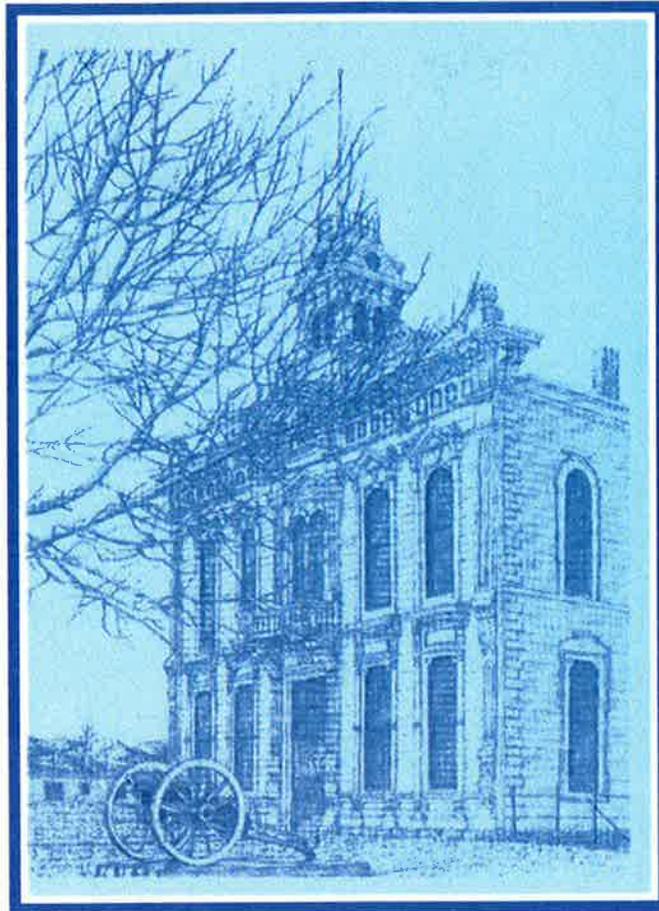


MONO COUNTY • REGISTRAR OF VOTERS

CANDIDATE GUIDE



JUNE 3, 2014

PRIMARY ELECTION

MONO COUNTY

TABLE OF CONTENTS

SECTION	PAGE NUMBER
NOTICE TO CANDIDATES	3
CANDIDATE FILING DATES	4
CANDIDATE FILING FEES	5
PROCEDURES NECESSARY FOR CANDIDATES TO GET ON THE BALLOT	6 - 14
Section 1 – Signatures in Lieu of Filing Fee	7-8
Section 2 – Declaration of Candidacy	8
Section 3 – Nomination Papers	8-9
Section 4 – Circulators	9
Section 5 – Ballot Designations	9-14
QUALIFICATIONS FOR OFFICE	15 - 18
Section 1 – County or District Office	16-17
Section 2 – Board of Supervisors	18
Section 3 – Town of Mammoth Lakes	18
CANDIDATE'S STATEMENT OF QUALIFICATIONS	19 - 22
Section 1 – Time for Filing	20
Section 2 – Cost of Statement	20
Section 3 – Guidelines Regarding Statements	20-21
Section 4 – Schedule of Costs: Estimates	21
Sample of Form	22
REGULATIONS CONCERNING POLITICAL CAMPAIGNS	23 - 29
Section 1 - Political Advertisement Requirement	24
Section 2 – Simulated Ballot Requirement	24-25
Section 3 – Mass Mailing at Public Expense	25
Section 4 – Requirements for Mass Mailing	25
Section 5 – Distribution of Precinct Polling Place Information	26
Section 6 – Electioneering Near Polling Place	26
Section 7 – Political Signs	26-29
CAMPAIGN DISCLOSURE REQUIREMENTS -Fair Political Practices Commission	30 - 39
Section 1 - How to Avoid the Most Common Mistakes	31-32
Section 2 – Who and Where to File and Filing Deadlines	33-34
Section 3 – Basic Information re FPPC Forms	35
Section 4 – Important Things to Remember	36
Section 5 – Code of Fair Campaign Practices	37-38
FPPC Contact Information	39
PUBLIC SERVICE REQUEST FORM	40 - 43

NOTICE TO CANDIDATES

We compiled this guide in order to help you, the candidate, meet the deadlines and understand the requirements of candidacy. It is distributed with the understanding that the County Clerk is not rendering legal advice and therefore the Candidates Guide is not to be a substitute for legal counsel for the individual or candidate using it. In case of conflict, the law, regulation or rule will apply. If you have any questions please contact the Mono County Clerk/Registrar's office at (760) 932-5537.

Maps of Mono County Board of Supervisor Districts and Mono County Voting Precincts are available on the following link:

<http://monogis/parcelviewer>

Precincts within Supervisor Districts:

District 1: Precinct 12 (Mammoth View)

**District 2: Precinct 2 (Benton/Hammil Valley); Precinct 4 (Chalfant)
Precinct 7 (Long Valley); Precinct 11 (Swall Meadows)**

**District 3: Precinct 5 (June Lake); Precinct 6 (Lee Vining); Precinct 9
(Mammoth Minaret)**

**District 4: Precinct 1 (Antelope); Precinct 3 (Bridgeport)
Precinct 8 (Mammoth Meadow)**

District 5: Precinct 10 (Mammoth Pinecrest); Precinct 13 (Old Mammoth)

CANDIDATE FILING DATES
STATEWIDE DIRECT PRIMARY ELECTION
JUNE 3, 2014

DECEMBER 27, 2013 <i>(E-158)</i>	to	FEBRUARY 20, 2014 <i>(E-103)</i>	Period for candidates to circulate and file their petitions for Signatures In Lieu of Filing Fees for the Primary Election. <i>[EC 8061, 8105, 8106]</i>
FEBRUARY 10 <i>(E-113)</i>	to	MARCH 7 <i>(E-88)</i>	CANDIDATE FILING PERIOD. Persons who want to run for any office on the ballot, including incumbents, must file Candidate Nomination Documents and Statement of Qualifications during this time period <i>[EC 10510, 13307, 13311, 8403(a)(2)]</i>
MARCH 7 <i>(E-88)</i>			Deadline for Filing Tax Rate Statement for Bond Measures. <i>[EC 9401]</i>
MARCH 8 <i>(E-87)</i>	to	MARCH 12 <i>(E-83)</i>	Extension period for anyone other than the incumbent to file a Declaration of Candidacy, Nomination Petition, and Statement of Qualifications if the incumbent did not file by 5:00 pm on March 7, 2014. <i>[EC 8022, 8024, 8204]</i>
MARCH 13 <i>(E-82)</i>			Randomized alphabet drawing. <i>[EC 13112]</i>
MARCH 14 <i>(E-81)</i>			Deadline to file Arguments For or Against Measures <i>[EC 9163, 9316]</i>
MARCH 15 <i>(E-80)</i>	to	MARCH 24 <i>(E-71)</i>	10-day public inspection for arguments <i>[EC 9190]</i>
MARCH 20 <i>(E-75)</i>			Deadline for Filing Rebuttals and Analyses to Measures by 5:00 pm. <i>[EC 9167, 9317]</i> County Counsel to submit Analysis <i>[EC 9160, 9313]</i>
MARCH 21 <i>(E-74)</i>	to	MARCH 30* <i>(E-65)</i>	10-day public inspection for Rebuttals and Analyses <i>[EC 9190, 9380]</i>
APRIL 4 <i>(E-60)</i>	To	APRIL 18 <i>(E-46)</i>	UOCAVA ballots to be transmitted to military and overseas voters <i>[EC 300, 321, 3101(e), 3118]</i>
APRIL 24 <i>(E-40)</i>	to	May 13 <i>(E-21)</i>	Mailing of State Voter Information Guide and Sample Ballots <i>[EC 9094, 13303, 13304]</i>
MAY 5 <i>(E-29)</i>	to	MAY 27 <i>(E-7)</i>	VOTE-BY-MAIL BALLOT REQUEST PERIOD <i>[EC 3001, 3003]</i>
MAY 19 <i>(E-15)</i>			LAST DAY TO REGISTER TO VOTE. <i>[EC2102, 2107]</i>

*March 30, 2014, falls on a weekend so the filing period will move forward to the next business day. (March 31, 2014)

FILING FEES
LOCAL CANDIDATES
STATEWIDE DIRECT PRIMARY ELECTION
JUNE 3, 2014

E.C. 8104(b) 1% OF ANNUAL SALARY

E.C. 8106(5) VALUE OF EACH SIGNATURE

E.C. 8106(c) DETERMINING NUMBER OF SIGNATURES

E.C. 8106(b)(3) PRO RATA VALUE

COUNTY OFFICE ON THE BALLOT	FILING FEE	SIGNATURES REQUIRED IN LIEU OF FILING FEE	VALUE OF EACH SIGNATURE
Assessor	\$ 1,080.00	588	\$ 1.84
District Attorney	\$ 1,436.16	588	\$ 2.44
Sheriff / Coroner	\$ 1,436.16	588	\$ 2.44
Superintendent of Schools	\$ 1,375.00	588	\$ 2.34
Supervisor, District 1	\$ 493.08	143	\$ 3.45
Supervisor, District 5	\$ 493.08	198	\$ 2.49

**PROCEDURES
NECESSARY
FOR CANDIDATES
TO GET ON THE
BALLOT**

PROCEDURES NECESSARY FOR CANDIDATES TO GET ON THE BALLOT

SECTION 1 – SIGNATURES IN LIEU OF FILING FEE

SECTION 2 – DECLARATION OF CANDIDACY

SECTION 3 – NOMINATION PAPERS

SECTION 4 – CIRCULATORS

SECTION 5 – BALLOT DESIGNATIONS

SECTION 1 – SIGNATURES IN LIEU OF FILING FEE

➤ **Signatures In-Lieu-Of-Filing Fee Petition:** E.C.8105, 8106

A candidate may submit a petition containing signatures of registered voters in lieu of paying the filing fee to run for office. The signatures submitted may cover all or a portion of the filing fee.

Signers shall be voters in the district or political subdivision in which the candidate is to be voted on. Signatures in lieu of filing fee petitions may be submitted to the elections official on an on-going basis. (Administrative Code §20533)

On **December 27, 2013**, the County Clerk shall, upon request, furnish forms to each candidate for securing signatures in lieu of paying the required filing fee. Forms may be obtained at the County Clerk's Office located in Annex I (Library Building) Bridgeport, California between the hours of 8:00 a.m. and 5:00 p.m., Monday-Friday.

All candidates (except for Judicial Candidates) must submit and file all signatures in lieu of filing fee with the County Clerk, Elections Department, no later than 5:00 pm on **February 20, 2014**, and **prior to filing a Declaration of Candidacy** which cannot be done until the nomination signature requirement has been satisfied.

If a petition is submitted containing numerous duplicate signatures in order to file a larger number of signatures-in-lieu, those signatures will be disqualified and credit toward the filing fee will not be given. The candidate must either pay the full amount remaining of the filing fee or forfeit the opportunity to be a candidate.

If forms are issued as Signatures-In-Lieu Petitions, they must be returned by the deadlines listed above. DO NOT use the Signature-In-Lieu Petitions for collecting nomination signatures during the Nomination Petition signature gathering period from February 10th to March 7th. Candidates must obtain a Nomination Petition during that period in order to collect any nomination signatures that may be needed. The names and addresses of candidates requesting Signature-In-Lieu Petitions is considered public information.

> **Signatures-In-Lieu Toward Nomination Signatures:** E.C. 8020, 8022, 8040-8041, 8061-8063, 8105-8106

If a candidate submits a Signatures-In-Lieu Petition, the county elections official shall also count those valid signatures appearing on the petition toward the number of voter signatures required for the candidate's Nomination paper.

If the Signatures-In-Lieu Petition contains the requisite number of valid signatures required for the Nomination Paper, the candidate is NOT required to circulate and file a separate Nomination Paper. However, the other required documents (i.e. Declaration of Candidacy, etc.) must still be filed during the appropriate time frame.

If the Signature-In-Lieu Petition does not contain the requisite number of valid signatures required for the Nomination Paper, the candidate must circulate and file a separate Nomination petition to be signed by qualified registered voters during the nomination period.

SECTION 2 – DECLARATION OF CANDIDACY E.C. 8002.5, 8020, 8023, 8028, 8101, 8105, 8121

The Declaration of Candidacy is the official nomination document, wherein the candidate indicates how his/her name and ballot designation is to appear on the ballot. Additionally, the candidate declares that he/she meets the statutory and/or constitutional qualifications for the office sought, and that if nominated, the candidate will accept the nomination and not withdraw.

The Oath of Office on the Declaration of Candidacy form must be taken and signed by the candidate before an authorized county election official.

No candidate's name shall be printed upon the primary ballot unless he/she files a Declaration of Candidacy in the office of the County Clerk, Elections Department between the dates of **February 10, 2014, through March 7, 2014**, by 5:00 p.m. At the time of filing, the candidate states the office for which he/she is running and must pay the filing fee by check payable to Mono County Clerk. Filing fees are not refundable in the event that the candidate fails to qualify as a candidate. Only forms issued by the County Clerk may be used.

(a) Except as provided in subdivision (b) below, a candidate shall not remove a Declaration of Candidacy form from the office of the County Clerk, and the County Clerk shall require all candidates filing a Declaration of Candidacy to execute the form in the office of the County Clerk.

(b) A candidate may, in a written statement signed and dated by the candidate, designate a person to receive a Declaration of Candidacy form from the County Clerk and deliver it to the candidate. Such statement shall include language indicating that the candidate is aware that the Declaration of Candidacy must be properly executed and delivered to the County Clerk of the county of the candidate's residence by **March 7, 2014**.

The candidate's name will be printed on the ballot **exactly as it appears** on the Declaration of Candidacy. Nicknames of candidates are permitted on the ballot provided the candidate has declared his candidacy under such name.

SECTION 3 – NOMINATION PAPERS E.C. 13.5, 8020, 8041, 8062-8070, 8081

A candidate may request nomination papers prior to filing his/her Declaration of Candidacy and paying his/her filing fee, or may obtain nomination papers at the time of filing the Declaration of Candidacy and paying the filing fee. The required number of signatures (not less than 20 but no more than 40) on the nomination papers are to be obtained by either the candidate or appointed circulators of the candidate.

All Nomination Papers must be left with the Elections Department not later than **March 7, 2014**, with filing closing promptly at 5:00 p.m., for examination and filing or for examination and certification and forwarding to the Secretary of State, as the case may be.

Nomination Papers for a Non-Partisan office must be signed by voters residing within the district or political subdivision in which the candidate is to be voted on.

Each elector (voters residing within the district) must sign his/her name on the Nomination Papers in the presence of the circulator, and must write in his/her place of residence. It is important that the signer write in the above requirements. No signer shall, at the time of signing a certificate, have his or her name signed to any other nomination paper for any other candidate for the same office or, in case there are several places to be filled in the same office, signed to more nomination papers for candidates for that office than there are places to be filled.

When the desired number of signatures of electors has been obtained, the circulator must swear to the affidavit appearing at the end of each section of the Nomination Paper and return all sections to the candidate to be left by him/her with the County Clerk/Election Department. This Declaration of Circulator must be done in the circulator's own writing.

The County Clerk will not accept for filing any Declaration or Nomination Papers unless all blanks therein are filled and will mark as 'Non-Sufficient' any signature that does not appear in the same handwriting as appears on the affidavit of registration in his/her office or in which the declaration of party affiliation is not in accordance with the declaration of party affiliation in such affidavit of registration if for a partisan office.

SECTION 4 – CIRCULATORS E.C. 8041, 8060, 8065, 8066

A candidate may circulate and obtain sponsor's signatures for his/her own candidacy or he/she may appoint one or more circulators to secure signatures of sponsors on his/her Nomination Papers. ***A circulator appointed by a candidate shall be a voter in the district or political subdivision in which the candidate is to be voted on.***

Signers of Nomination Papers for partisan office must be the same political party as that for which the candidate seeks nomination in order for the signature to be sufficient.

SECTION 5 – BALLOT DESIGNATIONS E.C.13107 & CCR 20711

The candidate may request a ballot designation to appear under his/her name on the ballot, but is not required to and may leave the space for such designation blank. In order to notify the Elections Official of the candidate's intention to forego a designation, the word "none" must be written on the application in the appropriate space. "None" will not appear on the ballot.

Ballot Designation Worksheet

Pursuant to California Elections Code Section 13107.3 and Section 20711 of the California Code of Regulations, this entire form **must be completed**, or it will not be accepted and you will **not** be entitled to a ballot designation. **DO NOT LEAVE ANY RESPONSE SPACES BLANK.** If information requested is not applicable, please write N/A in the space provided. Otherwise the information **MUST** be provided. Upon filing, this worksheet will be a public record.

Candidate Information

Candidate Name: _____

Office: _____

Home Address: _____ E-Mail: _____

Business Address: _____

Mailing Address: _____

Phone Number(s) Business: _____ Home/Mobile: _____ Fax: _____

Attorney Information

Attorney Name (or other person authorized to act in your behalf): _____

Address: _____

Home Address: _____ E-Mail: _____

Business Address: _____

Mailing Address: _____

Phone Number(s) Business: _____ Home/Mobile: _____ Fax: _____

Proposed Ballot Designation: _____

1st Alternative: _____

2nd Alternative: _____

You may select as your ballot designation:

- (a) Your current principal profession(s), vocation(s), or occupation(s) [maximum total of three words, separated by a "/"]
- (b) The full title of the public office you currently occupy and to which you were elected
- (c) "Appointed [full title of public office]" if you currently serve by appointment in an elective public office and are seeking election to a different office
- (d) "Incumbent" if you were elected (or, if you are a Superior Court Judge, appointed) to your current public office and seek election to a new term
- (e) "Appointed Incumbent" if you were appointed to your current elective public office (other than Superior Court Judge) and seek election to a new term

In the space provided on the next page or on an attachment sheet, describe why you believe you are entitled to use the proposed ballot designation. Attach any documents or exhibits that you believe support your proposed ballot designation. If using the title of an elective office, attach a copy of your certificate of election or appointment. These documents will not be returned to you. **Do not submit originals.**

If your proposed ballot designation includes the word "volunteer," indicate the title of your volunteer position and the name of the entity for which you volunteer along with a brief description of the type of volunteer work you do and the approximate amount of time involved. You may only use the ballot designation "community volunteer" if you

volunteer for a 501(c)(3) charitable, educational, or religious organization, a governmental agency or an educational institution. You may not use "community volunteer" together with another designation.

Remember, it is your responsibility to justify your proposed ballot designation and to provide all requested details. For your reference, attached are Elections Code Sections 13107 and 13107.3, and 2 California Code of Regulations (CCR) Section 20711. You may also wish to consult Elections Code Section 11307.5 ("community volunteer") and 2 CCR Sections 20712 - 20719 (found at www.sos.ca.gov).

Justification for use of proposed ballot designation: _____

Current or Most Recent Job Title: _____ Start/End Dates: _____

Employer Name or Business: _____

Person(s) who can verify this information:

Name(s) _____ Phone Number: _____

E-Mail: _____

Name(s) _____ Phone Number: _____

E-Mail: _____

Before signing below, answer the following questions.

Does your proposed ballot designation:

- Use only a portion of the title of your current elected office? Yes No
- Use only the word "Incumbent" for an elective office (other than Superior Court Judge) to which you were appointed? Yes No
- Use more than three total words for your principal professions, vocations or occupations? Yes No
- Suggest an evaluation of you, such as outstanding, leading, expert, virtuous, or eminent? Yes No
- Refer to a status (Veteran, Activist, Founder, Scholar), rather than a profession, vocation or occupation? Yes No
- Abbreviate the word "retired"? Yes No
- Place the word "retired" after the words it modifies? Example: Accountant, retired Yes No
- Use any word or prefix (except "retired") such as "former" or "ex-" to refer to a former profession, vocation or occupation? Yes No
- Use the word "retired" along with a current profession, vocation, or occupation? Example: Retired Firefighter/Teacher Yes No
- Use the name of a political party or political body? Yes No
- Refer to a racial, religious, or ethnic group? Yes No
- Refer to any activity prohibited by law? Yes No

If the answer to any of these questions is "Yes," your proposed ballot designation is likely to be rejected.

Candidate's Signature _____ Date _____

For your reference, the relevant provisions of Elections Code section 13107 are reproduced below:

13107.

(a) With the exception of candidates for Justice of the State Supreme Court or Court of Appeal, immediately under the name of each candidate, and not separated from the name by any line, unless the designation made by the candidate pursuant to Section 8002.5 must be listed immediately below the name of the candidate pursuant to Section 13105, and in that case immediately under the designation, may appear at the option of the candidate only one of the following designations:

(1) Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which he or she was elected by vote of the people, or to which he or she was appointed, in the case of a superior court judge.

(2) The word "incumbent" if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination papers, and was elected to that office by a vote of the people, or, in the case of a superior court judge, was appointed to that office.

(3) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. For purposes of this section, all California geographical names shall be considered to be one word. 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 for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.

(4) The phrase "appointed incumbent" if the candidate holds an office other than a judicial office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word "appointed" and the title of the office. In either instance, the candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed." However, the phrase "appointed incumbent" shall not be required of a candidate who seeks reelection to an office which he or she holds and to which he or she was appointed, as a nominated candidate, in lieu of an election, pursuant to Sections 5326 and 5328 of the Education Code or Section 7228, 7423, 7673, 10229, or 10515 of this code.

(b) Neither the Secretary of State nor any other elections official shall accept a designation of which any of the following would be true:

- (1) It would mislead the voter.
- (2) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
- (3) It abbreviates the word "retired" or places it following any word or words which it modifies.
- (4) It uses a word or prefix, such as "former" or "ex-," which means a prior status. The only exception is the use of the word "retired."
- (5) It uses the name of any political party, whether or not it has qualified for the ballot.
- (6) It uses a word or words referring to a racial, religious, or ethnic group.
- (7) It refers to any activity prohibited by law.

(c) If, upon checking the nomination documents and the ballot designation worksheet described in Section 13107.3, the elections official finds the designation to be in violation of any of the restrictions set forth in this section, the elections official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address provided on the candidate's ballot designation worksheet.

(1) The candidate shall, within three days, excluding Saturday, Sunday, and state holidays, from the date he or she receives notice by registered or certified mail, or from the date the candidate receives actual notice of the violation, whichever occurs first, appear before the elections official or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide a designation that complies with subdivision (a).

(2) In the event the candidate fails to provide a designation that complies with subdivision (a) within the three-day period specified in paragraph (1), no designation shall appear after the candidate's name.

(d) No designation given by a candidate shall be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the elections official as specified in subdivision (c) or as provided in subdivision (e). The elections official shall maintain a copy of the ballot designation worksheet for each candidate that appears on the ballot in the county for the same period of time as applied to nomination documents pursuant to Section 17100.

(e) The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days prior to the general election, requests in writing a different designation which the candidate is entitled to use at the time of the request.

For your reference, Elections Code section 13107.3 is reproduced below:

13107.3.

(a) A candidate who submits a ballot designation pursuant to subdivision (a) of Section 13107 shall file a ballot designation worksheet that supports the use of that ballot designation by the candidate, in a format prescribed by the Secretary of State.

(b) The ballot designation worksheet shall be filed with the elections official at the same time that the candidate files his or her declaration of candidacy.

(c) In the event that a candidate fails to file a ballot designation worksheet in accordance with subdivision (a), no designation shall appear under the candidate's name on the ballot.

For your reference, Elections Code section 13107.5 is reproduced below:

13107.5.

(a) A candidate's ballot designation as "community volunteer" shall constitute a valid principal vocation or occupation for purposes of subdivision (a) of Section 13107, if not otherwise in violation of any of the restrictions set forth in that section, and subject to the following conditions:

(1) A candidate's community volunteer activities constitute his or her principal profession, vocation, or occupation.

(2) A candidate is not engaged concurrently in another principal profession, vocation, or occupation.

(3) A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation, or occupation designation.

(b) The Secretary of State shall by regulation define what constitutes a community volunteer for purposes of this section.

For your reference, 2 CCR 20711 is reproduced below:

20711. Ballot Designation Worksheet.

(a) In order to facilitate review of a candidate's proposed ballot designation by the Secretary of State pursuant to Elections Code Section 13107, the candidate shall submit, at the time of filing his or her proposed ballot designation on the Declaration of Candidacy, a completed Ballot Designation Worksheet on a form provided by the Secretary of State.

(b) All Ballot Designation Worksheets filed with the Office of the Secretary of State or the county elections officials pursuant to this section shall be public records and shall be available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, Fifth Floor, 1500 11th Street, Sacramento, California 95814, or at the office of the applicable county elections official.

(c) The Secretary of State shall provide a master copy or copies of the Ballot Designation Worksheet to all elections officials responsible for providing and accepting the nomination documents for candidates in elections for offices certified by the Secretary of State. The Ballot Designation Worksheet shall request that the candidate proposing the ballot designation provide the following information:

(1) The candidate's name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number;

(2) A designation of the office for which the candidate is seeking election;

(3) The name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number of the attorney representing the candidate or for any other person to be contacted in the event the Secretary of State requires further information regarding the proposed ballot designation;

(4) The proposed ballot designation submitted by the candidate;

(5) The candidate may submit one or more proposed alternate ballot designations ranked in order of the candidate's preference;

(6) A brief statement identifying the factual basis upon which the candidate claims the proposed ballot designation and each proposed alternate ballot designation, including the following:

(A) If the candidate holds elected office and is submitting his or her proposed ballot designation pursuant to Elections Code Section 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently occupies and may attach a copy of his or her Certificate of Election;

(B) If the candidate is a judicial officer and is submitting his or her proposed ballot designation pursuant to Elections Code Section 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office

he or she currently holds and may attach either (A) a copy of his or her Certificate of Election or (B) a copy of his or her commission or certificate of appointment, issued at the time the candidate was appointed to the judicial office which he or she currently occupies;

(C) If the candidate submits a ballot designation pursuant to Elections Code Section 13107, subdivision (a)(3), the candidate shall indicate:

(i) The title of the position or positions which he or she claims supports the proposed ballot designation;

(ii) The dates during which the candidate held such position;

(iii) A description of the work he or she performs in the position;

(iv) The name of the candidate's business or employer;

(v) The name and telephone number of a person or persons who could verify such information; and

(vi) A statement that the professions, vocations or occupations relied upon to support the proposed ballot designation constitute the primary, main or leading professions, vocations or occupations of the candidate, in accordance with the definition of the term "principal" as set forth at Section 20714, subdivision (b).

(D) If the candidate submits a ballot designation pursuant to Elections Code Section 13107, subdivision (a)(4), the candidate shall indicate the date on which he or she was appointed to the office for which he or she is an appointed incumbent.

(d) The candidate may attach or append any supporting documents or other exhibits to his or her Ballot Designation Worksheet which he or she believes support his or her proposed ballot designation. Such attached documents or other exhibits shall be deemed to be incorporated by reference as part of the candidate's Ballot Designation Worksheet and shall be considered as such by the Secretary of State.

(e) If a candidate requests a change of his or her ballot designation pursuant to Elections Code Section 13107(e), that request shall be accompanied by a Ballot Designation Worksheet.

QUALIFICATIONS

FOR

OFFICE

NOTICE

Many local offices have education and/or certification requirements for holding the office. This publication contains ONLY the requirements for getting a candidate's name on the ballot. We urge all candidates to research the statutes pertaining to the office in which he or she is interested.

[EC 13.5]

QUALIFICATIONS FOR OFFICE

SECTION 1 – COUNTY OR DISTRICT OFFICE

- **Assessor**
- **District Attorney**
- **Sheriff/Coroner**
- **Superintendent of Schools**

SECTION 2 – BOARD OF SUPERVISORS

- **District One**
- **District Five**

SECTION 3 – TOWN OF MAMMOTH LAKES

- **Town Council Members**

LOCAL OFFICES – NONPARTISAN

Candidates for county or district offices who receive a majority vote at the primary election are declared elected. A Certificate of Election is issued to such a successful candidate and neither the name nor the office appears on the November ballot E.C. 8140

SECTION 1 – COUNTY OR DISTRICT OFFICE

A person is not eligible to a county or district office, unless he or she is a U.S. citizen and a registered voter of the county or district in which the duties of the office are to be exercised at the time that nomination papers are issued to the person.

E.C. 13, 13.5; G.C. 24001

- **Assessor**
 - a) A person may not exercise the powers and duties of the office of assessor unless he or she holds a valid appraiser's certificate issued by the State Board of Equalization pursuant to Article 8 (commencing with Section 670) of Chapter 3 of Part 2 of Division 1 of the Revenue and Taxation Code.
 - b) Notwithstanding subdivision (a), a duly elected or appointed person may exercise the powers and duties of assessor, for a period not to exceed one year, if he or she acquires a temporary appraiser's certificate from the State Board of Equalization no later than 30 days of election.
 - c) This section does not apply to any person holding the office of assessor on January 1, 1997. *G.C. 24002.5*

- **District Attorney**
 - A person is not eligible to the office of district attorney unless he has been admitted to practice in the Supreme Court of the State. *G.C. 24002*

DOCUMENTATION REQUIRED.

- **Sheriff/Coroner**
 - No person is eligible to become a candidate for the office of sheriff in any county unless, at the time of the final filing date for election, he or she meets one of the following criteria established in sections of the Penal Code.
G.C. 24004.3
 - An active or inactive advanced certificate issued by the Commission on Peace Officer Standards and Training.
 - 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 within five years prior to the date of filing, and possesses a master's degree from an accredited college or university.
 - Two years experience and possess a bachelor's degree from an accredited college or university.
 - Three years and possess an associate in arts or associate in science degree, or the equivalent, from an accredited college.
 - Four years experience and possess a high school diploma or the equivalent. All persons holding the office of sheriff on January 1, 1989, shall be deemed to have met all qualifications required for sheriff.

DOCUMENTATION REQUIRED.

- **Superintendent of Schools**
 - a) Must possess a valid credential from the State Board of Education.
 - b) Possess of a valid certification document authorizing administrative services or valid elementary or secondary administrative credentials.

E.C. 13, 13.5; G.C. 24001; Ed Code 1205-1208

DOCUMENTATION REQUIRED.

SECTION 2 – BOARD OF SUPERVISORS

Each member shall have been a registered voter of the district which he seeks to represent for at least 30 days preceding the deadline for filing nomination documents for the office of supervisor, and shall reside in the district during his incumbency. *G.C. 25041*

All candidates for Board of Supervisors must complete and file a Form 700-Statement of Economic Interest by the close of the filing period (**March 7, 2014**). *G.C. 87201*

SECTION 3 – TOWN OF MAMMOTH LAKES-TOWN COUNCIL MEMBERS

A person is not eligible for these seats, unless he or she is a U.S. citizen; a registered voter in the following voting precincts of the county in which the duties of the office are to be exercised at the time that nomination papers are issued. *E.C. 13, 13.5; G.C. 24001*

<i>PRECINCT NUMBER</i>	<i>PRECINCT NAME</i>
8	Mammoth Meadow
9	Mammoth Minaret
10	Mammoth Pinecrest
12	Mammoth View
13	Old Mammoth

Candidates wishing to run for Mammoth Lakes Town Council need to speak with the Town Clerk at 760-934-8989 x 267.

CANDIDATE'S
STATEMENT
OF
QUALIFICATIONS

CANDIDATE'S STATEMENT OF QUALIFICATIONS

(NON-PARTISAN OFFICES ONLY)

*(USED ONLY WHEN THERE ARE MORE CANDIDATES THAN SEATS AVAILABLE
AND THE RACE GOES ONTO THE BALLOT)*

SECTION 1 – TIME FOR FILING

SECTION 2 – COST OF STATEMENT

SECTION 3 – GUIDELINES REGARDING STATEMENTS

SECTION 4 – SCHEDULE OF COSTS: ESTIMATES

SECTION 1 – TIME FOR FILING

The Candidate's Statement of Qualifications **must be filed on a form provided by the County Clerk at the time of filing nomination papers.**

The Candidate's Statement of Qualifications may be withdrawn, but not changed, during the period for filing. *E.C. 13307*

SECTION 2 – COST OF STATEMENT

All costs in handling of the Candidate's Statement of Qualifications must be paid by each candidate. *E.C. 13307(c)*

SECTION 3 – GUIDELINES REGARDING STATEMENTS

Each candidate for elective office in any local agency, city or county or district may prepare a candidate's statement. Such statement may include the name, age and occupation of the candidate and brief description of no more than 200 words, of the candidate's education and qualifications expressed by the candidate himself/herself. Such statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.

If you choose to submit a Statement of Qualifications you must adhere to the following instructions:

- This statement may contain your name, age, occupation and a brief description of no more than **200 words** of your education and qualifications.

- Statements must be **TYPED** either on this form or printed separately and adhered to this form for filing.
- An **ELECTRONIC COPY** of your statement is also required.
- Your statement will be printed EXACTLY as submitted, and in the format prescribed by Elections Code §13307; therefore, all statements should be carefully checked for content, spelling, punctuation and grammar before submission.
- Statements that are not in compliance with the format as described in the Candidate's Guide will be reformatted and set in uniform type by the elections official.

The Candidate's Statement shall be filed in the office of the County Clerk when his/her Nomination Papers are returned for filing. The Candidate's Statement shall be filed in the office of the County Clerk no later than **March 7, 2014, at 5:00 p.m.**

The County Clerk shall send to each voter together with the sample ballot, a voter's pamphlet which contains the written statements of each candidate that is prepared pursuant to this section. The statement of each candidate shall be printed in type of uniform size and darkness, and with uniform spacing.

Nothing in this section shall be deemed to make any such statement or the authors thereof free or exempt from any civil or criminal action or penalty because of any false, slanderous or libelous statements offered for printing or contained in the voter's pamphlet. *E.C. 13307*

SECTION 4 – SCHEDULE OF COSTS: ESTIMATE *E.C. 13307(c)*

Printing of Candidate's Statement of Qualifications in sample ballot: English \$250.00; Spanish \$250.00

These costs are only estimated costs. Actual charges may be more or less depending on actual printing charges, number of pamphlets required and number of candidates using the service and appearing on the same ballot pamphlet. The County Clerk will bill you after the election.

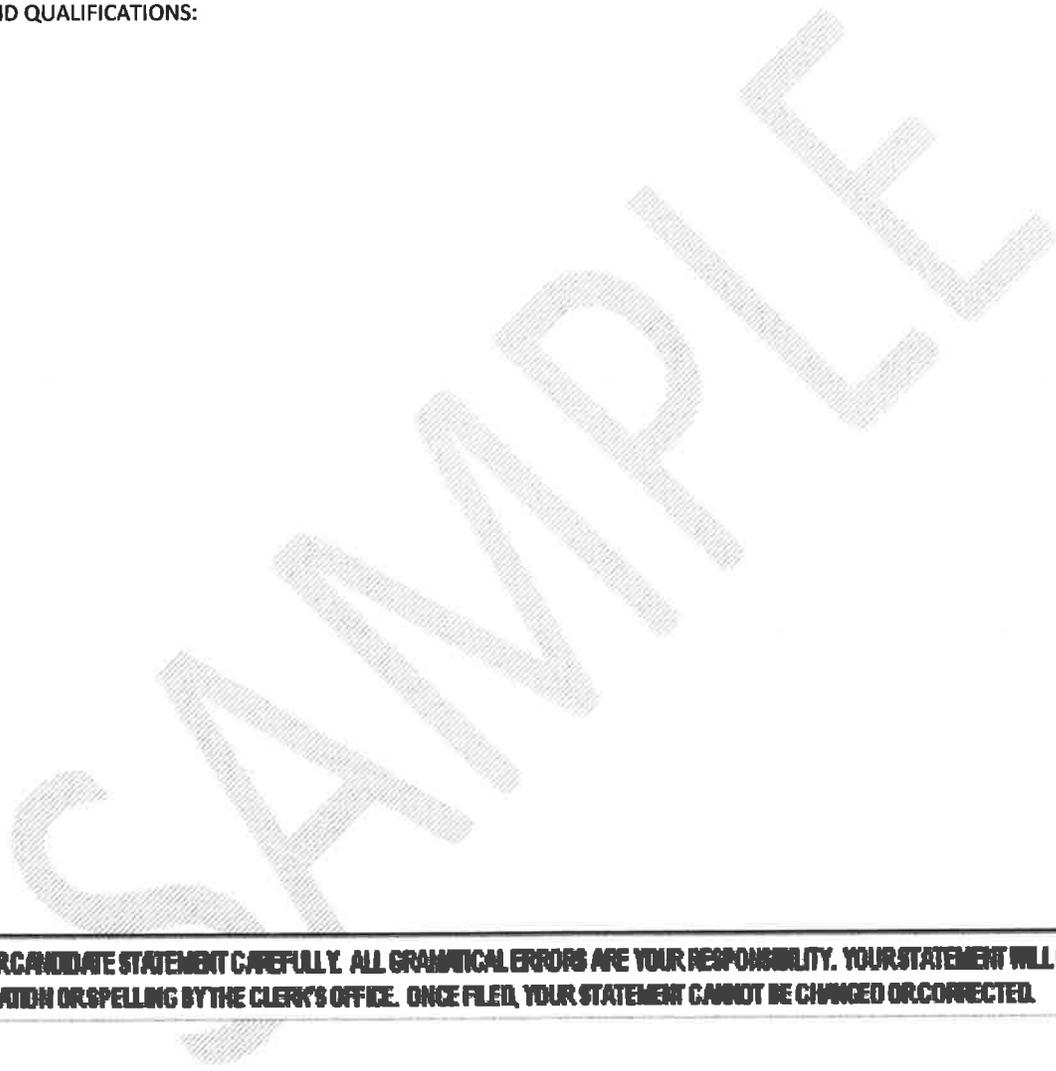
Please specify ENGLISH _____ and/or SPANISH _____

PRINT NAME: _____ AGE: _____
(Optional)

OCCUPATION: _____

Type your statement on this form, or attach your typewritten statement to this form. Word count starts after 'Qualifications'.

EDUCATION AND QUALIFICATIONS:



REVIEW YOUR CANDIDATE STATEMENT CAREFULLY. ALL GRAMMATICAL ERRORS ARE YOUR RESPONSIBILITY. YOUR STATEMENT WILL NOT BE PROOFED FOR PUNCTUATION OR SPELLING BY THE CLERK'S OFFICE. ONCE FILED, YOUR STATEMENT CANNOT BE CHANGED OR CORRECTED.

- I have prepared the above statement (pursuant to Elections Code §13307) that is to be printed in the sample ballot and mailed to each registered voter who is eligible to vote for me.
- I do not wish to file a Candidate's Statement.

Signature

**REGULATIONS
CONCERNING
POLITICAL
CAMPAIGNS**

REGULATIONS CONCERNING POLITICAL CAMPAIGNS

- SECTION 1 – POLITICAL ADVERTISEMENT REQUIREMENT
 - SECTION 2 – SIMULATED BALLOT REQUIREMENT
 - SECTION 3 – MASS MAILING AT PUBLIC EXPENSE
 - SECTION 4 – REQUIREMENTS FOR MASS MAILING
 - SECTION 5 – DISTRIBUTION OF PRECINCT POLLING PLACE INFORMATION
 - SECTION 6 – ELECTIONEERING NEAR POLLING PLACE
 - SECTION 7 – POLITICAL SIGNS
-

SECTION 1 – POLITICAL ADVERTISEMENT REQUIREMENTS

Any paid political advertisement which refers to an election or to any candidate for state or local elective office and which 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. *E.C. 20008*

SECTION 2 – SIMULATED BALLOT REQUIREMENT

- a) Every simulated ballot or simulated sample ballot shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the statement or words or in 10-point roman type, whichever is larger, in a printed or drawn box and set apart from any other printed matter, the following statement:

"Notice to Voter (Required by Law)

"This is not an official ballot or an official sample ballot prepared by the county elections official or the Secretary of State.

"This is an unofficial, marked ballot prepared by _____ (insert name and address of the person or organization responsible for preparation thereof)."

Nothing in this section shall be construed to require any such notice in any editorial or other statement appearing in a regularly published newspaper or magazine other than a paid political advertisement. *E.C. 20009*

No such simulated ballot or simulated sample ballot shall bear any official seal or the insignia of any public entity, nor shall any such seal or the insignia appear upon the envelope in which it is mailed or otherwise delivered. *E.C. 20009 (b)*

In addition to any other penalty, any person who prints or otherwise duplicates, or causes to be printed or duplicated, a simulated ballot or simulated sample ballot that does not contain the statement required by Section 20009 or that uses an official seal or insignia in violation thereof, is guilty of a misdemeanor. *E.C. 18301*

SECTION 3 – MASS MAILING AT PUBLIC EXPENSE

No newsletter or other mass mailing shall be sent at public expense. *G.C. 89001*

SECTION 4 – REQUIREMENT FOR MASS MAILING *G.C. 84305 E.C. 18303*

a) Except as provided in subdivision (b), no candidate or committee shall send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass 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 which shall be in a color or print which 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 organization'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) 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 in subdivision (a).

SECTION 5 – DISTRIBUTION OF PRECINCT POLLING PLACE INFORMATION

Every person is guilty of a misdemeanor who knowingly causes to be mailed or distributed, or knowingly mails or distributes literature to any voter which 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 such mailing or distribution.

E.C. 18302

SECTION 6 – ELECTIONEERING NEAR POLLING PLACE *E.C. 18370*

No person, on election day, or at any time that a voter may be casting a ballot, shall, within 100 feet of a polling place or an election official's office:

- a) Circulate an initiative, referendum, recall, nomination petition or any other petition.
- b) Solicit a vote or speak to a voter on the subject of marking his or her ballot.
- c) Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in E.C. 14240.
- d) Do any electioneering as defined by Section 319.5.

As used in this section "100 feet of a polling place or an election official's office" means a distance 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

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

SECTION 7 – POLITICAL SIGNS

The placement of political signs may be regulated by the state, county or city, depending upon the location of such signs:

STATE OF CALIFORNIA:

Under provisions of the State Outdoor Advertising Act, signs may not be placed within the rights of way of any public road or highway or adjacent to a landscaped freeway: and signs may not be placed adjacent to a Federal-aid or Primary or an Interstate highway unless they are in compliance with the controls set forth in detail in this act. Before signs are placed in unincorporated areas within 660 feet of the right of way of a Federal-aid or Primary or an Interstate highway, a **Statement of Responsibility must be completed and returned to the Department of Transportation district office (see pages 28 and 29)**. The Department of Transportation district office is prepared to answer any questions candidates may have about the state law regulating campaign signs. Candidates may write to: Department of Transportation, Encroachments & Permits, 500 South Main Street, Bishop, CA 93514. The telephone number is (760) 872-0674.

MONO COUNTY:

Political signs cannot be placed within a county right-of-way. (*County Code Section 13.04.020.3*) If you have questions about whether or not an area is within a county right-of-way, contact the Mono County Public Works Department at (760) 932-5440.

TOWN OF MAMMOTH LAKES:

Political Signs: Signs, posters, and banners indicating support for or opposition to a political candidate or political question. Such signs, posters or banners shall be removed within five days following the election, if the sign relates to an election. Such signs shall not exceed six square feet in area and shall not be placed in any public right-of-way or displayed on any public property. For more information please contact the Town of Mammoth Lakes at (760) 934-8989.

DEPARTMENT OF TRANSPORTATION
DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM



**STATEMENT OF RESPONSIBILITY FOR TEMPORARY
POLITICAL SIGNS**

Election Date: _____ June _____ November Other: _____

Candidate's Name: _____

Office sought or Proposition Number: _____

County where sign(s) will be placed: _____

Number of signs to be placed: _____

RESPONSIBLE PARTY:

Name: _____

Address: _____

Phone Number (Include Area Code) _____

The undersigned hereby accepts responsibility for the removal of Temporary Political Signs placed pursuant to Section 5405.3 of the Outdoor Advertising Act for the above candidate or proposition.

It is understood and agreed that any Temporary Political Signs placed sooner than ninety (90) days prior to the election and/or not removed within ten (10) days after the election, may be removed by the Department and the responsible party will be billed for any associated removal costs.

SIGNATURE OF RESPONSIBLE PARTY

DATE

Mail Statement of Responsibility to:

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

**CAMPAIGN
DISCLOSURE
REQUIREMENTS**



FAIR POLITICAL PRACTICES COMMISSION

CAMPAIGN DISCLOSURE REQUIREMENTS

SECTION 1 – FPPC-HOW TO AVOID MOST COMMON MISTAKES

SECTION 2 – WHO AND WHERE TO FILE AND FILING DEADLINES

SECTION 3 – BASIC INFORMATION re FPPC FORMS

SECTION 4 – IMPORTANT THINGS TO REMEMBER

SECTION 5 – CODE OF FAIR CAMPAIGN PRACTICES

SECTION 1 – HOW TO AVOID THE MOST COMMON MISTAKES *By Karen Getman, California Fair Political Practices Commission*

1. **Open a campaign bank account immediately, and use the account for ALL campaign expenses.** A common scenario is that Candidate Jan, running in her first campaign for public office, uses her own money to pay for flyers announcing a fund-raiser. She gets a receipt, fully intending to seek reimbursement from here campaign funds. *But Jane unwittingly has violated state law.* It is fine to use your own funds to pay the costs of running for office, *but the money first must be deposited in a bank account set up solely for campaign purposes, and then withdrawn to pay campaign expenses* (the only exception is for certain candidate filing fees). Although this may sound like an unnecessary and rigid rule, it serves an important purpose. By requiring that all campaign funds go through a single bank account, we can ensure full and accurate reporting of ALL campaign contributions and expenditures.
2. **Learn the basic rules governing contributions-and follow them.** Many first-time candidates rely solely on their advisors to inform them about the rules on raising and spending money, then plead ignorance when accused of a campaign violation. Don't place your political future in the hands of others. Memorize and strictly adhere to the basic rules:

- a. No cash contributions or expenditures of \$100 or more
 - b. No anonymous contributions of \$100 or more
 - c. Get the name, address and employer of all who contribute \$25 or more
 - d. Keep copies all contributions and expenditure receipts
 - e. No personal use of campaign funds
3. **Insist that your campaign treasurer learn the rules and keep accurate, adequate records.** Many first-time candidates use volunteers as their campaign treasurers. When I was in private practice, one client said to me, "My wife balances the checkbook. I'm sure she can do this!" He later was shocked to discover that he had submitted woefully inadequate campaign reports, resulting in thousands of dollars in fines. It's okay to use your spouse, best friend, or tax accountant as your treasurer, but insist that they read the FPPC campaign reporting manuals, attend an FPPC training seminar, and make frequent use of our free telephone advice line. You wouldn't let your Aunt Ida file your business tax returns without prior experience; don't let her file your campaign reports without becoming familiar with law.
 4. **Know which events trigger special, more complicated rules.** In addition to knowing the basic rules yourself, make sure you understand what types of events trigger more complicated rules so you will know when to ask for help. Some of the more common include:
 - a. Mailing more than 200 pieces of campaign literature
 - b. Written solicitations for campaign contributions
 - c. Having a fund-raiser at someone's home
 - d. Receiving \$5,000 or more from a single contributor
 - e. Contributions made by money order or cashier's check
 - f. In-kind contributions (e.g. personal services, free printing, etc.)
 - g. Payments made by your consultant, printer, etc. to *other* vendors on your behalf
 - h. Using campaign money for tickets, automobile expenses or clothing
 5. **Know any special rules imposed by local campaign finance laws.** Candidates in certain areas have to abide by special local rules.
 6. **Know the deadlines for filing campaign reports, and comply with them.** From the start of your campaign, you should know all of the deadlines for filing campaign reports. Excuses such as "I was out of town and couldn't sign the report," or "I didn't know it had to be received by that date, so I mailed it," may prompt fines, not sympathy. Go to <http://www.fppc.ca.gov/>, Campaign Filing Deadlines.
 7. **Be especially vigilant with late contribution reports.** During the last 16 days before an election, you are required to notify your filing offices about contributions of \$1,000 or more from a single source *within 24 hours of receipt*. Because late contributions can help turn an election, the public must be notified of them immediately. The FPPC reacts very harshly to candidates, even first-time candidates, who fail to file late-contribution reports on time.
 8. **Don't be too quick to close your campaign bank account or terminate your committee.** Candidates who lose often want to close their accounts quickly and put the experience behind them. But sometimes there is an audit, a late bill they forgot to pay, or an unexpected refund. If you have prematurely terminated your bank account and committee, these small items can become a big headache. And successful candidates can use leftover campaign funds for officeholder expenses.

Don't be discouraged by the complexity of the campaign finance rules. We are trying to make them easier. In the meantime, call us for help at (916) 322-5660 or look at our webpage www.fppc.ca.gov for helpful information on campaign disclosure.

**Fair Political Practices Commission
Filing Schedule for
Candidates and Controlled Committees for Local Office
Being Voted on June 3, 2014**

Deadline	Period	Form	Notes
Jan 31, 2014 <i>Semi-Annual</i>	thru – 12/31/13	<u>460</u> <u>470</u>	<ul style="list-style-type: none"> ▪ An individual who filed candidacy papers in 2013 must file Form 460 or Form 470 to disclose activity for that year.
Within 24 Hours <i>Contribution Reports</i>	3/5/14 – 6/2/14	<u>497</u>	<ul style="list-style-type: none"> ▪ File if a contribution of \$1,000 or more in the aggregate is received from a single source. ▪ File if a contribution of \$1,000 or more is made in the aggregate to <i>another</i> candidate or measure being voted upon June 3, 2014, or to a political party committee. ▪ The recipient of a non-monetary contribution of \$1,000 or more must file a Form 497 report within 48 hours from the time the contribution is received. ▪ File personal delivery, guaranteed overnight service, fax or online.
Mar 24, 2014 <i>Pre-Election</i>	1/1/14 – 3/17/14	<u>460</u> <u>470</u>	<ul style="list-style-type: none"> ▪ Each candidate listed on the ballot must file Form 460 or Form 470 (see below). ▪ The March 22 deadline falls on Saturday, so the deadline is extended to the next business day.
May 22, 2014 <i>Pre-Election</i>	3/18/14 – 5/17/14	<u>460</u>	<ul style="list-style-type: none"> ▪ All committees must file Form 460. ▪ File by personal delivery, guaranteed overnight service or online.
Jul 31, 2014 <i>Semi-Annual</i>	5/18/14 – 6/30/14	<u>460</u>	<ul style="list-style-type: none"> ▪ All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before June 30, 2014.

- **Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **Filing Deadlines:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to 24-hour independent expenditure reports (Form 496) and the deadline for the Form 497 that is due the weekend before the election. Such reports must be filed within 24 hours regardless of the day of the week. Statements filed after the deadline are subject to a \$10 per day late fine.
- **Method of Delivery:** All paper filings are filed by personal delivery or first class mail unless otherwise noted. A paper copy of a report is not required if a local agency requires online filing pursuant to a local ordinance.
- **Candidate - Form 460 or 470:** Use Form 470 if less than \$1,000 is raised/spent in calendar years 2013 or 2014. Use Form 460 if \$1,000 or more is raised/spent in 2014 and also file Form 410, Statement of Organization. Note: All candidates must file Form 501 before soliciting contributions.
- **County Central Committee Candidates:** A campaign statement is not required (even the Form 470) of an individual seeking election to a county central committee office as long as the candidate does not receive contributions of \$1,000 or more or make expenditures of \$1,000 or more.
- **Form 470:** Candidates who do not have a committee and do not raise/spend \$1,000 in 2014 may file Form 470 on paper once a year on or before March 24, 2014. If, later during the calendar year, a campaign committee must be opened, a Form 470 Supplement must be filed.
- **Officeholders whose salaries are less than \$200/month and judges:** These officials who are not listed on the ballot are not required to file the semi-annual statements if no contributions were received or expenditures made during the period.

Fair Political Practices Commission

- **Candidates:** After an election, reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open.
- **Local Ordinance:** Always check on whether additional local rules apply.
- **Public Documents:** All forms are public documents. Campaign manuals and instructional materials are available at www.fppc.ca.gov, click on the [Campaign link](#).
- **Prohibition on Candidate Independent Expenditures:** A controlled committee may not make independent expenditures to support or oppose candidates and may not contribute to another committee for the purpose of making independent expenditures to support or oppose other candidates. However, a committee may make independent expenditures in connection with a ballot measure. Disclosure reports include:
 - **462:** A verification form must be emailed to the FPPC within 10 days of an independent expenditure of \$1,000 or more.
 - **465:** This form is due on applicable pre-election/semi-annual deadlines in connection with the ballot measure election.
 - **496:** This form is due within 24 hours when made in a 90-day period of the election. Refer to the ballot measure election filing schedule.

BASIC INFORMATION re FPPC Forms

This basic information is provided only as a courtesy. It is the candidate’s responsibility to understand filing obligations as outlined in the Campaign Disclosure Manual 2. You may also contact the FPPC directly for assistance: 1(866) ASK-FPPC (275-3772); web site, www.fppc.ca.gov

Basic Forms:

Form 410	Statement of Organization	Candidates who receive contributions of \$1,000 or more during a calendar year.
Form 460	Recipient Committee Campaign Statement	For use by candidates who receive contributions of \$1,000 or more during a calendar year.
Form 470	Candidate Campaign Statement Short Form	For use by candidates who do not have a controlled committee if less than \$1,000 has been or will be spent during the calendar year.
Form 470 Supplement	Candidate Campaign Statement	For use by a candidate who has filed Form 470 and subsequently receives contributions totaling \$1,000 or more or makes expenditures totaling \$1,000 or more during the calendar year.
Form 497	Contribution Report	For use by a candidate that receives contributions totaling \$1,000 or more from a single source or makes contributions totaling \$1,000 or more to another candidate during the 16 days immediately prior to an election in which the candidate is being voted on.
Form 501	Candidate Intention Statement	For use by a candidate prior to soliciting or receiving any contributions (including personal funds).
Form 700	Statement of Economic Interest	For use by all candidates filing for office.

FPPC FORMS REQUIRED FOR FILING:

CONTRIBUTIONS LESS THAN \$1,000
501
470
700

CONTRIBUTIONS \$1,000 OR MORE
501
*410
460
497

- * The Form 410 is filed if a person receives \$1,000 or more in contributions in a calendar year.
 - o It can be filed in advance and the candidate can check the box “not yet qualified”. File amendments as needed.
 - o Filed by candidate with Secretary of State and a copy to the Clerk.
 - o Definitely file the Form 410 if you need an ID number; Form 410 is required in order to open a bank account.
 - o Form 410 does not have to precede filing a Form 460.

**This information is provided only as a courtesy.
It is the candidate’s responsibility to understand filing obligations.**

SECTION 4 – IMPORTANT THINGS TO REMEMBER

1. BE INFORMED

Study FPPC Manual 2. Local candidates should ask their election official about any local campaign restrictions.

2. BEFORE RAISING OR SPENDING ANY MONEY

File Form 501 (Candidate Intention). Then open a campaign bank account. Once \$1,000 is raised or spent, get an identification number by filing Form 410.

3. MARK YOUR CALENDAR

Know the due dates for campaign statements and file on time. Go to <http://www.fppc.ca.gov/>, Campaign Filing Deadlines.

4. KEEP GOOD RECORDS

Maintain details of contributions and expenditures of \$25 or more. Refer to record-keeping guidelines in Manual 2.

5. \$100 OR MORE IN CASH?

Never accept or spend \$100 or more in cash.

6. USING PERSONAL FUNDS FOR CAMPAIGN EXPENSES

All personal funds of the candidate must first be deposited in the campaign bank account, except for filing fee/ballot statement fee.

7. REPORT LATE CONTRIBUTIONS

If \$1,000 or more is received from one contributor during the last 16 days before the election, disclose receipt within 24 hours, even if the contribution is from your personal funds.

8. ITEMIZE CONTRIBUTORS

For contributions of \$100 or more, including loans and in-kind contributions, you must disclose the contributor's name, address, occupation and employer.

9. IF AN AGENT OR CAMPAIGN CONSULTANT BUYS GOODS OR SERVICES FOR THE CAMPAIGN

Itemize expenditures of \$500 or more made by the agent or consultant.

10. IDENTIFY CANDIDATE/COMMITTEE ON MAILINGS

Include your name and campaign address in at least 6-point type on the outside of all mass mailings (more than 200 pieces). Your committee's name may be used if it includes your name. If your name is not part of the committee's name, you may use just your name, or both your name and the name of the committee.

11. NO PERSONAL USE OF CAMPAIGN FUNDS

Use campaign funds only for political, legislative, or governmental purposes.

12. BE MORE INFORMED

Attend a campaign workshop in your area. Contact FPPC if you have any questions.

CODE OF FAIR CAMPAIGN PRACTICES

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 express 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. *E.C. 20400*

At the time an individual files his or her Declaration of Candidacy, Nomination Papers, or any other paper evidencing an intention to be a candidate for public office, the elections' official shall give the individual a blank form of the code and a copy of this chapter. The election's official shall inform each candidate for public office that subscription to the Code is voluntary. *E.C. 20440*

Every code subscribed to by a candidate for public office pursuant to this chapter is public record open for public inspection. *E.C. 20443*

In no event shall a candidate for public office be required to subscribe to or endorse the code. *E.C. 20444*

“CODE OF FAIR CAMPAIGN PRACTICES

There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of California has a moral obligation to observe and uphold in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their constitutional right to a free and untrammelled choice and the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

(1) I SHALL CONDUCT my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing without fear of favor the record and policies of my opponents or political parties that merit this criticism.

(2) I SHALL NOT USE OR PERMIT the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or his or her personal or family life.

(3) I SHALL NOT USE OR PERMIT any appeal to negative prejudice based on a candidate's actual or perceived race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age, sexual orientation, sex, including gender identity, or any other characteristic set forth in Section 12940 of the Government Code, or association with another person who has any of the actual or perceived characteristics set forth in Section 12940 of the Government Code.

(4) I SHALL NOT USE OR PERMIT any dishonest or unethical practice that tends to corrupt or undermine our American system of free elections, or that hampers or prevents the full and free expression of the will of the voters including acts intended to hinder or prevent any eligible person from registering to vote, enrolling to vote, or voting.

(5) I SHALL NOT coerce election help or campaign contributions for myself or for any other candidate from my employees.

(6) I SHALL IMMEDIATELY AND PUBLICLY REPUDIATE support deriving from any individual or group that resorts, on behalf of my candidacy or in opposition to that of my opponent, to the methods and tactics that I condemn. I shall accept responsibility to take firm action against any subordinate who violates any provision of this code or the laws governing elections.

(7) I SHALL DEFEND AND UPHOLD the right of every qualified American voter to full and equal participation in the electoral process.

I, the undersigned, candidate for election to public office in the State of California or treasurer or chairperson of a committee making any independent expenditures, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices.”

Date

Signature



State of California
Fair Political Practices Commission
(FPPC)

By Mail:
Fair Political Practices Commission
428 J Street, Suite 620
Sacramento, CA 95814

Internet:
www.fppc.ca.gov

Support:
advice@fppc.ca.gov

By Telephone:
Toll-free advice line
1-866-ASK-FPPC (1-866-275-3772)

**PUBLIC
SERVICE
REQUEST
FORM**



MONO COUNTY ELECTIONS

P.O. BOX 237
BRIDGEPORT, CA 93517-0237
(760) 932-5537
FAX (760) 932-5531

Application for Voter Registration Information Pursuant to Election Code §2188

SECTION 1

Full Name of Applicant (PRINT CLEARLY) (the person, business, organization or committee for whom application is submitted)			
Phone	E-mail	Date	
()		/ /	
Residence Address	City	State	Zip
Business Address (if different than Residence Address)	City	State	Zip
Mailing Address (if different from above)			

"The aforementioned voter registration information set forth in affidavits of registration or derived from computer terminals, electronic data processing tapes, or disks, printed labels and/or computer-printed listings will be **used only for election, scholarly, journalistic, political, or governmental purposes** as determined by the Secretary of State. The information (or portion or copy thereof) will not be sold, leased, loaned, or given to any person, organization or agency, without first receiving written authorization to do so from the Secretary of State or the county elections official.

"I certify under penalty of perjury, under the laws of the State of California, that all of the above information provided by me is true and correct."

Signature of Applicant

Driver's License Number - **Must include copy with request**

For what purpose(s) are you requesting this information?

- Political research
- Recall
- Initiative/Referendum
- Scholarly research
- Governmental
- Candidate (which) _____
- Proposed ballot measure (which) _____
- Other _____

Intended Use of Information _____

SECTION 2

Voting Precincts: (1) Antelope, (2) Benton, (3) Bridgeport, (4) Chalfant, (5) June Lake, (6) Lee Vining, (7) Long Valley (aka Crowley Lake), (8) Mammoth Meadow, (9) Mammoth Minaret, (10) Mammoth Pinecrest, (11) Swall Meadows, (12) Mammoth View, (13) Old Mammoth.

SPECIFY INFORMATION NEEDED:

Electronic file of ACTIVE voters for the following precincts:

All Precincts

Only Specific Precincts _____

Excel Format Word (doc.) Format

Printed report of ACTIVE voters for the following precincts:

All Precincts

Only Specific Precincts _____

Electronic file of Voter History:

All Precincts

Only Specific Precincts _____

Voter History to include: last election; last two elections; last three elections;

other – please specify: _____

Electronic file of ACTIVE Voters by Political Party:

All Parties

Democrat; Republican; Libertarian; Peace and Freedom; American Elects; Green;

American Independent; No Party Preference

Electronic file of Permanent Vote-By-Mail Registrants

All Precincts

Only Specific Precincts _____

MAILING LABELS:

Electronic Excel file of ACTIVE voters:

All Precincts

Only Specific Precincts _____

Printed labels of ACTIVE voters including name/ mailing address:

All Precincts

Only Specific Precincts _____

FEES:

Electronic files: no charge

Printed reports: \$.09 per page

Printed labels: \$.05 per label

CD of any file: \$.90

SECTION 3

SENDING YOUR INFORMATION:

File(s) to be E-mailed to: _____

Files(s) to be sent by US Postal Service to:

Mailing Address	City	State	Zip
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File(s) to be sent UPS: Account # _____

File(s) to be sent Federal Express: Account # _____

Send complete application, fees, and a copy of your driver's license to the following address:

Mono County Elections
P.O. Box 237
Bridgeport, CA 93517-0237
Fax: (760) 932-5531

For questions or assistance:
(760) 932-5537

Sincerely,
LYNDA ROBERTS
Mono County Clerk/Recorder/Registrar