June 7, 2022 Statewide Direct **Primary Election**

June 7, 2022

Candidate Filing Guide

SAN BERNARDINO COUNTY | Registrar of Voters

Contents

I. INTRODUCTION 5

A. Overview of Filing Guide 5

B. How Primaries are Conducted in California 6

C. Important Dates and Timelines 7

II. ELECTIVE OFFICE INFORMATION 9

A. Offices Up For Election 9

B. Salaries and Qualifications 11

C. Notice to Candidates about Filing for Multiple Offices in a Primary Election 11

D. Notice to Candidates Regarding Incompatible Offices 11

E. Notice to Candidates Who Are an Employee of a Local Agency 12

III. MY CANDIDACY GATEWAY 13

IV. CANDIDATE FILING PROCESS 13

A. Filing Fees 14

B. Signature In Lieu of Filing Fee Petition 14

C. Nomination Petition 15

D. Declaration of Candidacy 15

E. Ballot Designation 15

1. Selecting / Submitting a Ballot Designation 16
2. Ballot Designation Rules and Regulations 16

F. Candidate Statement 17

V. FAIR POLITICAL PRACTICES COMMISSION FILINGS 19

A. Statement of Economic Interest Form 700 19

B. Additional Fair Political Practices Commission Filing Forms 19

VI. CAMPAIGN LAWS AND REGULATIONS 20

A. Political Sign Regulations 20

B. Campaign Literature 22

C. Political Meetings 23

D. Misrepresentation of Candidates 23

E. Electioneering 23

F. Truth in Endorsement Laws 24

G. Fair Campaign Practices 25

H. Libel and Slander 26

I. Mailings 26

VII. REGISTRAR OF VOTERS SERVICES 28

A. Public Viewing Terminals *28*
B. Voter and Precinct Information *28*
C. Restrictions on the use of voter information *31*

VIII. APPENDICES 32

Appendix A. Qualifications *32*
Appendix B. Filing Fees *35*
Appendix C. Signature in Lieu of Filing Fee *35*
Appendix D. Nomination Petition *36*
Appendix E. Principal Professions, Vocations, or Occupations *37*
Appendix F. Elective and Appointed Office Titles *38*
Appendix G. Candidates for Judicial Offices *39*
Appendix H. Using the word "Retired" *39*
Appendix I. Using the words "Community Volunteer" *40*
Appendix J. Acceptable Ballot Designations *40*
Appendix K. Unacceptable Ballot Designations *41*
Appendix L. Supporting Documentation Justifying Proposed Ballot Designations *42*
Appendix M. Ballot Designation Size and Format *42*
Appendix N. Candidate Statement Composition *43*
Appendix O. Policy on Endorsements *45*
Appendix P. Candidate Statement Examples *45*
Appendix Q. Candidate Statement Checklist *47*
Appendix R. Estimated Cost for Candidate Statements *47*

I. INTRODUCTION

This Candidate Filing Guide has been prepared to assist candidates filing for offices in the June 7, 2022 Statewide Direct Primary Election. The guide includes valuable information for candidates to use throughout their candidacy. 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 Registrar of Voters cannot provide legal advice to candidates.

A. Overview of Filing Guide

There are seven major sections in this guide:

The **Introduction** section contains this overview, information about important dates and timelines for this election, and frequently asked questions about primary elections in California.

The **Elective Office Information** section of this guide contains information about the offices up for election in San Bernardino County, information about annual salaries and qualifications, and notices to candidates that may be helpful.

The **Candidate Filing Process** section contains information regarding the forms and applicable fees 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 Registrar of Voters is a filing agent for the 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 **Registrar of Voters Services** section lists services provided by the San Bernardino County Registrar of Voters that may be helpful to candidates to run their campaigns.

The **Appendix** section of this guide includes several reference materials.

B. How Primaries are Conducted in California

There are three types of offices that will appear on the ballot in primary elections: party-nominated, voter-nominated and nonpartisan. The table below explains the different types of offices that will appear on a primary election ballot and who advances to a general election.

Frequently Asked Questions about a Statewide Primary Election Ballot	
What are party-nominated, voter-nominated and nonpartisan offices?	• **Party-nominated offices** – Includes President and Central Committee offices • **Voter-nominated offices** – Includes Congressional and State offices • **Nonpartisan offices** – Includes State, County, Judicial, School District, Special District and City offices.
Will a candidate's party preference be on the ballot?	• **Party-nominated offices** – No, the candidate's party preference <u>will not</u> be listed under the candidate's name on the ballot. In order to run for a party office, each candidate must be a registered voter of that party. Therefore, the candidate's party preference is not listed under their name. • **Voter-nominated offices** – Yes, the candidate's party preference <u>will</u> be listed under the candidate's name on the ballot. • **Nonpartisan offices** – No, the candidate's party preference <u>will not</u> be listed under the candidate's name on the ballot.

Who advances to a general election?	• **Party-nominated offices**
	  ○ The top vote-getter from each party in the presidential race will proceed to the general election.
	  ○ The top vote-getters in Party Central Committee races will be elected to office.
	• **Voter-nominated offices** – The top two vote-getters will proceed to the general election.
	• **Nonpartisan offices** – For State, County, Judicial and City of San Bernardino seats, the top two vote-getters will proceed to the general election. However, if a candidate receives more than 50% of the vote, that candidate is elected to office.

For more information about primary elections in California, visit:
https://www.sos.ca.gov/elections/primary-elections-california/

C. Important Dates and Timelines

Below are the important dates and timelines for the June 7, 2022 Statewide Direct Primary Election.

Important Dates and Timelines	Important information
January 3 – February 9, 2022	**Signature In Lieu of Filing Fee Petition Period (all offices except the Board of Supervisors) –** Candidates may circulate *Signature In Lieu of Filing Fee Petition* to obtain signatures that may lower the cost of the non-refundable filing fee.
January 11 – February 9, 2022	**Board of Supervisors Signature In Lieu of Filing Fee Petition Period -** Candidates may circulate *Signature In Lieu of Filing Fee Petition* to obtain signatures that may lower the cost of the non-refundable filing fee.
January 31 – February 9, 2022	**Declaration of Intention** – Candidates intending to run for judicial offices must file a *Declaration of Intent*.
January 31, 2022	**FPPC Semi-annual Due -** Deadline to submit semi-annual campaign disclosure statement. The period covered begins on the day after the closing date of the last statement filed, through December 31, 2021.
February 10 – February 14, 2022	**Declaration of Intent Extension Period** - If an eligible incumbent for a judicial office fails to file a *Declaration of Intention* by February 9, 2022, there will be a five-calendar-day extension during which any candidate, other than the incumbent, may file.
February 14 – March 11, 2022	**Candidate Filing Period** - Candidates may request and file candidate filing documents in order to run for various offices.
March 11, 2022	**Deadline for Candidates to Withdraw** - No candidate shall withdraw after this date for offices that do not have an extension period.
March 12 – March 16, 2022	**Candidate Filing Extension Period -** If an office holder for United States Representative, Member of the State Board of Equalization, State Senator or Member of the State Assembly **or** an eligible incumbent for another office does not file candidate filing documents by 5 p.m. on March 11, 2022, there will be a five-calendar-day extension during which any candidate, other than the incumbent, may file.
March 12 – March 21, 2022	**Public Examination Period -** Candidate statements are available for public examination. 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.
March 17, 2022	**Random Alphabet Drawing -** The Secretary of State conducts a drawing of letters of the alphabet to determine the order in which candidates will appear on the ballot.

Important Dates and Timelines	Important information
March 17 – March 26, 2022	**Public Examination Period for Offices with Candidate Filing Extension -** Candidate statements are available for public examination at the Registrar of Voters. 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.
April 11 – May 24, 2022	**Write-in Candidate Filing Period -** Write-in candidates may request and file candidate filing to become a qualified write-in candidate on the ballot.
April 28, 2022	**1st Pre-election Statement Due -** Candidates must file the first pre-election campaign disclosure statement.
May 3, 2022	**Voter Information Guides** – The delivery of *County Voter Information Guides* to U.S. Postal Service has begun and will continue until one is delivered for all active registered voters.
May 9 – June 6, 2022	**Early Voting Period** – Early votes on mail ballots may be cast for this election. Voters may also request a replacement mail ballot at the Registrar of Voters office during the entire period and additional Early Vote Sites during the week prior to Election Day. For a list of early voting locations and hours of operation, visit the Registrar of Voters website.
May 9, 2022	**Mail Ballots -** Mail Ballots are delivered to the U.S. Postal Service.
May 10 – June 7, 2022	**Mail Ballot Drop Off Locations** – Mail ballots may be cast at secure drop boxes and select city clerk offices throughout the county. For a list of mail ballot drop off locations and hours of operation, visit the Registrar of Voters website.
May 23, 2022	**Voter Registration Deadline -** Deadline for your voter registration to be postmarked or submitted electronically to be eligible to vote in this election. After this date, voter registration must be completed in person.
May 26, 2022	**2nd Pre-election Statement Due -** Candidates must file the second pre-election campaign disclosure statement.
June 7, 2022	**Election Day -** The Registrar of Voters office and all polling places will be open for voting and mail ballot drop-off from 7 a.m. to 8 p.m. The first results will be posted by 8:30 p.m.

II. ELECTIVE OFFICE INFORMATION

This section of the guide contains information regarding the offices up for election, annual salaries and qualifications and incompatible offices.

A. Offices Up For Election

The following table lists the offices that are up for election for the June 7, 2022 Statewide Direct Primary Election.

Jurisdiction	Office	# to be Elected	Term (years)
State of California	Governor	1	4
State of California	Lieutenant Governor	1	4
State of California	Secretary of State	1	4
State of California	Controller	1	4
State of California	Treasurer	1	4
State of California	Attorney General	1	4
State of California	Insurance Commissioner	1	4
State of California	Member, State Board of Equalization, District 1	1	4
State of California	Member, State Board of Equalization, District 4	1	4
United States of America	United States Senator	1	6
United States of America	United States Senator Partial/Unexpired Term	1	Until Jan. 3, 2023
United States of America	United States Representative, District 23	1	2
United States of America	United States Representative, District 25	1	2
United States of America	United States Representative, District 28	1	2
United States of America	United States Representative, District 33	1	2
United States of America	United States Representative, District 35	1	2
United States of America	United States Representative, District 40	1	2
State of California	State Senator, District 18	1	4
State of California	State Senator, District 22	1	4
State of California	State Senator, District 32	1	4
State of California	Member of the State Assembly, District 34	1	2
State of California	Member of the State Assembly, District 36	1	2
State of California	Member of the State Assembly, District 39	1	2
State of California	Member of the State Assembly, District 41	1	2
State of California	Member of the State Assembly, District 45	1	2
State of California	Member of the State Assembly, District 47	1	2
State of California	Member of the State Assembly, District 50	1	2
State of California	Member of the State Assembly, District 53	1	2
State of California	Member of the State Assembly, District 58	1	2
State of California	Member of the State Assembly, District 59	1	2

Jurisdiction	Office	# to be Elected	Term (years)
San Bernardino County	Judge of The Superior Court, Office 1	1	6
San Bernardino County	Judge of The Superior Court, Office 2	1	6
San Bernardino County	Judge of The Superior Court, Office 3	1	6
San Bernardino County	Judge of The Superior Court, Office 4	1	6
San Bernardino County	Judge of The Superior Court, Office 5	1	6
San Bernardino County	Judge of The Superior Court, Office 6	1	6
San Bernardino County	Judge of The Superior Court, Office 7	1	6
San Bernardino County	Judge of The Superior Court, Office 8	1	6
San Bernardino County	Judge of The Superior Court, Office 9	1	6
San Bernardino County	Judge of The Superior Court, Office 10	1	6
San Bernardino County	Judge of The Superior Court, Office 11	1	6
San Bernardino County	Judge of The Superior Court, Office 12	1	6
San Bernardino County	Judge of The Superior Court, Office 13	1	6
San Bernardino County	Judge of The Superior Court, Office 14	1	6
San Bernardino County	Judge of The Superior Court, Office 15	1	6
San Bernardino County	Judge of The Superior Court, Office 16	1	6
San Bernardino County	Judge of The Superior Court, Office 17	1	6
San Bernardino County	Judge of The Superior Court, Office 18	1	6
San Bernardino County	Judge of The Superior Court, Office 19	1	6
San Bernardino County	Judge of The Superior Court, Office 20	1	6
San Bernardino County	Judge of The Superior Court, Office 21	1	6
San Bernardino County	Judge of The Superior Court, Office 22	1	6
San Bernardino County	Judge of The Superior Court, Office 23	1	6
San Bernardino County	Judge of The Superior Court, Office 24	1	6
San Bernardino County	Judge of The Superior Court, Office 25	1	6
San Bernardino County	Judge of The Superior Court, Office 26	1	6
San Bernardino County	Judge of The Superior Court, Office 27	1	6
San Bernardino County	Judge of The Superior Court, Office 28	1	6
San Bernardino County	Judge of The Superior Court, Office 29	1	6
San Bernardino County	Judge of The Superior Court, Office 30	1	6
San Bernardino County	Judge of The Superior Court, Office 31	1	6
San Bernardino County	Judge of The Superior Court, Office 32	1	6
San Bernardino County	Judge of The Superior Court, Office 33	1	6
San Bernardino County	Judge of The Superior Court, Office 34	1	6
State of California	Superintendent of Public Instruction	1	4
San Bernardino County	County Superintendent of Schools	1	4
Barstow Community College District	Member, Governing Board	1	Dec. 2022

Jurisdiction	Office	# to be Elected	Term (years)
Chaffey Community College District	Member, Governing Board, Area 1	1	4
Chaffey Community College District	Member, Governing Board, Area 2	1	4
San Bernardino County	County Supervisor, District 2	1	4
San Bernardino County	County Supervisor, District 4	1	4
San Bernardino County	Assessor/Recorder	1	4
San Bernardino County	Auditor-Controller/Treasurer/Tax Collector	1	4
San Bernardino County	District Attorney	1	4
San Bernardino County	Sheriff/Coroner/Public Administrator	1	4
City of San Bernardino	Mayor	1	4
City of San Bernardino	Member, City Council, Ward 1	1	4
City of San Bernardino	Member, City Council, Ward 2	1	4
City of San Bernardino	Member, City Council, Ward 4	1	4
City of Loma Linda	Member, City Council	2	4

B. Salaries and Qualifications

See Appendix A of this guide to see the required qualifications that candidates must meet for each office up for election.

C. Notice to Candidates about Filing for Multiple Offices in a Primary Election

No person may file nomination papers for a party nomination and an independent nomination for the same office, or for more than one office at the same election. (Cal. Elec. Code §8003(b)).

Pursuant to California Election Code §8000, this does not apply to recall elections, presidential primary, the nomination of officers of cities or counties whose charters provide a system for nominating candidates for those offices, the nomination of officers for any district not formed for municipal purposes, the nomination of officers for general law cities, or the nomination of school district officers.

Pursuant to California Election Code §10603(c) for school district offices, no person shall file nomination papers for more than one district office, including a county board of education office, at the same election.

Pursuant to California Election Code §10510(b) for special district offices, a person shall not file nomination papers for more than one district office or term of office for the same district at the same election.

D. Notice to Candidates Regarding Incompatible Offices

The Political Reform Act does not prohibit a person from holding multiple public offices either within a single agency or different agencies. In addition, there are no provisions of the Act that

preclude a person from seeking more than one elective office in a single election, or from serving in more than one elective office at any one time.

Government Code §1099 codifies the common law prohibition against the holding of "incompatible offices." This doctrine restricts the ability of a public officer to hold two different public offices simultaneously if the offices have overlapping and conflicting public duties. For this section to apply, each position must be a "public office." (Gov. Code §1099(c)).

Pursuant to Government Code §1099, a person may not simultaneously hold two public offices if: either of the offices exercises a supervisory, auditing, or removal power over the other office or body; there is a significant clash of duties or loyalties between the offices; or there are public policy considerations that make it improper. The consequence of holding an incompatible office is that the person is "deemed to have forfeited the first office upon acceding to the second" (Gov. Code §1099(b)). In addition, the California Constitution has provisions addressing the holding of two government positions.

The State of California Attorney General's office has issued numerous opinions on the subject, which are available on the Attorney General's website. If you have a question about whether two public offices you hold or seek to hold would be considered incompatible offices, contact the Attorney General's office at (916) 445-9555 or visit their website, https://oag.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.

E. Notice to Candidates Who Are an Employee of a Local Agency

Candidates elected or appointed to the governing body of a county, city, school district, community college district, or special district may not be an employee of that county, city, or district.

An employee of a local agency may not be sworn into office as an elected or appointed member of the legislative body of that local agency unless he or she resigns as an employee. If the employee does not resign, the employment shall automatically terminate upon his or her being sworn into office - (Cal. Gov. Code §53227 (a)).

- Definition of local agency - "Local agency" means a city, city and county, county, district, municipal or public corporation, political subdivision, or other public agency of the state - (Cal. Gov. Code §53227.2 (a)
- Definition of legislative body - "Legislative body" means the board of supervisors of a county or a city and county, the city council of a city, or the governing body of a district, municipal or public corporation, political subdivision, or other public agency of the state - (Cal. Gov. Code §53227.2 (b))

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. (California Education Code §35107(b)(1)).

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. (California Education Code §72103(b)(1)).

III. MY CANDIDACY GATEWAY

Candidates running for office in San Bernardino County may now request and file most candidacy documents online through the new My Candidacy Gateway application on the Registrar of Voters website.

Online candidates for the June 7, 2022 Statewide Direct Primary Election will meet online with a staff member of the Registrar of Voters office for help completing their forms using the video conferencing application WebEx. You may schedule a candidate filing appointment on our website at SBCountyElections.com.

Important: All candidates must deliver their original *Declaration of Candidacy* with a wet signature by mail or in-person to the Registrar of Voters office no later than 5 p.m., March 11, 2022.

Finally, to keep you and County employees safe and healthy during the COVID-19 pandemic, in-person assistance will be provided but limited to one person only, either the candidate or candidate's authorized representative.

IV. CANDIDATE FILING PROCESS

This section of the guide contains information regarding the filing fees for each office, the nomination petition process, forms required to file for office, how to select a ballot designation, and how to submit a candidate statement.

In order to become a candidate for office, candidates must file various documents with the Registrar of Voters and may have to pay certain fees. For the June 7, 2022 Statewide Direct Primary Election, candidates may request candidate filing documents beginning February 14, 2022, and must return the completed candidate filing documents by 5 p.m. on March 11, 2022.

Candidates for a city office must request and file candidate filing documents with the City Clerk for that city.

A non-refundable filing fee (see section A) must be paid to the elections official before candidate filing documents will be issued for certain offices. To help candidates reduce the amount of their required filing fee, candidates may circulate and submit a *Signature In Lieu of Filing Fee Petition* (see section B below). This petition contains signatures of registered voters within the candidate's district, and each valid signature on the petition will reduce the filing fee.

For certain offices, candidates must collect a designated number of valid signatures on a *Nomination Petition* (see section C) and submit that petition when filing to run for office.

To officially declare themselves a candidate for office, all candidates must file a *Declaration of Candidacy* (see section D) form. On the *Declaration of Candidacy* form, candidates declare which office they are running for, how their name shall appear on the ballot, and whether or not they want

a ballot designation to appear on the ballot under their name. If a candidate wants a ballot designation, they must complete a *Ballot Designation Worksheet* (see section E below).

Candidates may elect to compose and submit a statement of qualifications, commonly known as a Candidate Statement that will be printed in the *County Voter Information Guide.* If a candidate wants a statement printed in the guide, they must indicate this request on the *Candidate Statement Form* (see section F below).

A. Filing Fees

A filing fee is a non-refundable payment that must be paid to the elections official. Filing fees vary by office and are typically calculated based on a percentage of the office's annual salary. Not all offices require filing fees; however, if a filing fee is required, then the filing fee must be paid at the time a candidate requests candidacy documents. Or in the case of candidates for Superior Court Judge, the filing fee must be paid at the time the Declaration of Intention form is filed.

Payments for State and Federal candidates are accepted in the form of personal check, cashier's check and money order. Payments for local candidates are accepted in the form of cash, personal check, cashier's check, money order, or credit card.

For county offices, the non-refundable filing fee must be paid to the Registrar of Voters.

For federal and state offices, the non-refundable filing fee must be paid to the Office of the Secretary of State. Candidates submit payments to the Registrar of Voters, and these payments will be forwarded to the Secretary of State.

The filing fee for each office is listed in Appendix B.

B. Signature In Lieu of Filing Fee Petition

The *Signature In Lieu of Filing Fee Petition* is a form that contains signatures of registered voters within a particular district. Candidates who are required to pay a filing fee may circulate and submit this petition to help reduce the cost of the filing fee. Each signature is assigned a value, based on the office, and each valid signature gathered will reduce the filing fee. The amount of the reduction is calculated by multiplying the number of valid signatures submitted times the signature value assigned to that office.

The *Signature In Lieu of Filing Fee Petition* for all offices except the Board of Supervisors, is available for pick-up at the Registrar of Voters beginning January 3, 2022. Candidates running for the Board of Supervisors can pick-up the *Signature In Lieu of Filing Fee Petition* beginning January 11, 2022. All completed petitions must be filed no later than 5 p.m. on February 9, 2022.

Valid signatures collected on the *Signature In Lieu of Filing Fee Petition* will also be counted towards the nomination requirement for that office (see Section C below for more information).

The maximum number of signatures allowed to be collected, and the value for each valid signature for each office is listed in Appendix C.

C. Nomination Petition

A *Nomination Petition* is a form that contains signatures of registered voters within a particular district. Some offices have a nomination requirement. For these offices, candidates must collect a certain number of valid signatures on the *Nomination Petition* in order to run for office. The minimum and maximum number of signatures allowed to be collected varies by office. If potential candidates choose to circulate and submit a *Signature in Lieu of Filing Fee Petition*, the number of valid signatures collected on that petition is also applied to the nomination requirement.

Nomination Petitions are available for pick-up at the Registrar of Voters beginning February 14, 2022, and completed petitions must be filed no later than 5 p.m. on March 11, 2022.

Candidates for city office must pick up and file the *Nomination Petition* with the City Clerk for that city.

The minimum and maximum number of signatures allowed to be collected for each office are listed in Appendix D.

D. 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 E for more information).

The *Declaration of Candidacy* will be available at the start of the candidate filing period, which begins on February 14, 2022, and an original copy with a wet signature must be delivered to the Registrar of Voters office by 5 p.m., March 11, 2022. Once filed with the Registrar of Voters, the *Declaration of Candidacy* becomes a public record and is available for viewing by the public upon request.

Candidates running for city office must pick up and file the *Declaration of Candidacy* with the City Clerk for that city.

Candidates running for Judge of the Superior Court must file a *Declaration of Intention* in order to be eligible to officially execute a *Declaration of Candidacy*. A *Declaration of Intention* must be filed between January 31, 2022 and February 9, 2022.

E. Ballot Designation

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

For offices that are nominated at the primary election and proceed to a run-off at the general election, the candidate's approved ballot designation shall remain the same for both elections unless the candidate changes the designation at least 98 days prior to the general election.

1. Selecting / Submitting a Ballot Designation

Candidates who choose to have a ballot designation must complete the *Ballot Designation Worksheet*. The *Ballot Designation Worksheet* is a form that a candidate uses to propose and justify the use of that ballot designation. The Ballot Designation Worksheet and the Declaration of Candidacy must be filed by 5 p.m. on March 11, 2022, and cannot be changed by the candidate after that date.

- Prior to selecting a ballot designation, candidates should review the ballot designation rules and regulations (see section 2 below).
- For federal and state offices, the Secretary of State will review the completed *Ballot Designation Worksheet* and decide if the candidate's proposed ballot designation is acceptable or unacceptable for printing on the ballot.
- For city offices, the City Clerk will review the completed *Ballot Designation Worksheet* and decide if the candidate's proposed ballot designation is acceptable or unacceptable for printing on the ballot.
- For County, school district, and special district offices, Registrar of Voters staff will work closely with candidates during the filing period to review their proposed ballot designation(s) as well as supporting documentation to ensure compliance with the ballot designation laws and regulations.

Once filed with the Registrar of Voters, the *Ballot Designation Worksheet* becomes a public record and is available for viewing by the public upon request.

2. Ballot Designation Rules and Regulations

There are specific laws and regulations that govern whether or not a ballot designation is acceptable or unacceptable for printing on the ballot. These rules are outlined in California Elections Code §13107, §13107.3, §13107.5 and Title 2 of the California Code of Regulations §20710-20719.

The laws and regulations on ballot designations are complex, and may be challenging to navigate. In the Appendices section, the following informational appendices are provided to assist candidates with navigating these laws and regulations:

- Appendix E – Principal Professions, Vocations, or Occupations
- Appendix F – Elective and Appointed Office Titles
- Appendix G – Candidates for Judicial Offices
- Appendix H – Using the word "Retired"
- Appendix I – Using the words "Community Volunteer"
- Appendix J – Acceptable Ballot Designations
- Appendix K – Unacceptable Ballot Designations
- Appendix L – Supporting Documentation Justifying Proposed Ballot Designations
- Appendix M – Ballot Designation Size and Format

The Registrar of Voters recommends that any candidate seeking an interpretation of any statute or regulation cited in this guide consult with an attorney.

Please note: Effective January 1, 2019, California Elections Code §13107 was amended to provide specific rules regarding ballot designation options for judicial candidates.

F. Candidate Statement

A candidate statement is a written statement provided by the candidate that is printed in the *State or County Voter Information Guide*.

Candidates running for United States Senate, Governor, Lieutenant Governor, Attorney General, Insurance Commissioner, Controller, Secretary of State, Treasurer, Superintendent of Public Instruction, and Board of Equalization, may elect to have a statement printed in the ***State Voter Information Guide***. For more information about candidate statement costs, filing timelines, and campaign spending limits, please visit the Secretary of State's website.

Candidates running for United States Representative, State Senator*, and Member of the State Assembly*, and candidates running for other county, city, school district, and special district offices may elect to have a statement printed in the ***County Voter Information Guide***. The *County Voter Information Guide* is mailed to all active registered voters approximately one month prior to the election.

* A candidate for State Senate or Assembly who accepts the voluntary expenditure limits set forth in Government Code section 85400 may purchase the space to place a statement in the ***County Voter Information Guide*** that does not exceed 250 words.

Candidates who elect to have a statement printed in the *County Voter Information Guide* are required to pay the estimated costs of including their candidate statement in the *County 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 per registered voter. Payments are accepted in the form of cash, personal check, cashier's check, money order, or credit card. Payment is required at the time of filing your candidate statement. The estimated costs for candidate statements by district for this election is listed in Appendix Q.

1. Composing / Submitting a Candidate Statement

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.

- Prior to composing their candidate statement, candidates should review the candidate statement rules and regulations below.

- Candidates may fill out the *Candidate Statement Form* prior to filing and then bring the statement with them when they file. The form can be accessed on the Registrar of Voters website at http://www.sbcountyelections.com.
- For United States Senator and most state offices, candidate statements must be submitted to the Secretary of State. Candidates running for United States Representatives must submit their candidate statement to the Registrar of Voters.
- For all other offices, Registrar of Voters' staff will work closely with candidates to complete their *Candidate Statement Form* and will review the content of the candidate statement to ensure compliance with the applicable laws and regulations.
- Registrar of Voters will not proofread for spelling, punctuation, or grammatical errors in the candidate statement.
- The candidate statement and the occupation listed on the *Candidate Statement Form* will be directly translated into Spanish and printed in the *County Voter Information Guide* as provided.

Prior to publication, candidate statements are available for public examination for 10 days beginning the day after the Candidate Filing deadline. During the public examination period, the Registrar of Voters 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 (Cal. Elec. Code §13313(b)).

In addition to seeking a writ of mandate or an injunction, the Registrar of Voters may strike any language not in compliance with California Elections Code.

2. Candidate Statement Composition

See Appendix M of this guide to see laws and regulations regarding the composition of candidate statements.

3. Candidate Statement Endorsements

Any named individual or specific organization listed as an endorsement in a candidate statement must be verified as endorsing the candidate prior to printing in the *County 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 Registrar of Voters 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 three business days after the end of the filing period. See Appendix N.

4. Candidate Statement Examples

See Appendix O of this guide for examples of acceptable and unacceptable candidate statements.

5. Candidate Statement Checklist

See Appendix P for a simple checklist to assist candidates with identifying errors that may prevent a statement from being printed as intended in the *County Voter Information Guid*e.

V. 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 Registrar of Voters is one of many filing agents for the FPPC and is responsible for collecting campaign disclosure statements from candidates who are required to file, including candidates running for office in any election. 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 state and judicial offices should file their required financial disclosure statements with the office of the Secretary of State. Candidates running for county, school and special district offices must file their required financial disclosure statements with the Registrar of Voters. Candidates running for municipal offices should file their required financial disclosure statements with the clerk for that municipality.

Candidates running for Federal offices do not file state campaign disclosure statements, but are required to file certain federal campaign statements. Candidates running for Federal offices should visit the Federal Election Commission website (www.fec.gov) for more information about their requirements.

A. Statement of Economic Interest Form 700

All candidates (including incumbents) for offices specified in Government 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*. Government 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.

- 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 48 hours of reaching the $2,000 limit. The form must be provided to the Secretary of State, the local filling officer, and each candidate seeking the same office. Contact the filling officer for candidate addresses if needed.
- Form 496 – 24-hour/10-day Independent Expenditure Report: Filed by committees that make independent expenditures whose combined total is $1,000 or more to support or

oppose a single candidate for elective office. File the Form 496 within 24-hours of making the expenditure during the 90 days immediately preceding the election.

- Form 497 – 24-hour/10-day Contribution Report: This form is filed by state and local committees making or receiving contribution(s) whose combined total is $1,000 or more in the 90 days before an election and state candidates that receive $5,000 or more at any time other than a 90-day election cycle.
- Form 501 - Candidate Intention Statement: Candidates must file this form prior to accepting any campaign contributions or making any campaign expenditures.

VI. CAMPAIGN LAWS AND REGULATIONS

There are several laws and regulations relating to the conduct of campaigns and committees. The Registrar of Voters 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, and consult with an attorney for questions about these statutes.

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. County Definition of Temporary Political Signs

In unincorporated areas of the county, 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. County Permitted Uses of Temporary Political Signs

Temporary political signs placed in unincorporated areas of the county are subject to specific requirements. Listed below are some rules that candidates should be aware of. According to San Bernardino County Code § 83.13.070(b)(B), 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 zoning districts, and 32 square feet in other land use zoning districts, unless the on-site sign (e.g., campaign headquarters, etc.) or is an off-site sign allowed by this Chapter.
- Not be erected within a street intersection, clear sight triangle, or at a 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 a 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 right-of-ways.

4. County Political Sign Questions

For questions about specific political sign restrictions in unincorporated areas of the county, candidates should contact the following San Bernardino County offices:

- Building and Safety
- Code Enforcement
- Fire Hazard Abatement
- Planning

To reach one of the offices above, contact the Land Use Services Department, during regular business hours via email at luscustomerservice@lus.sbcounty.gov or by contacting one of the following locations:

- County Government Center, 385 N. Arrowhead Ave., San Bernardino
    - Phone: (909) 387-8311
- Jerry Lewis High Desert Government Center, 15900 Smoke Tree St., Suite 131, Hesperia
    - Phone: (760) 995-8140

5. State Political Sign Regulations

The Registrar of Voters 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.

6. Statement of Responsibility for Temporary Political Signs

The State Outdoor Advertising Act (Business and Professions Code §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 within the right-of-way of any highway
- Not be within 660 feet of the edge of and visible from the right-of-way of a classified "Landscaped freeway"
- Not be placed sooner than 90 days prior to the scheduled election.
- Not be larger than 32 square feet.
- Be removed within 10 days after that election.

Candidates who place temporary political signs are required to file a Statement of Responsibility with the Department of Transportation if the sign is facing/adjacent to a highway, certifying the person who will be responsible for removing. The Registrar of Voters 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.

Note: This form is not required for signs facing a local roadway.

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.

B. Campaign Literature

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

§ 18301 – Printing of simulated sample ballots – In addition to any other penalty, a person who prints or otherwise duplicates, or causes to be printed or duplicated, a simulated ballot or simulated county voter information guide that does not contain the statement required by Section 20009, or that uses an official seal or insignia in violation of Section 20009, is guilty of a misdemeanor.

§ 18302 – Distribution of precinct polling place information –

- A person is guilty of a misdemeanor who knowingly causes to be mailed or distributed, or knowingly mails or distributes, literature to a voter that includes a designation of the voter's precinct polling place other than a precinct polling place listed for that voter in an official precinct polling list that constituted the latest official precinct polling list at some time not more than 30 days prior to the mailing or distribution.
- A person is guilty of a misdemeanor who, with actual knowledge and intent to deceive, causes to be distributed or distributes, including distribution by mail, radio or television broadcast, telephone call, text message, email, or any other electronic means, including over the Internet, literature or any other form of communication to a voter that includes any of the following:
    - The incorrect location of a vote center, office of an elections official, satellite office of an elections official where voting is permitted, vote by mail ballot drop box, or vote by mail ballot drop-off location.
    - False or misleading information regarding the qualifications to vote or to register to vote.
    - False or misleading information regarding the qualifications to apply for, receive, or return a vote by mail ballot.
    - False or misleading information regarding the date of an election or the days, dates, or times voting may occur at a place described in paragraph (1).

§ 18303 – Mass mailing penal provisions – Every person who violates Section 84305 of the Government Code relating to mass mailing is subject to the penal provisions set forth in Chapter 11 (commencing with Section 91000) of Title 9 of the Government Code.

§ 18304 – Use of seal in campaign literature is misdemeanor –

(a) Any person who uses or allows to be used any reproduction or facsimile of the seal of the county or the seal of a local government agency in any campaign literature or mass mailing, as defined in Section 82041.5 of the Government Code, with intent to deceive the voters, is guilty of a misdemeanor.

(b) For purposes of this section, the use of a reproduction or facsimile of a seal in a manner that creates a misleading, erroneous, or false impression that the document is authorized by a public official is evidence of intent to deceive.
For purposes of this section, the term "local government agency" means a school district, special or other district, or any other board, commission, or agency of local jurisdiction.

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 –

(a) A person is guilty of a misdemeanor who, with intent to mislead the voters in connection with his or her campaign for nomination or election to a public office, or in connection with the campaign of another person for nomination or election to a public office, does either of the following acts:
    (1) Assumes, pretends, or implies, by his or her statements, conduct, or campaign materials, that he or she is the incumbent of a public office when that is not the case.
    (2) Assumes, pretends, or implies, by his or her statements, conduct, or campaign materials that he or she is or has been acting in the capacity of a public officer when that is not the case.

(b) A violation of this section may be enjoined in a civil action brought by a candidate for the public office involved.

§ 18351 – False statements in candidate statement – Any candidate in an election or incumbent in a recall election who knowingly makes a false statement of a material fact in a candidate's statement, prepared pursuant to Section 11327 or 13307, with the intent to mislead the voters in connection with his or her campaign for nomination or election to a nonpartisan office is punishable by a fine not to exceed one thousand dollars ($1,000).

E. Electioneering

§ 18370 – Electioneering within 100 feet of a voting location. – A person shall not, on election day, or at any time that a voter may be casting a ballot, within 100 feet of a voting location, do any of the following:

- Circulate an initiative, referendum, recall, nomination petition or any other petition.
- Solicit a vote or speak to a voter on the subject of marking the voter's ballot.
- Place a sign relating to voters' qualifications or speak to a voter on the subject of the voter's qualifications, except as provided in Section 14240.
- Do any electioneering as defined by Section 319.5.
    - Display of a candidate's name, likeness, or logo.
    - Display of a ballot measure's number, title, subject, or logo.
    - Display buttons, hats, pencils, pens, shirts, signs, or stickers containing electioneering information.

- Disseminate audible electioneering information.
- Obstruct access to, loiter near, or disseminate visible or audible electioneering information at vote by mail ballot drop boxes.

The electioneering activities described in this section are prohibited within 100 feet of either of the following:

- The entrance to a building that contains a polling place, an election official's office, or a satellite location under Section 3018.
- An outdoor site, including a curbside voting area at which a voter may cast or drop off a ballot.

Additionally, a person shall not, on Election Day, or at any time that a voter may be casting a ballot, do any electioneering activities within the immediate vicinity of a voter in line to cast a ballot or drop off a ballot.

Any person who violates any of the provisions of this section is guilty of a misdemeanor.

§ 18371 – Electioneering during vote by mail period –

(a) No candidate or representative of a candidate, and no proponent, opponent, or representative of a proponent or opponent, of an initiative, referendum, or recall measure, or of a charter amendment, shall solicit the vote of a vote by mail voter, or do any electioneering, while in the residence or in the immediate presence of the voter, and during the time he or she knows the vote by mail voter is voting.

(b) Any person who knowingly violates this section is guilty of a misdemeanor.

(c) This section shall not be construed to conflict with any provision of the federal Voting Rights Act of 1965, as amended, nor to preclude electioneering by mail or telephone or in public places, except as prohibited by Section 18370, or by any other provision of law.

F. Truth in Endorsement Laws

§ 20001(1) – Legislature's findings – The major political parties have become an integral part of the American governmental system requiring regulation as to their structure, governing bodies, and functions by state government in the public interest.

(2) The Legislature has found it necessary and appropriate in the regulation of political parties to create and provide for the convening of state conventions, state central committees, and county central committees for parties qualified by law to participate in the direct primary election, by statute.

(3) Over the several years preceding the adoption of this section organizations of electors using as a part of their names the name of a political party qualified to participate in the direct primary election have endorsed candidates for nomination of that party for partisan office in the direct primary election and have publicized and promulgated the endorsements in a manner that has resulted in considerable public doubt and confusion as to whether the endorsements are those of a private group of citizens or of an official governing body of a political party.

(4) 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 of this chapter, and all cases of this nature shall be in a preferred position for purposes of trial and appeal, so as to assure the speedy disposition thereof.

§ 20007 – Representation requirements – No candidate or committee in his or her behalf shall represent in connection with an election campaign, either orally or in campaign material, that the candidate has the support of a committee or organization that includes as part of its name the name or any variation upon the name of a qualified political party with which the candidate is not affiliated, together with the words "county committee," "central committee," "county," or any other term that might tend to mislead the 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.

This section shall not be construed to prevent a candidate or committee from representing that the candidate has the support of a committee or group of voters affiliated with another political party, which committee or group is identified by the name of that party, where the name of the committee or group also includes the name of the candidate.

§ 20008 – Political advertisement requirements – Any paid political advertisement that refers to an election or to any candidate for state or local elective office and that is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the advertisement or in 10-point roman type, whichever is larger, the words "Paid Political Advertisement." The words shall be set apart from any other printed matter.

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 – The Legislature declares that the purpose of this chapter is to encourage every candidate for public office in this state to subscribe to the Code of Fair Campaign Practices.

It is the ultimate intent of the Legislature that every candidate for public office in this state who subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested, but fairly conducted campaigns, the citizens of this state may exercise their constitutional right to vote, free from dishonest and unethical practices which tend to prevent the full and free expression of the will of the voters.

The purpose in creating the Code of Fair Campaign Practices is to give voters guidelines in determining fair play and to encourage candidates to discuss issues instead of untruths or distortions.

H. Libel and Slander

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

§ 20501 – Persons liable –

(a) A candidate or state measure proponent is liable for any slander or libel committed by a committee that is controlled by that candidate or state measure proponent as defined by Section 82016 of the Government Code if the candidate or state measure proponent willfully and knowingly directs or permits the libel or slander.

(b) A person who is a sponsor of a sponsored committee, as defined by Section 82048.7 of the Government Code, is liable for any slander or libel committed by the sponsored committee if the sponsor willfully and knowingly directs or permits the libel or slander.

I. Mailings

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

§ 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 mailing Slate mailers requirements –

(a)

(1) Except as provided in subdivision (b), a candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee shall not 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 mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type that is in a color or print that contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the candidate's, candidate controlled committee established for an elective office for the controlling candidate's, or political party committee's address is a matter of public record with the Secretary of State.

(2) Except as provided in subdivision (b), a committee, other than a candidate controlled committee established for an elective office for the controlling candidate or a political party committee, shall not send a mass mailing that is not required to include a disclosure pursuant to Section 84502 unless the name, street address, and city of the committee is shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type that is in a color or print that contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the committee's address is a matter of public record with the Secretary of State.

(b) 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.

(c)

(1) A candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee shall not send a mass electronic mailing unless the name of the candidate or committee is shown in the electronic mailing preceded by the words "Paid for by" in at least the same size font as a majority of the text in the electronic mailing.

(2) A committee, other than a candidate controlled committee established for an elective office for the controlling candidate or a political party committee, shall not send a mass electronic mailing that is not required to include a disclosure pursuant to Section 84502 or 84504.3 unless the name of the committee is shown in the electronic mailing preceded by the words "Paid for by" in at least the same size font as a majority of the text in the electronic mailing.

(d) If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a) or (c).

(e) For purposes of this section, the following terms have the following meaning:

(1) "Mass electronic mailing" means sending more than 200 substantially similar pieces of electronic mail within a calendar month. "Mass electronic mailing" does not include a communication that was solicited by the recipient, including, but not limited to, acknowledgments for contributions or information that the recipient communicated to the organization.

(2) "Sender" means the candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee who pays for the largest portion of expenditures attributable to the designing, printing, and posting of the mailing which are reportable pursuant to Sections 84200 to 84217, inclusive.

(3) To "pay for" a share of the cost of a mass mailing means to make, to promise to make, or to incur an obligation to make, any payment: (A) to any person for the design, printing, postage, materials, or other costs of the mailing, including salaries, fees, or commissions, or (B) as a fee or other consideration for an endorsement or, in the case of a ballot measure, support or opposition, in the mailing.

(f) This section does not apply to a mass mailing or mass electronic mailing that is paid for by an independent expenditure.

§ 84310 – <u>Telephone calls supporting or opposing a candidate or ballot measure</u> –

(a) A candidate, candidate controlled committee established for an elective office for the controlling candidate, political party committee, or slate mailer organization shall not expend campaign funds, directly or indirectly, to pay for telephone calls that are similar in nature and aggregate 500 or more in number, made by an individual, or individuals, or by electronic means and that advocate support of, or opposition to, a candidate, ballot measure, or both, unless during the course of each call the name of the candidate, candidate controlled committee established for an elective office for the controlling candidate, political party committee, or slate mailer organization that authorized or paid for the call is disclosed to the recipient of the call. Unless the organization that authorized the call and in whose name it is placed has filing obligations under this title, and the name announced in the call either is the full name by which the organization or individual is identified in any statement or report required to be filed under this title or is the name by which the organization or individual is

commonly known, the candidate, candidate controlled committee established for an elective office for the controlling candidate, political party committee, or slate mailer organization that paid for the call shall be disclosed. This section does not apply to telephone calls made by the candidate, the campaign manager, or individuals who are volunteers.

(b) Campaign and ballot measure committees are prohibited from contracting with any phone bank vendor that does not disclose the information required to be disclosed by subdivision (a).

(c) A candidate, committee, or slate mailer organization that pays for telephone calls as described in subdivision (a) shall maintain a record of the script of the call for the period of time set forth in Section 84104. If any of the calls qualifying under subdivision (a) were recorded messages, a copy of the recording shall be maintained for that period.

(d) This section does not apply to a telephone call that is paid for by an independent expenditure.

VII. REGISTRAR OF VOTERS SERVICES

The Registrar of Voters 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 Registrar of Voters.

A. Public Viewing Terminals

The voter registration database may be viewed from a public terminal in the lobby area of the San Bernardino County Registrar of Voters. 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 items such as: residential street address, telephone number, precinct number, occupation, driver's license number, and the last four digits of a social security number.

B. Voter and Precinct Information

Voter information and maps are available for purchase at the San Bernardino County Registrar of Voters. A valid picture ID is required to purchase voter information. If candidates are unable to visit in person, contact the San Bernardino County Registrar of Voters at (909) 387-8300 for instructions on how to purchase files. Payment must be made for all orders in advance. The Registrar of Voters will inform the requestor when the order is ready for pickup or download. Orders are processed in the order they are received. Generally, there is a turnaround time of approximately three business days.

The Registrar of Voters 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 Registrar of Voters:

1. Voter Registration Information

An Application for Voter Registration Information including an explanation of the intended use for this information and a valid picture ID is required to purchase voter information. The permissible and prohibited uses of this information are outlined in section C below. The following products may be purchased:

- Multi-Purpose Voter Text File - Information provided includes voter name, date of birth, residence address, mailing address, party affiliation, registration date, phone number, e-mail address (if provided), precinct information, voting history, and if the voter votes by mail.
- Custom Precinct File - File generated by precinct level versus by entire district. Information provided is the same as the Multi-Purpose Voter File listed above.
- Voter List - Information provided includes voter name, residence address, party affiliation, phone number (if provided), precinct information, voting history, and if the voter votes by mail.
- Walking List
    - List of voters printed out in the order needed to canvas a precinct.
    - Information provided includes voter name, residence address, party affiliation, phone number (if provided), and if the voter votes by mail.
    - Lists may be provided in various sort orders including alphabetical order, by street name, or by house number.
- Mailing Labels
    - Information provided includes assigned precinct, voter name, mailing address, and residence address.
    - Labels may be printed in various sort orders based on the information provided.
- Voter Registration Searches
    - Available to registered voters making the request for themselves.
- Letter of Verification of Voter Registration
    - Available to registered voters making the request for themselves.

2. Maps and Automated Reports

A Reports & Map Request Form is required to purchase reports and maps. The products offered are:

<u>Reports</u>

- Precinct list – Information provided includes a list of precincts within a single or multiple jurisdiction(s)
- Polling place list – Information provided is a list of polling places for an election. It can be generated for the entire county or for a specific district according to the needs of the purchaser
- Customized reports – Information provided is specific to the customer's request.

<u>Maps</u>

- Paper Maps – The Registrar of Voters offer printed paper maps for purchase. The sizes are 11" X 17"; and 34" X 44". The size of the map purchased will determine the level of detail

you will see. For larger districts, it may require multiple sheets in order to provide optimal street and precinct level details.

- Electronic maps – Maps are generated in electronic format and generally comes in pdf format. In the electronic format, it allows the purchaser the ability to enlarge the file for easy viewing or to print in great or lesser detail.
- GIS Exports – Commonly known as Shape files, and may be layered over an existing mapping program (i.e. ESRI, etc.).
- Custom map - Information provided is specific to the customer's request. The layers we offer for our maps are:
    - District boundaries
    - Precinct boundaries
    - Some street level details
    - San Bernardino County and political boundaries (i.e. Congressional, State Senate, etc.)

3. Recurring Vote by Mail File

An Application for Pre-Election Recurring Vote by Mail File is required to purchase information regarding the issuance or return of a mail ballot. These reports provides voter data and includes information on the status of the mail ballot including when the voter was issued or returned his or her ballot. When ordering please specify if you want information on when new ballots are issued or when ballots are returned or prefer both. The following files can be purchased:

- Countywide Pre-Election Recurring Vote by Mail File – List of all voters within San Bernardino County who have been issued or returned a mail ballot for a specific election.
- Customized Pre-Election Recurring Vote by Mail File - Election specific information for mail ballot voters in a particular jurisdiction who have been issued or returned a mail ballot.

To learn more about the services listed above or other Registrar of Voters services, including the current fee schedule for these services, please contact the office by phone at (909)387-8300, or by email at Communications@ROV.SBCounty.gov.

4. Information that can be found on our website

- Statement of Votes Cast Report – Information provided includes number of votes cast broken down by precinct, number of registered voters in a particular precinct, voter turnout percentages, etc. This report is free of charge and can be found on the Elections page of the Registrar of Voters website after the canvass has been completed.
- Polling place look-up tool – Assists voters in finding their correct polling location by gathering their address information. This tool provides the voters with a map and directions to their polling place as well as the *County Voter Information Guide* (VIG) for their specified area.
- Mail Ballot Return Statistics Report – Displays the number of mail ballots that have been issued and returned for the election. The data presented on this report is updated daily and may fluctuate as additional mail ballot applications are received and voted mail ballots are processed.
- District look-up tool – Used to search district boundaries, precinct numbers, and voter registration totals. This tool can be used by searching an exact address or by looking up the entire district.

- Weekly report of registration – Every Sunday, the Registrar of Voters publishes a weekly report of registration. This report lists the number of voters for each party for all political jurisdictions in the County.
- Candidate List – A list of all candidates who have issued and/or filed their candidacy documents. This list is posted on a daily basis during the candidate filing period.

C. Restrictions on the use of voter information

Per confidentiality laws of 1995, voter information is confidential. However, there are specific permissible exceptions to the law. The California Code of Regulations, 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 given to another party without receiving written authorization to do so from the Secretary of State or the Registrar of Voters. 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.

Disclaimer: New regulations are under review and the above regulations may change.

VIII. APPENDICES

Appendix A. Qualifications

The Qualifications section of this guide contains the required qualifications that candidates must meet for each office up for election. Any candidate running for public office cannot have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any such crimes. See the specific qualifications for the offices below.

1. Federal & State Offices:

References to qualifications for Federal and State offices may be found on the California Secretary of State's website, https://www.sos.ca.gov/elections/upcoming-elections/statewide-direct-primary-election-june-7-2022/qualifications.

2. San Bernardino County:

- County Superintendent of Schools
  - Qualifications: Be a registered voter of the county in which the duties of the office are to be exercised at the time nomination papers are issued per Government Code §24001. Possess a valid credential issued by the State Board of Education of the type designed in Education Code §§1205 to 1212, inclusive, for each class. Possess a valid certification document authorizing administrative services. For purpose of this section, the possession of a valid elementary administrative credential and a valid secondary administrative credential are equivalent to the possession of a valid general administrative credential according to Education Code §1205.

- Board of Supervisors
  - Qualifications: Be a registered voter of the district which she/he seeks to represent for at least 30 days immediately preceding the deadline for filing nomination documents. Reside in the district during their incumbency in accordance to Government Code §25041.

- Assessor/Recorder
  - Qualifications: Be a registered voter of the county in which the duties of the office are to be exercised at the time of Nomination Papers are issued according to Government Code §24001. Hold a valid appraiser's certificate issued by the State Board of Equalization or acquire a temporary appraiser's certificate from the State Board of Equalization no later than 30 days after taking office according to Government Code §24002.5.

- Auditor-Controller/Treasurer/Tax Collector
  - Qualifications: Be a registered voter of the county in which the duties of the office are to be exercised at the time nomination papers are issued per Government Code §24001. Meet at least one of the follow criteria in accordance with Government Code §26945:

- Possess a valid certificate issued by the California Board of Accountancy and a CPA or public accountant permit.
- Possess a baccalaureate degree from an accredited university, college or other four-year institution, with a major in accounting or its' equivalent, and have served within the last five years in a senior fiscal management position in a county, city, or other public agency, a private firm, or a nonprofit organization, dealing with similar fiscal responsibilities, for a continuous period of not less than three years.
- Possess a certificate issued by the Institute of Internal Auditors showing the person to be a designated professional internal auditor, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing or finance.
- Have served as county auditor, chief deputy county auditor, or chief assistant auditor for a continuous period of not less than three years.

Meet at least one of the following criteria in accordance with Government Code §27000.7:

- Have served in a senior financial management position in a county, city or other public agency dealing with similar financial responsibilities for a continuous period of not less than three years including but not limited to: treasure, tax collector, auditor, auditor-controller, or the chief deputy or an assistant in those offices.
- Possess a valid baccalaureate, masters, or doctoral degree from an accredited college or university in any of the following major fields of study: business administration, public administration, economics, finance, accounting, or a related field, with a minimum of 16 college semester units, or their equivalent, in accounting auditing or finance.
- Possess a valid certificate issued by the California State Board of Accountancy pursuant to Business and Professions Code Section § 5000 et seq., showing that person to be, and a permit authorizing that person to practice as a certified public accountant.
- Possess a valid charter issued by the Institute of Chartered Financial Analysts showing the person to be designated a Charter Financial Analyst, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance.
- Possess a valid certificate issued by the Treasury Management Association showing the person to be designated a Certified Cash Manager, with a minimum of 16 college semester units, or their equivalent, in accounting auditing or financing.

- District Attorney
  - Qualifications: Be a registered voter of the county in which the duties of the office are to be exercised at the time nomination papers are issued per Government Code §24001. Have been admitted to practice in the Supreme Court of the State according to Government Code §24002.

- Sheriff/Coroner/Public Administrator
  - Qualifications: Be a registered voter of the county or district in which the duties of the office are to be exercised at the time nomination papers are issued per

Government Code §24001. Meet at least one of the following criteria in accordance to per Government Code §24004.3:

- Possess an active or inactive advanced certificate issued by the Commission on Peace Officer Standard and Training.
- Have one year of full-time, salaried law enforcement experience within the provisions of Section 830.1 or 830.2 of the Penal Code; at least a portion of which shall have been accomplished with five years prior to the date of filing, and possess a master's degree from an accredited college or university.
- Have two years of full-time, salaried law enforcement experience within the provisions of section 830.1 or 830.2 of the Penal Code; at least a portion of which shall have been accomplished within five years prior to the date of filing, and possess a bachelor's degree from an accredited college or university.
- Have three years of full-time, salaried law enforcement experience within the provisions of section 830.1 or 830.2 of the Penal Code; at least a portion of which shall have been accomplished with five years prior to the date of filing, and possess an associate in arts or associate in science degree, or its equivalent, from an accredited college.
- Have four year of full-time, salaried law enforcement experience within the provisions of Section 830.1 or 830.2 of the Penal Code; at least a portion of which shall have been accomplished with five years prior to the date of filing, and possess a high school diploma or its equivalent.

- Judge of The Superior Court
  - Qualifications: A person must be a registered voter in the county where they reside. A person is ineligible to be a judge of a court of record unless for 10 years immediately preceding selection, the person has been a member of the State Bar or served as a judge of a court of record in this State according to Section 15 of Article VI of the California Constitution.

3. School District Offices:

- School Districts and County Board of Education
  - Qualifications: Any person regardless of gender who is, 18 years of age or older, citizen of the state, a resident of the school district, a registered voter, not disqualified by the Constitution or laws of the state from holding civil office, and is eligible to be elected or appointed a member of a governing board of a school board district without further qualifications.

- Community College Districts:
  - Qualifications: Any person, regardless of sex, 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 not disqualified by the Constitution or laws of the state from holding a civil office, is eligible to be elected or appointed a member of a governing board of a community college district without further qualifications per Education Code §72103.

Appendix B. Filing Fees

Jurisdiction	Office	Filing Fee
State of California	Governor	$4,371.12
State of California	Lieutenant Governor	$3,278.34
State of California	Secretary of State	$3,278.34
State of California	Controller	$3,496.86
State of California	Treasurer	$3,496.86
State of California	Attorney General	$3,796.82
State of California	Insurance Commissioner	$3,496.86
State of California	Member, State Board of Equalization	$1,639.17
United States of America	United States Senator	$3,480.00
United States of America	United States Senator Partial/Unexpired Term	$3,480.00
United States of America	United States Representative	$1,740.00
State of California	State Senator	$1,197.02
State of California	Member of the State Assembly	$1,197.02
State of California	Superintendent of Public Instruction	$3,796.82
San Bernardino County	County Superintendent of Schools	$3,059.00
San Bernardino County	County Supervisor, District 2	$1,886.00
San Bernardino County	County Supervisor, District 4	$1,918.00
San Bernardino County	Assessor/Recorder	$2,548.00
San Bernardino County	Auditor-Controller/Treasurer/Tax Collector	$3,146.00
San Bernardino County	District Attorney	$2,599.00
San Bernardino County	Sheriff/Coroner/Public Administrator	$2,813.00
San Bernardino County	Judge of The Superior Court	$2,238.00

Appendix C. Signature in Lieu of Filing Fee

Jurisdiction	Office	Max Signature Allowed	Signature Value
State of California	Governor	4,750	$0.920235789
State of California	Lieutenant Governor	4,750	$0.690176842
State of California	Secretary of State	4,750	$0.690176842
State of California	Controller	4,750	$0.736181053
State of California	Treasurer	4,750	$0.736181053
State of California	Attorney General	4,750	$0.799330526
State of California	Insurance Commissioner	4,750	$0.736181053
State of California	Member, State Board of Equalization	3,338	$0.491063511
United States of America	United States Senator	4,750	$0.732631579

Jurisdiction	Office	Max Signature Allowed	Signature Value
United States of America	United States Senator Partial/Unexpired Term	4,750	$0.732631579
United States of America	United States Representative	1,358	$1.281296024
State of California	State Senator	1,358	$0.881458
State of California	Member of the State Assembly	679	$1.762916053
State of California	Superintendent of Public Instruction	4,750	$0.799330526
San Bernardino County	County Superintendent of Schools	6,227	$0.491247791
San Bernardino County	County Supervisor, District 2	3,031	$0.6221
San Bernardino County	County Supervisor, District 4	3,083	$0.6221
San Bernardino County	Assessor/Recorder	5,187	$0.491247791
San Bernardino County	Auditor-Controller/Treasurer/Tax Collector	6,404	$0.491247791
San Bernardino County	District Attorney	5,291	$0.491247791
San Bernardino County	Sheriff/Coroner/Public Administrator	5,726	$0.491247791
San Bernardino County	Judge of The Superior Court	4,498	$0.491247791

Appendix D. Nomination Petition

Jurisdiction	Office	Min. Signature	Max. Signature
State of California	Governor	65	100
State of California	Lieutenant Governor	65	100
State of California	Secretary of State	65	100
State of California	Controller	65	100
State of California	Treasurer	65	100
State of California	Attorney General	65	100
State of California	Insurance Commissioner	65	100
State of California	Member, State Board of Equalization	40	60
United States of America	United States Senator	65	100
United States of America	United States Senator Partial/Unexpired Term	65	100
United States of America	United States Representative	40	60
State of California	State Senator	40	60
State of California	Member of the State Assembly	40	60
State of California	Superintendent of Public Instruction	65	100
San Bernardino County	County Superintendent of Schools	20	40
San Bernardino County	County Supervisor	20	40
San Bernardino County	Assessor/Recorder	20	40
San Bernardino County	Auditor-Controller/Treasurer/Tax Collector	20	40
San Bernardino County	District Attorney	20	40

Jurisdiction	Office	Min. Signature	Max. Signature
San Bernardino County	Sheriff/Coroner/Public Administrator	20	40
San Bernardino County	Judge of The Superior Court	20	40

Appendix E. Principal Professions, Vocations, or Occupations

All candidates, excluding some judicial candidates, may choose to use no more than three* words designating either (Cal. Elec. Code §13107(a)(3)):

- their current principal professions, vocations, or occupations of the candidate, or
- their previous principal professions, vocations, or occupations during the calendar year immediately preceding the filing of nomination documents if the candidate is not currently engaged in principal professions, vocations, or occupations.

A candidate may engage in multiple principal professions, vocations or occupations, and may designate multiple principal professions, vocations or occupations. If a candidate proposes a ballot designation including multiple principal professions, vocations or occupations, the proposed ballot designation must (Cal. Code of Regulations §20714(e)):

- comply with the three* word limitation,
- must independently qualify as "principal,"
- be separately considered by the elections official, and
- be separated by a slash ("/").

*For purposes of determining the word count of a ballot designation, the following shall be considered as one word (Cal. Elec. Code §13107(d)):

- all California geographical names,
- hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election.

1. Definition for "Principal"

California Code of Regulations §20714(b) defines the word "principal" as substantial involvement of time and effort such that the activity is one of the primary, main or leading professional, vocational or occupational endeavors of the candidate. The term "principal" precludes any activity which does not entail a significant involvement on the part of the candidate. Involvement which is only nominal, pro forma, or titular in character does not meet the requirements of the statute.

If a candidate is licensed by the State of California to engage in a profession, vocation or occupation, the candidate is entitled to consider it one of their "principal" professions, vocations or occupations if:

- the candidate has maintained his or her license current at the time they file candidacy documents, and

- the candidate's licensure status is not inactive, suspended or revoked at the time they file candidacy documents..

2. Definition for "Profession"

California Code of Regulations §20714(a)(1) defines "profession" as a field of employment requiring special education or skill and requiring knowledge of a particular discipline. The labor and skill involved in a profession is predominantly mental or intellectual, rather than physical or manual.

3. Definition for "Vocation"

California Code of Regulations §20714(a)(2) defines "vocation" as a trade, a religious calling, or the work upon which a person, in most but not all cases, relies for his or her livelihood and spends a major portion of his or her time.

3. Definition for "Occupation"

California Code of Regulations §20714(a)(3) defines "occupation" as employment in which one regularly engages or follows as the means of making a livelihood.

Appendix F. Elective and Appointed Office Titles

Candidates, excluding judges, who were elected by a vote of the people and hold office at the time of filing candidacy documents, may choose to use one of the following:

- their elective office title (Cal. Elec. Code §13107(a)(1)), or
- the unmodified word "Incumbent" if the candidate is filing for the same office they currently hold (Cal. Elec. Code §13107(a)(2) and Cal. Code of Regulations §20713(b)), or
- no more than three words designating their elective office title and their principal profession, vocation, or occupation (Cal. Code of Regulations §20712(d)).

Candidates excluding judges who were appointed to fill a vacant office and hold office at the time of filing candidacy documents may choose to use one of the following:

- The word "Appointed" and their elective office title (Cal. Elec. Code §13107(a)(4) and Cal. Code of Regulations §20715(b)), or
- the unmodified words "Appointed Incumbent" if the candidate is filing for the same office they currently hold (Cal. Elec. Code §13107(a)(4) and Cal. Code of Regulations §20715(a)).

For the June 7, 2022 Statewide Direct Primary Election, State Senate Bill 594 prohibits a candidate for the office of Representative in Congress, Member of the State Board of Equalization, State Senator, or Member of the Assembly from choosing the word "incumbent" as a designation to appear on the ballot.

Appendix G. Candidates for Judicial Offices

Candidates running for a judicial office who were elected by a vote of the people to hold office, or appointed to fill a vacant office, and hold office at the time of filing candidacy documents may choose to use one of the following:

- the name of the government agency and their full elective office title (Cal. Elec. Code §13107(b)(1)(a) and Cal. Elec. Code §13107(b)(3)), or
- the unmodified word "Incumbent" if the candidate is filing for the same office they currently hold (Cal. Elec. Code §13107(b)(1)(b))

Candidates running for judicial offices who are an active member of the State Bar and employed by a government agency shall use one of the following (Cal. Elec. Code §13107(b)(2) and Cal. Elec. Code §13107(b)(3)):

- the name of the government agency and their actual job title, or
- the words "Attorney at Law," or
- the words "Counselor at Law," or
- the word "Attorney," or
- the word "Lawyer," or
- the word "Attorney" and one other principal profession, vocation, or occupation, or
- the word "Lawyer" and one other principal profession, vocation, or occupation.

Candidates running for Judge of the Superior Court who are an active member of the State Bar and practice law as one of their principal professions shall use one of the following (Cal. Elec. Code §13107(c)):

- the words "Attorney at Law," or
- the words "Counselor at Law," or
- the word "Attorney," or
- the word "Lawyer," or
- the word "Attorney" and one other principal profession, vocation, or occupation, or
- the word "Lawyer" and one other principal profession, vocation, or occupation.

Appendix H. Using the word "Retired"

California Code of Regulations §20716(h) dictates that the word "retired" is generally limited for use by individuals who have permanently given up their chosen principal profession, vocation or occupation. In evaluating use of the word "retired," the elections official will consider the following factors in making a determination:

- Prior to retiring from their principal profession, vocation or occupation, the candidate worked in the profession, vocation or occupation for more than 5 years.
- The candidate is collecting, or eligible to collect, retirement benefits or other type of vested pension.
- The candidate has reached at least the age of 55 years.

- The candidate voluntarily left his or her last professional, vocational or occupational position.
- The candidate's retirement benefits are providing him or her with a principal source of income.

If a candidate is requesting a ballot designation that they are a "Retired Public Official," the candidate:

- must have previously voluntarily retired from public office,
- not have been involuntarily removed from office,
- not have been recalled by voters, and
- not have surrendered the office to seek another office or failed to win reelection to the office.

A candidate may not use the word "retired" in his or her ballot designation if that candidate possesses another more recent, intervening principal profession, vocation, or occupation.

Appendix I. Using the words "Community Volunteer"

California Elections Code §13107.5 dictates that using "Community Volunteer" shall constitute a valid principal vocation or occupation only if:

- the activities/service constitutes their principal profession, vocation, or occupation, and
- the candidate is not engaged concurrently in another principal profession, vocation, or occupation, and
- the words "Community Volunteer" are not used in combination with any other principal profession, vocation, or occupation designation.

California Code of Regulations §20714.5 defines "Community Volunteer" as 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 section 501(c)(3);
- A governmental agency; or
- An educational institution.

If a candidate is requesting to use "Community Volunteer" as their proposed ballot designation, they must demonstrate that the activity/service constitutes substantial involvement of time and effort such that the activity/service is the sole, primary, main or leading professional, vocational or occupational endeavor of the candidate.

Appendix J. Acceptable Ballot Designations

California Code of Regulations §20714(c) dictates that the candidate's ballot designation must be factually accurate, must be neither confusing nor misleading, and must be in full and complete compliance with Elections Code and California Code of Regulations.

California Code of Regulations §20714(f) dictates that ballot designations shall be grammatically correct, generic, and all words must be spelled correctly. Punctuation shall be limited to the use of a comma and a slash; however, a hyphen may be used if, and only if, the use of a hyphen is called for in the spelling of a word as it appears in a standard reference dictionary of the English language, which was published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted.

Appendix K. Unacceptable Ballot Designations

California Elections Code §13107(d) dictates that the elections official shall not accept any ballot designation that:

- would mislead the voter,
- suggests an evaluation of a candidate,
- abbreviates the word “retired,”
- places the word “retired” following any word,
- uses a word or prefix, other than “retired,” that refers to prior status,
- uses the name of any political party, whether or not it has qualified for the ballot,
- refers to a racial, religious, or ethnic group, or
- refers to any activity prohibited by law.

California Code of Regulations §20716(c) dictates that the elections official shall reject any proposed ballot designation which would mislead voters. In making this determination, the elections official shall determine whether there is a substantial likelihood that a reasonably prudent voter would be misled. The determination shall take into account the plain meaning of the words and the factual accuracy based upon supporting documents submitted by the candidate.

California Elections Code §13107(f) dictates that, if elections official finds the designation to be in violation of any of the rules, the elections official shall notify the candidate, and the candidate has three days from receiving notification provide the elections official with a ballot designation that complies with the rules. If a candidate fails to provide a designation that complies with the rules within the specified timeframe, no ballot designation shall appear after the candidate's name.

For the June 7, 2022 Statewide Direct Primary Election, State Senate Bill 594 prohibits a candidate for the office of Representative in Congress, Member of the State Board of Equalization, State Senator, or Member of the Assembly from choosing the word “incumbent” as a designation to appear on the ballot.

1. Avocations, Statuses, and Pro Forma Professions

California Code of Regulations §20716(b) dictates that avocations, statuses and pro forma professions, vocations and occupations are distinguished from professions, vocations and occupations and are not acceptable as ballot designations.

California Code of Regulations §20716(b)(1) defines “avocations” as a casual or occasional activity, diversion or hobby pursued principally for enjoyment and in addition to the candidate’s principal profession, vocation or occupation.

California Code of Regulations §20716(b)(3) defines "status" as a state, condition, social position or legal relation of the candidate to another person, persons or the community as a whole. A status is generic in nature and generally fails to identify with any particular specificity the manner by which the candidate earns his or her livelihood or spends the substantial majority of his or her time.

California Code of Regulations §20716(b)(2) defines "pro forma" as positions held by the candidate which consume little or none of the candidate's time and which, by their nature, are voluntary or for which the candidate is not compensated.

2. Leadership Positions in an Elective Body

California Code of Regulations §20712(d) dictates that ballot designations indicating a position of legislative leadership or leadership in another elected body are not elective offices and are improper. However, a candidate may propose these ballot designations for consideration as their current principal professions, vocations, or occupations and be subject to the three-word limit.

California Code of Regulations §20712(e) dictates that any proposed ballot designation which indicates that the candidate is a member of the state or county central committee of a political party, or an officer of a state or county central committee of a political party, are improper and do not constitute elective offices.

Appendix L. Supporting Documentation Justifying Proposed Ballot Designations

California Code of Regulations §20717(c) dictates that the candidate shall have the burden of establishing that the proposed ballot designation is accurate and complies with all provisions of Elections Code and California Code of Regulations.

California Code of Regulations §20717(a) dictates that time is of the essence regarding all matters pertaining to the review of ballot designations submitted by candidates. Failure to promptly submit requested supporting documentation will preclude consideration of such materials in and the rendering of a final decision on the candidate's proposed ballot designation.

The Registrar of Voters requires candidates to provide documentation to support their principal professions, vocations, or occupations. Candidate are encourage to provide supporting documentation at the time they file the *Ballot Designation Worksheet.* If a candidate is not able to provide documentation at the time of filing, the Registrar of Voters allows candidates to provide supporting documentation within three business days from filing the *Ballot Designation Worksheet.* If a candidate fails to provide supporting documentation, the Registrar of Voters may not approve the candidate's designation for printing on the ballot.

Appendix M. Ballot Designation Size and Format

California Elections Code §13107(i) dictates that ballot designations are printed in title case on the ballot, and that if a candidate's ballot designation is so long that it would conflict with the space limitations of the ballot, the elections official may use a type size that is sufficiently smaller to meet space limitations on the ballot.

California Elections Code §13107(j) dictates that, for the purpose of foreign language translations of ballot designations, the elections official may employ abbreviations and/or initials wherever possible in order to meet space limitations on the ballot.

Due to space limitations, a ballot designation is limited to approximately 48 characters including spaces and punctuation. Candidates are encouraged to comply with the character limits.

Appendix N. Candidate Statement Composition

California Elections Code §13307, §13307.5 and §13307 dictate the rules relating to the composition of candidate statements.

1. Candidate Statements for United States Representative

California Elections Code §13307.5 dictates that candidate statements shall not exceed 250 words, shall not make reference to any opponent of the candidate, and shall be submitted in accordance with the timeframes and procedures for the preparation of the *County Voter Information Guide*.

2. State Senate and Member of the State Assembly Offices

California Government Code section 85601(c) states that a candidate for State Senate or Assembly who accepts the voluntary expenditure limits set forth in Section 85400 may purchase the space to place a statement in the *County Voter Information Guide* that does not exceed 250 words. The statement may not make any reference to any opponent of the candidate. The statement shall be submitted in accordance with the timeframes and procedures set forth in the Elections Code for the preparation of the voter information portion of the *County Voter Information Guide*.

3. Candidate Statements for County, City, School District and Local District Offices

California Elections Code §13307 dictates that candidate statements shall be a brief description of no more than 200 words, shall be printed in type of uniform size and darkness, and with uniform spacing.

The Registrar of Voters 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.

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.

California Elections 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.

It is the policy of the Registrar of Voters 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 Registrar of Voters that if a candidate statement is determined to not be in compliance with the Elections Code, the Registrar of Voters 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 Registrar of Voters that the candidate be fully responsible for ensuring that all spelling, punctuation, and grammar in a Candidate Statement is correct and free from errors. The Registrar of Voters is not responsible for proofreading 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.

In order to ensure more than one candidate statement will fit on a single page of the *County Voter Information Guide*, the Registrar of Voters may adjust the size of the text of the statement down to as little as 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:

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
Proper nouns including geographical names	San Bernardino County, Inland Empire, or John K. Doe	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)	magazine-rack	Two
Internet address or social media handle	www.sbcountyelections.com, @SBCountyElections	One
Numbers	1, 10, or 100	One
Written Numbers	One Hundred	Two
Numerical Computations	50%, ½, etc.	One
Telephone numbers	(909) 387-8300	One
Symbols	& or #	One

Appendix O. Policy on Endorsements

It is the policy of the San Bernardino County Registrar of Voters that any named individual, specific organization, or general category or group listed as an endorsement in a candidate statement (see Example A below) must be verified as endorsing the candidate prior to printing in the *County 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 Registrar of Voters in the form of an email or facsimile correspondence. All endorsements or verification of endorsements from an individual or organization of a candidate must be submitted no later than three 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 Registrar of Voters 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 Registrar of Voters would require verification of the endorsement by a group of police, firefighters, nurses, and teachers or by more than one individual in each profession listed.

Appendix P. 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

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! Thank you for your support!

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.

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! * * * * *

Appendix Q. 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 *County Voter Information Guide*:

1. Is your statement prepared on the form provided by the Registrar of Voters?	Yes ☐	No ☐
2. (a) Federal and State Offices - Does your statement contain 250 words or less? OR (b) Local Offices - Does your statement contain 200 words or less?	Yes ☐	No ☐
3. Is your statement free of extra spaces?	Yes ☐	No ☐
4. With the exception of acronyms, is your statement free of words spelled in all CAPITAL letters?	Yes ☐	No ☐
5. Is your statement free of bold letters or characters?	Yes ☐	No ☐
6. Is your statement free of italicized words?	Yes ☐	No ☐
7. Is your statement free of references to any other candidate or officeholder?	Yes ☐	No ☐
8. Is your statement free of any references to any other candidate or officeholder's qualifications, character, or activities?	Yes ☐	No ☐
9. Is your statement free of any reference to your political party affiliation or partisan political activity?	Yes ☐	No ☐
10. Is your statement free of any false information, or information that may be deemed as slanderous or libelous?	Yes ☐	No ☐
11. Is your statement limited to your own personal background, education, qualifications, and platform upon which you will run?	Yes ☐	No ☐
12. If your statement contains endorsements, do you have documentation to present from the individual(s) or specific organization(s) endorsing you?	Yes ☐	No ☐

If you answered "No" to any of the questions above, your statement may contain content that is prohibited by California Elections Code or Registrar of Voters policy.

Appendix R. Estimated Cost for Candidate Statements

Office	Registered Voters	Estimated Cost
Governor	1,210,322	$46,113.00
Lieutenant Governor	1,210,322	$46,113.00
Secretary of State	1,210,322	$46,113.00
Controller	1,210,322	$46,113.00
Treasurer	1,210,322	$46,113.00
Attorney General	1,210,322	$46,113.00
Insurance Commissioner	1,210,322	$46,113.00
Member, State Board of Equalization, District 1	826,367	$31,485.00
Member, State Board of Equalization, District 4	383,955	$14,629.00

Office	Registered Voters	Estimated Cost
United States Senator	1,210,322	$46,113.00
United States Senator Partial/Unexpired Term	1,210,322	$46,113.00
United States Representative, District 23	407,427	$15,523.00
United States Representative, District 25	3,087	$118.00
United States Representative, District 28	56,509	$2,153.00
United States Representative, District 33	414,180	$15,780.00
United States Representative, District 35	291,791	$11,117.00
United States Representative, District 40	37,328	$1,422.00
State Senator, District 18	3,089	$118.00
State Senator, District 22	168,341	$6,414.00
State Senator, District 32	49,957	$1,903.00
Member of the State Assembly, District 34	183,540	$6,993.00
Member of the State Assembly, District 36	3,087	$118.00
Member of the State Assembly, District 39	102,351	$3,900.00
Member of the State Assembly, District 41	87,706	$3,342.00
Member of the State Assembly, District 45	257,280	$9,802.00
Member of the State Assembly, District 47	76,748	$2,924.00
Member of the State Assembly, District 50	264,921	$10,093.00
Member of the State Assembly, District 53	171,277	$6,526.00
Member of the State Assembly, District 58	8,323	$317.00
Member of the State Assembly, District 59	55,088	$2,099.00
Judge of The Superior Court	1,210,322	$46,113.00
Superintendent of Public Instruction	1,210,322	$46,113.00
County Superintendent of Schools	1,210,322	$46,113.00
Barstow Community College District, Member, Governing Board	20,584	$784.00
Chaffey Community College District, Member, Governing Board, Area 1	119,449	$4,551.00
Chaffey Community College District, Member, Governing Board, Area 2	96,111	$3,662.00
County Supervisor, District 2	264,053	$10,060.00
County Supervisor, District 4	244,768	$9,326.00
Assessor/Recorder	1,210,322	$46,113.00
Auditor-Controller/Treasurer/Tax Collector	1,210,322	$46,113.00
District Attorney	1,210,322	$46,113.00
Sheriff/Coroner/Public Administrator	1,210,322	$46,113.00
City of San Bernardino, Mayor	108,711	$4,142.00
City of San Bernardino, Member, City Council, Ward 1	12,656	$482.00

Office	Registered Voters	Estimated Cost
City of San Bernardino, Member, City Council, Ward 2	14,389	$548.00
City of San Bernardino, Member, City Council, Ward 4	17,956	$684.00
City of Loma Linda, Member, City Council	14,373	$548.00

San Bernardino County Registrar of Voters
777 East Rialto Avenue
San Bernardino, CA 92415-0770
(909) 387-8300 Office (909) 387-2022 Fax
www.sbcountyelections.com

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