

# **NOVEMBER 8, 2016 GENERAL ELECTION**

## **CANDIDATE'S GUIDE**



## **MONO COUNTY**

## TABLE OF CONTENTS

SECTION	PAGE NUMBER
<b>NOTICE TO CANDIDATES</b>	<b>3</b>
<b>CANDIDATES FILING DATES / ELECTION SCHEDULE</b>	<b>4</b>
<b>FILING FEES</b>	<b>5</b>
<b>PROCEDURES NECESSARY TO GET ON THE BALLOT</b>	<b>6 - 14</b>
Section 1 – Declaration of Candidacy	7
Section 2 – Candidate Statement of Qualification	7
Section 3 – Ballot Designation	7 - 12
Section 4 – Fair Campaign Practices	13 - 14
<b>QUALIFICATIONS FOR OFFICE</b>	<b>15 - 18</b>
Section 1 – Mono County Board of Education and School Districts	16 - 17
Section 2 – Mono County Special Districts	18
<b>CANDIDATE'S STATEMENT OF QUALIFICATIONS</b>	<b>19 - 22</b>
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
Section 5 – Candidate Statement Sample Form	21 - 22
<b>REGULATIONS CONCERNING POLITICAL CAMPAIGNS</b>	<b>23 - 31</b>
Section 1 - Political Advertisement Requirement	24
Section 2 – Simulated Ballot Requirement	25
Section 3 – Mass Mailing at Public Expense	25
Section 4 – Requirements for Mass Mailing	25 - 26
Section 5 – Distribution of Precinct Polling Place Information	26
Section 6 – Electioneering Near Polling Place	26
Section 7 – Political Signs	27 - 28
<b>CAMPAIGN DISCLOSURE REQUIREMENTS - FAIR POLITICAL PRACTICES COMMISSION</b>	<b>29 - 39</b>
Section 1 - How to Avoid Most Common Mistakes	30 - 32
Section 2 - Who and Where to File and Filing Deadlines	33 - 34
Section 3 - Basic Information re FPPC Forms	35
<b>PUBLIC SERVICE REQUEST FORM</b>	

# 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 4 (Benton/Hammil Valley/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  
ELECTION SCHEDULE  
GENERAL ELECTION  
NOVEMBER 8, 2016**

<b>July 18 – August 12</b> (E-113) (E-88)	<b>Candidate filing period for Special Districts and School Districts</b> <i>EC 13(a), 10510, 10603, 13307</i>
<b>August 2</b> (E-98)	<b>Last day to change Candidate’s Ballot Designation</b> <i>EC 13107(e)</i>
<b>August 17</b> (E-83)	<b>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 August 8, 2014.</b> <i>EC 8022, 8024, 8204</i>
<b>August 18</b> (E-82)	<b>Randomized Alphabet Drawing</b> <i>EC 13112</i>
<b>Sept 5</b>	<b>Labor Day Holiday</b>
<b>Sept 29 – Oct 18</b> (E-40) (E-21)	<b>Mailing of State Voter Information Guide and Sample Ballots</b> <i>EC 9094, 13303, 13304</i>
<b>Oct 11 – Nov 1</b> (E-29) (E-7)	<b>Vote-By-Mail Ballot request period</b> <i>EC 3001, 3003</i>
<b>October 10</b>	<b>Columbus Day Holiday</b>
<b>Week of October 10th</b>	<b>Mailing of Vote-By-Mail Ballots</b>
<b>October 24</b> (E-15)	<b>Last day to register to vote</b> <i>EC 2107</i>
<b>November 8</b>	<b>Election Day</b>

**FILING FEES  
LOCAL CANDIDATES  
NOVEMBER 4, 2014 GENERAL ELECTION**

<b>SCHOOL OFFICE</b>	<b>FILING FEES</b>	<b>SIGNATURES IN LIEU OF FEES</b>	<b>VALUE EACH</b>
Mono County Board of Education	None	None	None
Mammoth Unified School District	None	None	None
Eastern Sierra Unified School District	None	None	None
Bishop Unified School District	None	None	None
Round Valley Joint Elementary School District	None	None	None

<b>SPECIAL DISTRICTS</b>	<b>FILING FEES</b>	<b>SIGNATURES IN LIEU OF FEES</b>	<b>VALUE EACH</b>
Board of Directors	None	None	None

**PROCEDURES**

**NECESSARY**

**FOR THE FOLLOWING**

**CANDIDATES:**

**MONO COUNTY BOARD OF EDUCATION**

**EASTERN SIERRA UNIFIED SCHOOL DISTRICT**

**MAMMOTH UNIFIED SCHOOL DISTRICT**

**BISHOP UNIFIED SCHOOL DISTRICT**

**ROUND VALLEY JOINT ELEMENTARY SCHOOL DISTRICT**

**MONO COUNTY SPECIAL DISTRICTS**

# PROCEDURES NECESSARY FOR CANDIDATES

## SECTION 1 – DECLARATION OF CANDIDACY

## SECTION 2 – CANDIDATE STATEMENT OF QUALIFICATIONS

## SECTION 3 – BALLOT DESIGNATION

## SECTION 4 – CODE OF FAIR CAMPAIGN PRACTICES

---

### **SECTION 1 – DECLARATION OF CANDIDACY** E.C. 13(a), 10510, 10603

No candidate's name shall be printed upon the ballot unless he/she files a Declaration of Candidacy in the office of the County Clerk, Elections Department between the dates of **July 18, 2016 through August 12, 2016** by 5:00 p.m. At the time of applying for this form, the candidate states the office for which he/she is running.

Forms for declarations of candidacy shall be obtained from the Mono County Elections Office. The county elections official may authorize the district secretary to issue declarations of candidacy. **Candidates must file all forms with the Election's Clerk.**

### **SECTION 2 – CANDIDATE STATEMENT OF QUALIFICATIONS** E.C. 13307, 13311

Used ONLY when there are more candidates than seats available and the race goes onto the ballot. *See page 21 through 24 for additional information*

### **SECTION 3 – BALLOT DESIGNATIONS** E.C. 13107

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 intention if no occupation is desired on the ballot under his/her name, 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:** \_\_\_\_\_

**1<sup>st</sup> Alternative:** \_\_\_\_\_

**2<sup>nd</sup> 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](http://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:

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

(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;

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

(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.

## **SECTION 2 – MONO COUNTY SPECIAL DISTRICTS**

Candidate must reside in the district where the vacancy occurs.

- **Antelope Valley Water District**
- **Antelope Valley Fire Protection District**
- **Birchim Community Services District**
- **Bridgeport Fire Protection District**
- **Bridgeport Public Utilities District**
- **Chalfant Valley Fire Department**
- **Hilton Creek Community Services District**
- **Inyo-Mono Resource Conservation District**
- **June Lake Fire Protection District**
- **June Lake Public Utilities District**
- **Lee Vining Fire Protection District**
- **Lee Vining Public Utilities District**
- **Long Valley Fire Protection District**
- **Mammoth Community Water District**
- **Mammoth Lakes Community Services District**
- **Mammoth Lakes Fire Protection District**
- **Mammoth Lakes Mosquito Abatement District**
- **Mono City Fire Protection District**
- **Paradise Fire Protection District**
- **Wheeler Crest Community Services District**
- **Wheeler Crest Fire Protection District**
- **White Mountain Fire Protection District**
- **Southern Mono Healthcare District**
- **Tri Valley Groundwater Management District**

**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 5 – CANDIDATE STATEMENT SAMPLE FORM**

---

**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 **August 12, 2016, 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.***

**SECTION 5– CANDIDATE STATEMENT SAMPLE FORM & COUNTING OF WORDS**

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:

SAMPLE

**REVIEW YOUR CANDIDATE STATEMENT CAREFULLY. ALL GRAMMATICAL ERRORS ARE YOUR RESPONSIBILITY. YOUR STATEMENT WILL NOT BE CORRECTED 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". Such 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. 2008*

**SECTION 2 – SIMULATED BALLOT REQUIREMENT** E.C. 18301

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 such 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.

b) 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

**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** 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). *G.C. 84305*

#### **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 place list which constituted the latest official precinct polling place 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.

d) Do any electioneering.

As used in this section "100 feet of a polling place" shall mean 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. *(Amended by Stats. 1998, c. 554, §3.)*

## **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:**

### Regulations for State of California

As a candidate or campaign worker for either office or a ballot measure, this reminder about State law governing campaign signs should be helpful to you.

Section 5405.3 of the State Outdoor Advertising Act exempts the placing of Temporary Political Signs from normal outdoor advertising display requirements.

A Temporary Political Sign meets the following criteria:

- A. Encourages a particular vote in a scheduled election.
- B. Is placed no sooner than 90 days prior to the scheduled election and is removed within 10 days after that election.
- C. Is no larger than 32 square feet.
- D. Has had a Statement of Responsibility filed with the Department certifying a person who will be responsible for removing the sign (Attached and available at the link below).

A completed Statement of Responsibility must be submitted to:

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

The Statement of Responsibility for Temporary Political Signs is available online at:

<http://www.dot.ca.gov/oda/download/Political2.pdf>

Temporary Political Signs shall not be placed within the right-of-way of any highway, or be visible within 660 feet from the edge of the right-of-way of a classified “Landscaped freeway”.

State law directs the Department of Transportation to remove unauthorized Temporary Political Signs and bill the responsible party for their removal. We are calling these provisions to your attention to avoid possible embarrassment or inconvenience to you and your supporters. Please share this information with those assisting in your campaign. Should you have any questions, comments or need additional information, please call (916) 654-6473.

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, Encroachment 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.

**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 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 fundraiser. She gets a receipt, fully intending to seek reimbursement from her 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](http://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 November 8, 2016**

<b>Deadline</b>	<b>Period</b>	<b>Form</b>	<b>Notes</b>
<b>Aug 1, 2016</b> <i>Semi-Annual</i>	* – 6/30/16	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file Form 460.</li> <li>The July 31 deadline falls on a Sunday, so the deadline is extended to the next business day.</li> </ul>
<b>Within 24 Hours</b> <i>Contribution Reports</i>	8/10/16 – 11/8/16	<a href="#">497</a>	<ul style="list-style-type: none"> <li>File if a contribution of \$1,000 or more in the aggregate is received from a single source.</li> <li>File if a contribution of \$1,000 or more in the aggregate is made to <i>another</i> candidate or ballot measure being voted on the November 8 ballot or to a political party committee.</li> <li>The recipient of a non-monetary contribution of \$1,000 or more must file a Form 497 within 48 hours from the time the contribution is received.</li> <li>File by personal delivery, e-mail, guaranteed overnight service, fax or online, if available.</li> </ul>
<b>Sep 29, 2016</b> <i>1<sup>st</sup> Pre-Election</i>	7/1/16 – 9/24/16	<a href="#">460</a> or <a href="#">470</a>	<ul style="list-style-type: none"> <li>Each candidate listed on the ballot must file either Form 460 or Form 470 (see below).</li> </ul>
<b>Oct 27, 2016</b> <i>2<sup>nd</sup> Pre-Election</i>	9/25/16 – 10/22/16	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file this report.</li> <li>Paper copies must be filed by personal delivery or guaranteed overnight service only.</li> </ul>
<b>Jan 31, 2017</b> <i>Semi-Annual</i>	10/23/16 – 12/31/16	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file unless the committee filed termination Forms 410 and 460 before December 31, 2016.</li> </ul>

- **Local Ordinance:** Always check on whether additional local rules apply.
- **\* 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 may not be required if a local agency requires online filing pursuant to a local ordinance.

## Fair Political Practices Commission

- **Form 501:** All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.
- **Form 460:** Candidates who have raised/spent \$2,000 or more file the Form 460. The Form 410 (Statement of Organization) must also be filed once \$2,000 or more has been raised/spent.
- **Form 470:** Candidates who do not have an open committee and do not raise or spend \$2,000 or more may file Form 470 on or before September 29, 2016. If later during the calendar year, a campaign committee must be opened, a Form 470 Supplement and a Form 410 must be filed.
- **Candidates:** After an election, reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open.
- **Public Documents:** All forms are public documents. Campaign manuals and instructional materials are available at [www.fppc.ca.gov](http://www.fppc.ca.gov), click on the “[Learn](#)” link.
- Committees making independent expenditures to support or oppose candidates or ballot measures also file:
  - [462](#): This verification form must be e-mailed to the FPPC within 10 days of making an independent expenditure of \$1,000 or more.
  - [496](#): This form is due within 24 hours when made in the 90-day period before an election or on the date of the election. Refer to the candidate or 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](http://www.fppc.ca.gov).**

### Basic Forms

Form 501: File if planning to solicit/receive any contributions or spend any money, including personal funds; file prior to soliciting/receiving, or spending funds.
Form 470: File if contributions or spending will be less than \$2,000. Form 470S: File if spend \$2,000 or more.
Form 410: File within 10 days if receive \$2,000 or more in contributions
Form 460: File per filing schedule if raise or spend \$2,000 or more.

- Form 501 must be filed before you solicit/receive contributions, or before you spend money, including personal funds.
- Either a Form 470 or Form 460 must be filed with the Clerk by the 1<sup>st</sup> pre-election deadline.
  - Candidate can wait until the first pre-election deadline to file a 460 or 470.
  - Form 470 is filed once, unless candidate exceeds the \$2,000 limit.
  - File Form 460 with Clerk according to FPPC schedule. Late fees apply if filed late.
- The Form 410 is filed if a person receives \$1,000 or more in contributions in a calendar year.
  - It can be filed in advance and the candidate can check the box "not yet qualified". File amendments as needed.
  - Filed by candidate with Secretary of State and a copy to the Clerk.
  - Definitely file the Form 410 if you need an ID number.
  - 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.**

**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			
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: \$.16 per page

Printed labels: \$.05 per label

CD of any file: \$2.25

## 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
-----------------	------	-------	-----

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,  
BOB MUSIL  
Mono County Clerk/Recorder/Registrar