JUNE 5, 2018
GUBERNATORIAL PRIMARY ELECTION

COUNTY OF MENDOCINO
CANDIDATE INFORMATION PACKET

COUNTY OFFICES

Prepared and Distributed by
SUSAN M. RANOCHAK
Assessor-County Clerk-Recorder

Table of Contents

Election Calendar …….. 3

Qualifications for Office …….. 4

Filing Fee Requirements ……5

Nomination Papers …….……6

Declaration of Candidacy ……...6

Campaign Statements ……..…6

Declaration of Intent – Judicial Candidates…….……..6

Preparation of Candidate's Statement ……...7 & 8

Candidate's Statement Deposit ……8

Candidate Statement Form ……...9

Agreement for Printing & Distributing Candidate's Statement ……....10

Candidate/Vendor Services ……..11

Incompatibility of Offices …….…11

Mass Mailing……12

Advertising on County Property ……12

Memo for Susan M. Ranochak RE: Canvass ……13

Department of Transportation letter regarding signs …….....14

Statement of Responsibility regarding signs …….....15 & 16

Provisions of the Code of Fair Campaign Practices ……...17

Code of Fair Campaign Practices Form ……...18

TENTATIVE CALENDAR FOR THE JUNE 5, 2018
GUBERNATORIAL PRIMARY ELECTION

E-173 – E-118	Dec 14, 2017 - Feb 7, 2018	Signatures in Lieu of filing Fees – EC 8106 (b)
E-127 - E-118	Jan 29 Feb 7	Judicial Candidates - must file Declaration of Intent for Judicial Candidates *per Elections Code §8023.* Filing Fees for candidates required to file declarations of intention (pursuant to Section 8023) shall be paid at the time the Declaration of Intent is submitted *per Elections Code §8105(b).*
E-113 – E-88	Feb 12 – Mar 9	Declarations of Candidacy & Nomination papers – The filing fees for all candidates shall be paid at the time the candidates obtain their nomination forms *per Elections Code §8105(a).* All Candidates who wish to have a Ballot Designation must submit a completed Ballot Designation worksheet. All Candidates are required to complete and file a Form 700 to complete their Declaration of Candidacy paperwork.
E-87 – E-83	Mar 10– Mar 14	Extension Period for filing Declaration of Candidacy & Nomination papers (for candidates other than the incumbent, when incumbent fails to file)
E-57 – E-14	Apr 9 – May 22	Statement of Write-In Candidacy & Nomination Papers
E-40	Apr 26	First day to mail Sample Ballot Booklet
E-29	May 7	First day vote by mail ballots are available
E-15	May 21	Last day to register to vote
E-14	May 22	*Last day for write-in candidates*
E-7	May 29	Last day to receive vote by mail ballot applications if ballots are to be mailed to voter. Voters may come into our office and request a vote by mail ballot up until 8 p.m. on Election Day.
	June 5	**ELECTION DAY**

QUALIFICATIONS FOR OFFICE

Proof of qualifications must be shown prior to the issuance of any papers for the offices of Auditor-Controller, District Attorney, Judge of the Superior Court, Superintendent of Schools, Treasurer-Tax Collector and Sheriff

Assessor-County Clerk-Recorder

Must be an elector of the County (G.C. §24001). Must also be certified as an Assessor within 1 year after election.

Auditor-Controller

Must be an elector of the County (G.C. §24001) and either 1) possesses a valid certificate issued by the California State Board of Accountancy under the provisions of Chapter 1, Division 3 of the Business and Professions Code, showing to be, and a permit authorizing to practice as, a certified public accountant or as a public accountant; or 2) possesses a valid certificate or diploma of graduation from a school of accountancy; or 3) has served as County Auditor or as Deputy County Auditor for a continuous period of not less than three (3) years. (Ord. No. 483, Sec. 1, adopted 1965) (County Code §2.36.010)

District Attorney

Must be an elector of the County (G. C. §24001) and admitted to practice in the State Supreme Court (G.C. §24002)

Judge of the Superior Court

Must be an elector of the County (GC §24001); for 10 years immediately preceding selection, must be a member of the State Bar or served as a judge of a court of record. (Art VI, §15, CA Constitution)

Sheriff-Coroner

Must be an elector of the County (G. C. §24001) and must have either (1) an active or inactive advanced POST certificate issued by the commission on Peace Officer Standards & Training, (2) 1 year of full-time salaried law enforcement experience, some within the last 5 years and a master's degree from an accredited college or university, (3) 2 years of full-time, salaried law enforcement experience, some within the last 5 years and a bachelor's degree from an accredited college or university (4) 3 years of full-time salaried law enforcement experience, some within the last 5 years and an associate in arts or science degree from an accredited college or university or (5) 4 years of full-time salaried law enforcement experience, some within the last 5 years and a high school diploma or equivalent (GC §24004.3)

Treasurer-Tax Collector

Must be an elector of the County (GC §24001) and must have either (1) served in a senior financial management position for three years, (2) a baccalaureate, masters, or doctoral degree from an accredited college in a related field with a minimum of 16 units in accounting, auditing or finance, (3) certificate issued by the California State Board of Accountancy and a permit authorizing that person to practice as a certified public accountant, (4) a valid charter showing the person to be designated a Chartered Financial Analyst with a minimum of 16 college semester units in accounting, auditing, or finance, (5) a certificate showing the person to be designated a Certified Cash Manager with a minimum of 16 college semester units in accounting, auditing, or finance (GC §27000.7)

Superintendent of Schools

Must be an elector of the County (GC §24001) and possess a valid certification document authorizing administrative services (Ed C §1208)

Supervisor

Must be an elector of the Supervisorial District (GC §24001) and a resident of that district for 30 days prior to the close of the filing deadline (GC §25041)

FILING FEE REQUIREMENTS
June 5, 2018, GUBERNATORIAL Primary Election

- Supervisor salaries reflect the Salary Reduction per Ordinance #4289 1/31/2012

OFFICE	INCUMBENT	SALARY	FILING FEE	SIGS IN LIEU	VALUE OF EACH SIG
Assessor-County Clerk-Recorder	Susan Ranochak	$108,894	$1,089.40	4357	$.2500
Auditor-Controller	Lloyd B. Weer	$120,054	$1,200.50	4759*	$.2523
District Attorney	David Eyster	$146,264	$1,462.64	4759*	$.3074
Sheriff-Coroner	Tom Allman	$132,394	$1,323.94	4759*	$.2782
Superintendent of Schools	Warren C. Galletti	$134,323	$1,343.23	4759*	$.2823
Treasurer – Tax Collector	Shari Schapmire	$103,696	$1,036.96	4147	$.2500
Supervisor – 3rd District	Georgeanne Crosky	$ 61,200	$ 612.00	972*	$.6297
Supervisor – 5th District	Dan Hamburg	$ 61,200	$ 612.00	1071*	$.5715
Judge of the Superior Court – Dept. 4	Carly Dolan Appointed by Gov 12/1/17	$200,042	$2,000.42	4759*	$.4203
Judge of the Superior Court – Dept 6	Clay Brennan	$200,042	$2,000.42	4759*	$.4203

**10% of Registered Voters (47,591) and salaries as of December 1, 2017*

THE FILING FEE MUST BE SATISFIED PRIOR TO TAKING OUT ANY NOMINATION DOCUMENTS AND IS NON-REFUNDABLE. The fee is computed at the rate 1% of the annual salary, per Election Code §8104. The candidate may off-set the filing fee by submitting signatures in lieu of paying the filing fee at the rate of 4 signatures per $1.00 or 10% of the total registered voters in the district, whichever is less, per Election Code §8106. If partial signatures are submitted, the remaining cash filing fee due will be prorated and will be due by the filing deadline, per Election Code §8105. **Please Note: Circulators and signers shall be voters in the district, or their signatures will not be counted, per Elections Code** §8066 & §8068**.**

Candidates using signatures in lieu must pay the filing fee in signatures*, cash or a combination of signatures* and cash before any declaration of candidacy or nomination papers will be issued. The last day to file and use signatures in lieu as part of the filing fee is February 22, 2018. Candidates paying their filing fee after this date may use *cash only (per Elections Code* §8106 (b),(3)).

*Signatures accepted for payment of the filing fee will be verified in the order they are submitted. Voters can sign for only one candidate per office. Duplicate signatures will be rejected. Once the signatures are verified, the candidate will be notified if there is a deficiency. The deficiency can be made up in additional signatures or cash, but must be completed no later than March 9, 2018, the close of the filing period *(per Elections Code §8106 (b),(3))*. If the deficient filing fee is not satisfied by that date, the candidate's name will **not** appear on the ballot.

DECLARATION OF INTENT – JUDICIAL CANDIDATES
Elections Code §8023

Every candidate for a judicial office, not more than 14 nor less than five days prior to the first day on which his or her nomination papers may be circulated and signed or may be presented for filing, shall file in the office of the elections official in which his or her nomination papers are required to be filed, a written and signed declaration of his or her intention to become a candidate for that office on a form to be supplied by the elections official. A candidate for numerically designated judicial office, shall state in his or her declaration for which office he or she intends to become a candidate. No person may be a candidate nor have his or her name printed on any ballot as a candidate for judicial office unless he or she has filed the Declaration of Intention provided for in this section. All fees are due at the time the Declarations of Intention is filed (no later than February 7, 2018), per Election Code §8105 (b),.

NOMINATION PAPERS

In addition to satisfying the filing fee, candidates are required to submit nomination papers containing 20-40 registered voters from the jurisdiction for which you are running. If you have submitted signatures in lieu of a filing fee, you may use 20-40 of those signatures. Candidates not submitting the requisite number of signatures will **not** have their name placed on the ballot. **Please Note: Circulators and signers must be residents of your city or district, or the signatures they obtain will not be counted, per Elections Code** §8066 & §8068.

DECLARATION OF CANDIDACY

Each candidate will be required to complete a Declaration of Candidacy. Among other things, you will be required to decide how you wish your name to appear on the ballot (i.e. first and last name, first name-middle initial-last name, etc. All Candidates are required to complete and file a Form 700 with their Declaration of Candidacy paperwork.

BALLOT DESIGNATION

NEW Each candidate will be required to submit a Ballot Designation Worksheet if they wish to have a designation appear under your name on the ballot. You may use up to **three words** designating your **principal profession, vocation or occupation**. You may not use any company names. You may not use designation that will mislead the voters. You may use the term “incumbent” or the title of the office, if you are running for an office to which you were previously elected. You may use the term “appointed incumbent” or the title of the office preceded by the word “appointed” if you are running for an elected office to which you were appointed. You may also choose to have no designation appear under your name on the ballot. If you decide to use a designation, please complete the Ballot Designation Worksheet included in this handout.

CAMPAIGN STATEMENTS

You will be provided a campaign disclosure manual, Form 410-Statement of Organization and Form 501-Campaign Bank Account Statement. Read them carefully. The material you will be provided will include your filing deadlines. You will not be sent reminders of your filing requirements. It is your responsibility to become familiar with the filing requirements and request forms you need from this office as you need them. **This office and/or the Secretary of State’s office will fine you if filing deadlines are not met.**

PREPARATION OF CANDIDATE'S STATEMENT

Each candidate for nonpartisan elective office in any local agency may prepare a Candidate's Statement on a form provided by the Registrar of Voters. The Candidate's Statement is optional.

CONTENTS

The statement may include the name, age and occupation of the candidate and a brief description of **no more than 200 words,** of the candidate's education and qualifications expressed by the candidate. "Age" is optional and may be omitted. "Occupation" may be expanded beyond the three words allowed as a ballot designation. The candidate is not permitted to include party affiliation or membership or activity in any partisan political organizations.

Candidate's statements for judicial offices shall be limited to a recitation of the candidate's own personal background and qualifications and shall not in any way make reference to other candidates for judicial office or to another candidate's qualifications. The elections official is prohibited from printing and distributing any statement not in compliance with these restrictions.

The law specifically states that the author of a Candidate's Statement is not exempt from civil or criminal action or penalty because of false, slanderous, or libelous statements offered for printing or contained in the voter's pamphlet. Moreover, any candidate who knowingly makes a false statement of a material fact in a Candidate's Statement with the intent to mislead the voters is punishable by a fine not to exceed one thousand dollars ($1,000). (E.C. §13307(d), §18351)

FORMAT

Statement must be typed or neatly printed on the form issued by the Registrar of Voters. If a candidate wishes to submit an electronically generated statement, they may do so by taping a hard copy to each page of the form provided and signing the form in the appropriate places. Since the Elections Code requires that the statement of each candidate be printed in type of uniform size and darkness, and with uniform spacing, the statement must follow conventional usage (E.C. §13307(b)).

1. The statement will be printed in standard paragraph form. Outline form is not acceptable.
2. Capital letters will be used only for words normally capitalized (i.e. the first letter of the first word of a sentence, proper noun, etc.). Words will not be printed in "all caps".
3. Bold type, italicizing or underlining is not permitted.
4. Bullets will be permitted only if space allows.

WORD COUNT

The 200-word limit set by E.C. §13307 is strictly observed. Candidates should count their words carefully using the following guidelines.

1. Punctuation is not counted.
2. All geographical names shall be considered as one word.
3. Each abbreviation for a word, phrase or expression shall be counted as one word
4. Hyphenated words that appear in any generally available dictionary shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
5. Dates consisting of a combination of words and digits shall be counted as two words. Dates consisting only of a combination of digits shall be counted as one word.
6. Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as, "one" shall be considered as a separate word or words (i.e. "one hundred" will be counted as two words)

NO EDITING OF COPY BY THE REGISTRAR OF VOTERS

The Registrar of Voters does not edit the material submitted and candidates should not expect errors in spelling, punctuation or grammar to be corrected. Since the statement cannot be changed after it is submitted, it is especially important for candidates to take the time to prepare and proofread their statements carefully.

DEPOSIT

The County Clerk shall collect a deposit at the time of filing the candidate's statement. The final cost will be determined after the printing bills are received by the County Clerk. Candidates will be billed any cost over and above the deposit collected or will be refunded any overpayment at that time. (E.C. 13307(c))

EXAMPLE OF FORMAT:

NAME: PAT DOE
OCCUPATION: Fortune Teller/Comedian AGE: 65

This is an example of an acceptable format to be used in a Candidate's Statement. The guidelines for the content of the statement and the format may be found in the preceding paragraphs.

The candidate statement is printed in standard paragraph form, which means each paragraph will start at the left margin and the right margins will be justified. A double space will appear between paragraphs. Special indentations are not allowed. If bullets are used, they will begin at the left margin. If a list is to be printed (clubs, accomplishments, goals, etc.), it will appear as shown in the following paragraph.

I belong to the following organizations: PTA...Chamber of Commerce...Zoological Society...Bridge Club. If elected, I will: 1) lower taxes; 2) increase services; 3) cure the common cold; 4) be your servant. The Registrar of Voters will make modifications so it conforms to these rules.

s/Pat Doe

COUNTY CODE SECTION 2.04.060
Candidate's Fees

(A) Pursuant to Elections Code 10012, each candidate for County Office shall pay the actual prorated costs of printing, handling and translating his candidate's statement, if any, incurred by the county.

(1) The candidate's statement shall be limited to 200 words; and

(2) The County Clerk shall accept from the candidate no other material for transmittal to the voters.

DEPOSITS DUE FOR CANDIDATE'S STATEMENTS

	English	**English/Spanish**
County Supervisors	$ 300.00	$ 500.00
County-wide Offices	$ 700.00	$ 900.00
Congressional (250 words)	$1,000.00	$1,200.00

(Ordinance No. 3052, adopted 1978)

CANDIDATE'S STATEMENT

(Section 13307, Elections Code)

Name of Candidate _____ Age _____

Occupation _____ Date of Election _____

Name of Office _____ Name of District _____

Statement of education & qualifications:

Dated_____ _____

Signature of Candidate

I do **not** elect to file a Candidate's Statement as permitted by Elections Code § 13307 _____ Sign here if no statement is being submitted	Is a **Spanish** translation of the foregoing statement requested? ☐ **Yes** ☐ **No** _____ Candidate must check appropriate box and sign here if a statement is being submitted

AGREEMENT FOR PRINTING AND DISTRIBUTION OF CANDIDATE'S STATEMENT

I, _____, have on this date filed my Declaration of Candidacy with the County Clerk for the office of_____, and have filed therewith my candidate's statement pursuant to Section 13307 of the Elections Code, State of California. I agree that my statement shall be printed and distributed by the County Clerk and paid for by me as follows:

(1) I promise to pay the actual prorated costs of printing and distribution incurred by the County of Mendocino as billed to me by the County Clerk. Such payment shall be made by check, money order or cash within thirty (30) days after such billing.

(2) I understand that I may withdraw my Statement upon written request filed with the County Clerk on or before 5:00 p.m., on the day following the last day to file for this office.

(3) Neither the County of Mendocino, the County Clerk nor any other officer or employee of this county shall be held liable for the unintentional variation between the draft submitted by me and that mailed with the sample ballot.

(4) I have paid a deposit for the printing of my Statement in English or English/Spanish, which may or may not cover the actual prorated costs of printing and distribution. I understand that I will receive either a refund for funds unused or a billing as described in (1) above.

_____ _____
Dated Signature of Candidate

_____
Address of Candidate

_____

CANDIDATE/VENDOR SERVICES

All services must be paid for when ordered except absentee ballot services. Absentee ballot services will be provided upon receipt of the request and a check made payable to the "County Clerk" to open an account. Funds will be subtracted from the balance as services are provided. A running balance will be maintained. You will be notified to submit an additional check if the balance reaches the maximum amount. Allow at least 24 hours for production. Staff will make every reasonable effort to provide a completion time when you place an order. Requests for data not associated with an impending election may be delayed until after the election.

Anyone ordering voter registration information must complete an application and provide a copy of the driver's license of the person completing the application form. The applicant must swear the voter registration information will be used only for election, governmental, or research purposes as defined by Title 2, Division 7, Article 1, Section 19003 of the California Code of Regulations, and Elections Code § 2194 and Government Code § 6254.4.

The Elections Office offers a variety of voter-related products. Fees are listed on the application. However, ***technical support and instruction regarding software/file formats are not available.***

INCOMPATIBILITY OF OFFICES

The Political Reform Act does not prohibit any office holder from holding multiple public offices or seeking more than one elective office. For example, a deputy district attorney can hold the office of city council member, or a water board director may also be elected to a park and recreation district. There are, however, instances of holding more than one office that are considered incompatible.

There is no single statute that defines "incompatibility of offices". The common law doctrine of incompatibility of offices, however, prevents an elected official from holding two offices simultaneously **if the offices have overlapping and conflicting public duties**.

The courts have defined this concept as follows: "One individual may not simultaneously hold two public offices where the functions of the offices concerned are inherently inconsistent, as where there are conflicting interests, or where the nature of the duties of the two offices is such as to render it improper due to considerations of public policy for one person to retain both."

The State of California Attorney General's Office has issued many opinions of particular compatibility questions. Here are six examples of incompatible offices:

1. The offices of city councilman and school district board member where the city and the school district have territory in common;
2. Fire chief of a county fire protection district and member of the board of supervisors of the same county;
3. High school district trustee and trustee of an elementary school district which is wholly within the geographic boundaries of the high school district;
4. Water district director and a city council member;
5. Water district director and a school district trustee having territory in common; and
6. Deputy Sheriff and County Supervisor.

If you have a question about whether two public offices which you hold or seek to hold would be considered incompatible, contact the Attorney General's office at 916 324-5437 or visit their website, www.caag.state.ca.us For further information about conflict of interest or incompatibility of offices, contact the Fair Political Practices Commission's website at www.fppc.ca.gov, or phone toll free 1 866 275-3772.

MASS MAILING

Government Code §84305

(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 by subdivision (a).

POLITICAL ADVERTISING ON COUNTY PROPERTY

Chapter 14.24, Mendocino County Code

§14.24.010 Prohibition of Political Advertising

It shall be unlawful for any person to affix or cause to be affixed to any property of the county any sign, picture, transparency, advertisement, or mechanical device which is used for the purpose of advocating the election or defeat of any individual or individuals seeking elective office or advocating the passage or defeat of any issue subject to ballot or of advertising any assembly, meeting, or other form of gathering in support of or in opposition to such individuals or issues.

(Mendocino County Ordinance No. 947, adopted 1972.)

MEMORANDUM

COUNTY OF MENDOCINO
ELECTIONS

TO: *All Candidates*

FROM: *Susan M. Ranochak, Registrar of Voters*

SUBJECT: INCOMPLETE BALLOT COUNTING ON ELECTION NIGHT

Candidates are frequently surprised on the day after an election when they learn that there are ballots countywide remaining to be counted. These uncounted ballots may leave some close races undecided for days or even weeks. This memo is provided as a courtesy to explain the logistics of election night ballot counting, and follow-up ballot tabulation, which occurs in the days/weeks following the election. The law allows 28 days after the election to complete the ballot tally and the official audit of the election, known as the Canvass. When the Canvass is completed, the official results are certified.

There are two categories of ballots that cannot be processed on Election Night:

- Absentee ballots turned in at polling locations
- Provisional ballots voted at the polls

Absentee ballots turned in at polling locations. Many absentee voters wait until the last minute to make their voting choices and then drop off their absentee ballots at a polling place on election day. We receive these ballots very late on election night. All absentee ballots must be pre-processed before they are counted – this includes verifying every absentee voter's signature prior to opening the absentee ballot envelopes to remove the ballots in preparation for counting.

Provisional ballots voted at the polls. Provisional ballots are voted at the polls when a voter's registration is in question, or when our records indicate the voter was already sent an absentee ballot. Provisional ballots are sealed in special envelopes at the polls and must be individually researched and verified at the Registrar's Office before ballots are counted or rejected in accordance with election laws.

Ballots containing write-in votes. Must be individually reviewed to determine whether or not the write-in vote is for a qualified write-in candidate and whether or not the voter overvoted (i.e. voted for a candidate on the ballot and also voted for a write-in candidate for the same office.). When an overvote occurs, neither vote can be counted for that one office, although the rest of the ballot selections will be counted. Vote tallies for write-in candidates are also certified at the conclusion of the official canvass.

There will be no updates to our Final Unofficial results posted on election night until the Final Official results are released at the time of certification. Based on past trends, the number of ballots remaining to be counted after election night is anticipated at 1,000 – 2,500 countywide. Our staff will be working as quickly as possible to prepare all outstanding ballots for tabulation.

California law permits 28 days to complete the final, official canvass and certify the results of the election. This provision of the law recognizes the complexity of completing the ballot count and conducting a thorough audit of the election results to ensure accuracy. Part of the canvass process is a legally required manual recount of the votes cast for all candidates and measures on the ballot in 1% of the total voting precincts. This manual process verifies the accuracy of the computer count. As always, candidates and members of the general public are invited to observe ballot counting and the manual tally of ballots from the randomly selected 1% of the voting precincts.

We realize it is difficult for candidates/campaigns involved in close races to wait days and sometimes weeks to know whether or not they won or lost the election. However, we hope that the reasons for the delays in the final ballot tally have been explained fully in this memo. If you have additional questions, please call me at 234-6819.

DEPARTMENT OF TRANSPORTATION
DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM

Dear Candidate or Committee Member:

As a candidate or campaign worker for either an 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 schedule election.

B. Is placed not sooner than 90 days prior to the schedule 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).

A completed Statement of Responsibility must be submitted to the appropriate District Office according to the county location of the Temporary Political Sign(s). (See attached map for address)

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 to you and your supporters. Please pass this information along to those assisting in your campaign.

If you have any questions, feel free to contact us at the appropriate Outdoor Advertising District Office (See attached map for contact numbers).

For information regarding local elections, please contact the appropriate Public Agency (City or County) regarding the placing of campaign signs.

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'S: Name:

_____ Address:

_____

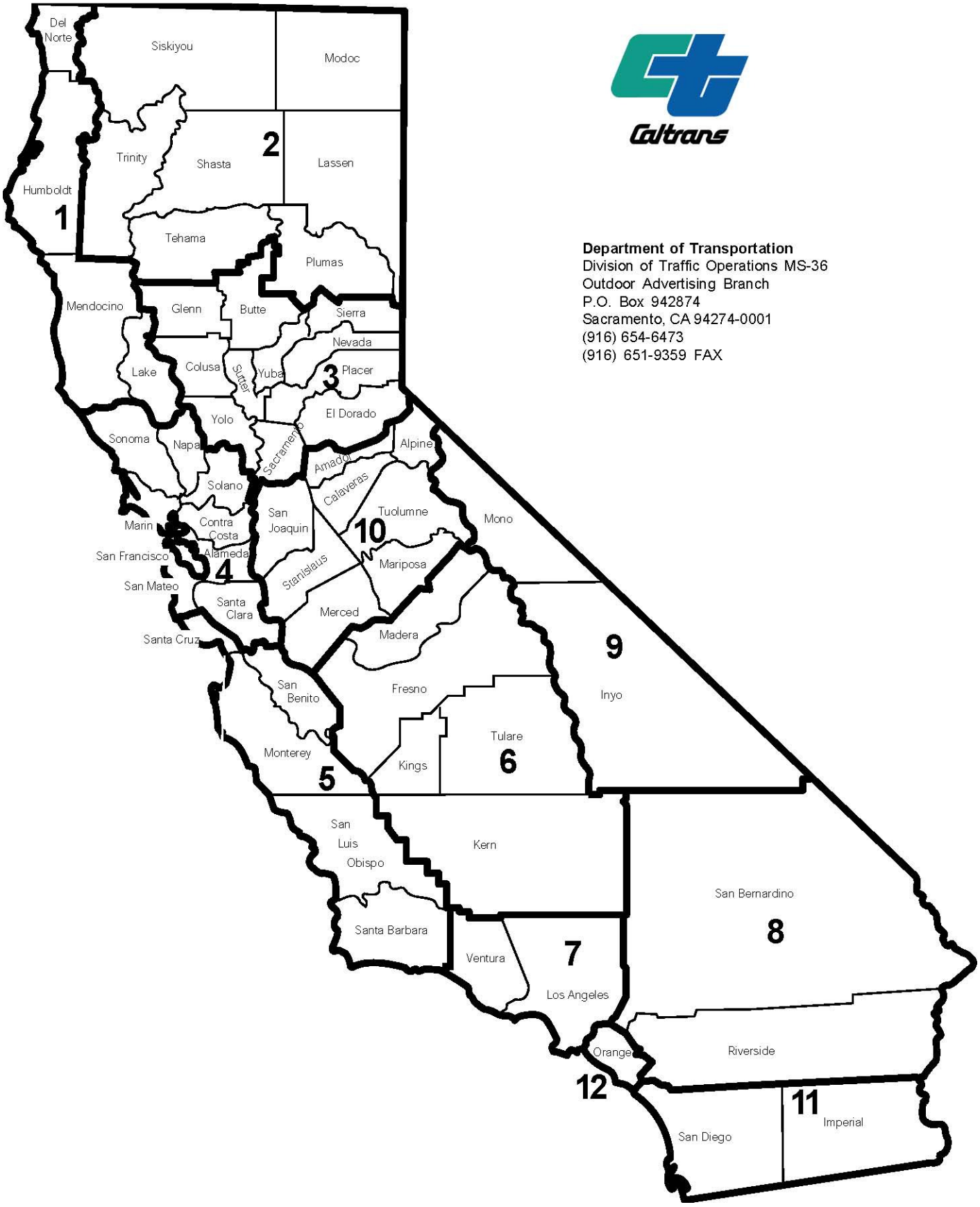
Phone Number (Include Area Code) _____

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 the Appropriate District Office according to the **COUNTY LOCATION** of the Temporary Political Sign(s) (See attached map).



Caltrans

Department of Transportation
Division of Traffic Operations MS-36
Outdoor Advertising Branch
P.O. Box 942874
Sacramento, CA 94274-0001
(916) 654-6473
(916) 651-9359 FAX

PROVISIONS OF THE CODE OF FAIR CAMPAIGN PRACTICES

as found in Chapter 5 of Division 20 of the California Elections Code

Chapter 5. Fair Campaign Practices

Article 1. General Intent

20400. **Intent of Legislature.** The Legislature declares that the purpose of this chapter is to encourage every candidate for public office in this state to subscribe to the Code of Fair Campaign Practices.

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

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

Article 2. Definitions

20420. **Definition of "Code".** As used in this chapter, "Code" means the Code of Fair Campaign Practices.

Article 3. Code of Fair Campaign Practices

20440. **Subscription to Code; Form.** At the time an individual is issued 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 elections official shall inform each candidate for public office that subscription to the code is voluntary.

In the case of a committee making an independent expenditure as defined in Section 82031 of the Government Code, the Secretary of State shall provide a blank form and a copy of this chapter to the individual filing, in accordance with Title 9 (commencing with Section 81000) of the Government Code, an initial campaign statement on behalf of the committee.

The text of the code shall read, as follows: (**see next page**)

20441. **Supply of Forms.** The Secretary of State shall print, or cause to be printed, blank forms of the code. The Secretary of State shall supply the forms to the elections officials in quantities and at times requested by the elections officials.

20442. **Retention of Forms; Public Inspection.** The elections official shall accept, at all times prior to the election, all completed forms that are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election.

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

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

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 untrammeled 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 or favor the record and policies of my opponents or political parties which merit such 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 race, sex, religion, national origin, physical health status, or age.

(4) I SHALL NOT USE OR PERMIT any dishonest or unethical practice which tends to corrupt or undermine our American system of free elections, or which 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 which resorts, on behalf of my candidacy or in opposition to that of my opponent, to the methods and tactics which 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 chairman 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 _____

PLEASE PRINT NAME, OFFICE SOUGHT, AND DATE OF ELECTION