

**SAN BERNARDINO COUNTY ELECTIONS OFFICE
FONTANA UNIFIED SCHOOL DISTRICT
SPECIAL RECALL ELECTION
JULY 16, 2013**



Candidate Filing Period: April 17, 2013 – May 2, 2013

CANDIDATE FILING GUIDE

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I. OVERVIEW OF FILING GUIDE

This Candidate Filing Guide is designed as a resource for candidates and potential candidates who may be filing for candidacy in the July 16, 2013 Fontana Unified School District Recall Election in San Bernardino County. The guide provides information to help ensure that your campaign is in compliance with election laws and regulations. Please review this information carefully.

The candidate filing period for the 2013 Fontana Unified School District Special Recall Election is from April 17, 2013 to May 2, 2013.

The *Elective Office Information* section of the Candidate Filing Guide contains the offices up for election in San Bernardino County for this election. Please note that the offices up for election listed in this guide are specific to this election only. Also included is information about incompatible offices and the Election Calendar.

The *Filing Process* section of the Candidate Filing Guide provides an overview of the candidate filing process and several forms that must be completed and submitted. This section details important information about how to choose an appropriate ballot name and title using the *Declaration of Candidacy* form and the *Ballot Designation Worksheet*.

Also provided is the *Candidate Statement* section with information for candidates who choose to address the voters directly in the *Voter Information Guide and Sample Ballot*.

As part of the candidate filing process, specific forms are required by the Fair Political Practices Commission, including the *Statement of Economic Interest Form 700*. The San Bernardino County Elections Office will provide FPPC forms.

The final sections of the Candidate Filing Guide will provide important information regarding campaign signs, laws and regulations, services provided by the San Bernardino County Elections Office and a resource list. Further information may be found on the San Bernardino County Elections Office website at www.sbcountyelections.com or by calling (909) 387-8300 during regular business hours, Monday-Friday 8 a.m. to 5 p.m. You may also visit the San Bernardino County Elections Office at 777 E. Rialto Avenue San Bernardino, 92415.

While this guide is intended to be as informative as possible, it is general information only and is not intended to be used as a substitute for legal counsel. Employees of the San Bernardino County Elections Office are not permitted to answer questions of a legal nature. Additional information on candidate filing can be obtained by contacting the San Bernardino County Elections Office.

II. ELECTIVE OFFICE INFORMATION

A. OFFICES UP FOR ELECTION

07/16/13	FONTANA UNIFIED SCHOOL DISTRICT RECALL ELECTION	# to be Elected
	<i>School District</i>	
	<i>Fontana Unified School District</i>	
	Governing Board Member to succeed Leticia Garcia if she is recalled	1
	Governing Board Member to succeed Sophia Green if she is recalled	1

B. SCHOOLS AND COLLEGE DISTRICTS ELIGIBILITY REQUIREMENTS

1. SCHOOL DISTRICT OFFICES

Any person, regardless of gender, who is 18 years of age or older, a citizen of the state, a resident of the school district, a registered voter, and who is not disqualified by the Constitution or laws of the state from holding civil office, is eligible to be elected or appointed a member of a governing board of a school district without further qualifications. Education Code §35107(a)

An employee of a school district may not be sworn into office as an elected or appointed member of that school district’s governing board unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. Education Code §35107(b)(1).

C. NOTICE TO CANDIDATES REGARDING INCOMPATIBLE OFFICES

The Political Reform Act does not prohibit any office holder from holding multiple public offices or seeking more than one elective office. For example, a deputy district attorney can hold the office of city council member, or a water board director may also be elected to a park and recreation district. There are, however, instances in which holding more than one office are considered incompatible.

There is no single statute that defines “incompatibility of offices.” The common law doctrine of incompatibility of offices, however, prevents an elected official from holding two offices simultaneously **if the offices have overlapping and conflicting public duties.**

The courts have defined this concept as follows: “One individual may not simultaneously hold two public offices where the functions of the offices concerned are inherently inconsistent, as where there are conflicting interests, or where the nature of the duties of the two offices is such as to render it improper due to considerations of public policy for one person to retain both.”

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

1. The offices of city councilperson and school district board member where the city and the school district have territory in common;
2. Fire chief of a county fire protection district and member of the board of supervisors of the same county;
3. High school district trustee and trustee of an elementary school district which is wholly within the geographic boundaries of the high school district;
4. Water district director and a city council member;
5. Water district director and a school district trustee having territory in common; and
6. Deputy sheriff and county supervisor.

If you have a question about whether two public offices which you hold or seek to hold would be considered incompatible, contact the California State Attorney General’s Office at (916) 445-9555 or visit their website, www.ag.ca.gov. For further information about conflict of interest or incompatibility of offices, contact the Fair Political Practices Commission at www.fppc.ca.gov, or phone toll free at (866) 275-3772.

D. ELECTION CALENDAR

<p>April 17 – May 2, 2013</p>	<p><u>Candidate Filing Period</u> Normal business hours at San Bernardino County Elections Office</p>
<p>May 2, 2013</p>	<p><u>Deadline for Candidates to Withdraw</u> No candidate shall withdraw after this date for offices which do not have an extension period.</p>
<p>May 3 – May 12, 2013</p>	<p><u>Public Examination Period</u> Candidate statements are available for public examination at the Elections Office. During this period, any citizen may seek a writ of mandate or an injunction requiring the material in the statements to be amended or deleted.</p>
<p>May 3, 2013</p>	<p><u>Random Alphabet Drawing</u> The Secretary of State Office will conduct a drawing of letters of the alphabet to determine the order in which candidates’ names will appear on the ballot.</p>
<p>May 20, 2013 – July 2, 2013</p>	<p><u>Write-in Candidate Filing Period</u> Write-in candidates may pick up filing documents at the San Bernardino County Elections Office.</p>
<p>June 17 – July 15, 2013</p>	<p><u>Early Voting Period</u> Early votes may be cast at the San Bernardino County Elections Office.</p>
<p>July 9, 2013</p>	<p><u>Voter Registration Deadline</u> Deadline to register to be eligible to vote in the July 16, 2013 Fontana USD Special Recall Election.</p>
<p>July 16, 2013</p>	<p><u>Election Day</u> Polling places will be open for poll voters and voters dropping off mail ballots from 7 a.m. to 8 p.m. Vote counting at the Elections Office is open for public and candidate viewing. At 8:15 p.m and every two hours on the hour thereafter, Unofficial Results will be released. Results may also be viewed at www.sbcountyelections.com</p>
<p>August 13, 2013</p>	<p><u>Official Canvass Deadline</u> Deadline for the San Bernardino County Elections Office to certify election results.</p>

III. FILING PROCESS

The candidate filing period for the Fontana Unified School District Special Recall Election is April 17, 2013 to May 2, 2013; however, any potential candidate may begin the process before these dates. The following section explains the forms to complete and the steps to take after determining which office to seek for election.

A. DECLARATION OF CANDIDACY FORM

The *Declaration of Candidacy* is a legal document that qualifies an individual to be placed on the ballot. The *Declaration of Candidacy* will be available at the start of the candidate filing period which begins on April 17, 2013, and must be filed by 5 p.m., May 2, 2013. The name and ballot designation on the *Declaration of Candidacy* must match the *Ballot Designation Worksheet*.

B. BALLOT DESIGNATION WORKSHEET

A candidate's *Ballot Designation* describes the current principal profession, vocation, occupation, or incumbency status of the candidate. A *Ballot Designation Worksheet*, as prescribed by the Secretary of State, is used to support the ballot designation.

[Elections Code §13107.3](#)

If the Elections Office determines that the chosen ballot designation violates one of the restrictions, a new designation may be submitted by the candidate within three days of notice, but not after the final date for filing nomination papers. [Elections Code §13107\(c\)](#)

The *Ballot Designation Worksheet* must be filed with the Elections Office at the same time as the *Declaration of Candidacy*. If a candidate fails to file a properly completed ballot designation worksheet, no designation will appear on the ballot.

[Elections Code §13107.3](#)

C. GUIDELINES FOR SELECTING A BALLOT DESIGNATION

Ballot designations are restricted to the following:

1. No more than three words, with the exception of the full elective office title.
2. Limited to space allotted on the ballot, approximately 55 characters including spaces and punctuation.
3. Must appear on the *Declaration of Candidacy* at the time it is filed.
4. Become public record once the information is filed on the *Declaration of Candidacy form*.
5. **Cannot be changed after the final date to file nomination documents.**

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

1. ELECTIVE OFFICE TITLE

Words describing an elective office title may be used **IF** the candidate holds the office at the time nomination documents are filed and the office was filled by a vote of the people. The elective office title may be included with another principal occupation.

Example A: Governing Board Member

Example B: Board Member, XYZ School District

Example C: County Supervisor/Teacher

2. INCUMBENT

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

3. APPOINTED OFFICIAL

The words **Appointed Incumbent** must be used **IF** the candidate was appointed to the office and is seeking election to that office as the incumbent. The word **Appointed** must be used if the candidate was appointed and is using the elective office title.

Example A: Appointed Incumbent

Example B: Appointed Board Member, XYZ School District

Example C: Board Member, XYZ School District, Appointed

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

4. PRINCIPAL OCCUPATION

No more than **three words** to describe the current principal profession(s), vocation(s), or occupation(s) of the candidate. **Or, if the candidate has no current principal profession, vocation, or occupation,** the principal profession(s), vocation(s), or occupation(s) of the candidate during the calendar year immediately preceding the filing of nomination documents. Geographical names are considered one word. The elective office title may be included with another principal occupation.

Example A: High School Teacher

Example B: Attorney/Educator/Rancher

Example C: CEO/Councilmember

5. COMMUNITY VOLUNTEER

A person who engages in an activity or performs a service for or on behalf of, without profiting monetarily, one or more of the following:

1. A charitable, educational, or religious organization as defined by the [United States Internal Revenue Code §501\(c\)\(3\)](#);
2. A governmental agency; or
3. An educational institution.

The activity or service must constitute substantial involvement of the candidate's time and effort such that the activity or service is the sole, primary, main or leading professional, vocational or occupational endeavor of the candidate. Community Volunteer must stand alone as a ballot designation. [California Administrative Code § 20714.5 \(a\)\(b\)](#)

6. NO OCCUPATION DESIRED

If no ballot designation is requested, write the word "NONE" and place your initials in the space provided for ballot designation on the *Declaration of Candidacy* form.

Pursuant to [California Elections Code §13107\(b\)](#), the election official shall not accept a ballot designation if:

1. It would mislead the voter.
2. It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
3. It abbreviates the word "retired" or places it following any word(s) that it modifies.
4. 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".
5. It includes the name of any political party, whether or not it has qualified for the ballot.
6. It includes a word or words referring to a racial, religious or ethnic group.
7. It refers to any activity that is prohibited by law.

D. REVIEW OF BALLOT DESIGNATION

Candidates may review their own ballot designation, as well as that of other candidates, at the Elections Office during working hours: Monday through Friday from May 3 through May 12. If the filing period is extended, the dates will be adjusted accordingly.

IV. CANDIDATE STATEMENT

The *Candidate Statement Form* indicates whether or not you wish to have a statement appear in the *Voter Information Guide and Sample Ballot*. The form is filed along with the *Declaration of Candidacy* form and includes a template and instructions for preparing and filing your candidate statement.

A candidate statement is not required, but permitted if the candidate desires to file and pay the appropriate fee. The fee is based on each candidate's share of the prorated cost of the *Voter Information Guide and Sample Ballot*. If a candidate statement is not filed, the candidate will be asked to sign a waiver on the *Candidate Statement Form*. Candidate statements are confidential until the filing period ends, when all statements become public information.

Your candidate statement may be withdrawn, but not changed, during the filing period and until 5 p.m. of the next working day after the close of the filing period.

A. PREPARING CANDIDATE STATEMENT CONTENT

1. STATEMENT FORMAT

The statement shall be prepared on a form provided by the Elections Office. A paper copy must be filed with the *Declaration of Candidacy form*.

The California Elections Code intends uniformity of appearance. Each statement must fit inside a half page square in the *Voter Information Guide and Sample Ballot* measuring 4.75" wide by 3.25" tall. All statements will be printed in type of uniform size and darkness, and with uniform spacing. Statements should be *TYPED* in upper and lower case, not all *CAPS*, single spaced, in block paragraph form (with no indentions).

Statements will be printed as submitted. Spelling, punctuation and grammatical errors ***will not*** be corrected by the Elections Office. **Candidates are therefore advised to carefully check their statements for such errors.** The Elections Office does have the authority to make formatting corrections or to strike any language that is not in compliance with the Elections Code.

2. ACCEPTABLE STYLE AND CONTENT

The statement may include the name, age, and occupation of the candidate and a description of no more than 200 words, of the candidate's education and qualifications as expressed by the candidate.

3. UNACCEPTABLE STYLE AND CONTENT

The statement is limited to a recitation of the candidate's own personal background and qualifications, and shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities.

The elections official shall not cause to be printed or circulated any statement that the elections official determines is not so limited or that includes any reference prohibited by this section. [Elections Code §13308](#)

Nothing in the candidate's statement shall be deemed to make any such statement or the authors thereof free or exempt from any civil or criminal action or penalty because of any false, slanderous or libelous statements offered for printing or contained in the voter's pamphlet. [Elections Code §13307\(d\)](#)

Any candidate in an election who knowingly makes a false statement of a material fact in a candidate statement prepared pursuant to [Elections Code 13307](#), with the intent to mislead the voters in connection with his or her campaign for nomination or election to a nonpartisan office, is punishable by a fine not to exceed one thousand dollars (\$1000).[Elections Code §18351](#)

The statement shall not include the party affiliation of the candidate nor membership or activity in partisan political organizations. [Elections Code §13307\(a\)\(1\)](#) and [Elections Code §13308](#).

4. ENDORSEMENTS

It is the policy of the San Bernardino County Elections Office that all endorsements listed in a candidate statement must be verified . The verification of the endorsement must be in the form of an email, fax, or letter from the endorser. The deadline for verification is Tuesday, May 7th, 2013.

Example A: "...I am endorsed by County Supervisor John Doe, Senator Jane Smith and the San Bernardino League of Women Voters."

In the above example, the Elections Office would require verification of the endorsement(s), an email, fax, or letter from Supervisor Doe, Senator Smith and the San Bernardino League of Women Voters, in order for the Elections Office to allow these endorsements to be printed.

Example B: "...I am endorsed by police and firefighters and nurses and teachers throughout San Bernardino County."

In the above example, the Elections Office would not require verification of the endorsement because the statement does not identify a specific group or person.

5. CORRECTIONS AND CHANGES

A cursory review of the candidate's statement will be done at the time of filing to ensure that the statement does not exceed the word count limit and is acceptable in both content and format. Corrections can be made at the time of filing. **Once the statement has been filed, it may not be changed by the candidate.**

6. PUBLIC EXAMINATION PERIOD

Elections Code §13313 allows for a 10-day public examination period of all candidate statements prior to submittal for printing in the *Voter Information Guide and Sample Ballot*. During this period, the Elections Official or any voter of the jurisdiction in which the election is being held, may seek a writ of mandate or an injunction requiring any or all of the material in the candidate statements to be amended or deleted.

B. CANDIDATE STATEMENT WORD COUNTING RULES

The following guidelines are for computing the word count for candidate statements. ***The title, occupation and age are not included in the word count***, only the statement text. The Elections Office will make final determination.

TEXT	WORD COUNT
Punctuation	Free
Dictionary words (“I”, “the”, “and”, “an”, etc. are counted as individual words)	One
Abbreviations/Acronyms (Examples: SBSU, PTS, U.S.M.C., S.B.P.D.)	One
Geographical name Examples: San Bernardino County of San Bernardino Victor Valley	One One Two
Numbers/Numerical Combinations/E-Mail Addresses: Digits (1, 10, or 100, etc.) Spelled out (one, ten, or one hundred) 50%, ½, etc. Telephone numbers Internet (www.sbcountyelections.com) Email address (jdoe@rov.sbcounty.gov)	One One for each word One One One One
Number or letter used to identify a portion of text Examples: (1), (a) will be counted as one word	One
Dates: All digits (01/01/00) Words and digits (January 1, 2000)	One Two
Characters used in place of word or number (& or #)	One
Hyphenated words that appear in any generally available dictionary, printed in the United States within the past 10 years, shall be considered as one word. Each part of all other hyphenated words shall be counted as separate words. Examples: mother-in-law one-half	One Two

If the text exceeds the word limit, the candidate must delete or change a sufficient number of words, or a sentence, to put the statement within the required word limit before the statement is filed.

C. EXAMPLE OF CANDIDATE STATEMENT FORMAT

CANDIDATE FOR EXAMPLE OFFICE

SAMPLE DISTRICT

NAME: PAT DOE

AGE: 66

OCCUPATION: Fortune Teller/Comedian

FORMAT/CONTENT: This is an example of an acceptable format to be used in a candidate's statement of qualifications. The guidelines for the content of the statement are on the preceding page.

PARAGRAPHS: The candidate statement is printed in standard block paragraph form, which means each paragraph will start on the left and the margins will be justified (as shown in this example). No indentations are allowed. If a list is to be printed (clubs, accomplishments, goals, etc.), it will appear as shown in the following paragraph (numbering is optional and will be counted towards word count if used).

I belong to the following organizations: PTA; Chamber of Commerce; Zoological Society; Bridge Club. If elected, I will: 1) lower taxes; 2) increase services; 3) cure the common cold; 4) be your servant.

- Bold and indented bullets are not allowed.
- Left-justified dots may be used as shown in this example.

The San Bernardino County Elections Office will make necessary modifications to make the statement conform to these guidelines as well as to fit in the space allotted.

D. PAYMENT AND FEES FOR CANDIDATE STATEMENT

The San Bernardino County Elections Office estimates the total cost of printing, handling, translating, and mailing the candidate’s statement, and includes costs incurred as a result of complying with the Voting Rights Act of 1965, as amended. This total is estimated and may increase or decrease.

Payment is required at the time the candidate’s statement is filed. Cash cannot be accepted in the amount of \$100 or more. By County ordinance, a fee of \$25 will be charged for any check that is returned by the bank. In cases where difficulty has been experienced, future payments will only be accepted by cashier’s check, money order, or cash if under \$100.

E. TABLE OF ESTIMATED COST FOR SPECIAL DISTRICTS

SCHOOL DISTRICT	Voters	Estimated Cost \$.03 per Voter
Fontana Unified School District	57,567	\$1,727

V. FAIR POLITICAL PRACTICES COMMISSION FILINGS

The Fair Political Practices Commission requires some candidates to file the following forms under specific circumstances

A. STATEMENT OF ECONOMIC INTEREST FORM 700

All candidates (including incumbents) for offices specified in Gov. Code Section § 87200 must file *Statement of Economic Interests Form 700* no later than the final filing date for their Declaration of Candidacy. Candidates seeking a position designated in a conflict of interest code must file no later than the final filing date for the declaration of candidacy or other nomination documents. Exception: A statement is not required if you filed any statement (other than a leaving office statement) for the same jurisdiction within 60 days before filing a declaration of candidacy or other nomination documents.

[Government Code. §87302.3](#)

B. ADDITIONAL FAIR POLITICAL PRACTICES COMMISSION FILING FORMS

The following list of Financial Disclosure and post Qualification Forms may be required. Please refer to the instructions for filing included with the form for requirements and filing locations. These forms can be submitted through the Elections Office.

- **Form 501 Candidate Statement of Intention and Campaign Contributions**
- **Form 410 Statement of Organization**
- **Form 460 Recipient Committee Campaign Statement**
- **Form 470 Officeholder and Candidate Campaign Statement-Short Form**
- **Form 470 Supplement**
- **Form 496 Late Independent Expenditure Report**
- **Form 497 Late Contribution Report**

VI. CAMPAIGN LAWS AND REGULATIONS

The codes below may be of interest to candidates; therefore, the San Bernardino County Elections Office has cited some useful codes for candidates to reference.

The statute number following the (§) symbol references the corresponding Election Code

A. CAMPAIGN LITERATURE

- § 18301 Printing of simulated sample ballots.
- § 18302 Distribution of precinct polling place information.
- § 18303 Mass mailing penal provisions.
- § 18304 Use of seal in campaign literature is misdemeanor.

B. POLITICAL MEETINGS

- § 18340 Threats, intimidations, or violence.

C. MISREPRESENTATION OF CANDIDATES

- § 18350 Misleading of voters; incumbency; public officer.
- § 18351 False statements in candidate statement; fine.

D. ELECTIONEERING

- § 18370 Electioneering within 100 feet of a polling place.
No person, on election day, or at any time that a voter may be casting a ballot, shall, within 100 feet of a polling place, a satellite location under Section 3018, or an elections official's office:
 - (a) Circulate an initiative, referendum, recall, or nomination petition or any other petition.
 - (b) Solicit a vote or speak to a voter on the subject of marking his or her ballot.
 - (c) Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.
 - (d) Do any electioneering as defined by Section 319.5.

As used in this section, "100 feet of a polling place, a satellite location under Section 3018, or an elections official's office" means a distance 100 feet from the room or rooms in which voters are signing the roster and casting ballots. Any person who violates any of the provisions of this section is guilty of a misdemeanor.

- § 18371 Electioneering during vote by mail period.

E. TRUTH IN ENDORSEMENT LAWS

- § 20001 Legislature's findings.
- § 20006 Restraining order or injunction.
- § 20007 Representation requirements.
- § 20008 Political advertisement requirements.
- § 20009 Simulated ballot requirements.

F. FAIR CAMPAIGN PRACTICES

- § 20400 Intent of legislature.
- § 20420 Definition of "Code".
- § 20440 Subscription to code; form.
- § 20441 Supply of forms.
- § 20442 Retention of forms; public inspection.
- § 20443 Public record.
- § 20444 Voluntary.

G. LIBEL AND SLANDER

- § 20500 Election campaigns; libel and slander.
- § 20501 Persons liable.
- § 20502 Libel or slander action brought by candidate.

(California Government Codes)

H. MAILINGS

- § 82041.5 Mass mailing.
- § 84305 Mass mailings; requirements.
- § 84305.5 Slate mailers; requirements.
- § 84310 Telephone calls supporting or opposing a candidate or ballot measure; expenditure of campaign funds.
- § 89001 Newsletter or mass mailing.

The statute number following the (§) symbol references the corresponding Election Code

VII. POLITICAL SIGN REGULATIONS

The following guidelines pertaining to the posting of temporary political signs in San Bernardino County areas are provided to be of assistance. For more detailed information, or updates, contact your local code enforcement office.

A. DEFINITION OF TEMPORARY POLITICAL SIGNS

1. The name or picture of an individual seeking election or appointment to a public office.
2. Relates to a forthcoming public election or referendum.
3. Advocates a person, group, or party's political views or policies.

B. PERMITTED USES OF TEMPORARY POLITICAL SIGNS

1. Such political signs shall be removed within thirty (30) days after the same election.
2. Such political signs shall have a maximum area of eight (8) square feet in residential land use districts and thirty-two (32) square feet in all other land use districts, unless such sign is an accessory (e.g. campaign headquarters) or primary sign permitted by this chapter.
3. Such political signs shall not be erected within any street intersection, clear, sight triangle or at any location where the sign may interfere with, obstruct the view of, or be confused with any authorized traffic sign.
4. Such political signs shall not be nailed or affixed to any tree, fence post or public utility pole and shall not be located in the public right-of way, parkway or on publicly-owned land.

C. SAN BERNARDINO COUNTY RIGHT OF WAYS

Political signs may NOT be placed on or within San Bernardino County flood control or road rights of way.

D. STATE POLITICAL SIGNS REGULATIONS

The California Department of Transportation has specific guidelines and responsibilities pertaining to political signs placed within their areas of jurisdiction. Each candidate receives an informational form letter and the Department of Transportation's "Statement of Responsibility Form". If a candidate requires additional information, they can contact the Department of Transportation office at 464 West 4th Street, San Bernardino, CA 92401. Telephone number is (866) 383-4631 or (909) 383-4631.

E. STATEMENT OF RESPONSIBILITY FOR TEMPORARY POLITICAL SIGNS

Section 5405.3 of the State Outdoor Advertising Act exempts the placing of temporary political signs from normal outdoor advertising display requirements. Temporary political signs must meet the following criteria:

- Encourages a particular vote in a scheduled election.
- Is placed no sooner than 90 days prior to the scheduled election and is removed within 10 days after that election.
- Is no larger than 32 square feet.
- Has had a Statement of Responsibility filed with the Department of Transportation certifying a person who will be responsible for removing the sign.

Completed forms must be submitted to:

Division of Traffic Operations
Outdoor Advertising Program
P.O. Box 942874, MS-36
Sacramento, CA 94274-0001

F. COUNTY CODE ENFORCEMENT OFFICE

Candidates should contact the following office for specific political sign restrictions in the unincorporated areas of the county:

County Government Center
385 N. Arrowhead Ave.
San Bernardino, CA 92415
Tel: (909) 387-8311
Fax: (909) 387-3223
Provides services for:

- Building and Safety
 - Code Enforcement
 - Fire Hazard Abatement
 - Planning
- M-F: 8 a.m. – 5 p.m.

G. CITY POLITICAL SIGNS REGULATIONS

The placement of signs within city limits is regulated by each city respectively. Listed below is contact information for each city code enforcement office within San Bernardino County. Please contact them directly if you have any questions.

Fontana (909) 854-8020	Rialto (909) 820-2636	Rancho Cucamonga (909) 477-2712
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VIII. SAN BERNARDINO COUNTY ELECTIONS OFFICE SERVICES

The San Bernardino County Elections office will provide information and support for candidates. The following highlights are services that are offered:

Per confidentiality laws of 1995, voter information is confidential; however, there are specific permissible exceptions to the law. The California Administrative Code, Title 2, Division 7, Chapter 1, Article 1, Sections 19003, 19004, & 19005 specifies permissible uses for any data obtained from voter registration files. Permissible usage includes direct election campaigning, surveys in conjunction with an election campaign, and distribution of information of a political nature. Data obtained from voter registration or election files may not be sold, leased, loaned, reproduced, or possession thereof relinquished without receiving written authorization to do so from the Secretary of State or the Elections Office. Prohibited usage includes commercial purposes and solicitations of contributions or services for any purpose other than on behalf of a candidate or political party, or in support of or opposition to a ballot measure.

A. PUBLIC VIEWING TERMINALS

The voter registration database may be viewed from a public terminal in the lobby area of the San Bernardino County Elections Office. The public viewing terminal is available during normal business hours, Monday through Friday, 8 a.m. to 5 p.m. The public terminal screen does not reveal confidential voter registration information. Confidential information includes such items as: residential street address, telephone number, precinct number, occupation, driver's license number and the last four digits of a social security number.

B. CONFIDENTIAL VIEWING TERMINALS

Viewing of the confidential voter registration database is only available at the San Bernardino County Elections Office. To view the confidential voter registration database, you will be required to provide identification and complete an Application for Voter Information. The confidential viewing terminal is available during normal business hours, Monday through Friday, 8 a.m. to 5 p.m.

C. PURCHASING VOTER INFORMATION

Voter information and maps are available for purchase at the San Bernardino County Elections Office. You must present a valid picture ID the first time you place an order. If you do not want to come into our office, please contact the San Bernardino County Elections Office at (909) 387-8300 for instructions. When purchasing voter information, you will be asked to complete an "Application for Voter Information" and explain why you need this information. You must pay for your order in advance. Our office will call you when your order is ready for pickup. Orders are processed in the order they are received. Generally, there is a turnaround of three business days.

D. ADDITIONAL SERVICES OFFERED

1. Voter file
 - a. Multi-purpose voter text file (CD)

The information included in this file: Voters last, first and middle name. Complete residential address, mailing address (if provided), Party affiliation, registration date, phone number and email address (if provided), permanent voter status (Y or N), voting history (Note: the default is the last 20 elections)
 - b. Mailing labels (in print or on CD)
 - c. Walking index (in print or on CD)
 - d. Voter list (in print or on CD)
2. Polling place list (on our website)
3. Precinct to district file (on our website and updated every Monday)
4. District summary (on our website and updated every Monday)
5. Statement of votes cast (on our website)
6. Various precinct maps
7. Labels are printed in precinct order, by voter name and mailing address or, if no mailing address, then by residence address.
8. Walking Index list of voters alphabetically by street name and then house number. It also contains the voter's party affiliation and phone number (if given). This report contains no voter history.
9. Voter List of voter alphabetically by last name. Report contains residence address, mailing address (if requested), party affiliation, and phone number (if given). Report can include history for five elections.

IX. RESOURCE CONTACT LIST

Provided below is a quick reference of telephone numbers and Internet addresses to assist you with questions you may have during your campaign.

San Bernardino County Election Office	www.sbcountyelections.com 909-387-8300 or 800-881-8683 909-387-2022 (fax)
Fair Political Practices Commission	www.fppc.ca.gov
Technical Assistance Division	866-275-3772
Enforcement Division	916-322-5660
Secretary of State	www.sos.ca.gov
Election Division	916-657-2166
Information & Election Fraud Hot-Line	800-345-8683
Political Reform Division	916-653-6224
California Legislative Information	www.leginfo.ca.gov



San Bernardino County
777 East Rialto Avenue
San Bernardino, CA 92415
(909) 387-8300 Office (909) 387-2022 Fax
www.sbcountyelections.com

The information contained in this guide is for general purposes only and does not have the force and effect of law, regulation, or rule. In case of conflict, the law, regulation, or rule will apply. The candidate should obtain the most up-to-date information available because of possible changes in law.