

Candidate Handbook
And
Resource Guide

**ARCADIA UNIFIED SCHOOL
DISTRICT**

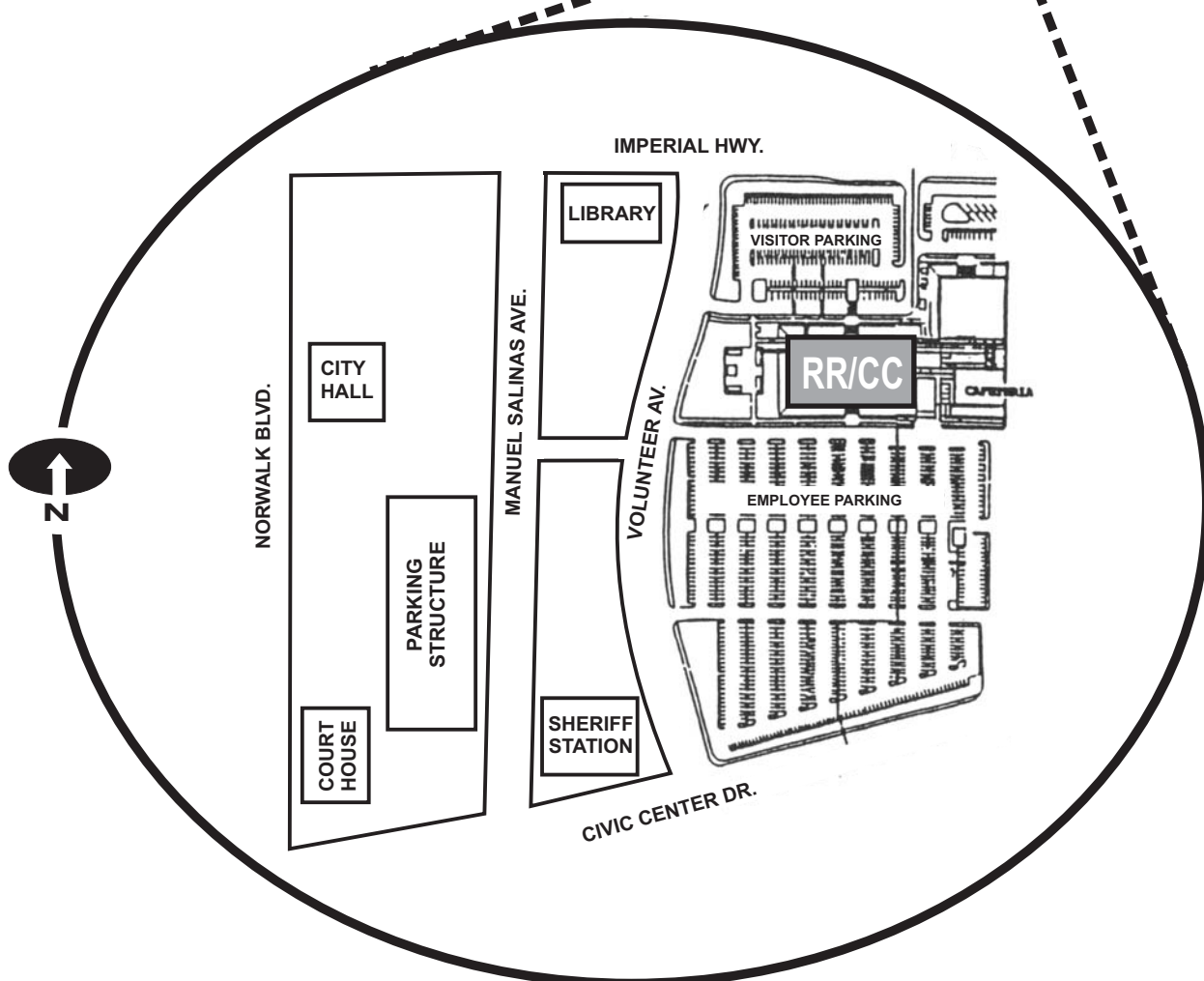
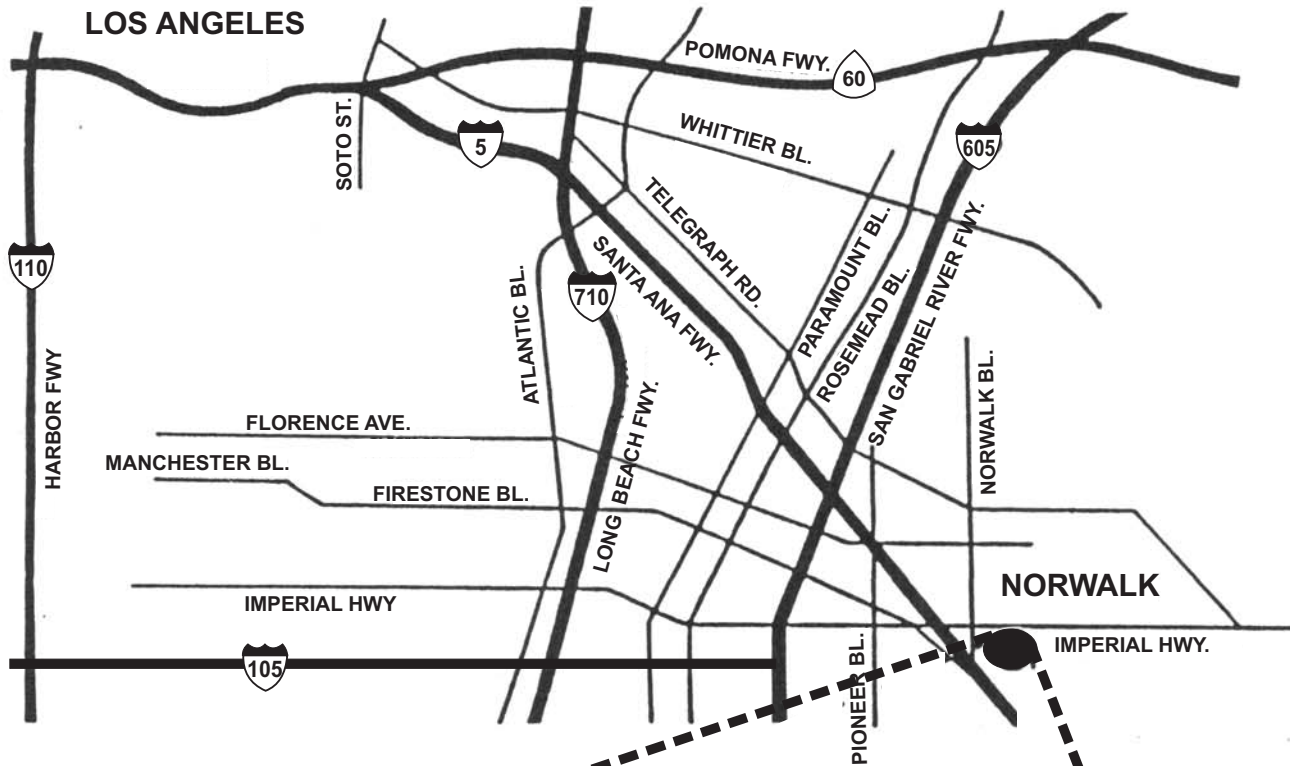
BOARD OF EDUCATION ELECTION

April 21, 2009



Dean C. Logan
Los Angeles County
REGISTRAR-RECORDER/COUNTY CLERK
12400 East Imperial Highway
Norwalk, CA 90650
(800) 815-2666 or (562) 466-1323
www.lavote.net

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





COUNTY OF LOS ANGELES

REGISTRAR-RECORDER/COUNTY CLERK

12400 Imperial Highway – P.O. Box 1024, Norwalk, California 90651-1024 – www.lavote.net

DEAN C. LOGAN

Registrar-Recorder/County Clerk

TO: Candidates, Campaign Managers and other Interested Individuals

FROM: Dean C. Logan, *DL* Registrar-Recorder/County Clerk

SUBJECT: **CANDIDATE HANDBOOK AND RESOURCE GUIDE**
April 21, 2009 – Arcadia Unified School District Board of Education Election

This Candidate Handbook and Resource Guide has been prepared to assist candidates filing for the April 21, 2009 Arcadia Unified School District Board of Education Election. The handbook provides a general overview and valuable information concerning critical deadlines for the candidate filing process, guidelines for preparation and submission of candidate statements and campaign finance disclosure filing requirements.

We hope that you will find the current handbook format to be both informative and useful. Please review the information provided in this handbook carefully. Section 1, Chapters 1-5, include general candidate filing information and Section 2, Chapters 1-5, include election and campaign information. On-line access to this handbook is available on our web site at www.lavote.net. Daily listings of candidates filing for elective offices will also be posted on the web site for public access.

Voters participating in the April 21st election will be using the INKAVOTE PLUS Voting System consisting of a voting device for marking ballot choices, the Precinct Ballot Reader (PBR) which checks for voting errors and provides an opportunity for voters to correct ballot or request a replacement. An Audio Ballot Booth is also available at each polling place to assist voters, with disabilities and language translation needs, in privately and independently casting votes.

Our staff is committed to providing the best possible service to you, your campaign staff and the voters of Los Angeles County. If you have questions or comments regarding items you would like to suggest for future candidate handbooks, please write a letter or send an e-mail to DLogan@rrcc.lacounty.gov or call me at (562) 462-2716.

For additional information regarding the election, including election results, check our web site (www.lavote.net) or call (562) 466-1310.

NOTICE

This Candidate Handbook & Resource Guide has been prepared to assist you in filing documents relating to the election. It includes a calendar of events and summary of provisions and filing requirements. It is not intended to provide legal advice and is for general guidance only.

Please note that it is not within the purview of this office to determine whether a candidate meets the requirements for holding office. Individuals with questions concerning their own or other candidate qualifications or other related matters should seek legal counsel.

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

Section

1

A stylized graphic of the American flag, featuring a light blue field with white stars on the left and wavy pink and white stripes on the right.

**Candidate
Handbook**

TABLE OF CONTENTS

Section 1 Candidate Filing

CHAPTER 1: CALENDAR OF EVENTS	1 - 9
CHAPTER 2: OFFICES TO BE FILLED, CANDIDATE QUALIFICATIONS AND OFFICE INFORMATION	10
Offices to be Filled	10
Candidate Qualifications	10
Office Information	10
CHAPTER 3: FILING PROCEDURES	11 - 23
General Information and Filing Procedures for Candidates	11
Nomination Filing Period	12
Extension of Nomination Period	12
Candidate Withdrawal	12
Name to Appear on the Ballot	13
Transliteration of Candidate Names	13
Ballot Designation Provisions	14 - 16
Candidate Nomination Process	17 - 23
CHAPTER 4: CANDIDATE STATEMENTS	24 - 29
Estimated Cost of Candidate Statements	24
Form and Style	24
Administrative Guidelines	24
Deposit of Estimated Fee	25
Public Examination Period	25
Multilingual Translation	25
Indigent Candidates	26
Candidate Statement Form	27
Notice to Persons Submitting Candidate Statements	28
Candidate Statement Guidelines	29
CHAPTER 5: WRITE-IN CANDIDATE	30 – 31
General Information	30
Filing Deadline	30
Election Results for Write-In Candidates	31
Write-In Candidate to be Elected	31

Chapter 1

Calendar of Events

CALENDAR OF EVENTS
ARCADIA UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION ELECTION

APRIL 21, 2009

IMPORTANT NOTICE

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

DATES	EVENTS
<p>(2008) DEC. 15 (M) DEC. 29 (M) E-127 E-113</p>	<p>NOTICE OF ELECTION — PUBLICATION Between these dates the notice of election shall be published once in a newspaper of general circulation in the district. A copy of the notice shall be delivered to the school district's superintendent for posting. (E. C. § 12101 & Govt. Code § 6061)</p> <p>A general press release will also be issued providing information on the elective offices and the telephone number to call regarding candidate nomination procedures.</p>
<p>DEC. 22 (M) E-120</p>	<p>BOARD RESOLUTION re CANDIDATE STATEMENTS Not later than this date the district board shall by resolution determine the word limitation for candidate statements (200 or 400 words); and whether advance payment is required. (E. C. § 13307)</p>
<p>DEC. 29 (M) E-113</p>	<p>REQUEST SECRETARY OF STATE TO CONDUCT RANDOMIZED ALPHABET DRAWING Recommended last day to notify the Secretary of State of the date of the election and the close of candidate filing period and request that a randomized alphabet drawing be held. (E. C. § 13113)</p>

DATES

EVENTS

DEC. 29 (M)
E-113

(2009)
JAN. 23 (F)
5 P.M.
E-88

**NOMINATION PERIOD — FILING
NOMINATION DOCUMENTS**

First and last day for candidates to file nomination documents with the Registrar-Recorder/County Clerk at 12400 Imperial Highway, Norwalk, 2nd Floor, Room 2013.

(E. C. § 10220)

CANDIDATE STATEMENTS

During this period candidates may file a candidate statement not to exceed the word limitation prescribed by the district board (200 or 400 words) for inclusion with the Official Sample Ballot Booklet. The statement shall be filed with the Registrar-Recorder/County Clerk not later than the last day to file nomination documents.

(E. C. § 13307)

JAN. 23 (F)
5 P.M.
E-88

CONSOLIDATION OF ELECTIONS

Last day for local jurisdictions to file a resolution with the Board of Supervisors and Registrar-Recorder/County Clerk requesting consolidation with the election.

(E. C. §§ 10400, 10402, 10403 and Ed. Code § 5342)

**ADOPT SPECIAL MEASURE ELECTION
RESOLUTION**

Last day for governing board to adopt a resolution calling a special election to place a measure on the ballot. Copies shall be filed with the Board of Supervisors and the Registrar-Recorder/County Clerk.

NOTE: Ballot Measure text should not exceed 75 words.

**STATEMENT IN COMPLIANCE — LAST DAY
TO SUBMIT**

Last day for school district to file statement in compliance (if the election is for a bond measure) with the Registrar-Recorder/County Clerk.

(E. C. § 9401)

DATES

EVENTS

JAN. 23 (F)
5 P.M.
E-88

NOMINATION PERIOD — DEADLINE DATE

Last day for prospective candidates to file nomination documents with the Registrar-Recorder/County Clerk at 12400 Imperial Highway, Norwalk, 2nd Floor, Room 2013.

(E. C. § 10220)

CANDIDATE WITHDRAWAL

No candidate who has filed nomination documents may withdraw as a candidate after this date.

(E. C. § 10224)

APPOINTMENT IN-LIEU OF ELECTION — PUBLICATION

If no more candidates file for office than there are offices to be filled and if there are no other offices or measures on the ballot the Board of Education shall be notified that it may:

- (1) Appoint to the office the person who has been nominated.
- (2) Appoint to the office any eligible elector if no one has been nominated.
- (3) Hold the election if either no one or only one person has been nominated. A notice of these facts shall be published once in a newspaper in the District. After publication, the Board of Education may make the appointment or direct the election to be held.

(E. C. § 10229 & Govt. Code § 6061)

JAN. 24 (Sa)**
E-87**

JAN. 28 (W)
5:00 P. M.
E-83

NOMINATION EXTENSION PERIOD IF INCUMBENT DOES NOT FILE

If nomination documents for an incumbent are not filed by **5 p.m. on Friday, January 23**, the nomination period shall be extended until **Wednesday, January 28, 5 p.m.**, for persons other than the incumbent.

(E. C. §§ 10220 & 10225)

**January 24 (Saturday), and January 25 (Sunday) office will be closed.

DATES**EVENTS**

JAN. 24** (Sa) E-87**	FEB. 2 (M) E-78	<p>PUBLIC EXAMINATION PERIOD — CANDIDATE STATEMENTS/CANDIDATE NAMES AND BALLOT DESIGNATIONS</p> <p>During this period candidate statements, candidate names and ballot designations shall be open for public examination. A fee may be charged to any person obtaining a copy of the material. During this period any person may file a writ of mandate or an injunction to require any or all of the data/material to be amended or deleted.</p> <p>(E. C. § 13113)</p> <p>NOTE: If the nomination period is extended for a particular office, the examination period for that office shall be adjusted to Thursday, January 29 through Monday, February 9*.</p>
---------------------------------	---------------------------	---

JAN. 28 (W) E-83	<p>AMENDMENT OR WITHDRAWAL OF MEASURE – DEADLINE</p> <p>Last day for the Board of Supervisors and the Registrar-Recorder/County Clerk to receive a resolution from the legislative body requesting to withdraw or amend a measure previously submitted for placement on the ballot.</p> <p>(E.C. § 9605)</p>
----------------------------	--

JAN. 29 (Th) E-82	<p>RANDOMIZED ALPHABET DRAWING BY SECRETARY OF STATE</p> <p>The Secretary of State shall hold a public drawing to determine order of candidates' names on ballot by randomly drawing each letter of the alphabet.</p> <p>(E. C. § 13113)</p>
-----------------------------	--

JAN. 30 (F) E-81	<p>DATE FIXED TO SUBMIT ARGUMENTS – PUBLICATION</p> <p>Not later than this date a notice shall be published once in a newspaper of general circulation in the District setting forth the date fixed for submitting arguments for or against a school measure.</p> <p>(E. C. § 9502 & Govt. Code § 6061)</p> <p>NOTE: A copy of the published notice shall be delivered to the District Superintendent and each notice shall be posted in the district office.</p> <p>(E.C. § 12113)</p>
----------------------------	---

*Date adjusted due to weekend and/or holiday.
**January 24 (Saturday) and January 25 (Sunday) office will be closed.

DATES	EVENTS	
FEB. 2 (M) E-78	ARGUMENTS – LAST DAY TO SUBMIT Last day to submit arguments for or against any school measure. Arguments may not exceed 300 words in length. (E.C. §§ 9501 & 9502) EXCEPTION: These provisions do not apply to a measure on school district reorganization	
FEB. 3 (Tu) E-77	FEB. 13* (F) E-67*	PUBLIC EXAMINATION PERIOD FOR BALLOT MEASURE MATERIALS During this period the elections official shall make available for public examination a copy of any ballot measure text, arguments , and the bond statement if applicable, for any school measure. A fee may be charged to any person obtaining a copy of the materials. During this period any person may file a writ of mandate or an injunction to require any or all of the material to be amended or deleted. (E. C. § 9509)
FEB. 13 (F) E-67	IMPARTIAL ANALYSIS – LAST DAY TO SUBMIT Recommended last day for County Counsel to transmit impartial analysis of any school measure. (E. C. § 9500) REBUTTALS – LAST DAY TO SUBMIT Last day for authors of arguments for or against a county, school or district measure to submit rebuttals. Rebuttals may not exceed 250 words in length. (E.C. § 9504)	

*Date adjusted due to weekend and/or holiday.

DATES**EVENTS****FEB. 14** (Sa)**
E-66****FEB. 23 (M)**
E-57**PUBLIC EXAMINATION PERIOD FOR REBUTTALS**

During this period **rebuttals** and **impartial analyses** for measures shall be available for public examination. A fee may be charged to any person obtaining a copy of the material. During this period any person may file a writ of mandate or an injunction to require any or all of the material/data to be amended or deleted.

(E.C. § 9509)**FEB. 23 (M)**
E-57**APR. 7 (Tu)**
E-14**STATEMENT OF WRITE - IN CANDIDACY**

A name written on a ballot will not be counted unless the person has filed during this period a Statement of Write-In Candidacy and sponsors' signatures, stating that he or she is a write-in candidate for the election.

(E. C. §§ 8600 & 8601)**MAR. 12 (Th)**
E-40**APR. 1* (W)**
E-20***MAIL OFFICIAL SAMPLE BALLOT BOOKLETS**

An Official Sample Ballot Booklet shall be mailed to each voter in the District not more than 40 or less than 20 days preceding the election.

(E. C. §§ 13303 & 13304)**MAR. 23 (M)**
E-29**POLLWORKERS AND POLLING PLACES — APPOINTMENT**

Last day to appoint pollworkers and designate polling places. A notice of appointment shall be mailed to each pollworker appointed.

(E. C. §§ 12286 & 12307)

*Date adjusted due to weekend and/or holiday.

**February 14 (Saturday), and February 15 (Sunday) office will be closed.

DATES		EVENTS
MAR. 23 (M) E-29	APR. 14 (Tu) E-7	<p>VOTE BY MAIL — FIRST AND LAST DAY TO APPLY</p> <p>Between these dates (both dates inclusive) applications may be filed. Applications received prior to the 29th day preceding the election will be kept and processed during this period.</p> <p>(E. C. § 3001)</p>
APR. 6 (M) E-15		<p>REGISTRATION CLOSES</p> <p>Last day to transfer or register to vote in the election.</p> <p>(E. C. § 2107)</p>
APR. 7 (Tu) E-14	APR. 14 (Tu) E-7	<p>NEW RESIDENTS AND NEW CITIZEN REGISTRATION PERIOD</p> <p>Any person who becomes a citizen or establishes residence in California after the 15th day prior to the election may register to vote beginning on the 14th day prior to an election and ending on the 7th day prior to the election day. This registration must be executed in the office of the Registrar-Recorder County Clerk. A new resident shall vote a new resident's ballot in that office.</p> <p>(E. C. §§ 331, 332 & 3500 – 3503)</p>
APR. 7 (Tu) E-14		<p>STATEMENT OF WRITE-IN CANDIDACY DEADLINE</p> <p>Last day for a prospective write-in candidate to file his/her Statement of Write-In Candidacy with the Registrar-Recorder/County Clerk stating that he/she is a write-in candidate for the election.</p> <p>(E. C. §§ 8600 & 8601)</p> <p>BILINGUAL PRECINCT OFFICER LIST</p> <p>Last day to prepare list of appointed bilingual precinct officers.</p> <p>(E. C. § 12303)</p>

DATES		EVENTS
APR. 13* (M) E-8*		<p>TALLY CENTER LOCATION — PUBLICATION On or before this date a notice specifying the public place to be used as the Central Tally Center location for counting the ballots shall be published once in a newspaper of general circulation within the District. (E. C. § 12109)</p>
APR. 14 (Tu) E-7		<p>POLLING PLACES — PUBLICATION On or before this date a list of polling places for each precinct shall be published once in a newspaper of general circulation within the District. (E. C. § 12105 & Govt. Code § 6061)</p> <p>CANVASS VOTE BY MAIL BALLOTS The canvass may commence on the 7th day before the election but the results of the tally shall not be released until after the polls close. (E. C. § 15101)</p>
APR. 15 (W) E-6	APR. 21 (Tu) ELECTION DAY	<p>EMERGENCY VOTING BY MAIL Between these dates any voter may apply for a Vote By Mail Ballot if conditions require his or her absence from the precinct on election day. The voter may designate an authorized representative to pick-up and return the ballot. (E. C. §§ 3021 & 3110)</p>
APR. 21 (Tu) 8:00 P. M. ELECTION DAY		<p>ELECTION DAY Polls open at 7 A. M., close at 8 P. M. (Arcadia City Charter § 1402 & E. C. § 14212)</p> <p>VOTE BY MAIL BALLOTS RETURNED — 8 P. M. Last day for Vote By Mail Ballots to be received or turned in personally by the voter at any polling place in the District. A designated family member may return the voted ballot under specified conditions. (E. C. §§ 3017 & 3020)</p> <p>DEFACING OF UNUSED BALLOTS At 8 p.m., immediately after polls close, commence defacing or sealing all unused ballots and file an affidavit of the number of ballots destroyed or sealed. (E. C. §§ 14403 & 14404)</p>

*Date adjusted due to weekend and/or holiday.

DATES	EVENTS
APR. 23 (Th) E+2	CANVASS ELECTION RETURNS The canvass of returns shall commence no later than the first Thursday following the election. (E. C. § 15301)
MAY 19 (Tu) E+28	COMPLETION OF OFFICIAL CANVASS The Official Canvass of returns shall be completed within 28 days of the election. (E. C. § 10262) NOTE: On Friday, May 1, 2009 the Registrar-Recorder/County Clerk is tentatively scheduled to certify the election results. On Tuesday, May 5, 2009 the Board of Supervisors is tentatively scheduled to declare the election results official. (E.C. § 15501)
JULY 14 (Tu) E+84	TAKE OFFICE — BOARD OF EDUCATION MEMBERS Newly elected or appointed Board of Education members take office on or before the 2nd Tuesday in July after the election. (Arcadia City Charter Art. XIV § 1403) NOTE: When one member of the governing board is to be elected, the candidate receiving the highest number of votes shall be elected. When two or more members are to be elected, the two or more candidates receiving the highest number of votes shall be elected. (E. C. § 10600)

Chapter 2

**Offices to be Filled,
Candidate Qualifications
And Office Information**

QUALIFICATIONS & OFFICE INFORMATION

QUALIFICATIONS	OFFICES TO BE FILLED	NOMINATING SIGNATURES MIN. MAX.	SALARY
<p style="text-align: center;">A registered voter of the District</p> <p style="text-align: center;">(Arcadia City Charter Art. XIV §1400)</p>	<p>BOARD OF EDUCATION MEMBER</p> <p>Two</p> <p>INCUMBENTS: Janet Chew Joann E. Steinmeier</p>	<p>20 30 (E. C. § 10220)</p>	<p>Varies</p>
<p>OFFICE TERM: Four Years</p>	<p>TERM BEGINS: On or before the 2nd Tuesday in July following the election. (July 14, 2009) (Arcadia City Charter Art. XIV §§ 1401 & 1403)</p>		
<p>PARTY AFFILIATION – NO PARTY AFFILIATION REQUIRED (E. C. § 334)</p> <p>FILING FEE – NONE REQUIRED</p> <p>PLACEMENT OF NAME ON BALLOT – Secretary of State holds a public drawing to determine order of candidate names on ballot by randomly drawing each letter of the alphabet. No rotation of names on ballot. (E. C. §§ 13112 & 13113)</p> <p>Votes Required to Elect Candidates – Highest Number of Votes Cast</p>			

Chapter 3

Filing Procedures

**GENERAL INFORMATION AND
FILING PROCEDURES FOR CANDIDATES**

GENERAL INFORMATION – All candidates must be registered voters at time nomination documents are issued and otherwise qualified to vote for the office for which he or she is filing. **(E.C. § 201)**

State law requires that all nomination documents contain the candidate’s name and the elective office title to which he or she is seeking nomination or election, and be signed by the elections official at the time of issuance. Oral and written instructions regarding procedures to be followed in completing the nomination process are given to candidates or authorized agents when the forms are issued.

Only official documents issued by the Registrar-Recorder/County Clerk may be used. The forms are available between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday - excluding holidays, at the **public counter** in the **Election Information Section** as listed below.

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

Nomination documents must be **mailed or delivered** to the following addresses:

MAIL	DELIVER
Registrar-Recorder/County Clerk Election Planning Section Second Floor, Room 2015 12400 Imperial Highway Norwalk, CA 90650 (Indicate on envelope Nomination Documents Enclosed)	Registrar-Recorder/County Clerk Election Information Section Second Floor, Room 2013 12400 Imperial Highway Norwalk, CA 90650 (Business Hours: 8:00 am to 5:00 pm)

The Registrar-Recorder/County Clerk **cannot** legally accept any Candidate Nominating Petitions sent via U.S. Mail or personal delivery, **WHICH ARE RECEIVED BY THIS OFFICE AFTER 5:00 P.M. on Friday, January 23, 2009.**

GENERAL INFORMATION (Continued)

NOMINATION FILING PERIOD

DEC. 29 (M) Through JAN. 23 (F) 5 P.M.	E - 113 - 88	NOMINATION PERIOD FOR ALL CANDIDATES First and last day for candidates to file Affidavit of Nominee and Oath or Affirmation of Allegiance and Nominating Petitions.
JAN. 24* (Sa) Through JAN 28 (W) 5 P.M.	E - 87* - 83	NOMINATION EXTENSION PERIOD (If Incumbent Does Not File)
FEB. 23 (M) Through APR. 7 (Tu) 5 P.M.	E - 57 - 14	FIRST AND LAST DAY TO FILE STATEMENT OF WRITE-IN CANDIDACY

*January 24 (Saturday) and January 25 (Sunday) - Office will be closed.

EXTENSION OF NOMINATION PERIOD – If an incumbent for any office fails to file nomination documents by the deadline date, **Friday, January 23, 2009** the nomination period is extended for five (5) days. During this period, any qualified person, **other than the incumbent**, may file nomination documents for the office.

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

CANDIDATE WITHDRAWAL – Withdrawal of candidacy is permitted up to and including the deadline date to file an Affidavit of Nominee and Oath or Affirmation of Allegiance for that office.

(E. C. §§ 10220 & 10603)

NAME TO APPEAR ON THE BALLOT

The **ballot name** may be designated as follows:

- First, middle and last names.
- Initials only and last name.
- A nickname may be included but must be in parentheses () or quotation marks “ ”.
- A short version of the first name, such as “Bill for William,” “Dick for Richard” or “Kathy for Kathleen.”

NO TITLES OR DEGREES ARE ALLOWED IN THE BALLOT NAME. (E.C. § 13106)

WITHIN ONE YEAR OF ANY ELECTION, A CHANGE IN LEGAL NAME SHALL NOT APPEAR ON THE BALLOT UNLESS THE CHANGE WAS MADE BY MARRIAGE OR BY DECREE OF COURT. (E.C. § 13104)

TRANSLITERATION OF CANDIDATE NAMES – Candidates may request that their names be transliterated in those languages that do not use Roman characters as instructed by the Department of Justice. These languages include Chinese, Japanese and Korean. If applicable, candidates must complete a Transliteration Form and file it with their nomination documents by the specified deadline (88 days prior to the election). Candidates may review the transliteration of names and submit changes to the elections official no later than the last day of the review period, which is normally 60 days prior to the election but subject to change. To schedule a review of your transliterated name, you may call (562) 462-2730 or (562) 462-2832. Refer to Multilingual Voting Services Chapter in Section 2 of this Resource Guide for additional information.

NOTE: On **January 29, 2009** the Secretary of State shall hold a public drawing to determine the order of candidate names on the ballot by randomly drawing each letter of the alphabet.

BALLOT DESIGNATION PROVISIONS

SELECTING YOUR BALLOT DESIGNATION – The **ballot designation** describes the current profession, vocation, occupation or incumbency status of the candidate that will appear on the ballot under the candidate's name.

Ballot designations:

- Can be no more than three words.
- Must appear on the Affidavit of Nominee and Oath or Affirmation of Allegiance at the time it is filed.
- Become public record once the information is filed on the Affidavit of Nominee and Oath of Affirmation of Allegiance. Ballot designations **cannot be changed after the final date to file nomination documents**.

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

- 1) **Elective Office Title:** Words describing an elective office title may be used **IF** the candidate holds the office at the time nomination documents are filed and the office was filled by a vote of the people.

Example A: Governing Board Member

Example B: Board member, XYZ School District

- 2) **Incumbent:** The word **Incumbent** may be used **IF** the candidate is seeking re-election to the same office and was elected to that office by a vote of the people or was appointed as a nominated candidate in lieu of an election.

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

Example A: Appointed Incumbent

Example B: Appointed Board member, XYZ School District

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

BALLOT DESIGNATIONS (Continued)

- 4) **Principal Occupation:** No more than **three words** to either describe the current principal profession, vocation, or occupation of the candidate **or** the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. Geographical names are considered one word.

Example A: High School Teacher

Example B: Attorney/Educator/Rancher

Example C: CEO/Councilmember

- 5) **Community Volunteer:** A Community Volunteer shall constitute a valid principal vocation or occupation subject to the following conditions:
- a) A candidate's community volunteer activities constitute his or her principal profession, vocation or occupation.
 - b) A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation or occupation.
 - c) A candidate is not engaged concurrently in another principal profession, vocation or occupation.
- 6) **No Occupation Desired:** If no ballot designation is requested, write the word "NONE" and place your initials in the space provided for ballot designation on the Declaration of Candidacy form.

FORMAT OF BALLOT DESIGNATION – Ballot designations selected which exceed space allotted on the ballot (approximately 60 characters) are printed in a smaller typeface pursuant to § 13107(f) of the California Elections Code. **Restrictions:** The rules governing ballot designations can be the subject of confusion. The California Secretary of State's ballot designation regulations are available at the public counter in the Election Information Section, 2nd Floor, Room 2013.

BALLOT DESIGNATION WORKSHEET – A Ballot Designation Worksheet that supports the use of that ballot designation is required to be filed with the Registrar-Recorder/ County Clerk at the same time as the Affidavit of Nominee and Oath or Affirmation of Allegiance. If a candidate fails to file a Ballot Designation Worksheet, no designation will appear on the ballot.

(E.C. § 13107.3)

REJECTION OF BALLOT DESIGNATION – If the designation is in violation of any of the restrictions set forth in California Elections Code, the candidate will be notified by certified mail with a return receipt addressed to mailing address appearing on the candidate's ballot designation worksheet. If an alternative designation is not provided within the time allowed, no designation will appear on the ballot.

(E.C. § 13107(c))

BALLOT DESIGNATIONS (Continued)

UNACCEPTABLE DESIGNATIONS – Pursuant to Elections Code §13107(b), the election official shall not accept a ballot designation if:

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

GUIDELINES TO ACCEPTABLE BALLOT DESIGNATIONS (BASIC TEST):

- a. Is it true?
- b. Is it accurate?
- c. Does it mislead?
- d. Is it generic? (This means “IBM” is unacceptable, “Computer Company” is acceptable.)
- e. Is it neutral? (This means not for or against)
- f. Is it how this person makes a living?

Candidates may review their own ballot designation, as well as that of other candidates, in this office during working hours: Monday through Friday from **January 24*** through **February 2** or if the nomination period is extended, **the dates will be adjusted appropriately.**

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

***January 24 (Saturday) and January 25 (Sunday) office will be closed.**


CANDIDATE NOMINATION PROCESS

AUTHORIZATION TO PICK-UP AND/OR FILE CANDIDATE NOMINATION DOCUMENTS

Candidates who will have their Candidate Nomination Documents picked up and/or filed **via an Agent** must complete the AUTHORIZATION TO PICK-UP AND/OR FILE CANDIDATE NOMINATION DOCUMENTS form.

Below is a **generic sample** of the Authorization Form.

1. Print candidate's (your) name.
2. Print the elective office title.
3. Print the agent's name and phone number.
4. Check the box for each applicable form.
5. Complete the middle section of the form as you would like your name to appear on the ballot, along with the other information requested.
6. Complete **INFORMATION FOR PUBLICATION** box.
7. Sign and date the form before giving it to your Agent.

	COUNTY OF LOS ANGELES REGISTRAR-RECORDER/COUNTY CLERK	ELECTION PLANNING SECTION (562) 462-2317
AUTHORIZATION TO PICK-UP AND/OR FILE CANDIDATE NOMINATION DOCUMENTS		
I, _____, candidate for the office <small>CANDIDATE'S NAME — PLEASE PRINT</small>		
of _____ hereby authorize <small>OFFICE TITLE</small>		
AGENT'S NAME _____		(_____) _____ <small>AGENT'S PHONE NUMBER</small>
to receive and/or file the following nomination documents: Please check applicable forms (<input checked="" type="checkbox"/>)		
<input type="checkbox"/> Signature in Lieu of filing fee Petitions		<input type="checkbox"/> Declaration of Candidacy
<input type="checkbox"/> Candidate Statement		<input type="checkbox"/> Nominating Petitions
I am aware that the Nomination documents must be properly executed and delivered to the County of Los Angeles Registrar-Recorder/County Clerk's Office no later than 5:00 p.m. on the last day to file such documents.		
I request that my name be placed upon the ballot as follows: (Please print)		
FIRST NAME _____	MIDDLE NAME OR INITIAL _____	LAST NAME _____
My residence address is:		
STREET ADDRESS _____		
CITY _____	STATE _____	ZIP CODE _____
My telephone numbers are: (_____) _____ (_____) _____ <small>DAYTIME EVENING</small>		
(_____) _____ <small>FAX</small>		
My internet addresses are: WEBSITE _____ E-MAIL _____		
I would like the following information to be used for purposes of listings prepared and issued to the news media and/or the public. (If none given, the above information will be listed.) INFORMATION FOR PUBLICATION		
STREET ADDRESS _____		
CITY _____	STATE _____	ZIP CODE _____
DAYTIME PHONE: (_____) _____		EVENING PHONE: (_____) _____
FAX: (_____) _____		
WEBSITE: _____		E-MAIL: _____
CANDIDATE SIGNATURE _____		DATE _____
R1024 REV. 7/2005		

CANDIDATE NOMINATION PROCESS (Continued)

You are planning on filing as a candidate for elective office and want to know **“HOW DO I GET STARTED?”** There are seven (7) easy steps to the candidate nomination process:

STEP 1 – CANDIDATE REGISTRATION (Applying For Nomination Documents)

Candidates or authorized Agents are required to fill out a Candidate Registration and Qualification (CRQ) form providing the following information:

1. Name as you wish it to appear on ballot.
2. Full name as registered to vote.
3. Residence address.
4. Telephone/Fax numbers.
5. E-mail and/or web site address.
6. Address and telephone number for publication/ media/internet.
7. Elective office title for which you are applying.
8. Signature and date.

LOS ANGELES COUNTY REGISTRAR/REGISTRAR/COUNTY CLERK CANDIDATE REGISTRATION & QUALIFICATION FORM		FOR OFFICE USE <input type="checkbox"/> SIL _____ <input type="checkbox"/> NOM _____ <input type="checkbox"/> PROVISIONAL FOR REASON OF: AGENT: _____	
NAME TO APPEAR ON BALLOT AS (Please Print IN ALL CAPS)			
FIRST	MIDDLE NAME OR INITIAL (and/or Nickname)	LAST	
NAME AS REGISTERED (if different from ballot name)			
RESIDENCE STREET ADDRESS			
CITY NAME		ZIP CODE	
TELEPHONE NUMBERS	DAYTIME: ()	EVENING: ()	FAX: ()
WEBSITE:		EMAIL:	
ADDRESS AND TELEPHONE NUMBER FOR PUBLICATION / INTERNET AND ISSUED TO NEWS MEDIA (if none given, above residence address and telephone numbers will be used)			
STREET ADDRESS			
CITY NAME		ZIP CODE	TELEPHONE NO.
OFFICE TITLE (include District, Division or Office No.)			Initial if FULL TERM
			Initial if UNEXPIRED TERM
POLITICAL PARTY (Not Applicable to Non-Partisan Offices)			
ARE YOU AN INCUMBENT?	YES	NO	IF "YES", CHECK ONE
			ELECTED
			APPOINTED
			APPOINTMENT DATE
"I am aware of the qualifications for office and understand this is not an official filing document."			
SIGNATURE OF CANDIDATE OR AGENT			DATE
FOR OFFICE USE			
FILING FEES/SIGNATURE IN LIEU INFO		PRECINCT NUMBER	CONTEST CONTROL NO.
FILING FEE	\$	RESIDENCE CHECKED <input type="checkbox"/>	PTY CODE
DATE FILED	NO. SIGNATURES @ \$ EACH	RE-REG (NEW ADDRESS) <input type="checkbox"/>	VOTER ID NO.
		DISTRICT CHECKED <input type="checkbox"/>	CANDIDATE FILING NO.
		PARTY CHECKED <input type="checkbox"/>	
	BALANCE \$	CAMPAIGN FINANCE DISCLOSURE #	ABL OPER <input type="checkbox"/> SIL <input type="checkbox"/> NOM <input type="checkbox"/>
CASHIER'S INITIALS	RECEIPT NO.	REVIEWER / TIME	INSTRUCTOR: INITIALS & DATE
COMMENTS:			
ELECTION PLANNING COPY			
01180P Rev 6-11-05			

The Candidate Registration & Qualification form is used for preparing nomination documents. It is important that the information be accurate. This information will be printed on listings and distributed to the news media and the general public. CANDIDATE QUALIFICATIONS ARE VERIFIED AT THE TIME OF FILING NOMINATION DOCUMENTS.

CANDIDATE NOMINATION PROCESS (Continued)

STEP 2 – ISSUING NOMINATION DOCUMENTS

An **Application for Nomination Documents** is prepared from information provided on the Candidate Registration and Qualification (CRQ) form.

This application must be signed by candidate or an authorized agent acknowledging awareness of:

1. Qualifications for office.
2. Campaign statement filing requirements.
3. Last day to file nomination papers.
4. Receipt of candidate handbook.

Candidates must verify that the candidate information, including name to appear on ballot, office title, addresses, telephone/fax numbers, e-mail and web site is printed correctly on all forms.

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

CANDIDATE NOMINATION PROCESS (Continued)

STEP 3 – COMPLETING NOMINATION DOCUMENTS

AFFIDAVIT OF NOMINEE AND OATH OR AFFIRMATION OF ALLEGIANCE
(Subscribed and sworn before a notary public or elections official)

The Affidavit of Nominee is a one-sided form used to declare your candidacy, provide your ballot designation, and take the loyalty oath. This form contains the candidate's name as it will appear on the ballot, based on data furnished from the CRQ. Once filed, this form is public information.

1. Fill in your name and designation (occupation) to appear on ballot. Refer to Name to Appear on the Ballot and Ballot Designation Provisions in this Chapter.
2. Fill in your residence, business and mailing addresses.
3. Daytime and evening telephone numbers (Fax numbers, e-mail and web site address information is optional).
4. Print name in space provided, in "Oath of Office".
5. Fill in place of execution and date.
6. Sign name under penalty of perjury that information is true and correct.

OFFICIAL FILING FORM
REGISTRAR-RECORDER-COUNTY CLERK
LOS ANGELES COUNTY
By: _____
Election Deputy
Date Issued: _____

AFFIDAVIT OF NOMINEE AND OATH OR AFFIRMATION OF ALLEGIANCE
(Elections Code Section 10226)

OFFICIAL FILING FORM
REGISTRAR-RECORDER-COUNTY CLERK
LOS ANGELES COUNTY
By: _____
Election Deputy
Date Received: _____

I,
hereby declare myself a candidate for nomination to the office of
ARCADIA UNIFIED SCHOOL DISTRICT
Member, Board of Education

To be voted for at the Election to be held on _____
I hereby request that my name and ballot designation appear on the ballot as follows:

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

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

Residence Address: _____
City _____ State _____ Zip Code _____

Business Address: _____
City _____ State _____ Zip Code _____

Mailing Address: _____
City _____ State _____ Zip Code _____

E-Mail: _____ Web site: _____

Fax No. () _____ Phone Nos. () _____ Daytime () _____ Evening _____

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

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

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

Signature of Candidate

AND 6.05

A candidate may request the county elections official to provide the candidate with the Affidavit of Nominee and Oath of Affirmation of Allegiance. The county elections official shall not require a candidate to sign, file, or sign and file an Affidavit of Nominee and Oath Affirmation of Allegiance as a condition of receiving nomination papers.

CANDIDATE NOMINATION PROCESS (Continued)

STEP 4 – BALLOT DESIGNATION WORKSHEET

If candidate submits a ballot designation, the “Ballot Designation Worksheet” shall be filed with the elections official at the time the candidate files his or her Affidavit of Nominee and Oath of Affirmation of Allegiance. If candidate fails to file a Ballot Designation Worksheet, no designation shall appear under the candidate’s name on the ballot.

BALLOT DESIGNATION WORKSHEET

Name of Candidate: _____

Office Sought: _____

Daytime Telephone Number: _____ Evening: _____

FAX Number: _____ E-Mail Address: _____

Name of Attorney (or other person authorized to act in your behalf)

Telephone Number: _____

FAX Number: _____ E-Mail Address: _____

PROPOSED BALLOT DESIGNATION: _____

1st Alternative: _____

2nd Alternative: _____

Describe what you do and why you believe you are entitled to use the requested ballot designation. If using the title of an elective office, you may submit a copy of your certificate of election or appointment.

Your Job Title: _____

Dates in Position: _____

Name of Employer or Business: _____

Person(s) who can verify this information:
Name(s): _____
Telephone Number(s): _____

To the best of my knowledge and belief, the above-requested ballot designation(s) represent my true principal profession(s), vocation(s), and/or occupation(s) that I am entitled to use as my ballot designations pursuant to §13107 of the California Elections Code.

Signed this _____ day of _____, 200____, in _____
(Location)

(Signature)

You may attached any documents or exhibits that you believe support your proposed ballot designation. These documents will not be returned to you, so **do not submit originals.**

CANDIDATE NOMINATION PROCESS (Continued)

STEP 5 – NOMINATION PAPER FORM

A prospective candidate must submit nomination papers containing no less than **20** and no more than **30** signatures.

SIGNER QUALIFICATIONS

Must be a registered voter and resident of election area at the time of signing.

EACH SIGNER must print and sign own name and include residence address.

- Married women must sign name as registered to vote.
- P.O. Box numbers or mailing addresses are not acceptable.

Exception: A signer who is unable to personally affix his/her own name and/or address on the petition may be assisted by another person. The voter must however, affix his/her own mark/signature on the petition. Two witnesses to signature (or mark) are required and such witnesses must also sign their names.

CIRCULATOR QUALIFICATIONS

Must be a registered voter and resident of the election area in which the candidate is to be voted on, i.e., District or Division.

Exception: Any registered voter of the State who is a candidate for any office may obtain signatures and sign his/her own nominating petitions regardless of whether the candidate resides in the jurisdiction.

If the district includes more than one county, the circulator can only circulate the petition in the county in which he or she resides.

Only one circulator is allowed to circulate a petition section.

Circulator completes “Affidavit of Circulator” in own handwriting. **DO NOT TYPE.**

- Fill in appropriate information in blank spaces.
- Fill in **dates signatures were obtained.**
- Fill in execution **date** and **place of signing.**
- Sign name.**

Official Filing Form
REGISTRAR-RECORDER COUNTY CLERK
LOS ANGELES COUNTY

Nomination Paper
(Elections Code Sections 1022 & 1022c)

Official Filing Form
REGISTRAR-RECORDER COUNTY CLERK
LOS ANGELES COUNTY

By: _____ Election Signer
Date Received: _____

I, the undersigned signer for _____, candidate
for the nomination to the office of
ARCADIA UNIFIED SCHOOL DISTRICT
Member, Board of Education

to be voted for at the Election to be held on _____ hereby asserts as follows:
I am a registered voter of the election area in Los Angeles County and a resident 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, or in case there are several places to be filled in the above-named office, I have not signed more nomination papers than there are places to be filled in the above-named office. My residence is correctly set forth after my signature hereto:
Signer must personally affix his/her own printed name, signature and residence address.

NAME (AS REGISTERED)	RESIDENCE ADDRESS (ONLY) WITH CITY & ZIP	COUNTY USE
EXAMPLE Name: <u>Mary Smith</u> Sign: <u>Mary Smith</u>	<u>100 N. Main St.</u> <u>L.A. 90012</u>	
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Signer must personally affix his/her own printed name, signature and residence address.

NAME (AS REGISTERED)	RESIDENCE ADDRESS (ONLY) WITH CITY & ZIP	COUNTY USE
EXAMPLE Name: <u>Mary Smith</u> Sign: <u>Mary Smith</u>	<u>100 N. Main St.</u> <u>L.A. 90012</u>	
11		
12		
13		
14		
15		
16		

(Only one (1) registered voter may circulate a municipal nomination paper, Elections Code Sections 104, 10222)

AFFIDAVIT OF CIRCULATOR
(Affidavit must be completed in circulator's own handwriting)

I, _____, declare that I am a registered voter of the district or political subdivision in which the candidate is to be voted on. I have been appointed to serve as a circulator to secure signatures in the County of Los Angeles to this nomination paper

of _____ as a candidate for the nomination

for the office of _____ ARCADIA UNIFIED SCHOOL BOARD OF EDUCATION

I circulated this petition section and I witnessed each of the appended signatures being written. To the best of my information and belief, each signature is the genuine signature of the person whose name it purports to be. My residence address is _____

All signatures to this document were obtained between _____ and _____
Month and Day, Year and Month and Day, Year

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

Executed on _____ at _____
Date Place of Signing

Signature of Circulator

CANDIDATE NOMINATION PROCESS (Continued)

STEP 6 – FILING NOMINATION DOCUMENTS

Listed below are mandatory and optional documents to be filed for candidacy. It is the responsibility of the candidate to ensure that filing requirements and deadlines are met.

All candidates are urged to file documents as early as possible to avoid a last minute rush.



DOCUMENTS	APPLIES TO	FOR FURTHER INFORMATION CONTACT
Affidavit of Nominee and Oath or Affirmation of Allegiance	All Candidates	Election Planning Section (562) 462-2317
Nomination Paper	All Candidates	Election Planning Section (562) 462-2317
Ballot Designation Worksheet	All Candidates	Election Planning Section (562) 462-2317
Candidate Statement Form	Optional for Candidates	Election Planning Section (562) 462-2317
Transliteration Form	All Candidates	Multilingual Services Section (562) 462-2730 (562) 462-2832
Candidate Campaign Statement Forms	All Candidates	Campaign Finance Disclosure Section (562) 462-2339

STEP 7 – RECEIVE A CANDIDATE RECEIPT FOR NOMINATION DOCUMENTS

CANDIDATE RECEIPT FOR NOMINATION DOCUMENTS

The following documents have been received.

NOMINATION (Date / Initials)	CAMPAIGN (Date / Initials)
Declaration of Candidacy or Affidavit of Nominee _____	Confirmation Notice (700) _____
Nominating Petition _____	Statement of Economic Interests (700) _____
Subj. Nominating Petition _____	470 Declaration (Short Form) _____
Candidate Qualification Confirmation: (Notarial, Sheriff & DA) _____	Code of Fair Campaign Practices _____
Transliteration Form _____	800 Election Campaign Declaration (DA, Assessor, Sheriff, Superintendent) _____
Candidate Statement (Optional) _____	808 Deposit of Personal Funds Declaration _____

NAME TO APPEAR ON BALLOT			
OFFICE AND DISTRICT		FILING NUMBER	
		ELECTION NUMBER	
		COUNTY NUMBER	
		ISSUE DATE	
PARTY (IF APPLICABLE)			

DH-100

Chapter 4

Candidate Statements

ESTIMATED COST OF CANDIDATE STATEMENTS

APPROXIMATE REGISTRATION (AS OF 10/01/08)	ESTIMATED COST	WHO PAYS?
28,801	\$700 For English only – 1 page	Candidate Pays In Advance
	\$1,400 For English & Spanish – 2 pages	

WORD LIMIT ALLOWED IS 200 WORDS

California law permits local nonpartisan candidates to file a candidate statement to be printed and mailed to voters in the Official Sample Ballot Booklet. Filing of a candidate statement is not mandatory, but is permitted if the candidate desires to file and pay the appropriate fee. A local agency may opt to pay for the cost of the statement.

FORM AND STYLE

The candidate's statement should be prepared on a form provided by this office and filed with the Declaration of Candidacy or Affidavit of Nominee and Oath or Affirmation of Allegiance form.

Statements must be neatly typed using upper and lower case letters. Use block paragraphs and single space format. Entire statements in all capital letters are not acceptable. Indentations, circles, stars, dots, italics and/or bullets cannot be accommodated. Words to be printed in **boldface** type, underscored and/or CAPITALIZED are to be clearly indicated. However, the number of letters/words that can be in **boldface**, underscored or CAPITALIZED shall not exceed 25 words per 200 word statement.

All statements should be checked by the candidate for spelling and punctuation as the elections official is not permitted to edit any material contained therein. It is recommended that you do not use dashes or hyphens at the end of a line.

ADMINISTRATIVE GUIDELINES

FILING – Candidate statements shall be filed with this office no later than 5:00 p.m. on the last day of the candidate filing period.

WITHDRAWAL/CHANGES – Statements may be withdrawn (in writing), but not changed, during the period for filing candidate papers and until 5 p.m. of the next business day after the close of the candidate filing period.

CANDIDATE STATEMENTS (Cont'd)

DEPOSIT OF ESTIMATED FEE – A deposit of the estimated payment is required at the time the candidate statement is filed. All checks are to be made payable to appropriate district.

The estimated candidate statement cost is based on printing, handling, translating and mailing of the candidate statement in the sample ballot. It is an **estimated** cost only and may increase or decrease substantially.

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

ACCESS/PUBLIC EXAMINATION PERIOD

Candidate statements are confidential until the filing period ends on **Friday, January 23, 2009** at **5 P.M.** Public examination period is from **Saturday, January 24, 2009** (Saturday and Sunday, office will be closed) through **Monday, February 2, 2009**. A fee may be charged to any person wishing to obtain a copy of the material. During this period any person may file a writ of mandate or an injunction to require any or all of the data/material to be amended or deleted. If the nomination period is extended for a particular office, the examination period for that office shall be adjusted to **Thursday, January 29, 2009** through **Monday, February 9, 2009**.
(E.C. § 13311)

MULTILINGUAL TRANSLATIONS

Multilingual translations of candidate statements for voter information booklets may be provided in Chinese, Japanese, Korean, Spanish, Tagalog/Filipino and Vietnamese for qualifying jurisdictions in accordance with National Voting Rights Act provisions and Department of Justice specifications. These booklets are sent only to voters who have requested translated material. Additional booklets are provided at the polling places on Election Day.

FORMS AND CONTENT REQUIREMENT (Cont'd)

INDIGENT CANDIDATES – If a candidate alleges to be indigent and is unable to pay the advance fee for submitting a candidate statement, the candidate shall submit an Affidavit of Financial Worth to the local agency to be used in determining the candidate's indigence eligibility. The affidavit shall be submitted by the candidate with his/her candidate statement by the specified deadline. The candidate shall certify under penalty of perjury the truth and correctness of the content of the affidavit. A determination shall be made whether or not the candidate is indigent and the local agency will notify the candidate of its findings. If a determination is made that the candidate is indigent, the local agency shall print and mail the statement without payment of the advance fee. The candidate will be billed the actual pro rata share of the cost following the election. If a determination is made that the candidate is **not** indigent, the candidate shall withdraw the statement or pay the requisite fee within three days of notification, excluding Saturdays, Sundays and State holidays.

AFFIDAVIT OF FINANCIAL WORTH

The image shows a stack of forms. At the top is a 'Request for Copy of Tax Return' (4506) form. Below it are several 'AFFIDAVIT OF FINANCIAL WORTH IN SUPPORT OF APPLICATION TO FILE CANDIDATE STATEMENT WITHOUT ADVANCE PAYMENT OF FEES' forms. A speech bubble points to the affidavit forms. The top affidavit form is from the County of Los Angeles, Registrar-Recorder/County Clerk, and includes a 'NOTICE TO CANDIDATE' section. The notice states that the Registrar-Recorder/County Clerk will request the Department of Treasury-Tax Collector, Revenue and Enforcement Division to review the completed form and the candidate's personal tax form from the prior tax reporting year to make a final determination of the candidate's eligibility as an indigent. The notice also states that if the Revenue and Enforcement Division determines that the candidate is not indigent, the candidate will be notified of this finding within three days of notification, excluding Saturdays, Sundays, and state holidays, and the candidate must either withdraw their statement or pay the requisite estimated cost. If the candidate fails to respond within the time prescribed, the office will not print and mail the statement. The notice also states that if it is determined that the candidate is indigent, the office will print and mail the statement without requesting payment of the estimated cost. The notice concludes with a section for the candidate to print legibly or type, stating that the candidate is being first duty sworn, deposes and says that they are unable to pay the fee required by Los Angeles County to file a candidate statement for the office of [] to be printed and distributed to the voters at the [] election. The candidate is also required to further swear or affirm that the responses which they have made to the questions and instructions below relating to their ability to pay said fee are true.

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

NOTICE TO PERSONS SUBMITTING CANDIDATE STATEMENTS

CANDIDATE STATEMENTS LIMITED TO CANDIDATE'S OWN QUALIFICATIONS

This applies to all candidates.

The California Elections Code and case law prohibit **CANDIDATES** from making any reference to another candidate or to another candidate's qualification, character or activities. If the **COUNTY ELECTIONS OFFICIAL** discovers improper content in a candidate statement, the **COUNTY ELECTIONS OFFICIAL** will notify the candidate and give the individual an opportunity to correct the improper language in the candidate statement. If the candidate refuses to correct the improper language, the **COUNTY ELECTIONS OFFICIAL**, as well as any other voter, may bring legal action against the candidate to correct the statement. The prevailing party may also be entitled to obtain attorney's fees for bringing the action.

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

All prospective candidates may want to refer to California Elections Code Sections 13307, 13308, 13311, 13313, and 13314, as well as the California Court of Appeal ruling in *Dean v. Superior Court*, (1998 4th Dist.) 62 Cal. App.4th 638. However, this list is not exhaustive and candidates are solely responsible for preparation and submittal of candidate's statements that are in conformance with the law. A copy of the above described Elections Code Sections and the *Dean* decision are available from our office at no cost.

CANDIDATE STATEMENTS – WORD COUNTING GUIDELINES

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

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

1. **PUNCTUATION MARKS** are not counted. Symbols such as "&" (and), and "#" (number/pound) are not considered punctuation and each symbol is counted as one (1) word.
2. **THE WORDS** "I", "a", "the", "and", "an" are counted as individual words.
3. **GEOGRAPHICAL NAMES** such as countries, states, counties, cities, towns, or jurisdictions are counted as one (1) word.

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

4. **ABBREVIATIONS** such as acronyms or abbreviations for a word, phrase, or expression are counted as one (1) word.

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

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

EXAMPLE: Attorney-at-law

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

EXAMPLE: 3/18 7/21/89

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

EXAMPLE: July 21, 1983 18 June, 1987

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

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

8. **MONETARY AMOUNTS** consisting of a combination of digits are counted as one (1) word.

EXAMPLE: \$1,000.00

MONETARY AMOUNTS consisting of a combination of words and digits are counted as two (2) words.

EXAMPLE: \$4 million

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

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

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

EXAMPLE: 1-800-815-2666 1-562-462-2317

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

EXAMPLE: <http://www.co.la.ca.us> www.lavote.net <http://www.lacounty.info>

Chapter 5

Write-In Candidates

ELECTION RESULTS FOR WRITE-IN CANDIDATES

Write-in election results are not determined until the canvass is completed. California election law allows a prescribed number of days for the conduct of the official canvass. During the official canvass, write-in ballots must be individually reviewed to determine if the write-in vote is for a qualified/unqualified write-in candidate and whether a voter has over voted. All aspects of the canvass shall be open to the public. **Write-in votes are counted and certified in an election only if qualified candidates have filed the required nomination documents with the elections official.**

OFFICES OMITTED FROM BALLOT – Prospective write-in candidates should note that write-in candidacy is possible only if the office appears on the ballot. When school and UDEL contests are involved, if the number of persons qualifying for the ballot does not exceed the number of offices to be filled, the election is cancelled and eligible candidates are appointed in lieu of the election. California law however, provides that for such offices a petition indicating that a write-in campaign will be conducted must have been filed with the elections official to require the office(s) be placed on the ballot by means of a petition drive. (E. C. §§ 8203 and 10515; Ed. Code § 5326)

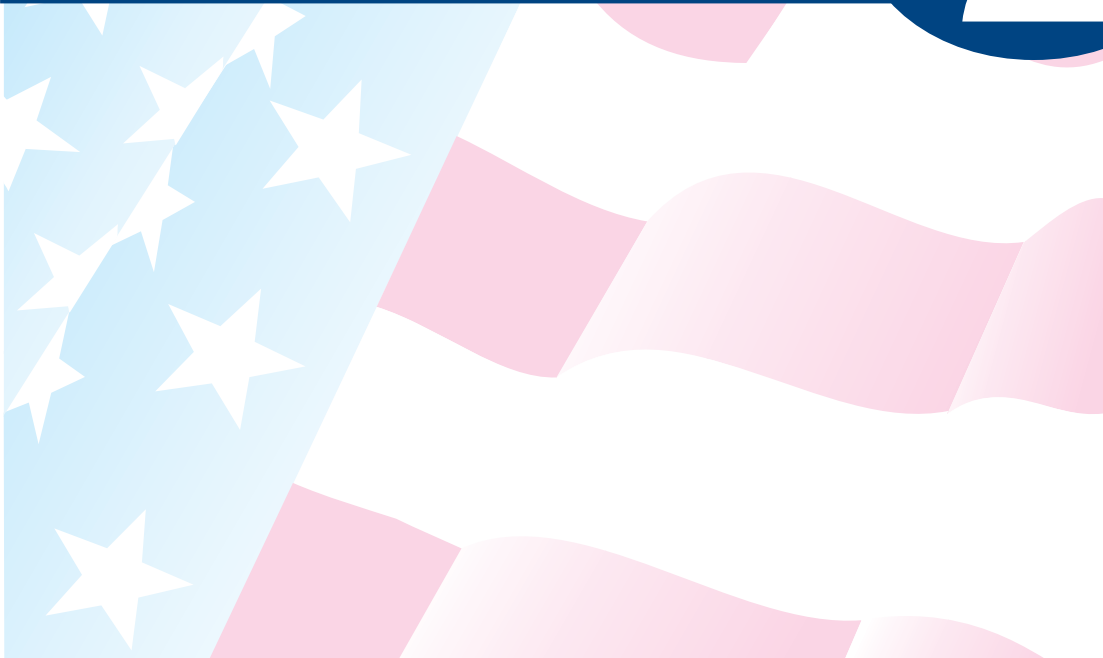
NAME DOES NOT APPEAR ON BALLOT – The candidate's name does not appear on ballot pamphlet. The candidate is not entitled to a candidate statement in the Official Sample Ballot Booklet. (E. C. § 302)

WRITE-IN CANDIDATES TO BE ELECTED

A write-in candidate running for a school district governing board member office must receive more votes than any other candidate running for that office. When more than one office is to be filled, those candidates, including qualified write-in candidates, who receive the highest number of votes equal to the number of offices to be filled are elected. (E. C. § 10551)

Section

2



**RESOURCE
GUIDE**

TABLE OF CONTENTS

Section **2** Resource Guide

CHAPTER 1: FINANCIAL REPORTING	1-4
Campaign Statement Filing Requirements	1
Campaign Disclosure Forms.....	2
Filing Officers (Addresses & Phone Numbers)	3
Review of Reporting Requirements	4
CHAPTER 2: CAMPAIGNING	5-22
General Campaign Information.....	5-20
Fee Schedule.....	21-22
CHAPTER 3: MULTILINGUAL VOTING SERVICES	23-25
Overview of Multilingual (ML) Voting Services.....	23
Transliteration of Candidate’s Names	24
Transliteration Form.....	25
CHAPTER 4: ELECTION DAY	26
Enhanced Voting System – InkaVote Plus.....	26
CHAPTER 5: ELECTION CONTESTS/RECOUNTS	27-29
Requesting a recount.....	27
Place of filing	27-28
Notice of recount.....	28
Process of recount.....	28
Result of Recount	29
Cost and payment.....	29

Chapter 1

FINANCIAL REPORTING

**CAMPAIGN FILING REQUIREMENTS FOR CANDIDATES AND CONTROLLED COMMITTEES PARTICIPATING IN THE APRIL 21, 2009
ARCADIA UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION ELECTION**

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

FILING DEADLINES	2009 FILING REQUIREMENTS
MAR. 12, 2009	<p><u>FIRST CAMPAIGN STATEMENT</u> Candidates who have a controlled committee and committee primarily formed to support or oppose candidates or measures in this election at this time file a Form 460 to cover the period between January 1 and March 7, 2009. All other candidates who do not raise over one thousand dollars (\$1,000) file a Form 470. All reports must be received by personal delivery or first class mail. (Gov. Code § 84200.8)</p>
APR. 9, 2009	<p><u>SECOND CAMPAIGN STATEMENT</u> The reporting requirements mentioned above apply to statements for the period between March 8 and April 4, 2009. All reports must be filed by personal delivery or guaranteed overnight service. (Gov. Code § 84200.8)</p>
<p>WITHIN 24 HOURS BETWEEN APR. 5 (Sun) AND APR. 20 (Mon)</p>	<p><u>LATE CONTRIBUTION AND/OR LATE INDEPENDENT EXPENDITURE REPORTS</u> Each candidate or committee that makes or receives a contribution (including a loan) of one thousand dollars (\$1,000) or more, or makes an independent expenditure of one thousand dollars (\$1,000) or more between April 5 and the election, must be filed by fax, guaranteed overnight delivery service or personal delivery within 24 hours. Regular mail may not be used. (Gov. Code §§ 84203 & 84204)</p>
JULY 31, 2009	<p><u>SEMI-ANNUAL CAMPAIGN STATEMENT</u> Same requirements as above for the period between April 5, 2009 and June 30, 2009. (Gov. Code § 84200)</p>

CAMPAIGN DISCLOSURE FORMS

FORM 700

Local candidates must file statements of economic interests no later than **January 23, 2009**.
(Gov. Code § 87200)

FORM 501

Candidates who **intend** to receive contributions from others for their campaign, must file a Candidate Intention Statement, Form 501.
(Gov. Code § 85200)

FORM 470

Candidates who **anticipate** receiving less than one thousand dollars (\$1,000) in contributions and spending less than one thousand dollars (\$1,000) during the entire calendar year, exclusive of the cost of a candidate statement, if paid from personal funds, may reduce their filing obligation by filing a Form 470, Candidate and Officeholder Campaign Statement Short Form by **March 12, 2009**. No further statements need be filed for this election **unless** the one thousand dollars (\$1,000) threshold is reached.

Candidates who have filed a Form 470 and **thereafter** receive contributions or make expenditures totaling one thousand dollars (\$1,000) or more **are** required to file a 470 Supplement with the local filing officer and each candidate contending for the same office. The notice must be sent **within 48 hours** of receiving or expending the one thousand dollars (\$1,000).
(Gov. Code § 84206)

FORM 410

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

FORM 460

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

FORM 497

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

WHERE TO FILE

Candidates and committees file the original campaign statement with:

Los Angeles County Registrar-Recorder/County-Clerk

Campaign Finance Disclosure Section

Mailing Address: P.O. Box 1024

12400 Imperial Hwy., Room 2003

Norwalk, CA 90650

Fax: (562) 651-2548

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

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

(Gov. Code § 84214)

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

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

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

REVIEW OF REPORTING REQUIREMENTS
Campaign Disclosure Filing Requirements for ALL
Candidates and Committees

PLEASE READ CAREFULLY....

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

- Detailed records must be maintained for all financial activity; and contributions received for political purposes must not be commingled with personal funds.
- Campaign statements must be filed at specified times disclosing contributions received, expenditures made and other financial information. In some cases, candidates can avoid filing campaign statements by submitting a “Candidate and Officeholder Campaign Statement Short Form (Form 470).”
- Campaign statements must be hand delivered or postmarked as first-class mail by the legal filing deadline date established by law. NOTE: The **second pre-election statement** must be filed in person or guaranteed overnight delivery. Mail, which is not received by the filing officer, shall be presumed not to have been sent unless the filer possesses a postal receipt establishing the date of the deposit, and the name and address of the addressee.
- The Political Reform Act provides a formula for assessing late fines of original campaign statements filed in our office. The fine is \$10 per day, starting the day after the filing deadline, until the statement is filed; however, no liability may exceed the cumulative amount of reported contributions or expenditures, of \$100, whichever is greater.

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

DEFEATED CANDIDATES

Must file campaign disclosure reports until:

- ✓ **Campaign committee has been terminated Form 410 (see Part 5)**

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

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

Chapter 2

CAMPAIGNING

GENERAL CAMPAIGN INFORMATION

- PART 1 - **LEGISLATIVE INTENT.**
Chapter 976, 1977 Legislation.
- PART 2 - **MASS MAILINGS.**
Government Code §§ 82041.5, 84305 and 89001.
- PART 3 - **TRUTH IN ENDORSEMENTS LAW.**
Elections Code §§ 20000 – 20010.
- PART 4 - **PRINTING OF SIMULATED SAMPLE BALLOTS.**
Elections Code § 18301.
- PART 5 - **DISTRIBUTION OF PRECINCT POLLING PLACE INFORMATION**
Elections Code § 18302.
- PART 6 - **ELECTIONEERING/INTIMIDATION OF VOTERS/POSSESSION OF FIREARMS AT POLLING PLACE.**
Elections Code §§ 18370, 18371, 18540, 18541, 18544, 18545 and 18546.
- PART 7 - **SOLICITATION OF FUNDS.**
Elections Code §§ 20202 and 20203.
- PART 8 - **OUTDOOR ADVERTISING: POLITICAL SIGNS.**
Business and Professions Code § 5405.3.
- PART 9 - **U.S. POSTAL SERVICE – POLITICAL MAILINGS.**
- PART 10 - **INFORMATION FOR INDIVIDUALS, GROUPS AND ORGANIZATIONS DISTRIBUTING APPLICATIONS FOR VOTE BY MAIL BALLOTS.**
- PART 11 - **INFORMATION ON FEDERAL LAW PROHIBITING FOREIGN NATIONALS FROM MAKING CONTRIBUTIONS OR EXPENDITURES.**

PART 1

LEGISLATIVE INTENT. CHAPTER 976, 1977 STATUTES.

The Legislature finds and declares:

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

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

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

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

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

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

PART 2

MASS MAILINGS

Definition.

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

Gov. Code § 82041.5

Manner of sending mass mailings.

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

GENERAL CAMPAIGN INFORMATION (Cont'd)

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

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

Gov. Code § 84305

Newsletter or mass mailing.

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

Gov. Code § 89001

PART 3

TRUTH IN ENDORSEMENTS LAW

Legislature's findings.

The Legislature hereby finds the following to be true:

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

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

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

(4) The voting public is entitled to protection by law from deception in political campaigns in the same manner and for the same reasons that it is entitled to protection from deception by advertisers of commercial products. **E. C. § 20001**

Restraining order or injunction.

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

E. C. § 20006

GENERAL CAMPAIGN INFORMATION (Cont'd)

Representation requirements.

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

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

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

E. C. § 20007

Political advertisement requirements.

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

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

E. C. § 20008

Simulated ballot requirements.

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

<p style="text-align: center;">"NOTICE TO VOTERS" (Required by Law)</p> <p>"This is not an official ballot or an official sample ballot prepared by the county elections official or the Secretary of State."</p> <p>"This is an unofficial, marked ballot prepared by _____ (insert name and address of the person or organization responsible for preparation thereof)."</p>
--

GENERAL CAMPAIGN INFORMATION (Cont'd)

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

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

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

E. C. § 20009

No pictures of candidates in campaign material.

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

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

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

GENERAL CAMPAIGN INFORMATION (Cont'd)

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

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

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

E. C. § 20010

PART 4

PRINTING OF SIMULATED SAMPLE BALLOTS

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

E. C. § 18301

PART 5

DISTRIBUTION OF PRECINCT POLLING PLACE INFORMATION

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

E. C. § 18302

PART 6

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

Legislature's findings.

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

Electioneering within 100 feet of a polling place.

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

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

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

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

E. C. § 18370

Electioneering during vote by mail voting.

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

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

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

E. C. § 18371

GENERAL CAMPAIGN INFORMATION (Cont'd)

Compelling another in voting.

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

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

E. C. § 18540

Solicitation dissuading persons from voting.

(a) No person shall, with the intent of dissuading another person from voting, within 100 feet of a polling place:

(1) Solicit a vote or speak to a voter on the subject of marking his or her ballot.

(2) Place a sign relating to voters qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.

(3) Photograph, videotape, or otherwise record a voter entering or exiting a polling place.

(b) Any person who violates this section is punishable by imprisonment in the county jail for not more than 12 months, or in the state prison. Any person who conspires to violate this section is guilty of a felony.

(c) For purposes of this section, 100 feet means a distance of 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

E. C. § 18541

Fine for person in possession of firearm or unauthorized uniformed personnel.

(a) Any person in possession of a firearm or any uniformed peace officer, private guard, or security personnel or any person who is wearing a uniform of a peace officer, guard, or security personnel, who is stationed in the immediate vicinity of, or posted at, a polling place without written authorization of the appropriate city or county elections official is punishable by a fine not exceeding ten thousand dollars (\$10,000), by imprisonment in the state prison for 16 months or two or three years or in a county jail not exceeding one year, or by both the fine and imprisonment.

(b) This section shall not apply to any of the following:

(1) An unarmed uniformed guard or security personnel who is at the polling place to cast his or her vote.

GENERAL CAMPAIGN INFORMATION (Cont'd)

(2) A peace officer who is conducting official business in the course of his or her public employment or who is at the polling place to cast his or her vote.

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

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

E. C. § 18544

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

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

E. C. § 18545

Definitions.

As used in this article:

- (a) "Elections official" means county elections official, registrar of voters, or city clerk.
- (b) "Immediate vicinity" means the area within a distance of 100 feet from the room or rooms in which the voters are signing the roster and casting ballots.

E. C. § 18546

PART 7

SOLICITATION OF FUNDS

Authorization to use candidate or committee name.

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

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

E. C. § 20202

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

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

E. C. § 20203

PART 8

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

Outdoor Temporary Political Signs.

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

A temporary political sign is a sign which:

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

B. & P. Code § 5405.3

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

STATE OFFICE

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

DISTRICT OFFICE

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

GENERAL CAMPAIGN INFORMATION (Cont'd)

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

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

Placement of Signs in Unincorporated Areas

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

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

PART 9

POLITICAL MAILINGS

IMPORTANT NOTICE TO CANDIDATES WHO PLAN TO MAIL CAMPAIGN MATERIALS

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

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

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

PART 10

**INFORMATION FOR INDIVIDUALS, GROUPS AND ORGANIZATIONS
DISTRIBUTING APPLICATIONS FOR VOTE BY MAIL BALLOTS**

VOTE BY MAIL BALLOT APPLICATION

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

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

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

(b) Uniform Vote By Mail Voting Application

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

(c) Important Vote By Mail Ballot Application Information

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

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

GENERAL CAMPAIGN INFORMATION (Cont'd)

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

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

This statement must be conspicuously printed on the application form.

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

(d) Vote By Mail Ballot Application Format

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

APPLICATION FOR A VOTE BY MAIL BALLOT

To request a vote by mail ballot, complete the information on this form. This Application Form must be received by the Elections official no later than April 14, 2009.

FOR OFFICIAL USE ONLY

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

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

Or deliver to:

12400 Imperial Hwy.
Norwalk, CA 90650
3rd Floor Room 3002
8am – 5pm
(562) 466-1323
FAX: (562) 462-3035

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

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

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

Under Federal law, election materials are available in other languages in

1. PRINT NAME:

2. DATE OF BIRTH:

First Name

Middle Name or Initial

Last Name

3. RESIDENCE ADDRESS (please print):

Number and Street - as registered (P.O. Box, Rural Route, etc. not acceptable)

(Designate N.S.E.W. if used)

City

County

Zip Code

4. TELEPHONE NUMBER: () (Optional)

Daytime

Evening

5. MAILING ADDRESS FOR BALLOT, IF DIFFERENT FROM ABOVE. (PLEASE PRINT)

NOTE: ORGANIZATIONS DISTRIBUTING THIS FORM MAY NOT PREPRINT MAILING ADDRESS INFORMATION.

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

City

U.S. State or Foreign Country

Zip Code

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

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

SIGNATURE

Date

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

7. THIS FORM IS PROVIDED BY:

IMPORTANT: ORGANIZATIONS PROVIDING THIS FORM MUST ENTER THEIR NAME, ADDRESS AND TELEPHONE NUMBER

AVAPP5/2004

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

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

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

GENERAL CAMPAIGN INFORMATION (Cont'd)

PENALTIES FOR FRAUDULENT VOTE BY MAIL VOTING

(a) Voting more than once.

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

(b) Interfering with the vote by mail voting process.

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

A third party may not (without the voter's authorization) retain a completed application for a vote by mail ballot for more than 36 hours (excluding weekends and holidays) or beyond the deadline for applying, whichever is earlier.

E. C. § 18576

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

It is a crime to interfere with the prompt return of a voted vote by mail ballot or to vote or attempt to vote a fraudulent vote by mail ballot.

E. C. §§ 18577 & 18578

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

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

(c) Other penalties.

It is a crime to interfere with anyone's right to vote. **E. C. § 18502**

It is a crime to pay, or offer to pay, a person any amount of money or to give them anything of value in exchange their vote for a particular person or issue. Similarly, it is against the law to pay someone to not vote.

E. C. §§ 18521, 18522 & 18524

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

PART 11

INFORMATION ON FEDERAL LAW PROHIBITING FOREIGN NATIONALS FROM MAKING CONTRIBUTIONS OR EXPENDITURES

Federal law prohibits foreign nationals from making contributions or expenditures in connection with any U.S. election (federal, state, or local), either directly or through another person. This prohibition applies to foreign-owned corporations and associations, as well as to foreign governments, political parties and certain individuals and partnerships. Additionally, U.S. candidates for federal, state and local offices are prohibited from accepting contributions from these sources.

The ban on political contributions and expenditures by foreign nationals was first enacted in 1966 as part of the amendments to the Foreign Agents Registration Act (FARA), an “internal security” statute. The goal of the FARA was to minimize foreign intervention in U.S. elections by establishing a series of limitations on foreign nationals. These included registration requirements for the agents of foreign principals and general prohibition on political contributions by foreign nationals. In 1974, the prohibition was incorporated into the Federal Campaign Act which gave the Federal Election Commission (FEC) jurisdiction over its enforcement and interpretation.

If you have any questions on this matter, please call the FEC in Washington, D.C. at 800 424-9530 or (202) 219-3420.



COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK

12400 IMPERIAL HWY. – P.O. BOX 1024, NORWALK, CALIFORNIA 90651-1024 – www.lavote.net

DEAN C. LOGAN
 Registrar-Recorder/County Clerk

**Fee Schedule
 As Of 1/15/08**

Item	Fee
Boundary Maps - District Congressional, Senate, Assembly, Supervisorial and Board of Equalization	\$0.03 Per Map Plus \$0.75 Handling Fee Per Request.
Certified Copy - Affidavit Or Transcript	\$1.50 For Copy Of Own Registration. \$6.50 Per Copy For All Others (Public And Authorized).
Campaign Statement Copies	\$0.10 Per Page.
Certification Of Election Documents (Except Affidavits Of Registration)	\$1.75 Per Certified Copy.
I Registered To Vote Stickers	\$2.22 Per Each Batch Of 600 Labels <u>Plus</u> \$9.84 Handling Charge Per Order.
Precincting Book	\$34.00 Per Set.
Precinct Maps – 18" X 24" - Large 18" X 12" - Small	\$2.00 Per Map Page. (Handling Fee Included In Cost)
Precincting G I S Maps 3" X 3 ½"	\$30.00 Each
Polling Place Maps	\$17.00 Small 11" X 17" Each Page. \$26.00 Large – Each Page Varies In Size.
Photocopies (Miscellaneous)	\$0.46 Per Copy.
Returned Checks	\$33.00 Each
Search – Voter Registration File	\$5.00 Per Name For Each Year Of Records Searched.

Fee Schedule - cont'd
As Of 1/15/08

Item	Fee
Statement Of Votes Cast (Svc)	\$0.36 Per Page. (Handling Fee Included In Cost)
Telefaxing	\$0.04 Per Page Plus \$0.75 Handling Fee.
Customized Wall Maps	\$30.00 Each
Customized District Map With Acetate Overlay Map That Allows Distinction From Original Background Map.	\$48.00 Each
Video Tapes (Personnel Training)	\$10.00 Each
*Compact Disc (CD) Text File Los Angeles County Voter Files	\$146.00 Per File.
*Compact Disc (CD) Text File (Voter/Precinct/Election Information Files)	(Excluding Los Angeles County Voter Files) \$54.00 Per File \$39.00 For Each Additional File
*Index To Voter (Street Index)	Candidates/Committees: \$0.50 Per Thousand Names.
*Voted Index	\$0.10 Per Page Plus \$1.60 Handling Fee Per Request.
*Precinct Rosters (Combined Index-Roster)	\$5.50 Per Roster Or \$0.22 Per Page. (Handling Fee Included In Cost)
*Vote by Mail Voter Report	\$0.10 Per Page Plus \$1.60 Handling Fee Per Request.
**Precinct Map on Plotter Paper	\$11.00
**Precinct Maps on CD	\$16.00
**Precinct Maps on DVD	\$18.00
**Precinct/District Maps on 35 mm Microfilm	\$246.00
Shipping and Handling Fee for CD or DVD	\$6.00
*Applicant Is Required To Execute Contract With The Registrar-Recorder/County Clerk	
**Revised 1/15/08 (Additional items added)	

Chapter 3

MULTILINGUAL VOTING
SERVICES

MULTILINGUAL VOTING SERVICES

OVERVIEW OF MULTILINGUAL (ML) VOTER SERVICES PROGRAM

BACKGROUND

Public Law 102-344 extended the Voting Rights Act of 1965 (VRA) to federally mandate that Los Angeles County provide written and oral election assistance to limited-English, Chinese, Japanese, Korean, Spanish, Tagalog/Filipino and Vietnamese-speaking voters. In January 2000, the Department of Justice further directed this office to **transliterate** the names of candidates in those languages that do not use Roman Characters. (*Transliteration* is the process of reproducing phonetic sounds as closely as possible from one alphabet or writing system into another.) These languages include Chinese, Japanese and Korean.



TRANSLATION OF ELECTION MATERIALS

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

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

IMPLICATIONS TO CANDIDATE COST

The County will automatically provide *translated sample ballot booklets* to voters who request it two weeks before the election and after they received the English Sample Ballot booklet. However, as noted in the *Candidate Statements* (see page 24 of Section 1) there is a cost for a Spanish translated candidate statement which appears in the English sample ballot booklet. This translation is optional and the candidate needs to make a request for this service and pay for it when he/she files candidate statements with the county elections official.

TRANSLITERATION OF CANDIDATE NAMES

For certain languages, this department will transliterate your name. Candidate names will be transliterated to Chinese, Japanese and Korean. Candidates will also be permitted to submit their own transliterations for each or all of these languages. A review period will be established to allow candidates to request changes prior to the translated sample ballot print deadline. Various minority community groups and news media assist this office by reviewing submitted transliterations to insure uniform name recognition within the community. Once transliterations are considered final, no further changes or submission of transliteration requests will be accepted after the review period. **There will be no exceptions.**

All candidates will be required to file a transliteration form (see next page) together with their nomination documents. Transliteration forms must be submitted no later than the last day to file nomination documents.

TRANSLITERATION REVIEW PERIOD

Candidates may review transliteration of their names. Requests for changes must be submitted to the county elections official only during the established review period. Timeframe: **E-62 through E-60** (subject to change). To review your transliterated name and obtain the schedule for the established review period, you may call (562) 462-2730.

MULTILINGUAL VOTER SERVICES

The ML Voter Services Program includes services such as:

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

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

TRANSLITERATION FORM

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

to be voted for at the _____

agree as indicated below:

CHECK ONE:

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

Languages

Name Transliteration

Chinese:

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

Candidate's Signature

Date

Candidate Filing #:

Chapter 4

ELECTION DAY

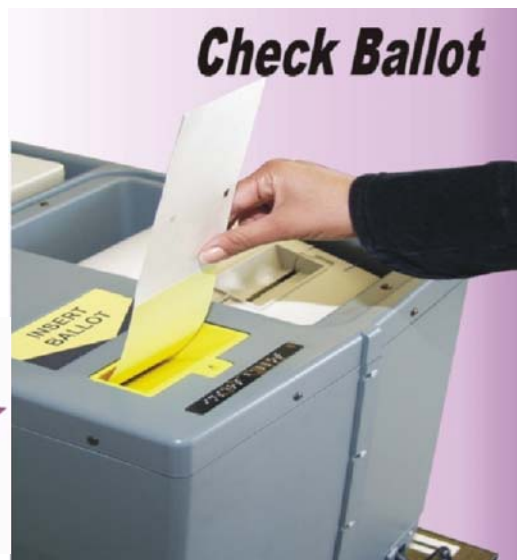
ELECTION DAY

ENHANCED VOTING SYSTEM – INKAVOTE PLUS

For the April 21, 2009 Arcadia Unified School District Board of Education Election, voters will be using the InkaVote Plus voting system at all voting precincts on Election Day. InkaVote Plus enhances the existing InkaVote optical scan system to comply with new federal Help America Vote Act (HAVA) requirements. The enhanced system allows disabled voters, including those who are blind and visually impaired, to cast a ballot privately and independently using an audio headset. Additionally, the InkaVote Plus system will provide all voters with the opportunity to have their ballots reviewed for errors prior to casting their votes.



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



Chapter 5

ELECTION
CONTESTS/RECOUNTS

ELECTION CONTESTS/ RECOUNTS

Timing of Recount Request

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

(E.C. § 15620)

Format of request

- The request must be submitted in writing.

(E.C. § 15620)

- Must specify the contest to be recounted.

(E.C. § 15620)

- Must state on behalf of which candidate, slate of electors, or position on a measure (affirmative or negative) it is filed.

(E.C. § 15620)

- May specify the order in which precincts shall be counted.

(E.C. § 15622)

- May specify the method of counting to be used (computer, manual or both).

(E.C. § 15627)

- May specify any other relevant material to be examined.

(E.C. § 15630)

- For statewide contests, may specify in which county or counties the recount is sought.

(E.C. § 15621)

Place of filing

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

(E.C. § 15620)

Place of Filing (Continued)

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

(E.C. § 15620)

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

(E.C. § 15621)

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

(E.C. § 15620)

Notice of recount

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

(E.C. § 15628)

All candidates for the office being recounted.

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

Process of recount

- The recount is open to the public.

(E.C. § 15629)

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

(E.C. § 15626)

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

(E.C. § 15625)

Result of Recount

- The results of a recount are declared null and void unless every vote in which the contest appeared is recounted.
(E.C. § 15632)
- Upon completion of a recount, if a different candidate, slate of electors, or position on a measure receives a plurality of votes, the results of the official canvass will be changed and the election results re-certified.
(E.C. § 15632)
- A copy of the results of any recount conducted shall be posted conspicuously in the office of the elections official.
(E.C. § 15633)

Cost and payment

- The elections official shall determine the amount of deposit necessary to cover costs of the recount for each day.
(E.C. § 15624)
- The voter filing the request for recount must deposit, before the recount commences and at the beginning of each day following, such sums as required by the elections official to cover the cost of the recount for that day.
(E.C. § 15624)
- If upon completion of the recount the results are reversed, the deposit shall be returned.
(E.C. § 15624)

2009

JANUARY

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		