

**SAN BERNARDINO COUNTY ELECTIONS OFFICE  
2013 CONSOLIDATED  
MAIL BALLOT ELECTION  
AUGUST 27, 2013**



Candidate Filing Period: May 6 – May 31, 2013

**SPECIAL DISTRICTS  
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 August 27, 2013 Consolidated Mail Ballot 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 Consolidated Mail Ballot Election is from May 6, 2013 to May 31, 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 in this guide are specific to this election only. Also included is information about incompatible offices, eligibility requirements, 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*.

The *Candidate Statement* section contains information for candidates who choose to address the voters directly in the *Voter Information Guide and Sample Ballot*, including the Elections Office policy on endorsements, candidate statement word count and format, payment, fees and estimated costs.

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

The final sections of the Candidate Filing Guide contain 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](http://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

08/27/13	2013 CONSOLIDATED MAIL BALLOT ELECTION	# to be Elected
	<i>Special District</i>	
	<i>Arrowbear Park County Water District</i>	
	Director	2
	<i>Baker Community Services District</i>	
	Director	3
	<i>Barstow Heights Community Services District</i>	
	Director	2
	Director, Short Term	1
	<i>Chino Valley Independent Fire District</i>	
	Director	2
	Director, Short Term	1
	<i>Crest Forest Fire Protection District</i>	
	Director	3
	<i>Crestline-Lake Arrowhead Water Agency</i>	
	Director	
	Division 2	1
	Division 4	1
	<i>Crestline Village Water District</i>	
	Director	3
	<i>Daggett Community Services District</i>	
	Director	2
	Director, Short Term	1
	<i>East Valley Water District</i>	
	Director	3
	<i>Juniper-Riviera County Water District</i>	
	Director	2
	<i>Lake Arrowhead Community Services District</i>	
	Director	3
	<i>Mariana Ranchos County Water District</i>	
	Director	3
	<i>Morongo Valley Community Services District</i>	
	Director	3
	<i>Newberry Community Services District</i>	
	Director	3
	<i>Rim Of The World Recreation And Park District</i>	
	Director	3

	<i>Special District - continued</i>	
	<i>San Bernardino Valley Water Conservation District</i>	
	Division 2	1
	Division 4	1
	Division 5	1
	<i>Twentynine Palms Water District</i>	
	Director	3

## **B. SPECIAL DISTRICTS ELIGIBILITY REQUIREMENTS**

### **1. AIRPORT DISTRICTS**

At the time nomination documents are issued, a candidate must be a registered voter residing within the district or division. Public Utilities Code § 22401

### **2. COMMUNITY SERVICES DISTRICTS**

At the time nomination documents are issued, a candidate must be a registered voter of the district or division. A member of the board of directors shall not be the general manager, the district treasurer, or any other compensated employee of the district, except volunteer firefighter. Government Code §61040(b)(e)

### **3. CRESTLINE SANITATION DISTRICT**

At the time nomination documents are issued, a candidate must be a registered voter residing within the district or division. Government Code §24001

### **4. FIRE PROTECTION DISTRICT**

At the time nomination documents are issued, a candidate must be a registered voter residing within the district. Health and Safety Code §13841

### **5. HEALTH CARE DISTRICT**

At the time nomination documents are issued, a candidate must be a registered voter residing within the district or division. Health and Safety Code §32100

### **6. RECREATION AND PARK DISTRICT**

At the time nomination documents are issued, a candidate must be a registered voter residing within the district or division. Public Resource Code §5784

### **7. WATER DISTRICT – COUNTY**

At the time nomination documents are issued, a candidate must be a registered voter residing within the district or division. Water Code §30500, §30735

### **8. WATER DISTRICT – MUNICIPAL**

At the time nomination documents are issued, a candidate must be a registered voter residing within the division. Water Code §71501



**9. WATER AGENCY**

Directors shall be a registered voter within the district and if board elected by division, a registered voter within the division.

Crestline-Lake Arrowhead Water Agency

Water Code App. §104-2

Bighorn Desert View Water Agency

Water Code App. §112-5 & G.C. §24001

Mojave Water Agency

Water Code App. §97-4

San Geronio Pass Water Agency

Water Code App. §101-3

**10. WATER CONSERVATION DISTRICTS**

At the time nomination documents are issued, a candidate must be a qualified elector of the division and a registered voter. Water Code §74200

### 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](http://www.ag.ca.gov). For further information about conflict of interest or incompatibility of offices, contact, the Fair Political Practices Commission’s website at [www.fppc.ca.gov](http://www.fppc.ca.gov), or phone toll free at (866) 275-3772.

**D. ELECTION CALENDAR**

<p><b>April 19, 2013</b></p>	<p><b><u>Notice to Registrar to Conduct Election</u></b> Deadline for district secretaries to return forms.</p>
<p><b>April 29, 2013</b></p>	<p><b><u>District Secretary Training</u></b> 10 a.m. to 11:30 a.m. Seminar on how to issue candidate filing documents. <b><u>San Bernardino County Elections Office.</u></b> Candidate Filing Seminar for Candidates 1 p.m. to 2 p.m. Seminar informing candidates on how to run for office. San Bernardino County Elections Office.</p>
<p><b>April 30, 2013</b></p>	<p><b><u>District Secretary Training</u></b> 10 a.m. to 11:30 a.m. Seminar on how to issue candidate filing documents. High Desert Government Center in Hesperia. <b><u>Candidate Filing Seminar for Candidates</u></b> 1 p.m. to 2 p.m. Seminar informing candidates on how to run for office. High Desert Government Center in Hesperia.</p>
<p><b>May 6 – May 31, 2013</b></p>	<p><b><u>Candidate Filing Period</u></b> Normal business hours at San Bernardino County Elections Office. Individual districts may issue candidate filing documents. Contact the district. <b><u>High Desert Candidate Filing</u></b> 10 a.m. to 2 p.m. on Wednesday, May 29. High Desert Government Center in Hesperia.</p>
<p><b>May 31, 2013</b></p>	<p><b><u>Deadline for Candidates to Withdraw</u></b> No candidate shall withdraw after this date for offices which do not have an extension period.</p>
<p><b>June 1 – June 5, 2013</b></p>	<p><b><u>Candidate Filing Extension Period</u></b> If an incumbent fails to file nomination documents by May 31 for his or her office, there will be a 5-calendar-day extension during which any candidate, other than the incumbent, may file.</p>
<p><b>June 1 – June 10, 2013</b></p>	<p><b><u>Public Examination Period</u></b> 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><b>June 6, 2013</b></p>	<p><b><u>Random Alphabet Drawing</u></b> The Secretary of State will conduct a drawing of letters of the alphabet to determine the order in which candidates' names will appear on the ballot.</p>
<p><b>July 1 – August 13, 2013</b></p>	<p><b><u>Write-in Candidate Filing Period</u></b> Write-in candidates may pick up filing documents at the San Bernardino County Elections Office.</p>
<p><b>July 18, 2013</b></p>	<p><b><u>FPPC 1st Semi-annual and Pre-election Statement Due</u></b> Deadline to submit first semi-annual and pre-election campaign disclosure statement covering the period of January 1, 2013 – July 13, 2013.</p>

<b>August 15, 2013</b>	<b><u>FPPC 2nd Pre-election Statement Due</u></b> Deadline to submit second pre-election campaign disclosure statement covering the period of July 14, 2013 – August 10, 2013.
<b>July 29 – August 26, 2013</b>	<b><u>Early Voting Period</u></b> Early votes may be cast at the San Bernardino County Elections Office and other locations during regular business hours. For a list of locations, visit <a href="http://www.sbcountyelections.com">www.sbcountyelections.com</a> .
<b>August 12, 2013</b>	<b><u>Voter Registration Deadline</u></b> Deadline to register to be eligible to vote in the August 27, 2013 General District Mail Ballot Election.
<b>August 27, 2013</b>	<b><u>Election Day</u></b> 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 <a href="http://www.sbcountyelections.com">www.sbcountyelections.com</a> .
<b>September 24, 2013</b>	<b><u>Official Canvass Deadline</u></b> Deadline for the San Bernardino County Elections Office to certify election results.

### III. FILING PROCESS

The candidate filing period for the 2013 Consolidated Mail Ballot Election is May 6, 2013 to May 31, 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. BALLOT DESIGNATION WORKSHEET

The *Ballot Designation Worksheet* 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 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](#)

#### B. 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 May 6, 2013, and must be filed by 5 p.m., May 31, 2013. The name and ballot designation on the *Declaration of Candidacy* must match the *Ballot Designation Worksheet*.

#### 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 June 1 through June 10, or 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*. It is filed along with the *Declaration of Candidacy* form and includes a template and instructions for preparing and filing your statement.

A candidate statement is not required, but permitted if the candidate desires to file and pay the appropriate fee, which is based on the 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 they 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, education, qualifications, and statements related to the platform upon which they will run, 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 any named individual or specific organization listed as an endorsement in a candidate statement (see Example A) must be verified as endorsing the candidate prior to printing in the *Voter Information Guide and Sample Ballot*. Verification of the endorsement must be in the form of a copy of a letter of endorsement, or in a direct communication from the endorser to the Elections Office in the form of an email or faxed correspondence.

All endorsements or verification of endorsements from an individual or organization of a candidate should be submitted no later than five days after the end of the filing period.

**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 an email, fax or copy of the letter of endorsement from Supervisor Doe, Senator Smith and the San Bernardino League of Women Voters 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.

## V. CANDIDATE STATEMENT GUIDELINES

### A. CANDIDATE STATEMENT CHECKLIST

In order to ensure that your statement will be printed as intended, please complete the following checklist:

Is your statement prepared on the form provided by the Elections Office?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your statement contain 200 words or less?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your statement free of indentions or extra spaces?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
With the exception of acronyms, is your statement free of words spelled in all CAPITAL letters?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your statement free of <b>bold</b> letters or characters?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your statement free of <u>underlined</u> or <i>italicized</i> words?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your statement free of references, direct or implied, to any other candidate or office holder?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your statement free of any references, direct or implied, to any other candidate's or office holder's qualifications, character, or activities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you are a candidate for a non-partisan office, is your statement free of any reference to your political party affiliation or partisan political activity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your statement free of any false information, or information that may be deemed as slanderous or libelous?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your statement limited to your own personal background, education, qualifications, and statements related to the platform upon which you will run?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If your statement contains endorsements, do you have documentation to present from the named individual(s) or specific organization(s) endorsing you?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**If you answered “No” to any of the questions above, your statement is likely to be modified by the Elections Office to conform to the Candidate Statement guidelines.**

## 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**

<b>SPECIAL DISTRICT</b>	<b>#/type of terms</b>	<b>Voters</b>	<b>Estimated Cost \$.035 per Voter</b>
Arrowbear Park County Water District	2 full term	404	\$250
Baker Community Services District	3 full term	100	\$250
Barstow Heights Community Services District	2 full term	1,101	\$250
Chino Valley Independent Fire District	2 full term	74,775	\$2,617
Crest Forest Fire Protection District	3 full term	7,505	\$263
Crestline-Lake Arrowhead Water Agency (Vote By Division)	Division 2 – 1 full term	2,467	\$250
	Division 4 – 1 full term	2,237	\$250
Crestline Village Water District	3 full term	4,068	\$250
Daggett Community Services District	2 full term 1 short term	197	\$250
East Valley Water District	3 full term	41,775	\$1,462
Juniper-Riviera County Water District	2 full term	273	\$250
Lake Arrowhead Community Services District	3 full term	7,251	\$254
Mariana Ranchos County Water District	3 full term	846	\$250
Morongo Valley Community Services District	3 full term	1,839	\$250
Newberry Community Services District	3 full term	971	\$250
Rim of the World Recreation And Park District	3 full term	15,772	\$552
San Bernardino Valley Water Conservation District (Vote By Division)	Division 2 – 1 full term	11,986	\$420
	Division 4 – 1 full term	9,754	\$341
	Division 5 – 1 full term	16,625	\$582
Twentynine Palms Water District	3 full term	5,818	\$250

## **VI. FAIR POLITICAL PRACTICES COMMISSION (FPPC) 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 FPPC 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**

## VII. 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*



## **VIII. 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 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.

Adelanto (760) 246-2300 x3104	Grand Terrace (909) 430-2229	Redlands (909) 335-4737
Apple Valley (760) 240-7560	Hesperia (760) 947-1343	Rialto (909) 820-2636
Barstow (760) 255-5161	Highland (909) 864-6861 x201	San Bernardino (909) 384-5205
Big Bear Lake (909) 866-5831	Loma Linda (909) 799-2800	Twentynine Palms (760) 367-6799
Chino (909) 591-9809	Montclair (909) 625-9477	Upland (909) 931-4260
Chino Hills (909) 364-2757	Needles (760) 326-5700 x326	Victorville (760) 955-5104
Colton (909) 370-5114	Ontario (909) 395-2007	Yucaipa (909) 797-2489 x245
Fontana (909) 854-8020	Rancho Cucamonga (909) 477-2712	Yucca Valley (760) 369-6575

## **IX. 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.

## X. 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.

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





San Bernardino County  
777 East Rialto Avenue  
San Bernardino, CA 92415  
(909) 387-8300 Office (909) 387-2022 Fax  
[www.sbcountyelections.com](http://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.*