

**2013 CONSOLIDATED GENERAL ELECTION**  
**November 5, 2013**  
**Candidate Filing Guide**



**SCHOOLS AND SPECIAL DISTRICTS**



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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 November 5, 2013 Consolidated General 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 General Election is from July 15, 2013 to August 9, 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 Ballot Designation and Declaration of Candidacy 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*. This section also includes the Elections Office policy on estimated costs, content, word count, format, and endorsements for the candidate statement.

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.

The San Bernardino County Elections Office can assist candidates in filing their candidacy with forms that candidates may obtain in person from our office or from our website.

# I. OVERVIEW OF FILING GUIDE

## A. OFFICES UP FOR ELECTION

2013 GENERAL ELECTION	# To Be Elected	Term
<b><i>School Districts</i></b>		
<b><i>Baker Valley Unified School District</i></b>		
Governing Board Member	3	Full Term
<b><i>Chaffey Community College District</i></b>		
Governing Board Member	2	Full Term
<b><i>San Bernardino City Unified School District</i></b>		
Governing Board Member	3	Full Term
<b><i>School Districts</i></b>		
<b><i>Apple Valley Foothill County Water District</i></b>		
Director	3	Full Term
Director	1	Short Term
<b><i>Apple Valley Heights County Water District</i></b>		
Director	3	Full Term
<b><i>Bighorn-Desert View Water Agency</i></b>		
Director	3	Full Term
<b><i>Crestline Sanitation District</i></b>		
Director	2	Full Term
<b><i>Helendale Community Services District</i></b>		
Director	3	Full Term
<b><i>Phelan-Piñon Hills Community Services District</i></b>		
Director	3	Full Term
<b><i>Running Springs Water District</i></b>		
Director	3	Full Term
<b><i>Thunderbird County Water District</i></b>		
Director	2	Full Term
Director	1	Short Term
<b><i>West Valley Water District (shared with Riverside)</i></b>		
Director	2	Full Term
<b><i>Yucca Valley Airport District</i></b>		
Director	3	Full Term

# **I. OVERVIEW OF FILING GUIDE**

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

### **1. SCHOOL DISTRICTS**

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)

### **2. COLLEGE DISTRICTS**

Any person, regardless of gender, who is 18 years of age or older, a citizen of the state, a resident of the community college district, a registered voter, and who is eligible to be elected or appointed a member of a governing board of a community college district without further qualifications. Education Code §72103(a)

An employee of a community college district may not be sworn into office as an elected or appointed member of that community college 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 §72103(b)(1)

### **3. SCHOOL AND COLLEGE DISTRICTS**

A candidate must be a registered voter in the district (and trustee area, if any) at the time that the declaration of candidacy is filed.

A person may not file for more than one school or college district office at the same election. Election Code §10603(c)

### **4. AIRPORT DISTRICT**

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

### **5. COMMUNITY SERVICES DISTRICT**

At the time candidate filing 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)

### **6. 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

# **I. OVERVIEW OF FILING GUIDE**

## **7. 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

## **8. 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

## **9. 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

## **10. 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

## **11. WATER DISTRICT – MUNICIPAL**

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

## **12. 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  
Bighorn Desert View Water Agency  
Mojave Water Agency  
San Gorgonio Pass Water Agency

Water Code App. §104-2  
Water Code App. §112-5 & G.C. §24001  
Water Code App. §97-4  
Water Code App. §101-3

## **13. WATER CONSERVATION DISTRICT**

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

# I. OVERVIEW OF FILING GUIDE

## 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. However, there are 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.

# I. OVERVIEW OF FILING GUIDE

## D. ELECTION CALENDAR

<p><b>July 15 – August 9, 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.</p> <p><b><u>High Desert Candidate Filing</u></b> 10 a.m. to 2 p.m. on Wednesday, August 7. High Desert Government Center in Hesperia.</p>
<p><b>August 9, 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>August 10 – August 14, 2013</b></p>	<p><b><u>Candidate Filing Extension Period</u></b> If an incumbent fails to file candidate filing documents by August 9, 2013 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>August 10 – August 19, 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>August 15, 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 will appear on the ballot.</p>
<p><b>September 9 – October 22, 2013</b></p>	<p><b><u>Write-in Candidate Filing Period</u></b> Write-in candidates may pick up candidate filing documents at the San Bernardino County Elections Office.</p>
<p><b>September 26, 2013</b></p>	<p><b><u>FPPC 1<sup>st</sup> 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 July 1, 2013 – September 21, 2013.</p>
<p><b>October 7 – November 4, 2013</b></p>	<p><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>.</p>
<p><b>October 21, 2013</b></p>	<p><b><u>Voter Registration Deadline</u></b> Deadline to register to be eligible to vote in the 2013 Consolidated Mail Ballot Election.</p>
<p><b>October 24, 2013</b></p>	<p><b><u>FPPC 2<sup>nd</sup> Pre-election Statement Due</u></b> Second pre-election campaign disclosure statement covering the period of September 22, 2013 – October 19, 2013 is due.</p>
<p><b>November 5, 2013</b></p>	<p><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>.</p>
<p><b>December 3, 2013</b></p>	<p><b><u>Official Canvass Deadline</u></b> Deadline for the San Bernardino County Elections Office to certify election results.</p>

## II. BALLOT DESIGNATION AND DECLARATION OF CANDIDACY

The candidate filing period for the 2013 Consolidated General Election is July 15 2013 to August 9, 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 (required)

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 Form*. If a candidate fails to file a properly completed ballot designation worksheet, no designation will appear on the ballot.

[Elections Code §13107.3](#)

### B. GUIDELINES FOR SELECTING A BALLOT DESIGNATION

Ballot designations are restricted to the following:

- No more than three words.
- Limited to space allotted on the ballot, approximately 55 characters including spaces and punctuation.
- Must appear on the declaration of candidacy form at the time it is filed.
- Become public record once the information is filed on the *Declaration of Candidacy Form*.
- **Cannot be changed after the final date to file candidate filing documents.**

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

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

## II. BALLOT DESIGNATION AND DECLARATION OF CANDIDACY

**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:

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

[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:

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

## **II. BALLOT DESIGNATION AND DECLARATION OF CANDIDACY**

### **C. 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 August 10 through August 19, or if the filing period is extended, the dates will be adjusted accordingly.

### **D. DECLARATION OF CANDIDACY FORM (required)**

The *Declaration of Candidacy Form* is a legal document that qualifies an individual to be placed on the ballot. The *Declaration of Candidacy Form* will be available at the start of the candidate filing period which begins on July 15, 2013, and must be filed by 5 p.m., August 9, 2013. The name and ballot designation on the *Declaration of Candidacy Form* must match the *Ballot Designation Worksheet*.

### III. CANDIDATE STATEMENT

A Candidate Statement provides candidates an opportunity to speak to voters regarding their background, education, qualifications, and platform.

Candidate Statements are printed in the *Voter Information Guide*. This guide is mailed to all registered voters approximately one month prior to the election. Candidates may elect to have a statement printed in the guide. Candidates who choose to do so are required to pay the estimated costs of including their Candidate Statement in the *Voter Information Guide* at the time of filing. The actual costs of inclusion will be determined after the election and participating candidates will either receive a refund or be responsible for paying additional costs at that time. A list of estimated costs for candidate statements, by district, is listed in the section on “Estimated Costs for Candidate Statements” found on page 11.

All candidates, regardless of whether or not they choose to publish a Candidate Statement, are required to complete and file a *Candidate Statement Form*. On this form, candidates will indicate whether or not they elect to file a candidate statement and will submit the printed text of the statement if they choose to file one. A *Candidate Statement Form* may be filled out prior to filing by accessing it online at [www.sbcountyelections.com](http://www.sbcountyelections.com). Alternatively, the form can be filled out at the Elections Office at the time of filing.

The form and content of each candidate statement is regulated by California Elections Code and by Elections Office policy. The “Candidate Statement Composition” section, found on page 12, is provided to candidates as a resource for constructing a candidate statement.

Prior to publication, candidate statements are available for public examination for ten days. The ten day public examination period begins immediately following the filing deadline. During the public examination period, the Elections Office, or any voter of the jurisdiction, may seek a writ of mandate or an injunction requiring that any or all material in the candidate statement be amended or deleted. [Elections Code §13313\(b\)](#)

In addition to seeing a writ of mandate, or an injunction, the Elections Office may strike any language not in compliance with California Election Code or Elections Office policy. For more information regarding California Election Code, or Elections Office policy, refer to the “Candidate Statement Composition - Contents” section found on page 13.

### III. CANDIDATE STATEMENT

#### A. ESTIMATED COSTS FOR CANDIDATE STATEMENTS

Candidates who elect to have a statement printed in the *Voter Information Guide* are required to pay the estimated costs of including their Candidate Statement in the *Voter Information Guide* at the time of filing. The actual costs of inclusion will be determined after the election and participating candidates will either receive a refund or be responsible for paying additional costs at that time.

Estimated costs for candidate statements are calculated, by district, at \$.03 per registered voter. A minimum cost of \$250 is required for all districts in which the total number registered voter is below 8,333. Listed below are the estimated costs for candidate statements, by district, for this election.

Payments are accepted in the form of cash, personal check, cashier's check, and money order. Per County ordinance, a fee of \$25.00 will be charged for any check that is returned by the bank.

<b>SCHOOL DISTRICT</b>	<b>Voters</b>	<b>Estimated Cost \$.03 per Voter</b>
Baker Valley Unified School District	137	\$250
Chaffey Community College District	352,156	\$10,565
San Bernardino City Unified School District	92,391	\$2,772
<b>SPECIAL DISTRICT</b>	<b>Voters</b>	<b>Estimated Cost \$.03 per Voter</b>
Apple Valley Foothill Water District	281	\$250
Apple Valley Heights County Water District	408	\$250
Bighorn-Desert View Water Agency	1,464	\$250
Crestline Sanitation District	5,769	\$250
Helendale Community Services District	3,094	\$250
Phelan-Piñon Hills Community Services District	10,601	\$318
Running Springs Water District	2,496	\$250
Thunderbird County Water District	393	\$250
West Valley Water District (Shared with Riverside County)	30,848	\$925
Yucca Valley Airport District	43	\$250

### III. CANDIDATE STATEMENT

#### B. CANDIDATE STATEMENT COMPOSITION

To compose a candidate statement, candidates should be aware of two factors: form and content. The form of a candidate statement refers to the word count, type size, spacing, and formatting. The content of a candidate statement refers to the descriptions, or expression of, the candidate's background, education, qualifications, endorsements, and platform.

##### 1. Form

California Elections Code §13307 dictates that candidate statements shall be a brief description of no more than two-hundred words, and shall be printed in type of uniform size and darkness, and with uniform spacing.

The Elections Office interprets this to mean that candidate statements shall be typed in upper and lower case letters when appropriate and not all capital letters. Additionally, candidate statements shall be free from non-standard or atypical spacing, and shall not contain any *italicized* or **bolded** letters.

It is the policy of the Elections Office that, in order for a candidate statement to be printed in the *Voter Information Guide*, candidate statements must fit inside a half page square that measures 4.75" wide by 3.25" tall. Candidate statements that appear in the *Voter Information Guide* will be printed in size 8 Arial font.

In computing the word count of a candidate statement, it is important for candidates to keep in mind that only the text of the statement is included in the calculation of the word count. The title of the candidate statement, which includes the candidate's name, age, and occupation, does not affect the word count for a statement. Examples for counting words within a candidate statement are provided below.

CATEGORY	EXAMPLE	WORD COUNT
Acronyms	SBSU, PTA, U.S.M.C., S.B.P.D.	One
Date	01/01/2010	One
Date	January 1, 2000	One
Email	jdoe@rov.sbcounty.gov	One
Geographical name- (Specific City, County, or State)	San Bernardino, or County of San Bernardino	One
Geographical area- (Not a Specific City, County, or State)	Victor Valley, or Inland Empire	Two
Hyphenated words (Published in U.S dictionary within the past 10 years)	mother-in-law	One
Hyphenated words (Not published in U.S dictionary within the past 10 years)	Taxpayer-advocate	Two
Internet address	www.sbcountyelections.com	One
Numbers	1, 10, or 100	One
Numerical Computations	50%, ½, etc.	One
Telephone numbers	(909) 387-8300	One
Symbols	& or #	One

### III. CANDIDATE STATEMENT

#### 2. Content

- **California Elections Code**

California Elections Code §13307 dictates that candidate statements shall be a brief description that expresses the candidate's education and qualifications, and shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations. 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.

California Elections Code §13308 requires that statements shall be limited to a recitation of the candidate's own personal background and qualifications. California Elections Code §13308 prohibits that statements 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 Office Policy**

It is the policy of the San Bernardino County Elections Office that a candidate's background may include details regarding the candidate's platform. A candidate's platform describes what they stand for and what they intend to do if they are elected.

It is the policy of the San Bernardino County Elections Office that if a candidate statement is determined to not be in compliance with the Elections Code, the Elections Office may strike any language not in compliance, may not print or circulate the statement, or may seek a writ of mandate, or an injunction, requiring that the candidate statement be amended or deleted.

It is the policy of the Elections Office that the candidate is fully responsible for ensuring that all the spelling, punctuation, and grammar in a Candidate Statement is correct and free of errors. The Elections Office is not responsible for proof reading for spelling, punctuation, and grammatical errors. Only a cursory review of the candidate's statement will be done at the time of filing to ensure that the statement is acceptable.

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 below) 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 Example A, 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 Example B, the Elections Office would not require verification of the endorsement because the statement does not identify a specific individual or organization.

### III. CANDIDATE STATEMENT

#### C. CANDIDATE STATEMENT EXAMPLES

These examples are provided to demonstrate the difference between an acceptable and unacceptable candidate statement.

##### Example of Acceptable Candidate Statement

**NAME: THOMAS GARRISON** **AGE: 50**  
**OCCUPATION: Businessman/Parent**

I believe all residents deserve a high quality of water, and excellent service at an affordable cost.

As your next elected member of the Board of Directors of the High Plains Water District, my legal education will enable me to advocate effectively on your behalf. My years of experience of having served on several boards has prepared me for working well with other board members – by supporting good policy and ensuring all important issues are discussed when tough decisions need to be made.

My family has lived in this community for over thirty years and we've been blessed to be able to give back to our community through many years of community volunteerism – my wife volunteers at our local senior center and boy's and girl's club, and our daughters have been known to sing and dance at or participate at various local community events.

Qualifications – Community Volunteer

- Board of Directors – Neighborhood Housing Services: 1985 – 2000.
- Commissioner – Community Action Commission: 2005 – Present
- Board of Directors – Douglasville Hospital: 2004-2006
- President – Occupational Health Committee 2010 – Present

Thank you for your support!

Vote for Thomas Garrison!

##### Example of Unacceptable Candidate Statement

**NAME: THOMAS GARRISON** **AGE: 50**  
**OCCUPATION: Businessman/Parent**

I believe all residents deserve a high quality of water, and excellent service at an affordable cost. The current director, Tom Smith, hasn't been doing his job and is cheating the taxpayers.

As your next elected member of the Board of Directors of the High Plains Water District, *my legal education* will enable me to advocate effectively on your behalf. My years of experience of having served on several boards has prepared me for working well with other board members – by supporting good policy and ensuring all important issues are discussed when **tough decisions** need to be made.

My family has lived in this community for over **Thirty Years** and we've been blessed to be able to give back to our community through many years of **COMMUNITY VOLUNTEERISM**. My wife volunteers at our local senior center and boy's and girl's club, and our daughters have been known to sing and dance at or participate at various local community events.

Qualifications – Community Volunteer

- Board of Directors – Neighborhood Housing Services: 1985 – 2000.
- Commissioner – Community Action Commission: 2005 – Present
- Board of Directors – Douglasville Hospital: 2004-2006
- President – Occupational Health Committee 2010 – Present

Thank you for your support!

\* \* \* \* \* **Vote for Thomas Garrison!** \* \* \* \* \*

The highlighted portions are examples of what is not allowed in the candidate statement, including making reference to another candidate and improper formatting, such as using italics, bolding, improper capitalization, non-uniform spacing, and using various sized fonts.

### III. CANDIDATE STATEMENT

#### D. CANDIDATE STATEMENT CHECKLIST

This checklist is provided to assist candidates with identifying errors that may prevent a statement from being printed as intended in the *Voter Information Guide*.

1) Is your statement prepared on the form provided by the Elections Office?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2) Does your statement contain 200 words or less?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3) Is your statement free of extra spaces?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4) With the exception of acronyms, is your statement free of words spelled in all CAPITAL letters?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5) Is your statement free of <b>bold</b> letters or characters?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6) Is your statement free of <i>italicized</i> words?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7) Is your statement free of references, direct or implied, to any other candidate or office holder?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8) 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"/>
9) Is your statement free of any reference to your political party affiliation or partisan political activity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10) 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"/>
11) 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"/>
12) 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 may contain content that is prohibited by California Elections Code, or Elections Office policy.

## IV. 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

## **V. 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:

- Circulate an initiative, referendum, recall, or nomination petition or any other petition.
- Solicit a vote or speak to a voter on the subject of marking his or her ballot.
- 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.
- 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.

## **V. CAMPAIGN LAWS AND REGULATIONS**

### **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.*

## **VI. 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 30 days after the same election.
2. Such political signs shall have a maximum area of eight square feet in residential land use districts and 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.

## **VI. POLITICAL SIGN REGULATIONS**

### **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:

1. Encourages a particular vote in a scheduled election.
2. Is placed no sooner than 90 days prior to the scheduled election and is removed within 10 days after that election.
3. Is no larger than 32 square feet.
4. 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.

## VI.POLITICAL SIGN REGULATIONS

### 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

## **VII. 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.

## **VII. SAN BERNARDINO COUNTY ELECTIONS OFFICE SERVICES**

### **D. ADDITIONAL SERVICES OFFERED**

1. Voter file
  - 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 e-mail address (if provided), permanent voter status (Y or N), voting history (Note: the default is the last 20 elections)
  - Mailing labels (in print or on CD)
  - Walking index (in print or on CD)
  - 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 in alphabetical order 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 in alphabetical order 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.

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





San Bernardino County  
777 East Rialto Avenue  
San Bernardino, CA 92415-0770  
(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.*