge who is an active member of the State Bar and practices law as one of his or her principal professions shall use one of the following ballot designations as his or her ballot designation: "Attorney," "Attorney at Law," "Lawyer," or "Counselor at Law." The designations "Attorney" and "Lawyer" may be used in combination with one other current principal profession, vocation, or occupation of the candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.

(d) For purposes of this section, all California geographical names shall be considered to be one word. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.

(e) The Secretary of State and any other elections official shall not accept a designation of which any of the following would be true:

(1) It would mislead the voter.



California Secretary of State
BALLOT DESIGNATION WORKSHEET
Page 5

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

(3) It abbreviates the word "retired" or places it following any word or words which it modifies.

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

(5) It uses the name of any political party, whether or not it has qualified for the ballot.

(6) It uses a word or words referring to a racial, religious, or ethnic group.

(7) It refers to any activity prohibited by law.

(f) If, upon checking the nomination documents and the ballot designation worksheet described in Section 13107.3, the elections official finds the designation to be in violation of any of the restrictions set forth in this section, the elections official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address provided on the candidate's ballot designation worksheet.

(1) The candidate shall, within three days, excluding Saturday, Sunday, and state holidays, from the date he or she receives notice by registered or certified mail, or from the date the candidate receives actual notice of the violation, whichever occurs first, appear before the elections official or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide a designation that complies with subdivision (a) or (b).

(2) If a candidate fails to provide a designation that complies with subdivision (a) or (b) within the three-day period specified in paragraph (1), a designation shall not appear after the candidate's name.

(g) A designation given by a candidate shall not be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the elections official as specified in subdivision (f) or as provided in subdivision (h). The elections official shall maintain a copy of the ballot designation worksheet for each candidate that appears on the ballot in the county for the same period of time as applied to nomination documents pursuant to Section 17100.

(h) The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days before the general election, requests in writing a different designation which the candidate is entitled to use at the time of the request.

For your reference, Elections Code section 13107.3 is reproduced below:

(a) A candidate who submits a ballot designation pursuant to subdivision (a) of Section 13107 shall file a ballot designation worksheet that supports the use of that ballot designation by the candidate, in a format prescribed by the Secretary of State.

(b) The ballot designation worksheet shall be filed with the elections official at the same time that the candidate files his or her declaration of candidacy.

(c) In the event that a candidate fails to file a ballot designation worksheet in accordance with subdivision (a), no designation shall appear under the candidate's name on the ballot.

For your reference, Elections Code section 13107.5 is reproduced below:

(a) A candidate's ballot designation as "community volunteer" shall constitute a valid principal vocation or occupation for purposes of subdivision (a) of Section 13107, if not otherwise in violation of any of the restrictions set forth in that section, and subject to the following conditions:

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

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

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

(b) The Secretary of State shall by regulation define what constitutes a community volunteer for purposes of this section.

For your reference, California Code of Regulations section 20711 is reproduced below:

(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 shall 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.

(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.



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BALLOT DESIGNATION WORKSHEET
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(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) 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 shall 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 shall 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 shall 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 shall 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.
- (e) If a candidate requests a change of his or her ballot designation pursuant to Elections Code § 13107(e), that request shall be accompanied by a Ballot Designation Worksheet.

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APPENDIX IV

FPPC SCHEDULES, AND ADDITIONAL INFORMATION

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**Fair Political Practices Commission
Filing Schedule for
Candidates and Controlled Committees for Local Office
Being Voted on March 3, 2020**

Deadline	Period	Form	Notes
Jan 31, 2020** <i>Semi-Annual</i>	* – 12/31/19	460 or 470	<ul style="list-style-type: none"> • 460: All committees must file Form 460. • 470: If a candidate raised or spent less than \$2,000 during 2019, file Form 470 (see below). • May be filed on January 23, 2020.
Within 24 Hours <i>Contribution Reports</i>	12/4/19 – 3/3/20	497	<ul style="list-style-type: none"> • File if a contribution of \$1,000 or more in the aggregate is received from a single source. • File if a contribution of \$1,000 or more in the aggregate is made to or in connection with <i>another</i> candidate or measure being voted upon March 3, 2020. • The recipient of a non-monetary contribution of \$1,000 or more in the aggregate must file a Form 497 within 48 hours from the time the contribution is received. • File by personal delivery, e-mail, guaranteed overnight service or fax. The committee may also file online, if available.
Jan 23, 2020 <i>1st Pre-Election</i>	1/1/20 – 1/18/20	460 or 470	<ul style="list-style-type: none"> • Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
Feb 20, 2020 <i>2nd Pre-Election</i>	1/19/20 – 2/15/20	460	<ul style="list-style-type: none"> • All committees must file this statement. • File by personal delivery or guaranteed overnight service. The committee may also file online, if available.
Jul 31, 2020 <i>Semi-Annual</i>	2/16/20 – 6/30/20	460	<ul style="list-style-type: none"> • All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before June 30, 2020.

Additional Notes:

- *** Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **Local Ordinance:** Always check on whether additional local rules apply.
- **** Deadlines:** Due to the election being held early in the year, the deadline for the first pre-election statement for calendar year 2020 is earlier than the deadline for the semi-annual statement for calendar year 2019. A candidate/committee active in both calendar years may file the 2019 statement on January 23, 2020.
- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to the deadline for a Form 497 due the weekend before the election, or to any Form 496. Such reports must be filed within 24 hours regardless of the day of the week. Statements filed after the deadline are subject to a \$10 per day late fine.
- **Method of Delivery:** All paper filings may be filed by first class mail unless otherwise noted. A paper copy of a statement may not be required if a local agency requires online filing pursuant to a local ordinance.
- **Form 501:** All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.

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- **Form 460:** Candidates who have raised/spent \$2,000 or more file the Form 460. The Form 410 (Statement of Organization) must also be filed once \$2,000 or more has been raised/spent.
- **Form 470 (2019):** Non-incumbent candidates who raised or spent less than \$2,000 during 2019 and did not have an open committee must file Form 470 by January 31, 2020.
- **Form 470 (2020):** Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2020 and do not have an open committee may file Form 470 on or before January 23, 2020. If, later during the calendar year, the candidate raises or spends \$2,000 or more, a Form 470 Supplement and a Form 410 must be filed.
- **Independent Expenditures:** Committees making independent expenditures totaling \$1,000 or more to support or oppose other candidates or ballot measures also file:
 - [462](#): This form must be e-mailed to the FPPC within 10 days.
 - [496](#): This form is due within 24 hours if made in the 90-day, 24-hour reporting period of the candidate's or measure's election. Refer to the applicable filing schedule. Form 496 is filed with the filing officer in the jurisdiction of the affected candidate or measure.
- **After the Election:** Reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open. See [Campaign Disclosure Manual 2](#) for additional information.
- **Public Documents:** All statements are public documents.
- **Resources:** Campaign manuals and other instructional materials are available [here](#). Or, visit www.fppc.ca.gov > Learn > [Campaign Rules](#).

**Fair Political Practices Commission
Filing Schedule for
Candidates and Controlled Committees for Local Office
Listed on the November 3, 2020 Ballot**

Deadline	Period	Form	Notes
July 31, 2020 <i>Semi-Annual</i>	* – 6/30/20	460 or 470	<ul style="list-style-type: none"> • 460: All committees must file Form 460.
Within 24 Hours <i>Contribution Reports</i>	8/5/20 – 11/3/20	497	<ul style="list-style-type: none"> • File if a contribution of \$1,000 or more in the aggregate is received from a single source. • File if a contribution of \$1,000 or more in the aggregate is made to or in connection with <i>another</i> candidate or measure being voted upon November 3, 2020. • The recipient of a non-monetary contribution of \$1,000 or more in the aggregate must file a Form 497 within 48 hours from the time the contribution is received. • File by personal delivery, e-mail, guaranteed overnight service, or fax. The committee may also file online, if available.
Sept 24, 2020 <i>1st Pre-Election</i>	7/1/20 – 9/19/20	460 or 470	<ul style="list-style-type: none"> • Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
Oct 22, 2020 <i>2nd Pre-Election</i>	9/20/20 – 10/17/20	460	<ul style="list-style-type: none"> • All committees must file this statement. • File by personal delivery or guaranteed overnight service. The committee may also file online, if available.
Feb 1, 2021 <i>Semi-Annual</i>	10/18/20 – 12/31/20	460	<ul style="list-style-type: none"> • All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before Dec 31, 2020.

Additional Notes:

- *** Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **Local Ordinance:** Always check on whether additional local rules apply.
- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to a 24-Hour/10-Day Contribution Report (Form 497) that is due the weekend before the election, and this extension never applies to any 24-Hour/10-Day Independent Expenditure Report (Form 496). Such reports must be filed within 24 hours, regardless of the day of the week.
- **Method of Delivery:** All paper filings may be filed by first class mail unless otherwise noted. A paper copy of a statement may not be required if a local agency requires online filing pursuant to a local ordinance.
- **Form 501:** All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.
- **Form 460:** Candidates who have raised/spent \$2,000 or more file the Form 460. The Form 410 (Statement of Organization) must also be filed once \$2,000 or more has been raised/spent.

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- **Form 470:** Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2020 and do not have an open committee must file Form 470 on or before September 24, 2020. If, later during the calendar year, the candidate raises or spends \$2,000 or more, a Form 470 Supplement and a Form 410 must be filed.
- **Independent Expenditures:** Committees making independent expenditures totaling \$1,000 or more to support or oppose other candidates or ballot measures also file:
 - [462](#): This form must be e-mailed to the FPPC within 10 days.
 - [496](#): This form is due within 24 hours if made in the 90-day, 24-hour reporting period of the candidate's or measure's election. Refer to the applicable filing schedule. Form 496 is filed with the filing officer in the jurisdiction of the affected candidate or measure.
- **After the Election:** Reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open. See [Campaign Disclosure Manual 2](#) for additional information.
- **Public Documents:** All statements are public documents.
- **Resources:** Campaign manuals and other instructional materials are available [here](#). Or, visit www.fppc.ca.gov > Learn > [Campaign Rules](#).

**Fair Political Practices Commission
Filing Schedule for
State Candidate Controlled Committees
Listed on the March 3, 2020 Ballot**

Deadline	Period	Form	Notes
Jan 31, 2020** <i>Semi-Annual</i>	* – 12/31/19	460 or 470	<ul style="list-style-type: none"> • Each candidate listed on the ballot must file Form 460 or Form 470 (see below). • May be filed on January 23, 2020.
Within 24 Hours <i>Election Cycle Reports</i>	12/4/19 – 3/3/20	497	<ul style="list-style-type: none"> • File if a contribution of \$1,000 or more in the aggregate is received from a single source. • File if a contribution of \$1,000 or more in the aggregate is made to or in connection with a candidate or ballot measure being voted on the March 3 ballot, or made to a political party committee. • The recipient of a non-monetary contribution of \$1000 or more in the aggregate must file a Form 497 within 48 hours from the time the non-monetary contribution is received. • E-file only. No paper copy is required.
Within 10 Business Days <i>\$5,000 Report</i>	Ongoing – file any time other than 90-day election cycle	497	<p>Only e-filers file this report:</p> <ul style="list-style-type: none"> • File if a contribution of \$5,000 or more is received from a single source. • No paper copy is required. • File within 10 business days of receipt of contribution.
Jan 23, 2020 <i>1st Pre-Election</i>	1/1/20 – 1/18/20	460 or 470	<ul style="list-style-type: none"> • Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
Feb 20, 2020 <i>2nd Pre-Election</i>	1/19/20 – 2/15/20	460	<ul style="list-style-type: none"> • All committees must file this statement. • Paper copies must be filed by personal delivery or guaranteed overnight service only.
Jul 31, 2020 <i>Semi-Annual</i>	2/16/20 – 6/30/20	460	<ul style="list-style-type: none"> • All committees must file this statement.

See next pages for additional reporting information.

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Additional Reports

Depending on committee activity, one or more of the following statements may also be required:

- **Payments Related to a State Ballot Measure (E-Filers only):** File Form 496 (24-hour/10 Day Independent Expenditure Report) or Form 497 (24-hour/10 Day Contribution Report) within 10 business days of making payments totaling \$5,000 or more in connection with a single state ballot measure. No paper copy is required.
- **Form 511:** File within 10 days of making either of the following expenditures related to an advertisement to support or oppose a ballot measure: 1) A payment totaling \$5,000 or more to an individual to appear in an advertisement, or 2) A payment of any amount to an individual portraying a member of a licensed occupation (e.g., nurse, doctor, firefighter). E-Filers also file online.
- **Form E-530:** File within 48 hours of making a payment, or a promise of a payment, of \$50,000 or more during the 45 days prior to an election for a communication that identifies a state candidate being voted upon in the election, but does not expressly advocate the election or defeat of the candidate. No paper copy is required.

Additional Notes:

- ***Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- ****Deadlines:** Due to the election being held early in the year, the deadline for the first pre-election statement for calendar year 2020 is earlier than the deadline for the semi-annual statement for calendar year 2019. A candidate/committee active in both calendar years may file the 2019 statement on January 23, 2020.
- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to any 24-hour/10 Day Independent Expenditure Report (Form 496) or to a 24-hour/10 Day Contribution Report (Form 497) that is due the weekend before the election. Such reports must be filed within 24 hours, regardless of the day of the week.
- **Where to File:** State committees file statements with the Secretary of State. Only candidate controlled committees that are not e-filers file paper copies with the elections official at the candidate's county of domicile.
- **Form 501:** All state candidates must file Form 501 before soliciting or receiving any contributions or before making expenditures from personal funds. A candidate may, until the deadline for filing nomination papers set forth in Section 8020 of the Elections Code, amend Form 501 to change his/her statement of acceptance or rejection of voluntary expenditure limits provides he or she has not exceeded the limits.
- **E-File:** A state committee that has received contributions or made expenditures totaling \$25,000 or more.
- **Form 460:** All state committees, including e-filers, must also file paper statements.
- **Form 470 (2019):** Candidates who did not raise or spend \$2,000 or more in 2019 and do not have an open committee may file Form 470 (Short Form) on or before January 31, 2019. If a Form 470 is filed and later, during the calendar year, the candidate raises or spends \$2,000 or more, a Form 470 Supplement and a Form 410 must be filed.

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- **Form 470 (2020):** Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2020 and do not have an open committee may file Form 470 on or before January 23, 2020. If, later during the calendar year, the candidate raises or spends \$2,000 or more, a campaign committee must be opened and a Form 470 Supplement and a Form 410 must be filed.
- **Paper Filings:** All paper filings may be filed by first class mail unless otherwise noted.
- **Forms 496 and 497:** All reports filed online only.
- Committees making independent expenditures totaling \$1,000 or more to support or oppose other candidates or ballot measures also file:
 - **Form 462:** This verification form must be e-mailed to the FPPC within 10 days.
 - **Form 496:** This form is due within 24 hours if made in the 90-day, 24-hour reporting period of the candidate's or measure's election. Refer to the applicable filing schedule. Form 496 is filed with the filing officer in the jurisdiction of the affected candidate or measure.
- **Multiple Committees:** All committees controlled by a state candidate listed on the June ballot must file statements on the pre-election filing deadlines, in addition to the committee formed for this election. For example, a candidate for Senate listed on the March 3, 2020 ballot who maintains an Assembly officeholder committee must file pre-election statements for both committees even if the Assembly committee has not received or made payments.
- **State Contribution Limits:** Refer to the [contribution limits chart](#) on the FPPC website.
- **Penalties:** Late statements are subject to a fine of \$10 per day on both the paper and the e-filed version (e.g., \$20 per day for a late e-filed Form 460). Failure to file a statement could result in an enforcement penalty of \$5,000 per violation.
- **Public Documents:** All statements are public documents.
- **Resources:** Campaign manuals and other instructional materials are available [here](#). Or, visit www.fppc.ca.gov > Learn > Campaign Rules.

**Fair Political Practices Commission
Filing Schedule for
State Candidate Controlled Committees
Listed on the November 3, 2020 Ballot**

Deadline	Period	Form	Notes
Jul 31, 2020 <i>Semi-Annual</i>	* – 6/30/20	460 or 470	<ul style="list-style-type: none"> Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
Within 24 Hours <i>Election Cycle Reports</i>	8/5/20 – 11/3/20	497	<ul style="list-style-type: none"> File if a contribution of \$1,000 or more in the aggregate is received from a single source. File if a contribution of \$1,000 or more in the aggregate is made to or in connection with a candidate or ballot measure being voted on the November 3 ballot, or made to a political party committee. The recipient of a non-monetary contribution of \$1000 or more in the aggregate must file a Form 497 within 48 hours from the time the non-monetary contribution is received. E-file only. No paper copy is required.
Within 10 Business Days <i>\$5,000 Report</i>	Ongoing – file any time other than 90-day election cycle	497	<p>Only e-filers file this report:</p> <ul style="list-style-type: none"> File if a contribution of \$5,000 or more is received from a single source. No paper copy is required. File within 10 business days of receipt of contribution.
Sep 24, 2020 <i>1st Pre-Election</i>	7/1/20 – 9/19/20	460 or 470	<ul style="list-style-type: none"> Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
Oct 22, 2020 <i>2nd Pre-Election</i>	9/20/20 – 10/17/20	460	<ul style="list-style-type: none"> All committees must file this statement. Paper copies must be filed by personal delivery or guaranteed overnight service only.
Feb 1, 2021 <i>Semi-Annual</i>	10/18/20 – 12/31/20	460	<ul style="list-style-type: none"> All committees must file this statement.

See next pages for additional reporting information.

Fair Political Practices Commission

Additional Reports

Depending on committee activity, one or more of the following statements may also be required:

- **Payments Related to a State Ballot Measure (E-Filers only):** File Form 496 (24-Hour/10-Day Independent Expenditure Report) or Form 497 (24-Hour/10-Day Contribution Report) within 10 business days of making payments totaling \$5,000 or more in connection with a single state ballot measure. No paper copy is required.
- **Form 511:** File within 10 days of making either of the following expenditures related to an advertisement to support or oppose a ballot measure: 1) a payment totaling \$5,000 or more to an individual to appear in an advertisement, or 2) a payment of any amount to an individual portraying a member of a licensed occupation (e.g., nurse, doctor, firefighter). E-Filers must also file a paper copy.
- **Form E-530:** File within 48 hours of making a payment, or a promise of a payment, of \$50,000 or more during the 45 days prior to an election for a communication that identifies a state candidate being voted upon in the election, but does not expressly advocate the election or defeat of the candidate. No paper copy is required.

Additional Notes:

- ***Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to a 24-Hour/10-Day Contribution Report (Form 497) that is due the weekend before the election, and this extension never applies to any 24-Hour/10-Day Independent Expenditure Report (Form 496). Such reports must be filed within 24 hours, regardless of the day of the week.
- **Where to File:** State committees file statements with the Secretary of State. Only candidate controlled committees that are not e-filers file paper copies with the elections official at the candidate's county of domicile.
- **Form 501:** All state candidates must file Form 501 before soliciting or receiving any contributions or before making expenditures from personal funds. A candidate may, until the deadline for filing nomination papers set forth in Section 8020 of the Elections Code, amend Form 501 to change his/her statement of acceptance or rejection of voluntary expenditure limits provided he or she has not exceeded the limits.
- **E-File:** A state committee that has received contributions or made expenditures totaling \$25,000 or more.
- **Form 460:** All state committees, including e-filers, must also file paper statements.
- **Form 470:** Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2020 and do not have an open committee may file Form 470 on or before September 24, 2020. If, later during the calendar year, the candidate raises or spends \$2,000 or more, a campaign committee must be opened and a Form 470 Supplement and a Form 410 must be filed.
- **Paper Filings:** All paper filings may be filed by first class mail unless otherwise noted.
- **Forms 496 and 497:** All reports filed online only.

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- Committees making independent expenditures totaling \$1,000 or more to support or oppose other candidates or ballot measures also file:
 - [462](#): This verification form must be e-mailed to the FPPC within 10 days.
 - [496](#): This form is due within 24 hours if made in the 90-day, 24-hour reporting period of the candidate's or measure's election. Refer to the applicable filing schedule. Form 496 is filed with the filing officer in the jurisdiction of the affected candidate or measure.
- **Multiple Committees:** All committees controlled by a state candidate listed on the November ballot must file statements on the pre-election filing deadlines, in addition to the committee formed for this election. For example, a candidate for Senate listed on the November 3, 2020 ballot who maintains an Assembly officeholder committee must file pre-election statements for both committees even if the Assembly committee has not received or made payments.
- **State Contribution Limits:** Refer to the [contribution limits chart](#) on the FPPC website.
- **Penalties:** Late statements are subject to a fine of \$10 per day on both the paper and the e-filed version (i.e., \$20 per day for a late e-filed Form 460). Failure to file a statement could result in an enforcement penalty of \$5,000 per violation.
- **Public Documents:** All statements are public documents.
- **Resources:** Campaign manuals and other instructional materials are available [here](#). Or, visit www.fppc.ca.gov > Learn > Campaign Rules.

California Fair Political Practices Commission

Frequently Asked Questions: Campaign Activity

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The FAQs listed below are selected from questions people frequently ask the FPPC about campaign-related activity under the Political Reform Act (“Act”). All efforts have been made to provide helpful, easy to understand, answers to common questions. Please note that this fact sheet cannot address all of the unique variables and circumstances related to campaign activity. For more information, see the FPPC’s campaign disclosure manuals or contact the FPPC with specific questions.

Getting Started Questions

1. Q. When must a committee file a Statement of Organization (Form 410) with the Secretary of State’s office?

A. The Form 410 is required to be filed within 10 days of raising \$2,000 or more, which is the threshold for qualifying as a committee.
2. Q. Is it possible for a committee to receive a committee ID number prior to meeting the \$2,000 threshold?

A. Yes. The Secretary of State will issue a committee ID number upon receipt of the Form 410, even if \$2,000 or more has not yet been raised. The “Not Yet Qualified” box should be marked and once the \$2,000 threshold is met, an amendment must be filed within 10 days to report the date the committee qualified.
3. Q. Is there a fee to register as a committee?

A. Yes. Committees are required to pay a \$50 fee to the Secretary of State within 15 days of filing the Form 410. In addition, a \$50 fee is required to be paid to the Secretary of State by January 15 of each year until the committee terminates.
4. Q. Who must be identified on the Form 410?

A. The name and contact information of the treasurer and principal officers, if any, must be provided, in addition to any candidate controlling the committee. If the committee will have an assistant treasurer, his or her contact information must be also included.
5. Q. Are there any specific accounting qualifications for someone to serve as a committee’s treasurer?

A. No. However, no individual should accept the position as a mere figurehead. To adequately perform the duties, the treasurer must have a basic understanding of the campaign finance laws and the responsibilities of a committee treasurer.

6. Q. May a candidate serve as his or her committee's treasurer?
- A. Yes.
7. Q. Who is considered the principal officer for a non-candidate controlled committee?
- A. The principal officer(s) is the individual or individuals responsible for approving the political activities of a committee, including: 1) authorizing the content of committee communications; 2) authorizing the committee's expenditures; and, 3) determining the committee's campaign strategy. The principal officer must ensure that accurate records are maintained and may be held liable for violations. A committee may have several principal officers. If there are more than three individuals serving as principal officers, only three must be identified on the Form 410. If no individual other than the treasurer is a principal officer, the treasurer must be identified as both the treasurer and the principal officer.
8. Q. After filing a Form 410, what is the next form required to be filed?
- A. Typically, the Form 497 (24-Hour Contribution Report) is the next required form. In fact, the Form 497 may be required to be filed *before* the Form 410 is required if the committee qualifies within the 90 days before the election or on the date of the election. During this period, a committee must file a Form 497 within 24 hours each time it receives contributions that total in the aggregate \$1,000 or more from a single source.
9. Q. What are the requirements for naming a candidate's committee or a committee primarily formed to support or oppose a ballot measure?
- A. For a candidate's campaign committee, the name must include the candidate's last name, office sought, and year of the election. For example, "Wallace for Supervisor 2020" or "Re-Elect Rosa in 2020 for Water Board" would meet the naming requirements.
- For a primarily formed ballot measure committee, the name must include:
- The measure's designation (e.g., Proposition 124; Measure BB);
 - The committee's position (support or oppose) on the measure;
 - If sponsored, the name(s) of the sponsor(s) (e.g., "sponsored by the Auto Dealers Association");
- For a comprehensive list of all committee naming requirements, see the Form 410 instructions.
10. Q. May a committee use an electronic recordkeeping system or are records required to be kept on paper?
- A. Electronic records are permitted so long as all of the required information is collected and recorded in a timely and uniform manner that ensures the information is accurate and reliable. Committees are responsible for ensuring that electronic records can be read and/or printed for auditing purposes during the required retention period – four years from the date the campaign statement was filed.

11. Q. Is a committee required to have a tax ID number?

- A. The FPPC does not require a tax ID number; however, some banks may require one in order to open a campaign bank account. A tax ID number may be requested through the Internal Revenue Service website, www.irs.gov.

Ballot Measure Committee Questions

12. Q. A group has raised \$2,000 to circulate petitions for a ballot measure. When does the group trigger reporting obligations?

- A. Reporting obligations begin when proponents start gathering signatures (initiative) or when a legislative body acts to place the proposal on the ballot (referendum). Certain contributions received and expenditures made are required to be disclosed even if they were received or made before the proposal became a measure. (See Campaign Disclosure Manual 3 for details.)

13. Q. May a candidate control a ballot measure committee? If so, is the candidate required to file a Form 501 (Candidate Intention Statement)?

- A. Yes, a candidate may control a ballot measure committee so long as the committee's funds are not used to support the candidate's election or to support or oppose other candidates. The candidate's last name must be included in the committee name and the Form 410 requires specified information to be disclosed related to the measure or measures for which the committee is formed. A Form 501 is not required.

14. Q. Are there any special reporting requirements for ballot measure committees controlled by a candidate?

- A. Ballot measure committees controlled by a **state** officeholder (e.g., Governor, legislator) or a candidate for elective **state** office have additional disclosure requirements when reporting expenditures. For each expenditure of \$100 or more, the committee must identify the measure or potential measure associated with the expenditure. For example, a payment to a campaign consultant for research or polling on a specific measure in a local jurisdiction could state: Research/polling for Measure B, City of Sacramento. A committee's expenditures for operating costs, administrative overhead, fundraising, travel, compliance costs and attorney fees do not require the itemization if the payment cannot be attributed to a specific measure or potential measure.

15. Q. During the 90 days before an election, a local primarily formed ballot measure committee for Measure A made a \$10,000 contribution to another primarily formed ballot measure committee for Measure A. Does this contribution trigger the filing of a 24-hour Contribution Report (Form 497)?

- A. Yes, both committees are required to file a Form 497, even if they are both formed to support the same ballot measure.

16. Q. During the 90 days before an election, supporters of a ballot measure, in coordination with the primarily formed ballot measure committee, will be paying for phone banks. The payments will be considered nonmonetary contributions to the primarily formed ballot measure committee. Rather than file several reports, may the committee file one Form

497 estimating the value of all nonmonetary contributions anticipated to be received from this source during the 90-day period before the election and on the date of the election?

- A. Yes. The committee may make a good faith estimate of the value that will be contributed during the period. The Form 497 must be filed within 48 hours of receiving the initial \$1,000 in nonmonetary contributions. If the actual value differs from the estimated amount by 20 percent or more, an amendment must be filed within 24 hours of determining the correct amount.

17. Q. If a non-profit organization makes a contribution to a primarily formed ballot measure committee, what are the campaign reporting requirements for the non-profit organization?

- A. Depending on the amount of the contribution and several other factors, the organization may be required to register as a recipient committee and file campaign reports disclosing its donors or the organization may instead qualify as a major donor committee and be required to file the Form 461. To determine the applicable reporting requirements, see the detailed information in the [Multipurpose Organizations Reporting Political Spending fact sheet](#).

Fundraising Questions

18. Q. If a committee receives two monetary contributions of \$99 from one contributor, must the contributor be itemized?

- A. Yes. When a person's contributions, including monetary, non-monetary, and loans, aggregate to \$100 or more in a calendar year, the contributor must be itemized on all applicable schedules of the Form 460.

19. Q. A committee is hosting a dinner fundraiser. The committee is charging \$100 per person, but the actual cost of the event to the committee will be \$25 per person. When a person purchases a ticket to attend, what amount is considered as the contribution received?

- A. The contribution received is \$100. The entire cost of the ticket for the fundraiser is the amount of the contribution – the actual costs to the committee are not subtracted from the ticket price.

20. Q. A committee is going to charge \$50 per person at their next fundraiser. May an attendee pay with a \$100 bill?

- A. No. Even if change is immediately provided, a committee may not accept \$100 or more in cash from a single source. The payment must be made by personal check, debit card, or credit card.

21. Q. Is volunteer work provided by some people considered a nonmonetary contribution because of the volunteer's profession, such as free legal advice provided by a lawyer or bookkeeping done by a CPA?

- A. No. Volunteer personal services, regardless of the profession of the individual, are not reportable, so long as the individual providing the services is not paid by a third party.

22. Q. An individual is hosting a fundraising event in her home for a friend who is running for city council. She will spend \$425 to provide tea, coffee, wine, cheese, and fruit. Is the amount she pays for the event considered a nonmonetary contribution to the candidate?
- A. No. So long as she does not spend more than \$500, the event meets the home/office fundraiser exception. **Note:** The home/office fundraiser exception does not apply to a state lobbyist (or a cohabitant of a lobbyist) or a lobbying firm.
23. Q. May a private service, such as PayPal, be used to collect contributions electronically?
- A. Yes, so long as for each contribution of \$100 or more, (a) the service is able to provide the name of the contributor, and (b) the committee reports all the information needed to meet the statutory recordkeeping requirements, including the name, address, occupation, and employer of individual contributors of \$100 or more. Even if the company deducts a fee from the amount of the contribution, the entire amount of the contribution must be disclosed. The fees charged by the private service are reported as expenditures.
24. Q. May a committee accept a contribution in the form of bitcoin, a type of digital currency?
- A. No. Contributions may not be made or received in cryptocurrency.
25. Q. If a committee receives a contribution of \$100 from an individual, but the individual did not provide the required occupation and employer information, what should the committee do?
- A. The individual contributor should be contacted to obtain the occupation and employer information. If the committee is required to report the contribution before the information is received, the committee should indicate on its campaign statement that the information has been requested and the statement will be amended when the information is received. However, if an individual's occupation and employer information is not received within 60 days of receiving the contribution, the contribution must be returned.
26. Q. A business donated the use of an employee to work on two ballot measure campaigns during the month before the election. The employee spent a total of seven percent of her compensated time working on one measure and seven percent of her compensated time on the other measure. Since more than 10 percent of her compensated time was not spent on a single campaign, is her compensated time required to be reported as a nonmonetary contribution to the ballot measure committees from her employer?
- A. Yes. If an employee spends more than 10 percent of his or her compensated time working on campaign activity (one or multiple campaigns) in a calendar month, a nonmonetary contribution from the business must be reported. In this situation, each ballot measure committee must report a nonmonetary contribution in the amount of seven percent of the employee's compensated time. The value of the nonmonetary contribution is based on her gross salary; standard benefits (i.e., retirement and health care) do not need to be counted.

27. Q. If a committee receives a large contribution from an individual or entity, are there any special noticing requirements?
- A. Yes. Generally, if a committee receives a contribution of \$5,000 or more from an individual or entity, the committee must notify the contributor in writing *within two weeks* that he or she may need to file a major donor report. In the 90 days before an election, if a contribution of \$10,000 or more is received, the notification must be sent *within one week*. Language for the notice is found in the applicable campaign disclosure manual. An individual or entity qualifies as a major donor if contributions totaling \$10,000 or more are made in a calendar year to California (state and local) candidates and committees.

Expenditure Questions

28. Q. How does a committee report printing expenses of \$100 or more paid for with the committee's credit card?
- A. The name and address of the credit card company and the amount paid must be listed on Schedule E or F of the Form 460, and the printing vendor's name and address must be listed underneath with the amount paid to that vendor. Another example of "subvendor" reporting is when a campaign consultant purchases television advertisements, the names of the stations that air the advertisements must listed. The campaign disclosure manuals contain examples of how to report subvendors on the Form 460.
29. Q. Is it permissible for a committee to have an agreement with an independent contractor (e.g., committee fundraiser) to pay additional money if fundraising goals are surpassed?
- A. Yes, under the Act, a contingency agreement may be made, such as a committee paying a bonus to a contractor if fundraising goals are met or a committee not paying a contractor unless a particular outcome is achieved. The arrangement should be made as part of a written contract. (Note that the Act strictly prohibits contingency fees to a lobbyist for the outcome of legislation or to a placement agent for securing an investment from a state retirement board.)
30. Q. Is it permissible to purchase gifts using campaign funds?
- A. Campaign funds may be used to purchase a gift only if the payment is *directly related* to a political, legislative, or governmental purpose. Detailed information on the permissible use of campaign funds may be found in the [campaign disclosure manuals](#). In addition, there are special reporting rules for candidate controlled committees when reporting expenditures for gifts, meals, and travel. (See Question #57 below.)

Communications Questions

31. Q. What are the disclosure requirements for a mass mailing sent by a candidate?
- A. When a candidate sends a mass mailing (more than 200 pieces of the same or similar mail in a calendar month), the words “paid for by” and the name and address of the candidate’s committee must appear on the outside of the mailing in no less than six-point type and in a color that contrasts with the background. If two or more candidate controlled committees pay for the mailer, the name and address of at least one of the committees must be shown on the outside and the names and addresses of all committees must appear on at least one insert. The committee ID number is not required to be included, but the FPPC recommends that committees include the committee ID number on all public campaign materials.
32. Q. If a committee has more than one address, may any of the addresses be used on mass mailings?
- A. Any address that is on the committee’s Statement of Organization (Form 410) on file with the Secretary of State’s office may be used.
33. Q. Are emails sent by a candidate’s committee required to include an advertisement disclaimer statement?
- A. Yes. Mass mailings, including emails, must include a “paid for by” disclaimer (e.g., “Paid for by Jones for Supervisor 2020”).
34. Q. How does a committee report payments made to a person to provide favorable or unfavorable content on an Internet site about a candidate or ballot measure?
- A. For each payment of \$100 or more, use the code “WEB” and report the amount of the payment, the payee, the name of the individual providing content, and the website name or URL on which the communication is published in the first instance.
35. Q. Does a candidate or committee incur reporting obligations if an unpaid blogger or other individual endorses his or her candidacy in their Internet communications?
- A. No. Uncompensated Internet activity, including blogging, social networking, sending or forwarding an email, or providing a link to a website, does not trigger a reporting obligation.
36. Q. Does the FPPC have a summary of the requirements for disclaimers on advertisements?
- A. Yes, a summary of the requirements, as well as charts for each type of committee are available [here](#).

24-Hour Contribution (Form 497) Report Questions

37. Q. If a contribution of \$1,000 or more is made to one of a candidate’s campaign committees (e.g., legal defense, ballot measure, past election), but not to the committee that is formed for the election triggering the 90-day reporting, are the candidate and/or the donor required to file a Form 497?

- A. Yes. When a candidate is in a 90-day reporting period, each contribution of \$1,000 or more to any of his or her committees requires the Form 497 to be filed by both the candidate and the donor.
38. Q. During the 90-day reporting period, must a candidate file a Form 497 if a contribution of \$500 is received by one of the candidate's campaign committees (e.g., legal defense, ballot measure, past election) and another contribution of \$500 from the same donor is received by the committee that is formed for the election triggering 90-day reporting?
- A. No. Because a single committee did not receive \$1,000 or more, the candidate is not required to file a Form 497. The donor is also not required to file a Form 497 as the donor did not make a contribution of \$1,000 or more to a single committee.
39. Q. A candidate received \$500 from a donor for the special primary election a few days before the election, and another \$500 from the same donor a few days after the primary election when the candidate moved to the special general election. Both contributions were received during the 90 days before the general election. Is a Form 497 required to be filed by the donor and/or the candidate?
- A. No. Because \$1,000 or more was not received in connection with one election, the Form 497 is not required to be filed.
40. Q. Must a candidate file a Form 497 if, during the 90 days before the election or on the date of the election, he or she makes a contribution of \$1,000 or more from personal funds to his or her campaign?
- A. Yes. The candidate's personal funds are contributions and subject to reporting in the same manner as other contributions received.
41. Q. What are the 24-hour contribution report (Form 497) requirements for contributions received by a political party committee?
- A. A political party must report each contribution of \$1,000 or more received within 90 days of **any** state election or on the date of a state election (including a special election). If the contributor is a committee, the contributor must also file the Form 497 within 24 hours.

Enforcement Question

42. Q. If a campaign statement is filed late, what are the potential consequences?
- A. The filing officer with whom the statement is required to be filed may assess a fine of up to \$10 for each day that the statement is late (or up to \$20 per day for a statement and a copy). In addition, filing officers are required by law to refer non-filers to an enforcement authority. If a matter is referred to the FPPC's Enforcement Division for failure to file, the fine may increase up to a maximum of \$5,000 per violation. In 2017, 149 committees were fined by the FPPC for failing to timely file campaign statements.

Candidate Questions

43. Q. When may a candidate begin to solicit and raise funds for an election?
- A. Upon filing a Candidate Intention Statement (Form 501), a candidate may begin to solicit and receive contributions. The Form 501 is considered filed when it is personally delivered or placed in the mail to the filing officer.

44. Q. Is a candidate required to file a Form 501 when running for reelection to the same office?
- A. Yes. A separate Form 501 is required for each election, including reelection to the same office.
45. Q. If a candidate does not intend to raise any funds from others and will be spending personal funds only for the filing fee and ballot statement fee, is the candidate required to file a Form 501 and open a campaign bank account?
- A. No, the candidate is not required to file a Form 501 or open a bank account; only the Form 470 (Campaign Statement – Short Form) is required.
46. Q. If a candidate does not intend to raise funds from others, but will be spending \$2,000 or more of his or her personal funds on his or her campaign (in addition to the filing fees and ballot statement fees), is the candidate required to open a bank account?
- A. Yes. Even if a candidate does not raise funds from others, if he or she spends \$2,000 or more on the campaign (not counting personal funds spent on filing fees and ballot statement fees), he or she qualifies as a committee and must open a campaign bank account. Campaign funds may not be commingled with personal funds.
47. Q. What are the rules related to a candidate spending personal funds on his or her own campaign?
- A. Except for payments for the filing fee, ballot statement fee, and \$50 Secretary of State annual committee fee, a candidate must deposit personal funds into the campaign bank account before making campaign expenditures, even if he or she does not want to be reimbursed. Personal funds may be reported as loans or monetary contributions. Personal funds may not be commingled with campaign funds and campaign expenditures may not be made from a personal account.
48. Q. Prior to learning that it was not permitted, a candidate starting up his campaign used personal funds to pay for some campaign expenses. How is this reported on the Form 460?
- A. So that the activity is properly disclosed, the amount of personal funds used should be reported on Schedule A as a contribution and the expenditure is reported on Schedule E. If the candidate has not yet been reimbursed by the committee, the amount may be reported on Schedule F as an accrued expense. Non-disclosure of the payments is a violation of the Act. All future payments must be made from the campaign bank account; personal funds must be deposited into the account before making expenditures.
49. Q. May a campaign worker use personal funds to make campaign expenditures and be reimbursed by the committee?
- A. Yes. Anyone other than the candidate may use personal funds to make campaign expenditures, such as purchasing printing, and be reimbursed after providing a receipt or invoice to the campaign. However, if the campaign does not reimburse the individual who made the expenditure within 45 days, the committee must report the amount expended as a nonmonetary contribution received.

50. Q. What are the contribution limits for local elections?
- A. The Act does not impose contribution limits on local elections. However, many local jurisdictions have adopted campaign finance ordinances that include contribution limits. Contact the city clerk or county elections office to determine if there are local contribution limits. The FPPC's website also posts local campaign ordinances.
51. Q. If a candidate occasionally uses his or her personal vehicle to attend campaign events and meet with voters, is the use of the vehicle reportable even if the candidate does not want to be reimbursed for the mileage?
- A. Incidental use of a candidate's personal vehicle for campaign purposes is not considered a contribution or expenditure and is not reportable. However, if the use of the vehicle is directly related to a political, legislative or governmental purpose, and the candidate would like to be reimbursed by the committee, the reimbursement must be made at the rate approved by the Internal Revenue Service pursuant to Section 162 of the Internal Revenue Code.
52. Q. If a candidate makes long-distance calls using his or her home phone to request support from organizations statewide, may committee funds be used to pay the phone bill?
- A. Committee funds may be used for the campaign portion of the bill; however, the non-campaign portion must be paid with personal funds.
53. Q. If a candidate is defeated in a local election, may the leftover funds be used to run again in the next local election?
- A. Yes, if specified requirements are met. An unsuccessful candidate who plans to run for the *same office* in a future election must file a new Form 501 and an amended Form 410 **before** the funds become surplus. Leftover funds become surplus 90 days after an official leaves office (incumbents) or 90 days after the end of the post-election reporting period, whichever is later. The end of the post-election reporting is June 30 for elections held between January 1 and June 30, and December 31 for elections held between July 1 and December 31. (Note: Candidates should check with the local jurisdiction to determine if there is a local ordinance that does not allow a candidate to use the same committee for a future election.)
- An unsuccessful candidate who plans to run for a *different office* must file a new Form 501, a new Form 410, and open a new campaign bank account and transfer the funds **before** the funds become surplus as described above.
54. Q. If a candidate receives a refund for a filing fee after his or her committee has already been terminated, must the committee and bank account be reopened in order to accept the refund?
- A. No. Candidates are allowed to accept refunds from a governmental entity without reopening the committee and campaign bank account.
55. Q. If a candidate controls a ballot measure committee, must the ballot measure committee file a preelection statement when the candidate's committee is required to?
- A. Yes. If a candidate has multiple controlled committees, each of the committees are required to file on the dates the candidate is required to file preelection statements in connection with his or her election to office. (See Regulation 18405.)

56. Q. May a law enforcement officer, who is running for city council, wear his or her uniform at campaign events or when appearing in political advertisements for his or her campaign?

A. The Political Reform Act does not contain restrictions related to a candidate wearing a law enforcement uniform; however, other laws may apply. The candidate should contact the District Attorney or City Attorney.

57. Q. What are the special reporting requirements for expenditures made by a candidate controlled committee when purchasing gifts, travel, and meals?

A. Itemized expenditures made by a candidate controlled committee for gifts, meals, or travel, must be further explained in the “Description of Payment” column, whether or not an expenditure code is used, as described below.

Gifts: Briefly describe the political, legislative, or governmental purpose of the expenditure, and provide the date of the gift and a description of the gift. If the gift was made to an individual recipient, the name of the recipient must be included. If a gift was made to a group of recipients, the name of each recipient who received a benefit of \$50 or more is required. When the recipient of a gift with a value of \$50 or more is not known at the time the payment is required to be reported, the committee must report that the gift was for an “undetermined recipient.” Once the gift has been given to the recipient, the campaign statement must be amended within 45 calendar days to disclose the name of the recipient.

Meals: Briefly describe the political, legislative, or governmental purpose of the expenditure, and provide the date of the meal, the number of individuals who were present at the meal, and whether the candidate, a member of his or her household, or an individual with authority to approve expenditures of campaign funds was present at the meal. It is not necessary to include the names of individual attendees on the report. However, the names of the attendees must be maintained in the committee’s records. For meals reported as an itemized expenditure for travel, the reporting rules below apply.

Travel Payments (including lodging and meals): Briefly describe the political, legislative, or governmental purpose of the expenditure, and provide the date or dates of the travel, the destination, and the goods or services purchased. The description must also include the number of individuals for whom the payment was made and whether the trip included the candidate, a member of his or her household, or an individual with the authority to approve expenditures of campaign funds. The names of individuals who traveled are not required to be disclosed on the report. However, the names of the travelers must be maintained in the committee’s records.