

Wrightwood Community Services District Special Formation Election

March 7, 2017

Candidate Filing Guide



Elections Office of the Registrar of Voters

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I. INTRODUCTION

This Candidate Filing Guide has been prepared to assist candidates filing for office in the March 7, 2017 Wrightwood Community Services District Special Formation Election. The guide includes valuable information for candidates to use throughout their candidacy and topics such as key dates and timelines, qualifications for office, the candidate filing process, campaign finance laws, campaign rules, and Elections Office services.

While this guide is intended to be as informative as possible, it contains 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.

A. Overview of Filing Guide

There are six major sections in this guide:

The **Introduction** section contains this overview and an Election Calendar of key dates and timelines.

The **Elective Office Information** section of this guide contains information about the office up for election in San Bernardino County. This section also includes information about eligibility requirements and incompatible offices.

The **Candidate Filing Process** section contains information regarding the forms required to file for office, how to select a ballot designation, and how to submit a candidate statement.

The **Fair Political Practices Commission Filings** section briefly explains the required forms that may need to be filed as part of the candidate filing process. The Fair Political Practices Commission (FPPC) is an independent regulatory agency that enforces campaign finance laws. The San Bernardino County Elections Office is a filing agent for FPPC, and is responsible for working with the candidates who are required to submit campaign disclosure statements.

The **Campaign Laws and Regulations** section contains important information regarding campaign signs and literature, electioneering, mass mailings, and other important laws and regulations that may be of interest to candidates.

The **Elections Office Services** section lists services provided by the San Bernardino County Elections Office that may be helpful to candidates to run their campaigns.

B. Election Calendar

Below are the key dates and timelines for the March 7, 2017 Wrightwood Community Services District Special Formation Election.

Key Dates and Timelines	Important Information
January 31	<u>FPPC Semi-Annual Due</u> - Deadline to submit semi-annual campaign disclosure statement covering the period of July 1 - December 31, 2016.
November 14 – December 9	<u>Candidate Filing Period</u> - Normal business hours at San Bernardino County Elections Office.
December 9	<u>Deadline for Candidates to Withdraw</u> – No candidate shall withdraw after this date.
December 10 – December 19	<u>Public Examination Period</u> - Candidate statements are available for public examination at the Elections Office. During this period, any citizen may seek a writ of mandate or an injunction requiring the material in the statements to be amended or deleted.
December 15	<u>Random Alphabet Drawing</u> - 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.
January 9 – February 21	<u>Write-in Candidate Filing Period</u> - Write-in candidates may pick up candidate filing documents at the San Bernardino County Elections Office.
January 26	<u>FPPC 1st Pre-Election Statement Due</u> - Deadline to submit first pre-election campaign disclosure statement covering the period of January 1 – January 21, 2017.
February 6 – March 7	<u>Early Voting Period</u> - Early votes may be cast at the Elections Office during regular business hours.
February 21	<u>Voter Registration Deadline</u> - Deadline to register to be eligible to vote in the March 7, 2017 Wrightwood Community Services District Special Formation Election.
February 23	<u>FPPC 2nd Pre-Election Statement Due</u> – Deadline to submit the second pre-election campaign disclosure statement covering the period of January 22 – February 18,

Key Dates and Timelines	Important Information
March 7	<u>Election Day</u> - Polling places will be open from 7 a.m. to 8 p.m. Vote counting at the Elections Office is open for public and candidate viewing. At 8:05 p.m. and every two hours on the hour thereafter, Unofficial Results will be released. Results may also be viewed at www.sbcountyelections.com .
March 8 – April 6	<u>Official Canvass Deadline</u> - Deadline for the San Bernardino County Elections Office to certify election results.

II. ELECTIVE OFFICE INFORMATION

The Elective Office Information section of this guide contains information regarding the office up for election in San Bernardino County for this election. Also included is information about incompatible offices, eligibility requirements, key dates and important deadlines.

A. Office Up for Election for the 2017 Wrightwood Community Services District Special Formation Election

Office	Number to be Elected	Term (years)
Wrightwood Community Services District, Member, Governing Board	5	TBD*

*TBD – The terms of office for the Members of the Governing Board will be determined following the procedures prescribed by Cal. Elec. Code §10505(a) and 10505(c).

B. Qualifications

The Qualifications section of this guide contains the eligibility requirement that candidates must meet for the office up for election.

Community Services Districts: At the time nomination documents are issued, a candidate must be (Cal. Gov. Code §61040(b)(e))

- A registered voter residing within the district or division, and
- Shall not be the general manager, the district treasurer, or any other compensated employee of the district, except for volunteer firefighters

In addition to the above qualifications, California Election Law prescribes that no person may be elected to any state or local office if that person has been convicted of a felony involving accepting, giving, or offering to give any bribe, the embezzlement of public money, extortion, or theft of public money, perjury, or conspiracy to commit any of those crimes.

C. Notice to Candidates Regarding Incompatible Offices

The Political Reform Act does not prohibit any officeholder from holding multiple public offices or seeking more than one elective office, but there are instances in which holding more than one office is considered incompatible.

There is no single statute that defines incompatibility of offices. However, the common law doctrine of incompatibility of offices prevents an elected official from holding two offices simultaneously if the offices have overlapping and conflicting public duties. Additionally, the courts have defined overlapping and conflicting public duties by establishing that “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. Below are six examples of incompatible offices:

- City Council Member and School District Board Member, where the city and the school district have territory in common
- County Fire Protection District Fire Chief and Member of the Board of Supervisors, where both officers represent the same county
- High School District Trustee and Elementary School District Trustee, where the elementary district geographic boundaries are wholly contained within the geographic boundaries of the high school district
- Water District Director and City Council Member, where the city and water district have territory in common
- Water District Director and School District Trustee, where both districts have territory in common

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

III. CANDIDATE FILING PROCESS

In order to become a candidate for office, candidates must file various documents and fees with the Elections Office of the Registrar of Voters. For the March 7, 2017 Wrightwood Community Services District Special Formation Election, candidates may request candidate filing documents beginning November 14, 2016, and must return the completed candidate filing documents by 5 p.m. on December 9, 2016.

To officially declare themselves a candidate for office, all candidates must file a *Declaration of Candidacy* (see section A). If a candidate wants a ballot designation, a *Ballot Designation Worksheet* (see section B) must also be filed.

Candidates may elect to have a statement of qualifications, also known as a candidate statement, printed in the *Voter Information Guide* which is mailed to voters approximately one month prior

to each election. If a candidate wants a statement of qualifications printed in the guide, they must indicate this request on the *Candidate Statement Form* (see section C).

A. Declaration of Candidacy

The *Declaration of Candidacy* is a required form that all candidates must file in order to officially become a candidate. On the *Declaration of Candidacy*, candidates declare which office they are running for, how their name shall appear on the ballot, and whether or not they request a ballot designation. If a candidate requests a ballot designation, they must complete a *Ballot Designation Worksheet* (see section B for more information).

The *Declaration of Candidacy* will be available at the start of the candidate filing period, which begins on November 14, 2016, and must be filed by 5 p.m., December 9, 2016. Once filed with the Elections Office, the *Declaration of Candidacy* becomes a public record and is available for viewing by the public upon request.

B. Ballot Designation

A ballot designation appears under the candidate's name on the ballot and describes that candidate's principal profession, vocation, or occupation. Candidates may elect to have a ballot designation appear under their name on the ballot. Those candidates who choose to do so must request a ballot designation on the *Declaration of Candidacy*, and they must also complete the *Ballot Designation Worksheet*.

The *Ballot Designation Worksheet* is a form that candidates use to request a ballot designation and to justify the reason for requesting that designation. There are specific rules regarding selecting a ballot designation, and these rules are outlined in both the Cal. Admin. Code §20710-20719 and the Cal. Elec. Code §13107. The rules regarding selecting a ballot designation are complex, and may be challenging to navigate for some candidates. To assist candidates in this process, the Elections Office has created a *Ballot Designation Worksheet Guide*, and staff will use this guide to assist candidates as they attempt to select the proper ballot designation when filing.

The *Ballot Designation Worksheet* will be available at the start of the candidate filing period, which begins on November 14, 2016, and must be filed along with the *Declaration of Candidacy* by 5 p.m. on December 9, 2016.

C. 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.

All candidates 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 on the Elections Office website at

www.sbcountyelections.com. Alternatively, the form can be filled out at the Elections Office at the time of filing.

Candidates who elect to file a candidate statement are required to pay the estimated costs of printing their candidate statement in the *Voter Information Guide* at the time of filing. The actual costs of printing 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 based on historical printing costs for each office. Payments are accepted in the form of cash, personal check, cashier's check, money order, or credit card. Listed below is the estimated cost for a candidate statement in this election:

Office	Estimated Cost
Wrightwood Community Services District, Member, Board of Directors	\$815.00

The form and content of each candidate statement is regulated by California Elections Code and by Elections Office policy. The "Candidate Statement Composition" section is provided to candidates as a resource for constructing a candidate statement. The "Candidate Statement Examples" section is provided to candidates to demonstrate the proper form and content of candidate statements. Examples are provided of both acceptable and unacceptable candidate statements. Candidates should use the "Candidate Statement Checklist" section of this guide to assist with identifying common formatting and content errors.

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 within the district may seek a writ of mandate or an injunction requiring that any or all material in the candidate statement be amended or deleted. Cal. Elec. Code §13313(b).

In addition to seeking a writ of mandate or an injunction, the Elections Office may strike any language not in compliance with California Elections Code or Elections Office policy. For more information regarding California Elections Code or Elections Office policy, refer to the "Candidate Statement Composition - Content" section, or call the Elections Office at (909) 387-8300.

1. 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.

- **Form**

Cal. Elec. Code §13307 dictates that candidate statements shall be a brief description of no more than two-hundred words, or two-hundred and fifty words for state offices, 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, and must be printed in size 8 Arial font. If a candidate does not place an age and/or occupation on the *Candidate Statement Form*, or request use of the approved ballot designation (on *Ballot Designation Worksheet*), it will appear blank when printed.

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, or January 1, 2000	One
Email	jdoe@rov.sbcounty.gov	One
Proper Noun or Geographical name- (Specific City, County, or State)	John Doe, County of San Bernardino, or Inland Empire	One
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

- **Content**

California Elections Code:

Cal. Elec. 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.

Cal. Elec. Code §13308 requires that statements shall be limited to a recitation of the candidate's own personal background and qualifications. Statements shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities. The election official shall not cause to be printed or circulated any statement that the election 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 be fully responsible for ensuring that all spelling, punctuation, and grammar in a candidate statement are correct. The Elections Office is not responsible for proofreading, spelling, punctuation, and grammatical errors. A comprehensive review of the candidate's statement will be done at the time of filing to establish 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*. 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 facsimile 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, facsimile 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, firefighters, 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.

2. Candidate Statement Examples

The following examples are provided to demonstrate the difference between an acceptable and unacceptable candidate statement:

Example of an Acceptable Candidate Statement

NAME: THOMAS GARRISON	AGE: 50
OCCUPATION: Businessman/Parent	
<p>I believe all residents deserve a high quality of water, and excellent service at an affordable cost.</p> <p>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.</p> <p>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.</p> <p>Qualifications – Community Volunteer</p> <ul style="list-style-type: none"> • 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 <p>Thank you for your support!</p> <p>Vote for Thomas Garrison! Thank you for your support!</p>	

Example of an Unacceptable Candidate Statement

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.

NAME: THOMAS GARRISON	AGE: 50
OCCUPATION: Businessman/Parent	
<p>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.</p> <p>As your next elected member of the Board of Directors of the High Plains Water District, <i>my legal education</i> 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.</p> <p>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.</p> <p>Qualifications – Community Volunteer</p> <ul style="list-style-type: none"> • 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 <p>Thank you for your support!</p> <p>* * * * * Vote for Thomas Garrison! * * * * *</p>	

3. Candidate Statement Checklist

The following 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 (250 words or less for state candidates, or 400 or less for City of Ontario candidates)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Is your statement uniform in spacing?	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 bold letters or characters?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Is your statement free of italicized words?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Is your statement free of references, direct or implied, to any other candidate or officeholder?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Is your statement free of any references, direct or implied, to any other candidate or officeholder'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 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 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 (FPPC) is an independent regulatory agency that enforces campaign finance laws. The San Bernardino County Elections Office is one of many filing agents for the FPPC, and is responsible for working with candidates who are required to submit financial disclosure statements. However, it is the responsibility of the candidates and committees to be aware of filing deadlines and to file the required forms in a timely manner.

Generally, candidates running for federal, state, and judicial offices should file their required financial disclosure statements with the office of the Secretary of State. Candidates running for county and special district offices should file their required financial disclosure statements with the Elections Office. Candidates running for municipal offices should file their required financial disclosure statements with the clerk for that municipality.

A. Statement of Economic Interests Form 700

All candidates (including incumbents) for offices specified in Cal. Gov. Code §87200 must file a *Statement of Economic Interests Form 700* no later than the final filing date for their Declaration of Candidacy. Exception: A statement is not required if a candidate filed a statement for the

same jurisdiction within 60 days before filing a *Declaration of Candidacy*. Cal. Gov. Code §87302.3.

B. Additional Fair Political Practices Commission Filing Forms

The following list of financial disclosure forms may be required for candidates running for office. Please refer to the instructions for filing, which is included with the form for requirements and filing locations. For more information about campaign finance regulations you can access the FPPC website at: www.fppc.ca.gov, call the FPPC at (866) 275-3772 *2 or call the Secretary of State's Political Reform Division at (916) 653-6224.

- Form 410 - Statement of Organization: Candidates that plan to spend or receive campaign contributions of \$2,000 or more must file this form.
- Form 460 - Recipient Committee Campaign Statement: Candidates who file a Form 410 are required to file Form 460.
- Form 470 - Officeholder and Candidate Campaign Statement-Short Form: Candidates that do not plan to spend or receive campaign contributions of \$2,000 or more must file this form.
- Form 470 - Supplement: If a candidate subsequently spends or receives campaign contributions of \$2,000 or more, after filing an initial Form 470, a Supplement Form 470 must be filed. This form must be filed within forty-eight hours of reaching the \$2,000 limit.
- Form 501 - Candidate Statement of Intention and Campaign Contributions: Candidates must file this form prior to accepting any campaign contributions or making any campaign expenditures. Candidates for State Senate and State Assembly offices must file Form 501 and accept the voluntary campaign expenditure limits if they wish to purchase space for a candidate statement in the San Bernardino County Voter Information Guide.

V. CAMPAIGN LAWS AND REGULATIONS

There are several laws and regulations relating to the conduct of candidate and campaign organizations. Therefore, the San Bernardino County Elections Office has cited some useful codes for candidates to reference. The following information is intended to be used as reference only. Refer to the appropriate statutes, including Election and Government Codes for more information.

A. 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, contact your local code enforcement office.

1. Definition of Temporary Political Signs

Temporary political signs are typically identified by one of the following:

- The name or a picture of an individual seeking election or appointment to a public office.
- Related to an upcoming public election or referendum.
- Advocates a person, group, or party's political views or policies.

2. Permitted Uses of Temporary Political Signs

Temporary political signs are subject to specific regulations. Listed below are some rules that candidates should be aware of. Temporary political signs shall:

- Be removed within 30 days after the same election.
- Have a maximum area of 8 square feet in residential land use districts and 32 square feet in all other land use districts, unless the sign is an accessory (e.g. campaign headquarters) or a permissible primary sign.
- Not be erected within any street intersection, sight triangle or at any location where the sign may interfere with, obstruct the view of, or be confused with any authorized traffic sign.
- 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.

3. 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.

4. State Political Sign Regulations

The Elections Office provides each candidate with the Department of Transportation's *Statement of Responsibility Form*. If a candidate requires additional information about state regulations, candidates are advised to contact the Department of Transportation office at 464 West 4th Street, San Bernardino, CA 92401, or by phone at (909) 383-4631.

5. Statement of Responsibility for Temporary Political Signs

The State Outdoor Advertising Act §5405.3 exempts the placing of temporary political signs from normal outdoor advertising display requirements. However, temporary political signs must meet specific criteria. Temporary political signs must:

- Encourage a particular vote in a scheduled election.
- Not be placed sooner than 90 days prior to the scheduled election.
- Be removed within 10 days after that election.
- Not be larger than 32 square feet.

Candidates that place temporary political signs are required to file a *Statement of Responsibility* with the Department of Transportation, certifying the person who will be responsible for removing the sign. The Elections Office provides each candidate with the Department of Transportation's *Statement of Responsibility Form*. Candidates must submit completed forms to the Division of Traffic Operations at the address located on the form.

6. County Code Enforcement Office

For specific political sign restrictions in unincorporated areas of the county, candidates should contact the following offices:

- Building and Safety

- Code Enforcement
- Fire Hazard Abatement
- Planning

To reach one of the offices above, contact the Land Use Services Department at the County Government Center, 385 N. Arrowhead Ave., San Bernardino, during regular business hours by phone at (909) 387-8311, or by fax at (909) 387-3223.

7. City Political Sign Regulations

The placement of signs within city limits is regulated by each city respectively. Candidates are advised to contact each city code enforcement office directly for additional information.

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

B. Campaign Literature

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

§ 18301 – Printing of simulated sample ballots – It is a misdemeanor to print or duplicate a ballot or sample ballot that uses an official seal or insignia.

§ 18302 – Distribution of precinct polling place information – It is illegal to mail literature to any voter that intentionally misrepresents that voter’s official polling place.

§ 18303 – Mass mailing penal provisions – There are regulations for sending mass mailings and there are legal consequences to not complying with these rules.

§ 18304 – Use of seal in campaign literature is misdemeanor – It is illegal to use the seal of the county or local government agency in any campaign literature or mass mailing.

C. Political Meetings

§ 18340 – Threats, intimidations or violence – Every person who, by threats, intimidations, or unlawful violence, willfully hinders or prevents electors from assembling in public meetings for the consideration of public questions is guilty of a misdemeanor.

D. Misrepresentation of Candidates

§ 18350 – Misleading voters – It is illegal for every person who attempts to mislead voters in connection with a campaign by pretending that he or she is the incumbent of a public office or has been acting in the capacity of a public office, when neither is the case.

§ 18351 – False statements in candidate statement – Any candidate may be fined up to \$1,000 for knowingly making a false statement in a candidate's statement with the intent to mislead voters.

E. 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 within 100 feet of a polling place, a satellite location under Section 3018, or an election official's office shall:

- Circulate an initiative, referendum, recall, 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 election 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 – Electioneering is not allowed while in the home or presence of a vote by mail voter while that voter is voting.

F. Truth in Endorsement Laws

§ 20001 – Legislature's findings – The voting public is entitled to protection by law from deception in political campaigns in the same manner and for the same reasons that it is entitled to protection from deception by advertisers of commercial products.

§ 20006 – Restraining order or injunction – The superior court, in any case brought before it by any registered voter, may issue a temporary or permanent restraining order or injunction against the publication, printing, circulation, posting, broadcasting, or telecasting of any matter in violation relating to election campaigns.

§ 20007 – Representation requirements – No candidate or committee shall use the name of a qualified political party with which the candidate is not affiliated that might mislead voters into believing that the candidate has the support of that party's county central committee or state central committee, when that is not the case.

§ 20008 – Political advertisement requirements – Any paid political advertisement shall contain the words “Paid Political Advertisement”. As used in this section, “paid political advertisement” shall mean and shall be limited to, published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office.

G. Fair Campaign Practices

§ 20400 – Intent of legislature – Encouragement to subscribe to the Code of Fair Campaign Practices, which follows the basic principles of decency, honesty, and fair play.

§ 20420 – Definition of “Code” – Information on what the Code of Fair Campaign Practices means.

H. Libel and Slander

§ 20500 – Election campaigns – This section is about libel and slander in campaign advertising or communication.

§ 20501 – Persons liable – Candidates or proponents for a measure are liable for any slander, or libel committed by their committee.

I. Mailings

The statute number following the (§) symbol references the corresponding California Government Codes.

§ 82041.5 – Mass mailing – “Mass mailing” means over two hundred substantially similar pieces of mail, but does not include a form letter or other mail which is sent in response to an unsolicited request, letter or other inquiry.

§ 84305 – Mass mailings requirements:

- No candidate or committee shall send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass.
- If the sender of the mass mailing is a single candidate or committee, the name, street address, and city of the candidate or committee need only be shown on the outside of each piece of mail.
- If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included.

§ 84305.5 – Slate mailers requirements – This section outlines legal requirements that must be met to send out a slate mailer including, but not limited to: identification and contact information for the organization or committee sending the mailer, formatting of the mail piece, a legal notice to voters, and identification and designation requirements for candidates.

§ 84310 – Telephone calls supporting or opposing a candidate or ballot measure – This section outlines the restrictions on and requirements for candidates, committees, or slate mailer

organizations that pay for telephone calls that advocate support of or opposition to a candidate, ballot measure, or both.

VI. ELECTIONS OFFICE SERVICES

The Elections Office offers a wide range of products and services for candidates and the general public. These services include providing public access terminals, and selling voter and precinct information, including certifications, reports, and maps. The following section provides details regarding how to take advantage of the products and services offered by the Elections Office.

A. Candidate Forum

Approximately 30 days prior to each election, the Elections Office hosts a Candidate Forum for candidates. The purpose of this forum is to educate candidates on the critical information about the election. The forum also covers the Elections Office products and services provided to candidates and campaigns as they prepare for Election Day. Invitations to this forum are sent via email to candidates and campaign representatives. If candidates or campaign representatives are interested in attending this forum, contact the Elections Office by phone at (909) 387-8300 or via email at communications@sbcountyelections.com.

B. Public Viewing Terminals

The voter registration database may be viewed from a public terminal located 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 viewing terminals may or may not display confidential voter registration information. Applicants who wish to see confidential information, must complete the “*Application for Voter Registration Information*” providing an explanation as to the purpose for requesting this information. Confidential information includes such items as: residential street address, telephone numbers, and precinct number.

C. Voter and Precinct Information

Voter information and maps are available for purchase at the San Bernardino County Elections Office. If candidates are unable to visit in person, the San Bernardino County Elections Office is available by phone at (909) 387-8300. When purchasing voter information, an *Application for Voter Information* (Appendix D) must be completed and an explanation must be provided as to the purpose for requesting this information. Payment must be made for all orders in advance. A valid picture ID is required. The Elections Office will inform the requestor when the order is ready for pickup. Orders are processed in the order they are received. Generally, there is a turnaround time of approximately three business days.

The Elections Office provides a multitude of options for purchasing voter and precinct information including reports, maps, and voter files. The list below provides an overview of services offered by the Election Office:

- Reports:
 - Statement of votes cast – Information provided includes the number of votes cast in each precinct for each candidate for a specific election

- Multi-purpose voter text file - Information provided includes voter name, residential address, mailing address, party affiliation, registration date, phone number, e-mail address, voting history, and if the voter votes by mail.
- Walking list - Information provided includes voter name, residential address, party affiliation, phone number, and if the voter votes by mail.
 - List of voters printed out in the order needed to canvass a precinct.
 - List may be provided in various sort orders based including alphabetical order, by street name, and by house number.
- Recurring vote by mail file - Information provided includes voter name, residential address, mailing address, party affiliation, registration date, phone number, e-mail address, voting history, and if the voter votes by mail. List provides election specific information on mail ballot status at the following points in time:
 - when the ballot was requested by the voter,
 - when the ballot was mailed to the voter,
 - if the mail ballot has returned to the Elections Office, and
 - if the mail ballot was accepted or challenged.
- Maps may be purchased in hard copy or electronically (pdf):
 - Precinct map - Information provided includes street level detail with precinct labels.
 - District map - Information provided includes street level detail with precinct and street labels.
 - Custom Map - Information provided is specific to the customer's request.
- Mailing labels - Information provided includes assigned precinct, voter name, mailing address, and residence address. Labels may be printed via various sort orders based on the information provided.
- Additional Services - Certification of voter registration, equipment rental, voter registration searches, verification letter of voter registration search

To learn more about the services listed above or other Elections Office services, please contact the office by phone at (909) 387-8300, or by email at: communications@sbcountyelections.com.

D. Restrictions on the use of Voter Information

Pursuant to Cal. Elec. Code § 2194, voter information is confidential but permissible to use for election, political, scholarly, journalistic or governmental purposes only. Voter information shall not be used for any personal, private or commercial purposes; shall not be sold, leased or loaned to any other person without written authorization from the Elections Office; and shall not be sent or made available in any way to persons outside of the United States, including, but not limited to, access over the internet. Any person who knowingly discloses, uses, or permits the use of all or any part of this information for any purpose other than as permitted by law is guilty of a misdemeanor, or potentially a felony, and may be subject to fines, imprisonment, or both.

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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.