

County Of Los Angeles

GENERAL ELECTION

NOVEMBER 6, 2012

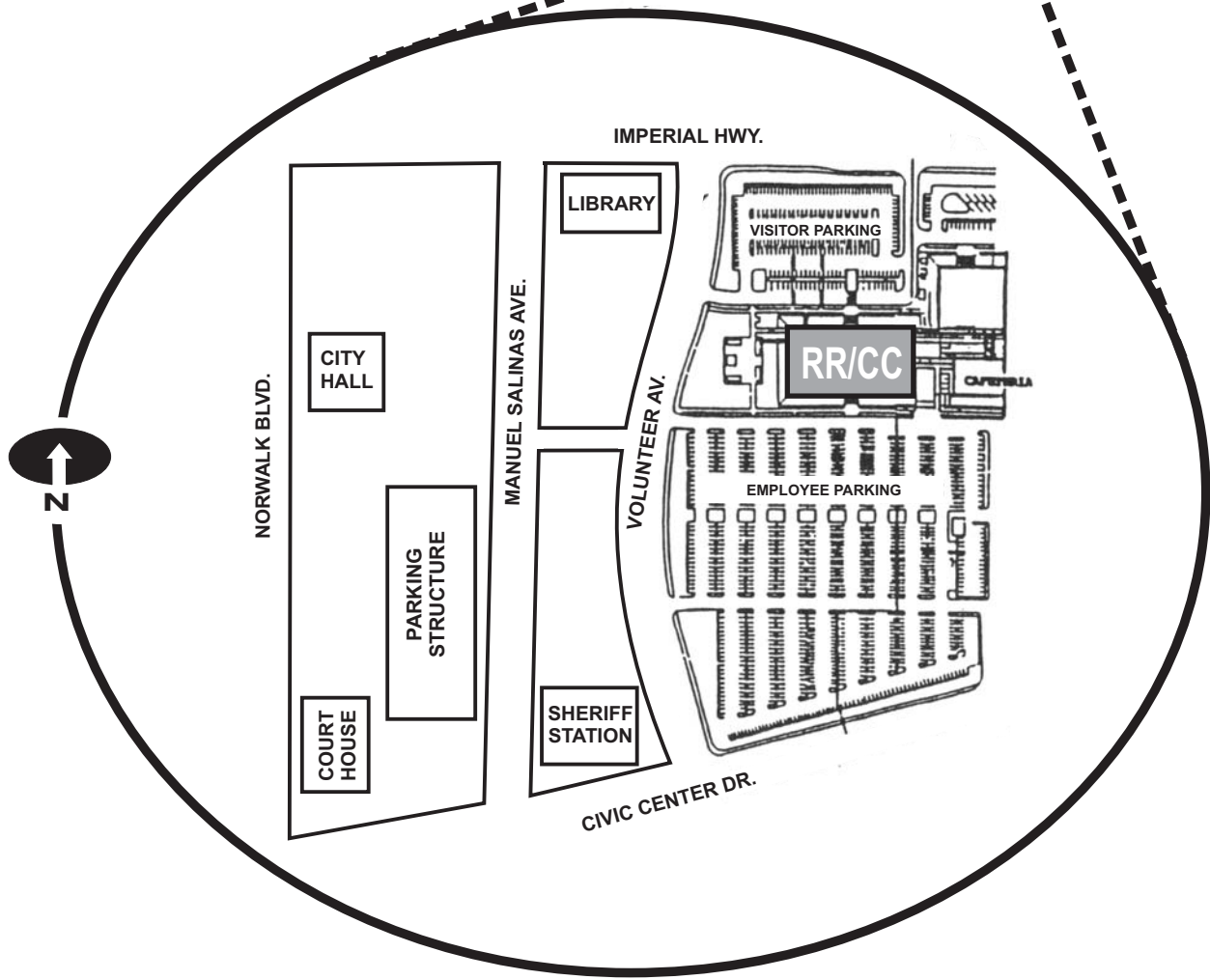
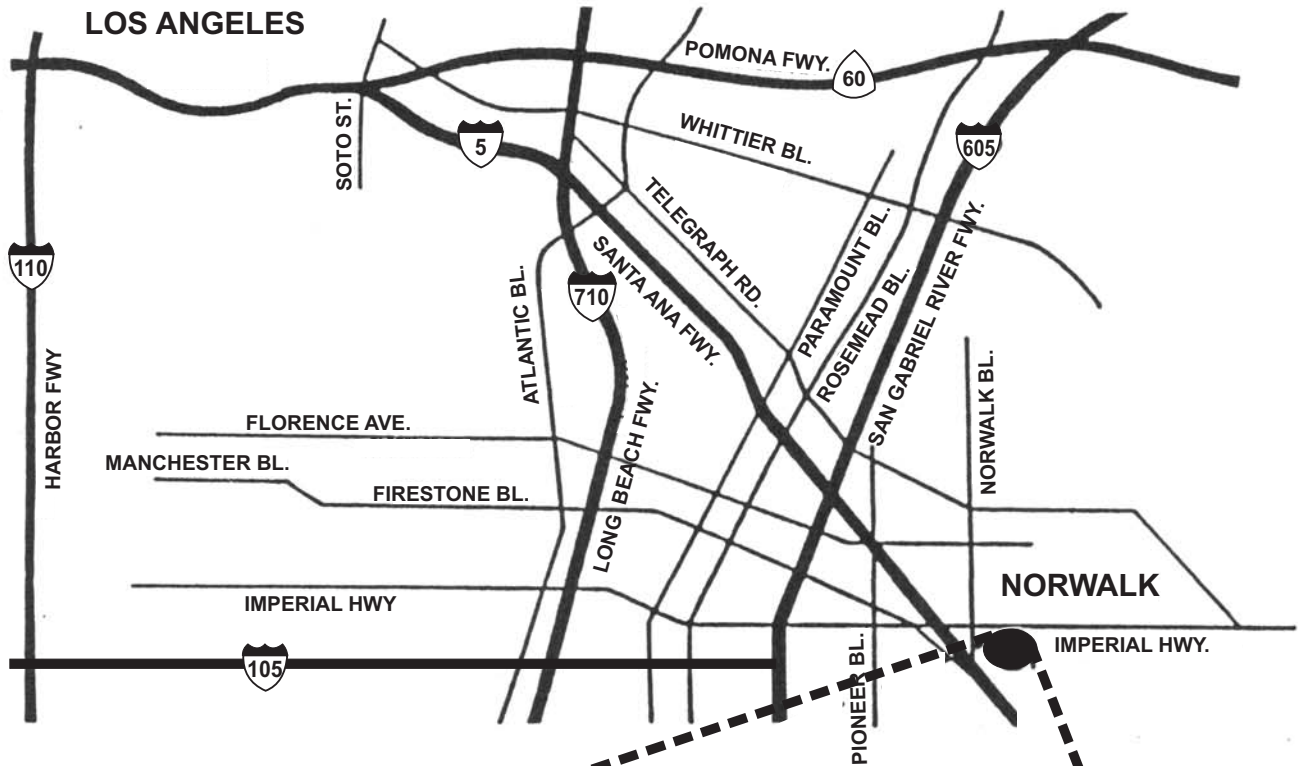


MUNICIPAL INFORMATION BOOKLET

**General and Special Municipal Elections
Consolidated with the November 6, 2012**

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



NOTICE

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

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

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

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GENERAL INFORMATION

**CITY AND RR/CC
RESPONSIBILITIES**

GENERAL INFORMATION GENERAL AND SPECIAL MUNICIPAL ELECTIONS CONSOLIDATED WITH THE NOVEMBER 6, 2012 GENERAL ELECTION

CITY RESPONSIBILITIES

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

**RESOLUTION
CALLING FOR
AN ELECTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF _____ CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 6, 2012, WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON THE DATE PURSUANT TO SECTION 10403 OF THE ELECTIONS CODE.

Section 50075.3 of the Government Code, the Board shall file a report with the Board no later than January 15, 2013, while the special tax is in effect. The annual report shall include the amount of funds collected and expended, and (b) the amount of funds to be funded by the special tax.

**RESOLUTION
CONSOLIDATING
WITH THE
ELECTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF _____ CALIFORNIA, CALLING FOR THE HOLDING OF A GENERAL ELECTION MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 6, 2012 FOR THE ELECTION OF THREE (3) MEMBERS OF THE CITY COUNCIL AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO CHARTER CITIES AND FOR THE SUBMISSION TO THE VOTES OF THE CITY A QUESTION RELATING TO THE ENACTMENT OF AN EMERGENCY TWO PERCENT (2%) INCREASE IN THE CITY'S UTILITY USER'S TAX (UUT) FOR AN INITIAL PERIOD OF TWO (2) YEARS AND TWO (2) MONTHS.

STATE OF CALIFORNIA)
LOS ANGELES COUNTY)

_____ hereby certify that the foregoing is a true and correct copy of the resolution which was duly adopted by the Board of Education of the City of _____ and that it is the official action of the Board of Education of the City of _____.

RESOLUTION NO. 2010-64

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALIFORNIA, CALLING FOR THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 6, 2012 FOR THE ELECTION OF THREE (3) MEMBERS OF THE CITY COUNCIL AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO CHARTER CITIES AND FOR THE SUBMISSION TO THE VOTERS OF THE CITY A QUESTION RELATING TO THE ENACTMENT OF AN EMERGENCY TWO PERCENT (2%) INCREASE IN THE CITY'S UTILITY USER'S TAX (UUT) FOR AN INITIAL PERIOD OF TWO (2) YEARS AND TWO (2) MONTHS.

WHEREAS, under the provisions of the laws relating to Charter Cities in the State of California, a General Municipal Election shall be held on **NOVEMBER 6, 2012** for the election of Municipal Officers; and

WHEREAS, the City Council also desires to submit to the voters at the election a question relating to the enactment of an emergency two percent (2%) increase in the City's Utility Users' Tax (UUT) for an initial period of two (2) years and two (2) months;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF POMONA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. That pursuant to the requirements of the laws of the State of California relating to Charter Cities, there is called and ordered to be held in the City of Pomona, California, on Tuesday, **NOVEMBER 6, 2012** a General Municipal Election for the purpose of electing three (3) Members of the City Council for Districts 2, 3 and 5 for the full term of four (4) years.

SECTION 2. That the City Council, pursuant to its right and authority, does order submitted to the qualified voters of the City of _____ at the General Municipal Election, the following question:

RECEIVED NOV 30 PM 4:30	MEASURE _____ POMONA UTILITY USERS' TAX EMERGENCY INCREASE MEASURE: Shall an ordinance be adopted to 1) increase the Utility Users' Tax ("UUT") rate by two percent (2%) for an initial period of two (2) years and two (2) months, to fund general city services, including essential municipal services such as police, fire, street repair, parks, recreation programs and the library; 2) suspend the increase at the end of the two year and two month period, unless the City Council overrides the suspension by a 4/5ths vote; and 3) provide an exemption of payment of the UUT for the legally disabled?	YES	
		NO	

Resolution No. 2010-64
Page 1 of 3

ATTEST: _____
City of Pomona City Clerk

RESOLUTION NO. 2010-65
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 6, 2012, WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON THE DATE PURSUANT TO SECTION 10403 OF THE ELECTIONS CODE.

City of _____ called a General Municipal Election for the purpose of the election of three (3) Members of the City Council for a full term of four (4) years; and

submitting to the voters a question relating to the increase in the City's Utility Users' Tax (UUT) for an initial period of two (2) years and two (2) months; and

requesting that the General Municipal Election be consolidated with the Statewide General Election on the same date, and that within the City, the precincts, the election be the same, and that the County Registrar canvass the returns of the General Municipal Election as if there were only one (1) election;

THE CITY COUNCIL OF THE CITY OF POMONA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

WHEREAS, under the provisions of the laws relating to Charter Cities in the State of California, a General Municipal Election shall be held on **NOVEMBER 6, 2012** for the election of Municipal Officers; and

WHEREAS, the City Council also desires to submit to the voters at the election a question relating to the enactment of an emergency two percent (2%) increase in the City's Utility Users' Tax (UUT) for an initial period of two (2) years and two (2) months;

MEASURE _____ POMONA UTILITY USERS' TAX EMERGENCY INCREASE MEASURE: Shall an ordinance be adopted to 1) increase the Utility Users' Tax ("UUT") rate by two percent (2%) for an initial period of two (2) years and two (2) months, to fund general city services, including essential municipal services such as police, fire, street repair, parks, recreation programs and the library; 2) suspend the increase at the end of the two year and two month period, unless the City Council overrides the suspension by a 4/5ths vote; and 3) provide an exemption of payment of the UUT for the legally disabled?	YES
	NO

ATTEST: _____
City of Pomona City Clerk

CITY RESPONSIBILITIES (continued)

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

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

- Additionally, election resolutions and requests of letter designation for measures should be addressed to **Mr. Dean C. Logan, Registrar-Recorder/County Clerk** and be faxed/mailed to:

**Election Coordination Unit
12400 Imperial Highway, 2nd Floor, Room 2003
Norwalk, California 90650
Phone: (562) 462-3183 FAX: (562) 406-2149**

- Ballot enclosure materials, including arguments and rebuttals, candidate statements and certified lists of qualified candidates must be accompanied by a transmittal letter and **DELIVERED** by the applicable dates and times indicated in the Calendar of Events to:

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

- A “Resolution Calling for an Election” should include purpose of election, word limitation for candidate statements (**200 or 400 words**), advance payment requirement for candidates, Ballot Measure Text (**not to exceed 75 words including title**) and the vote requirement for measure passage (**i.e., majority of votes cast; 2/3 votes cast; 55% votes cast**). The resolution must state that **the City will reimburse the County for costs incurred**.
- All legal notices should be published (Notice of Election, Notice of List of Nominees etc.), **excluding Notice of Polling Places and Notice of Tally Center Location**.
- All candidate nomination documents, including campaign finance disclosure forms, should be issued, received and certified. Also, ballot designations and word counts on all candidate statements and enclosures should be verified.
- Signatures on nomination papers should be verified unless the Registrar-Recorder/County Clerk (RR/CC) is requested in writing to perform this service. If you plan on having this office verify signatures, please contact the Data Entry and Signature Verification Section at (562) 462-2371 directly for any inquiries regarding this process.

CITY RESPONSIBILITIES (continued)

- All ballot material should be photocopied including candidate names, ballot designations, candidate statements, measure arguments, rebuttals and other ballot measure enclosures available for public examination for the period designated in the Calendar of Events, **Chapter 1 of this booklet**.
- **It is the responsibility of the City Clerk to qualify all candidates** and to provide a complete and accurate **final list of qualified candidate names** and **ballot designations**, including addresses and telephone numbers, to be published, to the RR/CC by **E-81**. Also, the City Clerk should notify the RR/CC of any qualified write-in candidates by **E-12**.
- **Legible copies** of candidate statements should be provided by **E-81** and **legible copies** of arguments, impartial analyses and other related ballot materials by **E-77** which are to be printed and included in the Official Sample Ballot Booklet. Legible copies of rebuttal arguments must be submitted by **E-67**. If you are unable to meet these deadlines, please contact us and we may recommend that you contact your election supplier to make arrangements to print and mail a supplemental voter booklet.
- **A resolution** should be filed with the RR/CC by **E-83** to **amend** a measure for an election or **withdraw** a measure for cancelled election.

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

- The RR/CC should be notified no later than **AUGUST 25, 2011 (E-75)** if an election is being **CANCELLED** due to an insufficient number of candidates filing for offices.
- Ballot reproduction proofs of candidates statements, vote recorder pages and ballot enclosures should be reviewed and approved, and the RR/CC immediately notified of any typographical errors, corrections, or omissions.
- **Certificates** of election to elected candidates should be issued.
- Staff in the **Election Planning Section** and the **Election Coordination Section** are **available through the telephone numbers listed on the previous pages** should you need additional assistance or have further questions after reviewing the Information Booklet.

REGISTRAR-RECORDER/COUNTY CLERK RESPONSIBILITIES

- The RR/CC receives signed copies of city resolutions “Requesting Consolidation and Services” and will automatically send the requesting cities an information booklet along with the appropriate forms such as candidate statement forms, transliteration forms, estimated costs of candidate statement, etc. **If a city has a measure on the ballot, our office will provide argument/rebuttal forms.**
- The RR/CC verifies signatures on Nomination Petitions upon written request from a city. Rates vary depending on the system used to verify signatures. For more information contact the **Data Entry and Signature Verification Section at (562) 462-2371.**
- The RR/CC consolidates established precincts to create voting and declared Vote By Mail precincts. If you have specific precinct consolidation requests contact the **Geographic Information Systems Section at (562) 462-2473.**
- The RR/CC recruits polling places and recruits poll workers, and publishes the **Notice of Polling Places and Notice of Tally Center Location.** If you have specific poll locations or poll worker requests, contact the **Poll Worker Services Section at (562) 466-1373.**
- The RR/CC assigns letter designations for each local ballot measure on the ballot. Letter designations are assigned in alphabetical order commencing with County measures and then other local measures (city, school and special districts) in alphabetical sequence. Cities may request a specific letter designation in writing by **August 17, 2011 (E-83).** An alternate choice should also be submitted in case the requested letter designation has already been assigned to another jurisdiction.
- The RR/CC prints official ballots. An English Official Sample Ballot Booklet will be printed and mailed. The RR/CC will include the City's material (English or English and Spanish candidate statements and/or measure information) in the same booklet depending on the volume of voting material. In some cases, the City Clerk will be required to prepare and mail a supplemental voter booklet.
- The RR/CC prepares and mails multilingual ballot material in accordance with the Voting Rights Act (VRA).

The RR/CC also:

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

CHAPTER 1

CALENDAR OF EVENTS

CALENDAR OF EVENTS

GENERAL AND SPECIAL MUNICIPAL ELECTIONS CONSOLIDATED WITH THE NOVEMBER 6, 2012 GENERAL ELECTION

DATES	EVENTS
JULY 9 (M) E-120	ADOPT ELECTION RESOLUTION (Candidates) Recommended last day for City Council to adopt resolution calling a General or Special Municipal Election for city elected officials. CITY RESOLUTION re CANDIDATE STATEMENTS Last day for the City Council to adopt resolution determining or amending the word limitation for candidate statements (200 or 400 words) , and whether advance payment is required. (E.C. § 13307(e))
JULY 16 (M) E-113	AUG. 10 (F) 5:00 P.M. E-88 NOMINATION PERIOD First and last day for candidates to file nomination documents with City Clerk. (E.C. §§ 10220, 10224 and 10407) CANDIDATE STATEMENTS During this period candidates may file with the City Clerk a candidate statement not to exceed the word limitation (200 or 400 words) for inclusion in the Official Sample Ballot Booklet. The statement shall be filed no later than the last day to file nomination documents. (E.C. § 13307(a) (1) (2)) NOTE: Candidate statements are only included in the Official Sample Ballot Booklet and will not be included in the Vote By Mail Voting Instructions and Guide.
JULY 16 (M) E-113	NOTICE OF ELECTION — PUBLICATION On or before this date the City Clerk shall publish a notice of election. (E C. § 12101 and Govt. Code § 6061)

DATES	EVENTS
AUG. 10 (F) 5:00 P.M. E-88	<p>NOMINATION DOCUMENTS — DEADLINE DATE Last day for candidates to file nomination documents with the City Clerk. (E.C. §§ 10220, 10224 and 10407)</p> <p>CANDIDATE WITHDRAWAL No candidate whose Declaration of Candidacy has been filed may withdraw after this date. (E. C. § 10224)</p> <p>CONSOLIDATION OF ELECTIONS Last day City Clerks can file a resolution with the Board of Supervisors and the Registrar-Recorder/County Clerk requesting consolidation with the election. A resolution placing a measure on the ballot shall contain the ballot wording which cannot exceed 75 words. (E.C. §§ 10402, 10403 and 13247)</p>
AUG. 11** (Sa) E-87**	<p>AUG. 15 (W) 5:00 P.M. E-83</p> <p>NOMINATION EXTENSION PERIOD (IF INCUMBENT DOES NOT FILE) If nomination documents for an incumbent are not filed by 5:00 p.m. on August 10, 2012, the nomination period shall be extended until August 15, 2012 at 5:00 p.m., for persons other than the incumbent. (E C. § 10225)</p> <p>NOTE: The extension does not apply where there is no incumbent eligible to be elected.</p>
AUG. 11** (Sa) E-87**	<p>AUG. 20 (M) E-78</p> <p>PUBLIC EXAMINATION PERIOD Recommended period for the City Clerk to make available candidate statements, candidate names and ballot designations for public examination. A fee may be charged to any person obtaining a copy of the material. During this period any person may file a writ of mandate or an injunction to require any or all of the data/material in a candidate statement to be amended or deleted. (E.C. §13313)</p> <p>For candidate names and ballot designations, a writ of mandate may be filed pursuant to E.C. § 13314.</p> <p>NOTE: If the nomination period is extended for a particular office, the examination period for that office shall be adjusted to August 11** through August 15.</p>

** August 11, 18 and 25 (Saturdays) and August 12 and 19 (Sundays), RRCC office will be closed.

DATES

EVENTS

AUG. 15 (W)
E-83

**AMENDMENT OR WITHDRAWAL OF MEASURE —
DEADLINE**

Last day for county elections official to receive a resolution from a legislative body requesting to withdraw or amend any measure previously submitted for placement on the ballot.
(E.C. § 9605)

MEASURE LETTER DESIGNATION

Last day for a City Clerk to request a specific letter designation in writing for a measure appearing on the ballot. An alternate choice should be submitted in case the requested designation has already been assigned.

AUG. 16 (Th)
11:00 A.M.
E-82

RANDOMIZED ALPHABET DRAWING

The Secretary of State shall hold a public drawing to determine the order of candidate names to appear on the ballot by randomly drawing each letter of the alphabet.
(E.C. § 13112 (b))

AUG. 17 (F)
E-81

**LIST OF CANDIDATES — COPY OF CANDIDATE
STATEMENTS**

No later than this date the City Clerk shall deliver to the county elections official a certified list of qualified candidate names, ballot designations and residence addresses.
(E.C. § 10403)

A legible copy of each candidate statement to be included in the Official Sample Ballot Booklet shall be delivered to the county elections official by this date.

NOTE: The name on the candidate statement **MUST** match the name on the certified list of qualified candidates.

MEASURES — LETTER DESIGNATION

Scheduled date for the county elections official to notify the City Clerk of letter assigned to ballot measure(s).

DATES

EVENTS

AUG. 20 (M)
E-78

IMPARTIAL ANALYSIS — LAST DAY TO SUBMIT
Recommended last day for the **City Attorney** to transmit impartial analysis of measure to the **City Clerk**.
(E.C. § 9280)

ARGUMENTS — LAST DAY TO SUBMIT TO CITY CLERK

Recommended last day for authors of arguments “FOR” or “AGAINST” any city measure to submit to the City Clerk. Arguments may not exceed **300 words** in length.
(E.C. §§ 9282 and 9286)

AUG. 21 (Tu)
E-77

AUG. 30 (Th)
E-68

PUBLIC EXAMINATION PERIOD FOR BALLOT MEASURE MATERIALS

Recommended period for the City Clerk to make available for public examination, a copy of ballot measure text, impartial analysis and arguments for a measure. A fee may be charged to any candidate/person obtaining a copy of the materials. During this period, any person may file a writ of mandate or an injunction to require any or all of the data/material to be amended or deleted.
(E.C. § 9295)

MEASURE ENCLOSURES

No later than **August 21, 2012** the City Clerk shall deliver a copy of each argument, ordinance text, analysis and any other ballot data/material to the county elections official for inclusion in the Official Sample Ballot Booklet.

AUG. 23 (Th)
E-75

CANCELLED ELECTION DUE TO INSUFFICIENT NUMBER OF CANDIDATES

Last day for City Clerk to make appointment(s) in lieu of election when an insufficient number of candidates file for the office. If an appointment(s) is not made, the election shall be held.
(E.C. § 10229 (a) (3))

NOTE: It is **imperative** that the City Clerk notify the county elections official immediately of cancelled elections.

DATES		EVENTS
AUG. 30 (Th) E-68		REBUTTALS — LAST DAY TO SUBMIT TO CITY CLERK Recommended last day for authors of arguments “FOR” and “AGAINST” any city measure to submit rebuttals (if permitted) to the City Clerk. A rebuttal may not exceed 250 words . (E.C. § 9285)
AUG. 31 (F) E-67		REBUTTALS — LAST DAY TO SUBMIT TO COUNTY Recommended last day for the City Clerk to submit rebuttals to the county elections official for inclusion in the Official Sample Ballot Booklet.
AUG. 31 (F) E-67	SEPT. 10 (M) E-57	PUBLIC EXAMINATION PERIOD FOR REBUTTALS Recommended period for the City Clerk to make available rebuttals for public examination. A fee may be charged to any candidate/person obtaining a copy of the data/material. During this period any person may file a writ of mandate or an injunction to require any or all of the data/material to be amended or deleted. (E.C. § 9295)
SEPT. 6 (Th) E-61	SEPT. 12 (W) E-55	VOTE RECORDER PAGE PROOFS Recommended period for the county elections official to deliver copies of official ballot proofs to the City Clerk for approval. NOTE: Corrections to any ballot material must be submitted to the county elections official within 24 hours of receipt.
SEPT. 10 (M) E-57	OCT. 23 (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 sponsor signatures stating that he or she is a write-in candidate for the election. (E.C. §§ 8600, 8601 and 10103)
SEPT. 27 (Th) E-40	OCT. 16 (Tu) E-21	MAIL OFFICIAL SAMPLE BALLOT BOOKLETS An Official Sample Ballot Booklet shall be mailed to each voter during this period. (E.C. § 13303)

DATES		EVENTS
OCT. 8 (M) E-29	OCT. 30 (Tu) E-7	<p>VOTE BY MAIL — FIRST AND LAST DAY TO APPLY</p> <p>Applications may be filed between these dates (both dates inclusive). Applications received prior to the 29th day preceding the election will be kept and processed during this period. (E.C. § 3001)</p>
OCT. 8 (M) E-29		<p>PRECINCT BOARD MEMBER AND POLLING PLACES — APPOINTMENT</p> <p>Last day to appoint precinct boards and designate polling places. A notice of appointment shall be mailed to each precinct officer. (E.C. §§ 12286, 12307 and 12319)</p>
OCT. 12 (Tu) E-25		<p>COPIES OF STREET INDEX</p> <p>Suggested last day for the City Clerk to request the number of street index copies required (not to exceed four (4)). (E.C. § 2183)</p>
OCT. 22 (M) E-15		<p>REGISTRATION CLOSURES</p> <p>Last day to transfer or register to vote in the election. (E. C. §§ 2102 and 2107)</p>
OCT. 23 (Tu) E-14	OCT. 30 (Tu) E-7	<p>NEW CITIZEN ELIGIBILITY TO REGISTER AND VOTE</p> <p>A new citizen is eligible to register and vote at the office of, or at another location designated by, the county elections official at any time beginning on the 14th day before an election and ending at the close of polls on the election day following the date on which that person became a citizen. (E.C. § 3500)</p>
OCT. 23 (Tu) E-14		<p>STATEMENT OF WRITE-IN CANDIDACY DEADLINE</p> <p>Last day for a candidate to file with City Clerk sponsor signatures and a declaration stating that he or she is a write-in candidate in the election. (E.C. §§ 8600 and 8601)</p> <p>BILINGUAL PRECINCT BOARD MEMBER LIST</p> <p>Last day to prepare list of appointed bilingual precinct board members. (E.C. § 12303(d))</p>

DATES

EVENTS

OCT. 25 (Th)
E-12

WRITE-IN CANDIDATES — SUBMIT TO COUNTY
Recommended last day for City Clerk to deliver the list of qualified write-in candidates to county elections official.

OCT. 29* (M)
E-8*

TALLY CENTER LOCATION — PUBLICATION
On or before this date a notice specifying the public place to be used as the central tally location for counting the ballots shall be published once in a newspaper of general circulation within the jurisdiction.
(E.C. § 12109)

OCT 30 (Tu)
E-7

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 city.
(E.C. § 12105 and Govt. Code § 6061)

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)

NOTICE OF LIST OF NOMINEES — PUBLICATION
On or before this date, the City Clerk shall publish a list of nominees once in a newspaper of general circulation within the city.
(E.C. § 12110 and Govt. Code § 6061)

OCT. 31 (W)
E-6

NOV. 6 (Tu)
ELECTION
DAY

EMERGENCY VOTE 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)

*Date adjusted due to weekend and/or holiday

DATES

EVENTS

NOV. 6 (Tu)
8:00 P.M.
ELECTION
DAY

ELECTION DAY

Polls open 7:00 a.m., close 8:00 p.m.
(E. C. §§ 14212)

VOTE BY MAIL BALLOTS RETURNED — 8:00 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 jurisdiction. A designated family member or resident of the same household may return the voted ballot under specified conditions.

(E. C. §§ 3017(a) and 3020)

NOV. 8 (Th)
E+2

OFFICIAL CANVASS

The canvass of election returns shall commence no later than the first Thursday following the election.

(E. C. §§ 10262 and 15301)

DEC. 4 (Tu)
E+28

COMPLETION OF OFFICIAL CANVASS

The county elections official shall prepare a certified statement of the results of the election and submit it to each jurisdiction.

(E. C. §§ 10550 and 15372)

NOTE: On **November 30, 2012** the Registrar-Recorder/County Clerk is tentatively scheduled to certify the election results. On **December 4, 2012** the Board of Supervisors is tentatively scheduled to declare the election results official.

CHAPTER 2

**CERTIFIED LIST OF
QUALIFIED CANDIDATES,
NAME TO APPEAR ON THE BALLOT AND
BALLOT DESIGNATIONS**

CERTIFIED LIST OF QUALIFIED CANDIDATES

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

CERTIFIED LIST OF QUALIFIED CANDIDATES GENERAL/SPECIAL MUNICIPAL ELECTIONS CONSOLIDATED WITH COUNTY ELECTIONS						
CITY OF:						
NAME	ADDRESS	TELEPHONE NUMBER	BALLOT DESIGNATION	OFFICE TITLE	CANDIDATE STATEMENT	CHECK IF
TO APPEAR ON BALLOT MUST MATCH NAME ON CANDIDATE STATEMENT	WILL BE PUBLISHED TO MEDIA AND PUBLIC	WILL BE PUBLISHED TO MEDIA AND PUBLIC	TO APPEAR ON BALLOT(IF NONE REQUESTED INDICATE "NONE")	EXAMPLE: MAYOR, CITY COUNCIL, ETC.	PLEASE INDICATED YES OR NO	TRANSLATION IS REQUESTED (SPANISH)
SAMPLE						
Michael "Mike" Wilson	12400 Imperial Highway Norwalk, CA 90650	562-462-5555	Incumbent	Mayor	Yes	<input checked="" type="checkbox"/>
Contact Person:		Title:				
Telephone No :		Fax No.:		E-mail:		
Page ____ of ____						

NAME TO APPEAR ON THE BALLOT

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

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

Please note:

- **Titles or degrees** are not allowed in the ballot name. (E.C. § 13106)
- Within one year of any election, a **change in legal name** shall not appear on the ballot unless the change was made by marriage or by decree of court. (E.C. § 13104)

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

BALLOT DESIGNATION PROVISIONS

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

BALLOT DESIGNATIONS:

- Can be no more than **three (3)** words
- Must appear on the Declaration of Candidacy/Affidavit of Nominee at the time it is filed
- Become public record once the information is filed on the Declaration of Candidacy/Affidavit of Nominee
- **Cannot be changed after the final date to file nomination documents (E-88).**

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

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

ELECTIVE OFFICE TITLE — Words describing an elective office title may be used **IF** the candidate holds the office at the time nomination documents are filed and the office was filled by a vote of the people.

- **Example A:** Governing Board Member
- **Example B:** Boardmember, XYZ School District
- **Example C:** Councilmember, City of Los Angeles

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

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

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

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

BALLOT DESIGNATION PROVISIONS (continued)

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

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

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

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

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

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

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

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

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

SECRETARY OF STATE

BALLOT DESIGNATION REGULATIONS

Chapter 7. Ballot Designations

§ 20710. General Provisions.

(a) The regulatory purpose of this Chapter is to ensure the accurate designation of the candidate upon the ballot in order that an informed electorate may intelligently elect one of the candidates.

(b) The Secretary of State shall, at all times, apply and interpret the provisions of Elections Code § 13107 and the regulations included in this Chapter in a manner consistent with the regulatory purpose of this Chapter.

(c) Candidates are not required to use a ballot designation pursuant to Elections Code § 13107, subdivision (a), and may opt to leave the space for such a designation on the ballot blank. In order to notify the elections official as to whether he or she will use a ballot designation or will opt to leave the ballot designation space blank, the candidate must initial the appropriate box on the Declaration of Candidacy or otherwise so indicate on the Declaration of Candidacy.

(d) Pursuant to Elections Code § 13107, subdivision (a), a candidate may submit a proposed ballot designation pursuant to any one of the four provisions specified in Elections Code § 13107, subdivision (a), subparts (1) through (4), applicable to that candidate. The candidate shall be free to select from which of the applicable four subparts he or she is submitting his or her proposed ballot designation.

(e) The regulations set forth in this Chapter shall apply only to elections held for offices for which elections returns are certified by the Secretary of State of the State of California.

(f) Whenever, the word “should” is used in this Chapter, it is recommended, not mandatory.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

§ 20711. Ballot Designation Worksheet.

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

BALLOT DESIGNATION REGULATIONS (continued)

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

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

(1) The candidate's name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number;

(2) A designation of the office for which the candidate is seeking election;

(3) The name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number of the attorney representing the candidate or for any other person to be contacted in the event the Secretary of State requires further information regarding the proposed ballot designation;

(4) The proposed ballot designation submitted by the candidate;

(5) At the option of the candidate, the candidate may submit one or more proposed alternate ballot designations ranked in order of the candidate's preference;

(6) A brief statement identifying the factual basis upon which the candidate claims the proposed ballot designation and each proposed alternate ballot designation, including the following:

(A) If the candidate holds elected office and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate should indicate the elective office he or she currently occupies and may attach a copy of his or her Certificate of Election;

(B) If the candidate is a judicial officer and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate should indicate the elective office he or she currently holds and may attach either (A) a copy of his or her Certificate of Election or (B) a copy of his or her commission or certificate of appointment, issued at the time the candidate was appointed to the judicial office which he or she currently occupies;

(C) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(3), the candidate should indicate:

BALLOT DESIGNATION REGULATIONS (continued)

- (i) The title of the position or positions which he or she claims supports the proposed ballot designation;
- (ii) The dates during which the candidate held such position;
- (iii) A description of the work he or she performs in the position;
- (iv) The name of the candidate's business or employer;
- (v) The name and telephone number of a person or persons who could verify such information; and
- (vi) A statement that the professions, vocations or occupations relied upon to support the proposed ballot designation constitute the primary, main or leading professions, vocations or occupations of the candidate, in accordance with the definition of the term "principal" as set forth at § 20714, subdivision (b).

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

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

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

§ 20712. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(1).

Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(1), shall be subject to the following provisions:

(a) In the case of candidates holding elective city, county, district, state, or federal office, the candidate's ballot designation shall be the elective office which the candidate holds at the time of filing the nomination documents.

(b) In the case of judicial officers, the candidate's ballot designation shall be the elective office which the candidate holds at the time of filing the nomination documents.

(c) There shall be no word count limitation applicable to ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(1).

BALLOT DESIGNATION REGULATIONS (continued)

(d) Proposed ballot designations indicating a position of legislative leadership, such as “Majority Leader of the California Senate,” “Minority Leader of the California State Assembly,” “Speaker of the California State Assembly,” “President Pro Tempore of the California State Senate,” and the like, are not elective offices described in Elections Code § 13107, subdivision (a)(1). Such ballot designations are improper, pursuant to Elections Code § 13107, subdivision (a)(1). They may, however, be considered under the provisions of § 13107(a)(3).

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

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

§ 20713. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(2).

Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(2), shall be subject to the following provisions:

(a) A proposed ballot designation submitted pursuant to Elections Code § 13107, subdivision (a)(2), is limited “incumbent,” as that term is defined in Elections Code § 13107, subdivision (a)(2).

(b) The term “incumbent” must be used as a noun. It shall not be used in conjunction with any other words, including any accompanying adjectives or modifiers, and must stand alone. A candidate qualified to use this designation pursuant to Elections Code § 13107, subdivision (a)(2), shall be entitled to use the ballot designation “Incumbent.”

(c) The word “incumbent” is strictly limited for use in ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(2), and may not be used as an adjective in any other ballot designation.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

§ 20714. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(3).

Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(3), shall be subject to the following provisions:

(a) The terms “profession,” “vocation,” or “occupation,” as those terms are used in Elections Code § 13107, subdivision (a)(3), are defined as follows:

BALLOT DESIGNATION REGULATIONS (continued)

(1) "Profession" means a field of employment requiring special education or skill and requiring specific knowledge of a particular discipline of learning or science. The labor and skill involved in a profession is predominantly mental or intellectual, rather than physical or manual. Recognized professions generally include, but are not limited to, law, medicine, education, engineering, accountancy, and journalism. Examples of an acceptable designation of a "profession," as defined in Elections Code § 13107, subdivision (a)(3), include, but are not limited to, "attorney," "physician," "accountant," "architect," and "teacher."

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

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

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

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

(2) A candidate who holds a professional, vocational or occupational license issued by the State of California may not claim such profession, vocation or occupation as one of his or her "principal" professions, vocations or occupations if (i) the candidate's licensure status is "inactive" at the time the candidate

BALLOT DESIGNATION REGULATIONS (continued)

files his or her nomination document, or (ii) the candidate's license has been suspended or revoked by the agency issuing the license at the time the candidate files his or her nomination documents.

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

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

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

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

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

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

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

(1) The proposed ballot designation shall be grammatically correct, generic, and all words must be spelled correctly.

BALLOT DESIGNATION REGULATIONS (continued)

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

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

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

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

§ 20715. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(4).

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

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

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

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

§ 20716. Unacceptable Ballot Designations.

(a) The Secretary of State shall reject as unacceptable any proposed ballot designation which fails to comply with, or is otherwise inappropriate pursuant, to

BALLOT DESIGNATION REGULATIONS (continued)

Elections Code § 13107, subdivision (a); is prohibited pursuant to Elections Code § 13107, subdivision (b); is misleading; or is otherwise improper pursuant to the regulations set forth in this Chapter.

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

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

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

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

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

(d) A ballot designation may not comprise or include commercial identification information, such as a trademark, service mark, tradename, or the specific name of a business, partnership, corporation, company, foundation, or organization. Examples of an improper use of commercial identification information include, but are not limited to, "Acme Company President," "Universal Widget[®] Inventor," "Director, Smith Foundation," "UCLA Professor," and the like.

BALLOT DESIGNATION REGULATIONS (continued)

(e) Pursuant to Elections Code § 13107, subdivision (b)(2), the Secretary of State shall reject as unacceptable any proposed ballot designation which would suggest an evaluation of the candidate's qualifications, honesty, integrity, leadership abilities or character. Any laudatory or derogatory adjectives which would suggest an evaluation of the candidate's qualifications shall not be permitted. Such impermissible adjectives include, but are not limited to, "outstanding," "leading," "expert," "virtuous," "eminent," "best," "exalted," "prominent," "famous," "respected," "honored," "honest," "dishonest," "corrupt," "lazy," and the like.

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

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

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

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

BALLOT DESIGNATION REGULATIONS (continued)

(6) The candidate has not had another more recent, intervening principal profession, vocation or occupation; and,

(7) The candidate's retirement benefits are providing him or her with a principal source of income.

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

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

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

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

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

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

§ 20717. Requests for Supporting Documentation.

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

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

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

BALLOT DESIGNATION REGULATIONS (continued)

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

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

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

§ 20718. Communication of Decisions Regarding Ballot Designations.

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

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

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

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

BALLOT DESIGNATION REGULATIONS (continued)

§ 20719. Service of Legal Process Regarding Ballot Designations.

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

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

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

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

CHAPTER 3

CANDIDATE STATEMENTS

CANDIDATE STATEMENTS

CANDIDATE STATEMENT FORM (Sample below) — The Candidate Statement Form is provided for candidate use in submitting statements to be printed in the Official Sample Ballot Booklet. The Candidate Statement Form is included with the packet each candidate receives when filing nomination documents.

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

BACK

FRONT

CANDIDATE STATEMENT INFORMATION AND GUIDELINES
(Elections Code Sections 13307, 13308, 13311 and 13313)

GENERAL INFORMATION: Filing of a statement is optional and applies to local nonpartisan offices. The elections official sends to each registered voter a sample ballot which contains the candidate statements prepared and submitted.

FILING PERIOD: Statement must be filed no later than the close of business hours on the last day of the candidate nomination period.

WITHDRAWAL: A candidate statement cannot be changed or revised once it is filed. A candidate statement may be withdrawn by 5 p.m. of the next business day after the last day to file the statement.

age and occupation and a 200 word description of the candidate's education and qualifications. See handbook for detailed information regarding word counting guidelines.

style and spacing. Use block paragraphs and single space format. Text submitted indented or centered will not be printed. All letters in all capital letters are not acceptable. Indentations, circles, stars, dots, italics and/or bullets are not acceptable. Words to be printed in boldface type, underscored and/or CAPITALIZED are to be clearly distinguished as one word. However, the number of words/acronyms that can be in boldface type, underscored and/or CAPITALIZED is limited to 200 word statement and 50 words per a 400 word statement. All statements should be checked by the candidate before filing. The official is not permitted to edit any material contained therein.

not include the party affiliation of the candidate nor reference any membership or activity in political organizations.

Any candidate statement submitted by a candidate shall be limited to a recitation of the candidate's own qualifications and in no way make reference to other candidates or to another candidate's qualifications, character, or record. No candidate statement shall be printed which includes any reference prohibited.

Statements shall be confidential until the close of the nomination period. Except for Judicial candidates the nomination period closes, the statements are open to public examination for a ten (10) calendar day period. No candidate statement shall be amended or deleted.

This is just an approximation of the actual cost that varies from one election to another election and may be based on the actual number of candidates filing statements, or the length and/or format of the statement and by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense or refund. In the event of underpayment, the elections official may require the candidate to pay the balance of the cost. The elections official shall prorate the excess amount among the candidates and refund the excess amount paid.

CANDIDATE STATEMENT FORM - NONPARTISAN OFFICES
READ INFORMATION ON BACK OF FORM BEFORE SUBMITTING STATEMENT

STATEMENT OF: _____

CANDIDATE FOR: _____

ELECTION DATE: _____

AGE: _____ (Optional)

OCCUPATION: _____ (Optional)

Please type your statement below in upper and lower case letters. The statement text will be typeset using font style DUTCH801 RM BT, size 10 point. However, statement can be submitted using any standard font. See reverse side for information and guidelines including formatting restrictions. Statements are only included in the Official Sample Ballot Booklet and will not be included in the Official Absentee/Vote by Mail Ballot Instructions and Guide.

ESTIMATED COST

Estimated cost of your English & Spanish statement is \$ _____

The estimated cost of your English & Spanish statement is \$ _____

Mark (x) one box: English English & Spanish

Date: _____

Evening: _____

DO NOT PRINT THIS STATEMENT IN THE EVENT

contest on the ballot. _____ No other candidate for this contest files a statement.

OFFICE USE ONLY

Project Code No.: _____

Candidate File No.: _____

Total No. of Words: _____

Total No. of Words in boldface, capital letters, and/or underscored: _____

By Deputy: _____

©2008: CandStatement NP

CANDIDATE STATEMENTS (continued)

FORMAT AND STYLE INFORMATION (Sample below) — Statements must be neatly typed. Statement will be typed in the Official Sample Ballot Booklet using Dutch801 Rm BT font in 10 point size. However, candidate statements can be submitted using any standard font.

Statements will be printed in uniform type, style and spacing, using block paragraphs and single space format. Text submitted indented or centered will be typed in block paragraph form. Entire statements in all capital letters are not acceptable. Indentations, circles, stars, dots, italics and/or bullets cannot be accommodated. However, you may use dashes/hyphens (-). Enhanced words to be printed in **boldface type**, underscored and/or CAPITALIZED are to be clearly indicated. Any combinations of enhanced words are counted as one word. However, the number of words/acronyms that are in **boldface type**, underscored and/or CAPITALIZED shall not exceed 25 words per a 200 word statement and 50 words per a 400 word statement. The pronoun “I” is not counted as an enhanced word. **Refer to Chapter 5 for the Word Counting Guidelines.**

STATEMENT OF JANE DOE

CANDIDATE FOR MEMBER OF THE CITY COUNCIL

ANY CITY GENERAL MUNICIPAL ELECTION

Age: 42

Occupation: Businessperson

I have followed the direction our city is going and want to continue to make a difference.

I would like our city to continue thinking forward towards the future.

If elected, I will: 1) lower taxes; 2) increase services; 3) continue thinking towards the future for our city.

I belong to the following organizations:

- PTA
- Chamber of Commerce
- Zoological Society
- Bridge Club

You can trust Jane Doe to protect and serve Any City, USA.
Vote for Jane Doe for City Council.

CANDIDATE STATEMENTS (continued)

STATE LAW PROVISION

Statements may not include references to other candidates. See **Notice to Persons Submitting Candidate Statements** at the end of this chapter for restrictions.

No changes are allowed after the statement has been filed.

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

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

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

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

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

If the candidate statement word limitation is **400 words** and a candidate statement **200 words** or less is submitted, only **one-half** of the estimated cost shall be required to be deposited.

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

The estimated cost is determined prior to all information being available; therefore, it is an approximation of the actual cost that varies from election to election and may be significantly more or less depending on the actual number of candidates filing statements.

CANDIDATE STATEMENTS (continued)

INDIGENT CANDIDATES — If a candidate alleges to be indigent and **unable to pay in advance the fee** for submitting a candidate statement, the candidate shall submit to the City Clerk an **Affidavit of Financial Worth (sample below)** to be used in determining the candidate's eligibility to submit a candidate statement without payment of the **advanced fee**.

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

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

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

If the City Clerk makes the determination that the candidate is indigent, the elections official shall print and mail the candidate statement in the Official Sample Ballot Booklet. **Nothing prohibits the City Clerk from billing the candidate his or her actual pro rata share of the cost following the election.**

AFFIDAVIT OF FINANCIAL WORTH

4506 Request for Copy of Tax Return

AFFIDAVIT OF FINANCIAL WORTH IN SUPPORT OF APPLICATION TO FILE CANDIDATE STATEMENT WITHOUT ADVANCE PAYMENT OF FEES

17. List the individuals who are dependent upon you for your support. State their age and your relationship to these individuals. Describe how they are supported.

18. Do you have a checking or savings account?

19. State your spouse's occupation and amount of his/her gross monthly income.

20. State your spouse's occupation and amount of his/her gross monthly income.

21. State your spouse's occupation and amount of his/her gross monthly income.

22. State your spouse's occupation and amount of his/her gross monthly income.

23. State your spouse's occupation and amount of his/her gross monthly income.

1. Full Name: _____ SSN: _____
2. Address: _____
Birth Date: _____
(Cell) _____
Occupation _____
SSN: _____
Occupation _____
SSN: _____
Occupation _____
SSN: _____
Occupation _____
SSN: _____

**COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK**
1200 WESTERN BLVD. - P.O. BOX 1024, NORMAN, CALIFORNIA 92401-1024 • (951)632-1231

REGISTRAR-RECORDER/COUNTY CLERK
AFFIDAVIT OF FINANCIAL WORTH IN SUPPORT OF APPLICATION TO FILE CANDIDATE STATEMENT WITHOUT ADVANCE PAYMENT OF FEES

NOTICE TO CANDIDATE

The Registrar-Recorder/County Clerk will request the Department of Treasurer-Tax Collector, Revenue and Enforcement Division to review this completed form and your personal tax form from the prior tax reporting year to make a final determination of your eligibility as an indigent. This process will be accomplished as soon as possible.

If the Revenue and Enforcement Division determines that you are not indigent, you will be notified of this finding. Within three days of notification, excluding Saturdays, Sundays and state holidays, you must either withdraw your statement or pay the requisite estimated cost. If you fail to respond within the time prescribed, this office will not print and mail the statement.

If it is determined that you are indigent, this office shall print and mail the statement without requesting payment of the estimated cost. This, however, does not relieve you of your obligation to pay the candidate statement cost in the manner established by the Revenue and Enforcement Division.

PLEASE PRINT LEGIBLY OR TYPE

I, _____, being first duly sworn, depose and say that I am unable to pay the \$ _____ 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.
(Insert name of election)

I further swear or affirm that the responses which I have made to the questions and instructions below relating to my ability to pay said fee are true.

CANDIDATE STATEMENTS (continued)

PUBLIC EXAMINATION PERIOD — The period between **August 11** (E-87)** and **August 20 (E-78)** is the **recommended** timeframe for the City Clerk to make available candidate statements, candidate names and ballot designations for public examination. A fee may be charged to any person obtaining a copy of the material. During this period, any person may file a writ of mandate or an injunction to require any or all of the data/material in a candidate statement to be amended or deleted. (E.C. §13313)

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

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

**August 11 (Saturday) and August 12 (Sunday) RRCC office will be closed.

NOTICE TO PERSONS SUBMITTING CANDIDATE STATEMENTS

CANDIDATE STATEMENTS ARE LIMITED TO THE CANDIDATE'S OWN QUALIFICATIONS

This applies to all candidates.

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

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

CHAPTER 4

BALLOT MEASURES

BALLOT MEASURES

RESOLUTION FOR BALLOT MEASURE TEXT (Sample below) — To ensure that the Registrar-Recorder/County Clerk (RR/CC) uses the precise Ballot Measure Text the City wants printed in the Official Sample Ballot Booklet, the city must include the Ballot Measure Text, with title, **(not to exceed 75 words)** in the body of the **“Resolution Calling for an Election.”** Ballot Measure Text should be clearly labeled and identified.

EXHIBIT A
BALLOT MEASURE AMENDING THE CHARTER OF
THE CITY OF _____

The People of the City of Inglewood do hereby ordain as follows:

1. Subsection (g) is hereby added to Section 2 of Article XXXIII of the City Charter of the City of _____, to read as follows:

“(g) A local preference, as provided herein, for businesses that hold a business license from the City and maintain a place of business in the _____ following the effective date of this Charter Amendment, and as necessary thereafter. Any such local preference shall not be applicable unless payment is made solely from funds and revenues of the City, exclusive of funds and revenues from other governmental sources.”

EXHIBIT A
BALLOT MEASURE AMENDING THE CHARTER OF
THE CITY OF _____

City of Inglewood do hereby ordain as follows:

n (g) is hereby added to Section 2 of Article XXXIII of the City of _____, to read as follows:

ference, as provided herein, for businesses that hold a from the City and maintain a place of business in the _____

n (d) is hereby added to Section 3 of Article XXXIII of the City of _____, to read as follows:

ference, as provided herein, for businesses that hold a from the City and maintain a place of business in the _____

of Article XXXIII of the City Charter of the City of _____ amended in its entirety to read as follows:

cept as provided herein, all purchases made and contracts the purchasing ordinance shall be to the lowest responsible as defined herein below. Contracts for professional services eptions may be specifically identified in the ordinance and competitive bidding requirements provided such exemptions e intent expressed in Section 1 of this Article.

the lowest responsible bidder for furnishing materials, or non-professional services, the City may apply a local uses that hold a business license from the City and maintain within the City limits. The nature and amount of the local tablished by the City Council by ordinance, following a duly ng on the subject, not less than sixty (60) calendar days

EXHIBIT A
BALLOT MEASURE AMENDING THE CHARTER OF
THE CITY OF _____

City of Inglewood do hereby ordain as follows:

n (g) is hereby added to Section 2 of Article XXXIII of the City of _____, to read as follows:

ference, as provided herein, for businesses that hold a from the City and maintain a place of business in the _____

n (d) is hereby added to Section 3 of Article XXXIII of the City of _____, to read as follows:

ference, as provided herein, for businesses that hold a from the City and maintain a place of business in the _____

of Article XXXIII of the City Charter of the City of _____ amended in its entirety to read as follows:

cept as provided herein, all purchases made and contracts the purchasing ordinance shall be to the lowest responsible as defined herein below. Contracts for professional services eptions may be specifically identified in the ordinance and competitive bidding requirements provided such exemptions e intent expressed in Section 1 of this Article.

the lowest responsible bidder for furnishing materials, or non-professional services, the City may apply a local uses that hold a business license from the City and maintain within the City limits. The nature and amount of the local tablished by the City Council by ordinance, following a duly ng on the subject, not less than sixty (60) calendar days

RESOLUTION NO. 06-17
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF _____ CALLING A SPECIAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 1, 2011 ORDERING THAT A MEASURE TO AMEND THE CITY CHARTER BE SUBMITTED TO THE VOTERS OF THE CITY

WHEREAS, over the last twelve (12) month period the City of _____ (the “City”) has contracted for the procurement of approximately \$32 Million in goods and services; and

WHEREAS, the City is desirous of assisting local businesses in participating in the provision of goods and services to the City by providing a pricing preference; and

WHEREAS, it is necessary to amend the City Charter to provide such preferences:

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF _____ DOES RESOLVE AND ORDER AS FOLLOWS:

Section 1. Pursuant to its right, power and authority under the laws of the State of California and the _____ City Charter, the City Council hereby calls and gives notice of a Special Municipal Election to be held in the City on June 6, 2006.

Section 2. The City Council does hereby order submitted to the voters at such Regular Municipal Election the following measure:

Measure 06-B:

Shall the _____ City Charter be amended to permit YES _____ the City of _____ to apply a preference to assist local businesses in the City’s purchasing and contracting processes, in an amount to be established by the City Council following a noticed public hearing? NO _____

Measure 06-B:

Shall the _____ City Charter be amended to permit YES _____ the City of _____ to apply a preference to assist local businesses in the City’s purchasing and contracting processes, in an amount to be established by the City Council following a noticed public hearing? NO _____

BALLOT MEASURES (continued)

GENERAL INFORMATION — Cities placing a measure on the County ballot may select one of the following three options:

1. Print a 75 word **abbreviated** Ballot Measure Text (prescribed by law) only.
2. Print a 75 word **abbreviated** Ballot Measure Text and **include Official Sample Ballot Notice** advising voters to call the City Clerk's Office and request a free copy of the ballot measure enclosure (OR) that the city will be sending voters a supplemental mailing.
3. Print a 75 word **abbreviated** Ballot Measure Text and include **Full Ballot Measure Enclosure Text** in the Official Sample Ballot Booklet.

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

➤ **Measure D — Official Ballot Measure Text (35 words)**

ANY CITY SPECIAL MUNICIPAL ELECTION

D CHARTER AMENDMENT. Shall the positions of Chief Deputy and of assistant or deputy next in line of authority to Chief Deputy, be removed from the County's Civil Service System and placed in the unclassified service?	189	YES → <input type="radio"/>
	190	NO → <input type="radio"/>

➤ **Measure G — Official Ballot Measure Text (69 words)**

ANY CITY SPECIAL MUNICIPAL ELECTION

G ANY CITY PARK GENERAL OBLIGATION BONDS. PROPOSITION C. Shall Any City incur bonded indebtedness not to exceed \$46,500,000 in Any City Park to rehabilitate the Rose Garden and improve, construct and expand the Olympic Swim Stadium, Regional Recreation Center and, subject to securing matching public and/or private funds, the Environmental Science Learning Center and museums; provided that parking built under this measure be limited to people using these facilities?	216	YES → <input type="radio"/>
	217	NO → <input type="radio"/>

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

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

CHAPTER 5

BALLOT ENCLOSURES

BALLOT ENCLOSURES

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

FORMAT AND STYLE — Please type enclosure text in upper and lower case letters. It is acceptable for some words or phrases to be **bold**, underlined, or CAPITALIZED. Hyphens/dashes (-) are allowed. Enclosures will be typed in the Official Sample Ballot Booklet using DUTCH801 Rm BT font in 10 point size. However, enclosures may be submitted using any standard font. Title headings are shown in the samples on the next page.

BALLOT ENCLOSURES — Ballot enclosures, including argument and/or rebuttal text, are printed in “block” paragraphs, which means each paragraph will start on the left, and the right margin will be justified. A double space will appear between paragraphs.

BALLOT ENCLOSURES (continued)

The **argument/rebuttal** samples below show how the layout will appear in the Official Sample Ballot Booklet. **(A) Argument In Favor, (B) Rebuttal To Argument In Favor, (C) Argument Against and (D) Rebuttal To Argument Against.**

A

ARGUMENT IN FAVOR OF MEASURE J

Election Districts

Our City of _____ is 102 square miles in size and would be divided into four equally populated districts. All council candidates would have to reside in one of these districts to be elected to our city council. All voters would vote for every city council member elected. Our mayor could live in any district they choose and would also be elected by all of the voters.

District elections will promote a better defined improvement plan, that is more specific to our neighborhood needs and give our residents a point of contact that would live in their geographic part of the City. Any expenditure of funds would have to be approved by the entire city council.

_____ would be better served if all parts of our city _____ in our development and decision making on our city _____ in our _____ in size and much more diverse than _____ present _____

JAMES _____

FORM AND STYLE ONLY

REBUTTAL TO ARGUMENT IN FAVOR OF MEASURE J

This measure does NOT create district representation. If these were truly district elections, only the people of that district would be allowed to vote for their candidate.

In addition, under this measure:

- **Proposed districts are not equal!**
 - This measure will divide the city into eastside _____
 - One district may outvote the other _____ of certain candidates
 - Political _____ decide _____ chosen _____
- _____ of the _____ the most qualified leader _____ the city may live in one district _____ serve _____ unity. With a districting plan, they may _____ be able to do _____ There will require candidates to live in a given _____ hood or _____ at all.

_____ponents of districting feel that _____ at 102 square miles, is not large enough in population to slice and divide into competing neighborhoods. Political maneuvering will occur. We all see the problems districting has brought to the City of Los Angeles – the inefficiency, the power struggles. **Do we want that for**

**VOTE NO ON DISTRICTS
VOTE NO ON MEASURE J**

RICHARD H.
City Councilmember

B

ARGUMENT AGAINST MEASURE J

DISTRICTS

The proposal to split the City into districts is a sham. The efforts of the new Council over the last two years have been to heal not divide, provide new services not polarize our community. This proposal divides and splits the City. Cities of 500,000 or more require district representation. _____ a population of 125,000, does not need to be divided and quartered.

This sham proposal does not create real districts in which a Councilmember is elected by and represents that district. This proposal merely requires a candidate to reside in the district. Others would determine the representation of that district. For example, a district could support a candidate yet the voters from another district could still prevent his election. The only real proposal would be one in which their districts alone elect Councilmembers. This would do nothing to diversify representation on the Council.

"Turf" would be created by "deals made" with other district Councilmembers who decide which district gets their improvements first. A Councilperson out of favor with the Council Majority will be forced to negotiate from a position of weakness in order to gain the Council's attention to address the needs of their district. People could move from district to district to increase their chances of election. They would be no more representative of the district expert than anyone else.

This proposal creates one district of 35,000 and three of 25,000 when less than 15% of the voters cast their ballot in every election. Which district controls? Individuals from the Eastside could be overwhelmingly defeated by Westside voters or vice versa.

The current system, which allows a Councilmember to act on behalf of and be held accountable to ALL the citizens of Palmdale, is the best system.

PLEASE VOTE **NO** ON SPLITTING

PLEASE VOTE **NO** ON DISTRICTS!

RICHARD
City Councilmember

C

REBUTTAL TO ARGUMENT AGAINST MEASURE J

Do you believe in smaller government, that which is closest to the people? Do you believe that our city would be best served if councilmembers resided in different parts of our city not just one exclusive neighborhood?

Then I ask for your YES VOTE FOR DISTRICTING.

In recent history, 60%-80% of the members of our _____ City Council have resided in far westside neighborhoods. Our city has grown in those years to become one of the largest cities in California at 102 square miles. We have become a progressive city with vision. Many cities like _____ already have districting in place because they realize that different neighborhoods have different needs.

If we are to truly represent the needs of all our residents, we must have COUNCILMEMBERS WHO KNOW THOSE NEEDS AND CONCERNS FIRST HAND, who live and breathe them everyday.

There are naysayers who will say that districting will divide our city, but I submit to you that DISTRICTING WILL UNITE OUR GREAT CITY because all of our residents will know that they have a voice at the table where decisions are made.

Vote YES ON DISTRICTING to provide balanced representation on our city council.

JAMES
Mayor

D

BALLOT ENCLOSURES (continued)

BALLOT ENCLOSURE TITLES AND WORD LIMITATION CHART — Use this chart in submitting correct titles and word counts for ballot argument enclosures. See **Word Counting Guidelines** at the end of this chapter for more information.


CITY ENCLOSURE TITLE TYPES		
GENERAL/SPECIAL MUNICIPAL ELECTIONS CONSOLIDATED WITH COUNTY ELECTIONS		
TITLE	WORD LIMITATION / ELECTION CODE	Enhanced Words
PROPOSED ORDINANCE – MEASURE _____	NO LIMIT	N/A
FULL TEXT OF BALLOT MEASURE _____	NO LIMIT	N/A
PROPOSED CHARTER AMENDMENT – MEASURE _____	NO LIMIT	N/A
IMPARTIAL ANALYSIS OF MEASURE _____	500 (E. C. 9280)	50
ARGUMENT IN FAVOR OF MEASURE _____	300 (E. C. 9282)	30
REBUTTAL TO ARGUMENT IN FAVOR OF MEASURE _____	250 (E. C. 9285)	25
ARGUMENT AGAINST MEASURE _____	300 (E. C. 9282)	30
REBUTTAL TO ARGUMENT AGAINST MEASURE _____	250 (E. C. 9285)	25
MEASURE _____ EXHIBIT	NO LIMIT	N/A
STATEMENT IN COMPLIANCE – MEASURE _____	NO LIMIT	N/A
_____ CITY SPECIAL MUNICIPAL ELECTION - MEASURE _____	N/A	N/A

Enhanced Words: **bold**, underlined and/or CAPITALIZED

BALLOT ENCLOSURES (continued)

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

All authors of submitted ballot arguments must sign the declaration on the reverse side of the Argument and Rebuttal Form. **See next page for a sample of the declaration.**

 ARGUMENT AND REBUTTAL FORM	
ELECTION DATE: _____	MEASURE I.D. (if any): _____
JURISDICTION: _____	
(Please mark (x) in the appropriate box)	
<input type="checkbox"/> Argument in Favor	<input type="checkbox"/> Argument Against
<input type="checkbox"/> Rebuttal to Argument Against	<input type="checkbox"/> Rebuttal to Argument in Favor
<p>Statements will be printed in uniform type, style and spacing. Use block paragraphs and single space format. Text submitted indented or centered will be typeset in block paragraph form. Entire statements in all capital letters are not acceptable. Indentations, circles, stars, dots, italics and/or bullets cannot be accommodated. However, you may use dashes/hyphens. Words to be printed in boldface type, underscored and/or CAPITALIZED are to be clearly indicated. Any combinations of enhanced words are counted as one word. The number of words/acronyms that are in boldface type, underscored and/or CAPITALIZED shall not exceed 30 words per document. All statements should be checked by the authors for spelling and punctuation as the elections official is not permitted to edit any material contained therein.</p>	
ALL AUTHORS MUST SIGN ON THE REVERSE SIDE	
<p>Please type statements below in upper and lower case letters. Statement will be typeset in the Official Sample Ballot Booklet using DUTCH801 Rm BT font in 10 point size. However, statement can be submitted using any standard font.</p>	

BALLOT ENCLOSURES (continued)

DECLARATION BY AUTHOR(S) OF ARGUMENTS / REBUTTALS (Sample below) —
 This form is to be completed by proponents or opponents for ballot measures.

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

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

No more than **five** author signatures shall appear on any argument and/or rebuttal.


<p>LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK</p>	<p>ELECTION PLANNING SECTION (562) 462-2317</p>																														
<p>DECLARATION BY AUTHOR(S) OF ARGUMENTS OR REBUTTALS (Elections Code Section 9600)</p>																															
<p>All arguments concerning measures filed pursuant to Division 9 of the Elections Code shall be accompanied by the following declaration to be signed by each author of the argument/rebuttal. Names and titles listed will be printed in the Voter Information portion of the Official Sample Ballot Booklet in the order provided below.</p>																															
<p>The undersigned author(s) of the:</p>																															
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<p>of ballot measure _____ at the _____ <small>(name and/or letter) (title of election)</small></p> <p>election for the _____ to be held on _____ <small>(date)</small></p> <p>_____ hereby state that such argument is true and correct to the best of his/her/their knowledge and belief.</p>																															
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<p>IMPORTANT FILING INFORMATION: I, _____ am the designated filer of the above titled argument/rebuttal. Please notify me of any questions pertaining to this filing. Below is my contact information. Mailing Address: _____ E-Mail Address: _____ Contact Numbers: _____ <small>Daytime Evening Fax</small></p>																															
<p>OFFICE USE ONLY</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><small>Word Counts</small></td> <td style="width: 50%;"><small>Time Stamp</small></td> </tr> <tr> <td><small>NUMBER OF WORDS:</small></td> <td></td> </tr> <tr> <td><small>NUMBER OF WORDS WITH BOLD FACE, ETC.:</small></td> <td></td> </tr> <tr> <td><small>PROJECT CODE NUMBER:</small></td> <td></td> </tr> <tr> <td><small>ELECTION DEPUTY:</small></td> <td></td> </tr> </table>		<small>Word Counts</small>	<small>Time Stamp</small>	<small>NUMBER OF WORDS:</small>		<small>NUMBER OF WORDS WITH BOLD FACE, ETC.:</small>		<small>PROJECT CODE NUMBER:</small>		<small>ELECTION DEPUTY:</small>																					
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BALLOT ENCLOSURES (continued)

AUTHORIZATION FOR ANOTHER PERSON TO SIGN REBUTTAL ARGUMENT FORM (Sample below) — Authors of an argument in “favor” or “against” a ballot measure may prepare and submit rebuttal arguments, or may authorize, in writing, another person to sign the rebuttal by completing the following form.

COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK

ELECTION PLANNING AND COORDINATION SECTION



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

I, _____ authorize the person listed below to
(Print name of **AUTHOR** of the Argument)

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

for the _____ election to be
(Jurisdiction)

held on _____
(Date)

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

(Print name of Rebuttal Author)

(Signature of Rebuttal Author)

(Title to appear on Rebuttal)

Signature of Argument Author: _____ Date: _____

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

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

BALLOT ENCLOSURES (continued)

AVAILABLE FORMS — Copies of forms for submitting ballot measure arguments and rebuttals, referenced in this chapter may be obtained by calling the Election Planning Section at (562) 462-2317 or accessing the RR/CC website at www.lavote.net.

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

PUBLIC EXAMINATION — A public examination period is allowed for reviewing submitted arguments and rebuttal arguments during the **ten (10) calendar day period** immediately following the filing deadline for such documents. Throughout this period, any person may seek a writ of mandate or an injunction to require any or all of the material to be amended or deleted. The writ of mandate or injunction request shall be filed no later than the end of the ten (10) calendar day public examination period.

ORIGINAL FORMS/SIGNATURES — Electronic or faxed copies of arguments and/or rebuttals may be sent to the Registrar-Recorder/County Clerk’s office; however, forms with **original signatures must be received by the RR/CC office within 48 hours of the fax transmission.**

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

LITIGATION —The Registrar-Recorder/County Clerk must be notified of any pending litigation involving ballot enclosures. This includes action taken by the court if amendments or deletions are required on any ballot enclosures. This could potentially cause a delay in meeting established deadlines and/or printing of Official Sample Ballot Booklets.

ORDINANCE/CHARTER AMENDMENTS — Pursuant to Elections Code Sections 9223 and 9280, the city may print a notice in the Official Sample Ballot Booklet advising voters of the availability of a free copy of the Ordinance/Charter Amendment Text. Information on the process of obtaining a copy of ballot enclosures or accessing Ballot Measure Text will be posted on both RR/CC and city websites and can also be printed in a Voter Advisory Notice immediately below the impartial analysis. The city should provide the desired notice text to the RR/CC by **E-77**.

BALLOT ENCLOSURES (continued)

NOTICES PRINTED WITH IMPARTIAL ANALYSIS — Below are three (3) choices of notices that can be printed in the Official Sample Ballot Booklet below the impartial analysis **advising voters of the availability of additional ballot information.**

Choice One:

“The above statement is an impartial analysis of Measure A. If you desire a copy of the measure, please contact the City Clerk’s office at (562) 999-9999 and a copy will be mailed at no cost to you.”

Choice Two:

“The above statement is an impartial analysis. Copies of the charter are available at the library and on the city’s home page at www.xxx.xxx.com. If you have any questions, please contact the City Clerk’s office at (562) 999-9999.”

Choice Three:

“The above statement is an impartial analysis of Measure FF. If you desire a copy of the charter amendment text, please contact the City Clerk’s office at (562) 999-9999 and a copy will be mailed at no cost to you, or you may access the text from the internet www.xxx.xxx.com.”

VOTER NOTICES — If a city cannot meet the established deadlines or if the total ballot enclosure will **exceed the 30 page print limit**, the city should make arrangements with an election supplier to process a supplemental mailing of material for voters. Upon mutual agreement between the RR/CC and the city, the RR/CC will print a **voter notice** in the Official Sample Ballot Booklet advising voters of the supplemental mailings.

SUPPLEMENTAL MAILING NOTICE(S) — Below are samples of two (2) choices of notices that can be printed in the voter information portion of the Official Sample Ballot Booklet advising voters that a supplemental mailing will be sent by the city.

CHOICE ONE

<p>_____ CITY SPECIAL MUNICIPAL ELECTION</p>
<p>Information concerning the City of _____ Measure is being mailed in a separate Voter Information Pamphlet. Please call the City Clerk’s Office at (562) xxx-xxxx, if you have any questions regarding the City Measures.</p>

CHOICE TWO

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

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 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 6

**MULTILINGUAL
SERVICES**

MULTILINGUAL SERVICES

GENERAL INFORMATION — The 1992 provisions of the Voting Rights Act require that for elections conducted in Los Angeles County voting materials must be available in five languages other than English (**Chinese, Japanese, Spanish, Taglog/Filipino and Vietnamese**). In 1998, the Los Angeles County Board of Supervisors instructed this office to include **Korean** in the translation of voting materials. In accordance with federal law, this office will determine the number of residents of voting age in a jurisdiction.

In October 2011, the U.S. Census Bureau published new language assistance requirements, and it was determined that multilingual services will also be provided in **Hindi, Khmer, and Thai**.

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

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

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

1. Translation of Official Sample Ballot Booklet information and related voting materials. If residents of a qualified language equal **3 percent or more of voting age residents**, this office will translate and post a facsimile of an Official Sample Ballot Booklet in the qualified language in the affected polling place. The transliteration of candidate names in languages that do not use Roman characters is provided, as instructed by the Department of Justice. These languages include Chinese, Japanese and Korean.
2. Mailing of multilingual ballot information booklets to voters requesting such material.
3. Billing to the City, and if applicable, its pro rata share of the cost of translating, printing and mailing language materials.

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

RR/CC MULTILINGUAL MATERIALS


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

New Targeting System — Lists the precincts in your city that are targeted by our office to have bilingual poll workers. Contact the Pollworker Services Division Manager at (562) 462-2731 or the Network and Voter Systems Division Manager at (562) 462-2708.

MULTILINGUAL SERVICES (continued)

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 (Sample below)** and file it with their nomination documents by the specified deadline (**88 days** prior to the election). Candidates may review the transliteration of names and submit changes to the Registrar-Recorder/County Clerk (RR/CC) no later than the last day of the review period, which is normally **60 days** prior to the election, but subject to change. Candidates may schedule a review of transliterated names by calling the RR/CC Multilingual Services Section at (562) 462-2730 or (562) 462-2832.

FRONT



COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK
 12400 IMPERIAL HWY. - P.O. BOX 1024, NORWALK, CALIFORNIA 90651-1024

DEAN C. LOGAN
 Registrar-Recorder/County Clerk

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, Japanese and Korean.

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
<input type="checkbox"/> Chinese:	
<input type="checkbox"/> Japanese:	
<input type="checkbox"/> Korean:	

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 #: _____

TRN 7/08

BACK

**LOS ANGELES COUNTY
 REGISTRAR-RECORDER/COUNTY CLERK**

NEW SERVICE FOR LIMITED-ENGLISH VOTERS:

**TRANSLITERATION OF
 CANDIDATE NAMES**

GROUND:

Law 102-344 extended the Voting Rights Act of 1965 (VRA) to federally mandate that Los Angeles County provide written and oral election assistance in Chinese, Japanese, Korean, Hindi, Tagalog/Filipino and Vietnamese to limited-English proficiency voters. In January 2008 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.

NOTICE:

This department will transliterate your name in Chinese, Japanese and Korean. Candidates will be permitted to submit their own transliterations for each or all of these languages. A review period will be established to allow candidates to request changes prior to the deadline for the printed Official Sample Ballot Booklets. Various minority community groups and media assist this office by reviewing submitted transliterations to insure uniform name transliteration within the community. Once transliterations are considered final, no further changes in transliteration requests will be accepted after the review period. **There will be no exceptions.**

TRANSLITERATION FORM:

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

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

CHAPTER 7

**TELEPHONE GUIDE,
AVAILABLE REPORTS
AND MATERIALS**

TELEPHONE GUIDE

You may obtain information about **specific election services** by calling the following telephone numbers at the Registrar-Recorder/County Clerk Department.

Area Codes (562)

Registration/Official Sample Ballot Booklet Inquiries/Provisional Ballot Status.. 466-1310

To verify registration status, inquire about the Official Sample Ballotor
Booklet or provisional ballot status466-1323

Vote By Mail.....466-1323

To learn more about Vote By Mail Ballot information

Election Information466-1310

To learn more about elections, registration and voter services

Official Sample Ballot Booklet Translations 1 (800) 481-8683

To request a translated Official Sample Ballot Booklet in one of the eligible languages: Chinese, Hindi, Japanese, Khmer, Korean, Spanish, Tagalog/Filipino, Thai or Vietnamese

Pollworkers/Polls.....462-2509

To become a pollworker or offer your home as a polling place

Registering to Vote.....466-1310

To register to vote during regular office hours, 8:00 a.m. to 5:00 p.m.

After hours, call (562) 462-2260 and leave a recorded message to request voter registration forms to be mailed to you

Candidate Nomination Procedures462-2317

To inquire about election dates, offices to be filled, qualifications for office, nomination filing dates, and procedures

Campaign Finance Disclosure462-2339

To inquire about campaign financial statement filing requirements for candidates, committees and officeholders

Voter Fraud Hotline 1 (800) 815-2666

To report factual information regarding illegal registration and/or voting activities (the hotline is available 24 hours a day, seven days a week; press option 3 of the menu)

TDD (Telecommunications Device for the Deaf)

To receive communication assistance462-2259

AVAILABLE REPORTS AND MATERIALS

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

ELECTION PRECINCT BOARD BY VOTING PRECINCT — This report shows the polling place location and the precinct board members. It also indicates if a polling place is accessible to the disabled and elderly. It is available approximately seven **(7) days** before the election.

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

POLL LOCATION BY ADDRESS RANGE BY SPECIFIC CITY — This report is in alphabetical street address sequence within a city. It shows the polling place description and address for each location within the city. It is available approximately seven **(7) days** before the election.

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

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

POLLING PLACE MAPS — These maps, which show voting precincts in relation to a poll so that pollworkers can direct errant voters to the correct poll on Election Day, will automatically be supplied to each polling place.

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

COPIES OF THESE REPORTS/GUIDES ARE AVAILABLE TO ASSIST CITY CLERKS WITH ANY QUESTIONS THEY MAY RECEIVE PERTAINING TO THEIR MUNICIPAL ELECTION. PLEASE NOTIFY THE EXECUTIVE OFFICE (AND PRINCIPAL CONTACT FOR CITY CLERKS) IN WRITING OR BY CALLING (562) 462-2721. IF YOU WISH TO RECEIVE ANY OF THE ABOVE MATERIALS, PLEASE INDICATE WHETHER YOU WANT THE DOCUMENTS TO BE MAILED OR YOU WILL ARRANGE FOR PICK UP.

CHAPTER 8

**SIGNATURE VERIFICATION
SERVICES**

SIGNATURE VERIFICATION SERVICES

THE FOLLOWING SIGNATURE VERIFICATION SERVICES ARE AVAILABLE TO CITIES — To verify signatures on petitions, candidate nomination papers, Vote By Mail ballot applications, and returned voted ballots, cities have the option of contracting with the RR/CC or sending city staff to the:

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

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

- 1. MICROFILM READERS** — There is **no charge to cities for their staff** to use the microfilm equipment for signature verification. If RR/CC supervision is required, labor hours will be charged to the city based on the hourly wage of the supervisor(s).
- 2. ONLINE TERMINALS** — There is **no charge to cities for their staff** to verify signatures using our Voter Information Management System (VIMS). If RR/CC supervision is required, labor hours will be charged to the city based on the hourly wage of the supervisor(s).
- 3. RESERVATIONS** — There may be a limited number of computer stations available for signature verification. Computer stations are available for cities' use on a "first come, first served" basis. Please contact the Data Entry and Signature Verification Section at (562) 462-2371 for information regarding availability of equipment and to make reservations.
- 4. COST** — Effective **July 1, 2010** the rate for the Registrar-Recorder/County Clerk's staff to verify signatures :

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

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

These fees are **SUBJECT TO CHANGE** without notification. You may contact the **Fees and Studies Unit at (562) 462-2814** if you have any questions regarding cost.

CHAPTER 9

**ELECTION NIGHT SEMI-FINAL
OFFICIAL RESULTS AND CERTIFICATION**

ELECTION NIGHT SEMI-FINAL OFFICIAL RESULTS AND CERTIFICATION

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

All semi-final results will be released from the Registrar-Recorder/County Clerk's office at:

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

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

Vote By Mail ballot semi-final results will be available by approximately 8:15 p.m. on Election Night. Precinct semi-final results will be available as ballots are processed. Bulletins are updated and results released approximately **every 30 minutes** until the last **semi-final official results** are tallied on Election Night/early the following morning.

Copies of results by precinct will be available at the **RR/CC, Election Information Section Counter, 2nd Floor, Room 2013 after 10:00 a.m. on the Thursday following the election.**

CERTIFICATION OF OFFICIAL RESULTS — On **November 30, 2012** the Registrar-Recorder/County Clerk is tentatively scheduled to certify General Election results. On **December 4, 2012** the Board of Supervisors is tentatively scheduled to declare the election results official.

Certificates will be mailed to City Clerks unless other arrangements are made by the City Clerk. Please contact the Election Coordination Unit at (562) 462-3183 to make arrangements for the pick up, faxing and/or mailing of your certification.

2012

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

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26	27	28	29			

MARCH

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL

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29	30					

MAY

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27	28	29	30	31		

JUNE

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24	25	26	27	28	29	30

JULY

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST

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SEPTEMBER

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23	24	25	26	27	28	29
30						

OCTOBER

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21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER

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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
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					