



## Candidate Handbook And Resource Guide

Santa Ana General Municipal Election  
November 8, 2022

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## **DISCLAIMER**

The material and references contained in this handbook are intended to provide general guidance to the candidate. While the information contained herein is believed to be correct, the guidelines are not comprehensive nor intended to provide legal advice. In those instances, where sources are referenced by statute, paragraph number, page number or other citation, the use of a reference may be copied verbatim.

Candidates and others using this Handbook must bear full responsibility to make their own determinations as to all legal standards, duties, and factual material contained herein. This Handbook is not intended to provide legal advice and should not be used as a substitute for legal counsel; it does not necessarily include all provisions which may affect candidates.

Please keep in mind that running for office is an open and public process. Therefore, once contact is made with this office and/or documents are filed, candidate and campaign information generally becomes public record and may be made available to the public, in various forms, unless any such record or information is deemed exempt. Daily listings of qualified candidates will be posted online and made available to the public.

Should you have any questions, please do not hesitate to call our office during regular business hours at (714) 647-6520 or email [CityClerk@santa-ana.org](mailto:CityClerk@santa-ana.org).

# TABLE OF CONTENTS

<b>I.</b>	<b>GENERAL INFORMATION</b>	<b>1-5</b>
	1. PURPOSE	2
	2. OVERVIEW	2
<b>II.</b>	<b>REQUIRED FILINGS</b>	<b>6-13</b>
	1. NOMINATION PAPER	7
	• CANDIDATE QUALIFICATIONS	7
	• NOMINATING SIGNATURES	7
	• CIRCULATORS	8
	• SUPPLEMENTAL NOMINATION PAPER	9
	• WITHDRAWAL OF NOMINATION PAPERS	9
	2. BALLOT DESIGNATION WORKSHEET	9
	• GUIDELINES	11
	3. STATEMENT OF ECONOMIC INTEREST (FPPC FORM 700)	11
	• THE POLITICAL REFORM ACT	12
	4. CANDIDATE INTENTION STATEMENT (FPPC FORM 501)	12
	5. CAMPAIGN SHORT FORM (FPPC FORM 470)	13
<b>III.</b>	<b>OPTIONAL FILINGS</b>	<b>14-21</b>
	1. CANDIDATE STATEMENT	15
	• FORMATTING GUIDELINES	17
	• COST AND DEPOSIT	19
	• WORD COUNT STANDARDS	19
	2. CITY OF SANTA ANA'S CODE OF ETHICS AND CONDUCT	20
	3. CODE OF FAIR CAMPAIGN PRACTICES	20
	4. DISPLAY OF CAMPAIGN SIGNS AGREEMENTS	20
	5. STATEMENT OF ORGANIZATION (FPPC FORM 410)	21

<b>IV. CAMPAIGN FINANCE DISCLOSURE: FORMS AND ACTIVITIES</b>	<b>22-35</b>
1. SOLICITING CAMPAIGN FUNDS	23
• OTHER REGULATIONS RELATED TO CAMPAIGN COMMITTEES	24
• BANK ACCOUNT	24
• AUTHORIZED SOLICITORS	25
• \$1,000 CAMPAIGN CONTRIBUTION LIMIT	25
2. CAMPAIGN REPORTING	26
• SURPLUS FUNDS	26
3. DESCRIPTION OF CAMPAIGN FORMS	27
• FPPC FORM 501: CANDIDATE INTENTION STATEMENT	27
• FPPC FORM 410: STATEMENT OF ORGANIZATION	27
• FPPC FORM 460: RECIPIENT COMMITTEE	27
• FPPC FORM 470: OFFICEHOLDER/CANDIDATE –SHORT FORM	27
• FPPC FORM 496: INDEPENDENT EXPENDITURE REPORT	27
• FPPC FORM 497: CONTRIBUTION REPORT	27
4. FILING SCHEDULE	29
• MISCELLANEOUS REQUIREMENTS RELATED TO CAMPAIGN REPORTS	30
5. FILING BASICS	31
6. E-FILING INSTRUCTIONS	33
7. SUMMARY OF CAMPAIGN CONTRIBUTION LIMITS AND PROVISIONS FOR VOTING DISQUALIFICATION	34
• SANTA ANA CHARTER PROVISIONS	34
• SANTA ANA MUNICIPAL CODE PROVISION	35
• NON-CITY COUNCIL COMMITTEE	35

<b>V. MISCELLANEOUS INFORMATION</b>	<b>36-74</b>
1. ELECTION CALENDAR AND DEADLINES	37
2. REGULAR BUSINESS HOURS	39
3. CITY WARDS MAP	40
4. USE OF CITY SEAL AND LOGO	41
5. WRITE-IN CANDIDATE	41
6. CAMPAIGN ACTIVITIES	42
• MASS MAILING AND CAMPAIGN LITERATURE	42
• CAMPAIGN /POLITICAL SIGNS (TEMPORARY SIGNS)	43
○ CITY REGULATIONS	43
○ CITATIONS & ENFORCEMENT	44
○ CITATION PROCESS	45
• CANDIDATE USE OF PERSONAL FUNDS	45
• INVESTIGATION OF CAMPAIGN VIOLATIONS	46
• ELECTIONEERING	46
7. ELECTION NIGHT RESULTS	46
8. CONTACT INFORMATION	47
9. CANDIDATE / TREASURER SEMINARS	48
10. BALLOT DESIGNATION REGULATIONS	49
11. SUCCESS IN PUBLIC SERVICE PAMPHLET	62



## **I. GENERAL INFORMATION**



## **1. PURPOSE**

The informational material here provided is written for individuals interested in running for the office of Mayor or Councilmember in the City of Santa Ana, but may also be of interest to the public. The November 8, 2022 election will be conducted citywide involving approximately 126,747 registered voters, as of the Secretary of State report of registration dated January 31, 2022, and will be administered by the Orange County Registrar of Voters.

This handbook is divided into several sections including "Required Filings", "Optional Filings," "Campaign Finance Disclosure: Forms and Activities," and "Miscellaneous Information," and covers key information about the election process, officer forms, filing deadlines, and candidate responsibilities.

The material in this handbook is a compilation of provisions in the Santa Ana City Charter, Santa Ana Municipal Code, State of California Elections Code, and State of California Government Code. The California Elections Code and California Government Code books are available for review at the Santa Ana Public Library and the Orange County Law Library, which are both located in the Santa Ana Civic Center Plaza. The City Charter and Municipal Code may be viewed online at [library.municode.com/ca/santa\\_ana/codes/code\\_of\\_ordinances](http://library.municode.com/ca/santa_ana/codes/code_of_ordinances).

## **2. OVERVIEW**

The Santa Ana City Council is a nonpartisan legislative body composed of seven members – six Councilmembers and the Mayor. Councilmembers are nominated from one of six geographic wards in the city and elected by vote of the electors within their respective ward. The Mayor is nominated and elected citywide and does not represent an individual ward.

To become a candidate for election to the position of Mayor or Councilmember, individuals must meet certain qualifications and file the necessary documents to become an official candidate with the Clerk of the Council Office.

Following are some basic facts relative to the 2022 General Municipal Election:

- On November 8, 2022 the seats for wards 2, 4, 6 and Mayor will be up for election.
- A candidate for Mayor must be a registered voter and a thirty (30) day resident of the City of Santa Ana at the time the Nomination Papers are issued by the elections official.
- A candidate for Councilmember must be a registered voter and a thirty (30) day resident of the Ward from which the candidate will be nominated at the time the nomination papers are issued by the elections official.

- The Clerk of the Council will issue the Nomination Papers if the following requirements are met:
  - Elections Code §201 requires candidates for elective office to be registered voters and qualified to vote in that office at the time nomination papers are **issued**.
  - Pursuant to City Charter §401, thirty (30) days residency for that office is required by the time Nomination Papers are issued by the elections official.
  - Pursuant to Resolution No. 2020-041, candidates running for a City Council seat or within the City for the Mayoral seat must provide no less than two (2) of the following additional documentation to the Clerk of the Council to verify that candidates meet the 30-day residency requirement. This additional documentation must be current and valid in the candidate's name and residence address for a date not less than (30) days and that the candidate is a registered voter. Acceptable documents include:
    - ☐ Voter registration;
    - ☐ Proof of home ownership or rental agreement;
    - ☐ Valid California motor vehicle registration with insurance;
    - ☐ Current utility bill;
    - ☐ Official school records;
    - ☐ Employment documents;
    - ☐ Current homeowner or renter's insurance policy
    - ☐ Government-issued documentation;
    - ☐ California or federal court documentation; or
    - ☐ Financial institution documentation.

Additionally, the candidate must sign an affidavit, in a form approved by the Clerk of the Council and City Attorney verifying residency under penalty of perjury.

- The nomination period **closes at 5:00 p.m. on Friday, August 12, 2022.**
- Nomination Papers may be withdrawn ONLY during the nomination period.
- The Candidate Statement may be withdrawn no later than Friday, August 12, 2022 at 5 P.M. (or until Wednesday, August 17<sup>th</sup> at 5 p.m. if nomination period extended).
- **Term of Office.** Council Members serve terms of four (4) years and are limited to three (3) consecutive terms of four (4) years each. A person who has served three (3) consecutive terms of four (4) years each shall be eligible for appointment, nomination for or election to the office of Councilmember (regardless of wards represented by that person during such period) no sooner than for a term beginning eight (8) years after completion of that Councilmember's third consecutive full term. (Resolution No. 2012-034)

The Mayor serves a term of two (2) years and is limited to four (4) consecutive terms. A person who has served four (4) consecutive terms of two (2) years each, commencing with the term entered as a result of the November 2012 election, shall



be eligible for appointment, nomination for or election to the office of Mayor no sooner than eight (8) years after completion of the Mayor's fourth consecutive full term. (Resolution No. 2012-036)

This eight year "**cooling off**" period for a Mayor who has reached the term limit shall not apply to eligibility for appointment, nomination for or election to a Councilmember office. However, any person who has served twenty (20) consecutive years in office, as both a Councilmember and Mayor, regardless of the order in which they served, shall not be eligible for appointment, nomination or election as a Councilmember or as Mayor, no sooner than eight (8) years after completion of full terms, as permitted. (Resolution No. 2012-034)

- A **term** begins at 6:00 p.m. on the second Tuesday of December following certification of election results (City Charter §400). A Special City Council Meeting will be tentatively scheduled on December 13, 2022 at 6:00 p.m. to certify the results of the election and administer the oath of office to the elected Council Members and Mayor.
- **Compensation.** Pursuant to Santa Ana City Charter §402, each member of the City Council and the Mayor shall receive as a monthly salary for their services the maximum amount allowed by the population formula set forth in California Government Code §36516. Additionally, each member of the City Council and Mayor shall receive reimbursement for required travel and other expenses while on official business of the City as authorized and approved by resolution of the City Council. In accordance with §36516, any amounts paid by the City for retirement, health, and welfare benefits shall not be included for purposes of determining salary under this section, provided that the same benefits are available and paid by the City for its executive employees. Any amounts paid by the City to reimburse for actual and necessary expenses pursuant to a Council resolution shall not be included for purposes of determining salary.
  - Housing Authority meetings are paid at the rate of \$50.00 per meeting.
  - Absence of the Mayor or a Councilmember from all regular and special meetings of the City Council during any calendar month shall render their ineligible to receive the monthly salary for that calendar month, unless such absence was approved by the City Council as expressed in its official minutes.
- The Mayor is a **voting** member of the City Council and presides over its meetings.
- The City Council **elects a Mayor Pro Tem** from amongst its members at the first City Council meeting following any general or special election at which Council Members are elected; the Mayor Pro Tem acts as Mayor during an absence of the Mayor, disability of the Mayor or during any vacancy in the office of Mayor.
- **Role and responsibility.** The City Council serves as the City's legislative body and enacts local laws, approves programs, and appropriates funds.

- **Meetings.** The City Council meets regularly on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month (or the next business day if a holiday) no sooner than 5:00 p.m. for Closed Session followed by the Regular Open Session at 5:45 p.m. or immediately following the Closed Session meeting.

Councilmembers also serve on a variety of regional boards that meet on a regular basis throughout the year. Meeting compensation, dates, and times vary by committee/board as do their filing requirements.

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## **II. REQUIRED FILINGS**

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## 1. NOMINATION PAPER

Candidates for city office must first be a registered voter, resident of the City of Santa Ana, and then be nominated by qualified electors. A candidate shall not file a nomination paper for more than one municipal office or term of office for the same municipality in the same election. The address included in the Nomination Paper must match the voter registration address on file. Candidates must obtain valid nominating signatures on their Nomination Paper from the required number of registered voters in accordance with City and State laws.

- **CANDIDATE QUALIFICATIONS**

The Clerk of the Council will issue the Nomination Paper *if* the following requirements are met:

- A candidate for **Mayor** must be a registered voter and provide proof of residency in the City with a minimum of thirty (30) days at the time nomination papers are **issued** to them by the elections official; or
- A candidate for **Councilmember** must be a registered voter and provide proof of residency showing a minimum thirty (30) days in the Ward from which the candidate is nominated at the time nomination papers are **issued** to them by the elections official; and
- Elections Code §201 requires candidates for elective office to be registered voters and qualified to vote for that office at the time nomination papers are **issued**.

- **NOMINATING SIGNATURES (ELECTIONS CODE §10220, 10221, 10226)**

Candidates for **Mayor** must obtain **not less than twenty (20) nor more than thirty (30)** valid signatures of registered voters residing in the City of Santa Ana. Candidates for **Councilmember** must obtain **not less than twenty (20) nor more than thirty (30)** valid signatures of registered voters residing in the respective Ward for the City of Santa Ana. (Elections Code §10220)

**Note:** Verify that signers are registered voters and reside within the appropriate Ward boundaries prior to filing Nomination Paper by checking addresses on the City's GIS system:

<https://santa-ana.maps.arcgis.com/apps/webappviewer/index.html?id=fb230cb61bbc4462b1e350a8d0a29867>

Signers must include their full names and residential addresses on the Nomination Paper at the time of signing. If the residence has no street or number address, signers must indicate a designation that would readily ascertain location. Petition circulators should **not** fill in a signer's address. (Elections Code §10221, 10226)

In a recent court case (Capo for Better Representation v. Kelley), the decision was clear that if an elections official determines that signatories to a petition did not personally affix their address to the petition, the elections official must disqualify these signatures.

Signers do not need to indicate the date they affixed their signatures on the Nomination Paper. However, the circulator must ascertain the date range of when signatures to the petition were obtained.

The Nomination Paper is forwarded to the Orange County Registrar of Voters Office who then verifies the addresses and signatures against the registration affidavits. The verification process is complete when the Orange County Registrar of Voters Office validates the minimum requisite number of signatures. The Clerk of the Council notifies the candidate of the results by email, at which point the person seeking public office becomes an official candidate.

**Note:** Signers can sign only one Nomination Paper for each office; hence, a signer is not able to nominate more than one person to the same office. (Elections Code §10220). A candidate may sign their own Nomination Paper.

- **CIRCULATORS (ELECTIONS CODE §102, 10220)**

Circulators are persons who obtain signatures of registered voters for the Nomination Paper.

- A person shall not circulate a state or local initiative, referendum, or recall petition or nominating paper unless the person is 18 years of age or older. (Elections Code §102, Amended by Stats. 2013, Ch. 278, Sec. 1. Effective January 1, 2014.)
- Candidates may circulate their own Nomination Paper or may appoint another person to act as circulator *but only one circulator* may obtain signatures for a Nomination Paper. (Elections Code §10220)
- Circulators must execute a sworn statement (written as part of the Nomination Paper) that they witnessed all the signatures they secured and that each signature and each address was affixed by the person whose name appears on the Nomination Paper. (Elections Code §10222, §10226)

**Note:** Although the statutes require only 20 signatures, circulators are advised to collect up to 30 signatures to allow for signatures that may be invalid.

- **SUPPLEMENTAL NOMINATION PAPER (ELECTIONS CODE §10221(b))**

Once a Nomination Paper is filed with the Clerk of the Council, it may not be returned to the candidate to obtain additional signatures. If the Nomination Paper is determined to be insufficient or the candidate fails to obtain the correct number of valid signatures on their Nomination Paper, the elections official shall:

- Retain the original Nomination Paper; and
- Issue one supplemental petition to the candidate on which the candidate may collect additional signatures, if the Nomination Period is still open. The form of the supplemental petition shall be the same as the Nomination Paper, except that the word “Supplemental” shall be inserted above the phrase “Nomination Paper.” [Elections Code §10221(b)]

The Supplemental Nomination Paper shall be filed not later than the last day for filing for office, Friday, August 12, 2022, 5:00 p.m. (Elections Code §10224)

- **WITHDRAWAL OF NOMINATION PAPERS (ELECTIONS CODE §10224)**

All Nomination Papers shall be filed with a Clerk of the Council official during regular business hours as posted, not later than the 88th day before the election, which is Friday, August 12, 2022 5:00 p.m. Until that time, but not after, a candidate may withdraw their Nomination Papers.

Withdrawal must be made in writing and addressed to the Clerk of the Council by said deadline.

## **2. BALLOT DESIGNATION WORKSHEET**

Each candidate who submits a ballot designation pursuant to the guidelines below 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 (Elections Code §13107). The Clerk of the Council will provide the candidate with the form required.

- In no more than three (3) words, the candidate must designate either their current principal professions, vocations or occupations, or their principal professions, vocations or occupations during the calendar year immediately preceding the filing of nomination papers.

- The word “incumbent” if the candidate is a candidate for the same office which they hold at the time of filing the nomination papers and was elected to that office by a vote of the people.
- The Ballot Designation Worksheet must be completed and filed with the Clerk of the Council at the same time that the candidate files their Nomination Papers. If the designation is changed prior to the last day for filing for office before the election date, a new worksheet must be completed.
- In the event that a candidate fails to file a ballot designation worksheet, no designation shall appear under their name in the Voter Information Guide (formerly referred to as the Sample Ballot).
- It is recommended that alternate ballot designations, ranked in order of the candidate's preference, be included in the worksheet in the event that the first choice is contested.
- It is the candidate's responsibility to justify the proposed designation and complete the form in its entirety.
- Ballot designations in which any of the following are true will not be accepted:
  - It would mislead the voter.
  - It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
  - It abbreviates the word “retired” or places it following any word or words which it modifies.
  - 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.”
  - It uses the name of any political party, whether or not it has qualified for the ballot.
  - It uses a word or words referring to a racial, religious, or ethnic group.
  - It refers to any activity prohibited by law.

- **GUIDELINES (ELECTIONS CODE §13107, CA. CODE OF REGULATIONS §20710)**

The Ballot Designation (Elections Code §13107 and the California Code of Regulations §20710 in its entirety) is a brief description that candidates may provide to describe themselves on the ballot. The candidate must indicate the same Ballot Designation on the Ballot Designation Worksheet and the Affidavit of Nominee and Oath, including capitalization and punctuation.

You may select as your ballot designation **one** of the following found in tab 2 of the Candidate Handbook and Resource Guide. You may also reference the Secretary of State's ballot designation guidelines available online at: <https://www.sos.ca.gov/administration/regulations/current-regulations/elections/ballot-designations>.

For acceptable and unacceptable ballot designations, please refer to the California Code of Regulations, Title 2. Administration, Division 7, Secretary of State, Chapter 7. Ballot Designations §20710 – 20719: [sos.ca.gov/administration/regulations/current-regulations/elections/ballot-designations/#section-20716](https://www.sos.ca.gov/administration/regulations/current-regulations/elections/ballot-designations/#section-20716).

### **3. STATEMENT OF ECONOMIC INTEREST (FPPC FORM 700)**

The Political Reform Act (Gov. Code Sections 81000-91014) requires most state and local government officials and employees to publicly disclose their personal assets and income. They also must disqualify themselves from participating in decisions which may affect their personal economic interests. The Fair Political Practices Commission (FPPC) is the state agency responsible for issuing the Statement of Economic Interests (Form 700) and for interpreting the law's provisions.

In compliance with the Political Reform Act, all candidates are required to file a Statement of Economic Interests with the Clerk of the Council at the time nomination papers are filed. Additionally, candidates for local elective office *may not* accept honoraria payments and accept gifts from any single source totaling more than \$520 in a calendar year. This amount changes annually and is current until December 31, 2022. Form 700 was developed to meet this requirement and its timely filing is obligatory.

Candidates must complete all applicable schedules of Form 700. Candidates must report all income (including loans, gifts, and travel payments) received during the twelve (12) months prior to the date of filing the declaration of candidacy. A Reference Pamphlet has



been prepared by the FPPC to assist filers with filing obligations and is available online at:

[https://www.fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/Form%20700/2021-22/Ref\\_Pamphlet\\_2021.pdf](https://www.fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/Form%20700/2021-22/Ref_Pamphlet_2021.pdf)

FPPC Form 700 may be filed electronically using the City's provider, Netfile. Filers may also opt to provide an original signed hardcopy at the time Nomination Papers are filed. New candidates are encouraged to contact the Clerk of the Council for username and password. Instructions on how to set up an account are also included in this handbook on page 33.

**Note:** Original Form 700 Statements are mailed to the FPPC. Copies of the statements are maintained in the Clerk of the Council Office as part of the public records and are also posted on the City's website for public review at: <https://public.netfile.com/pub/?AID=csa>.

#### • THE POLITICAL REFORM ACT

In the aftermath of the Watergate scandal, California was the first state to pass a comprehensive political reform package. Proposition 9, known today as The Political Reform Act, was passed as a ballot measure by California voters in the June 1974 election. The initiative was championed by a tripartite group consisting of then-Secretary of State Jerry Brown, the People's Lobby, and Common Cause. By including provisions regulating campaign finance, lobbying activity, and conflicts of interest, Proposition 9 represented the most significant state-level response to the culture of corruption that was believed to be so pervasive in the pre-Watergate years.

The Act is updated annually to reflect statutory changes enacted by the Legislature or by voters through the initiative process. A highlighted version of the Act and its appendices is available online to easily show what changes have been made over the last year.

View the full text at:

[https://www.fppc.ca.gov/content/dam/fppc/NS-Documents/LegalDiv/The%20Political%20Reform%20Act/2022\\_Act\\_Final.pdf](https://www.fppc.ca.gov/content/dam/fppc/NS-Documents/LegalDiv/The%20Political%20Reform%20Act/2022_Act_Final.pdf)

## 4. CANDIDATE INTENTION STATEMENT (FPPC FORM 501)

Candidates are required to file a Candidate Intention Statement (Form 501) for each election, including reelection to the same office, and must do so before they solicit or receive any contributions or before they make expenditures from personal funds on behalf of their candidacy.

## **5. CAMPAIGN SHORT FORM (FPPC FORM 470)**

Candidates who do not have an open committee and do not raise or spend \$2,000 or more are required to file Form 470.

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### **III. OPTIONAL FILINGS**

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## 1. CANDIDATE STATEMENT

Each candidate for **nonpartisan elective office** in any local agency, including any city, county, city and county, or district, may prepare a Candidate's Statement on an appropriate form provided by the elections official. 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 themselves. However, the governing body of the local agency may authorize an increase in the limitations on words for the statement from 200 to 400 words. **§13307**

**The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.** **§13307**

The candidate must sign the statement before it is filed in the office of the Clerk of the Council when their Declaration of Candidacy is filed. **§13307**

The statement shall be filed no later than **August 12, 2022**.

**Costs of providing statements to voters shall be paid for by the candidates.**

The statement **may be withdrawn, but not changed**, during the period for filing nomination papers and until **5:00 p.m.** of the next working day after the close of the nomination period, **August 15, 2022**. **§13307(a)(3)**

**NOTE:** In the event that the nomination period for a particular office is extended because an incumbent eligible to be elected did not file nomination papers, a Candidate's Statement for that particular office, filed by either candidates prior to the 88th day before the election or by new candidates during the extended nomination period, **may be withdrawn, but not changed**, during the extended nomination period and until **5:00 p.m. of the next working day after the close of the extended nomination period, August 18, 2022**. **§13307**

**IMPORTANT: Candidate's Statement may make no reference to another candidate.** In addition to the restrictions set forth in Section 13307, any candidate's statement submitted pursuant to Section 13307 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 that office or to another candidate's qualifications, character, or activities**. The elections official shall not cause to be printed, posted on an Internet Web site, or circulated, any statement that the elections official determines is not so limited or that includes any reference prohibited by this section. **§13308**

The Registrar of Voters will send to each voter, together with the sample ballot, a Voter Information Guide which contains the written statements of each candidate that is prepared pursuant to this section. **The statement of each candidate will be printed in type of uniform size and darkness, and with uniform spacing.** §13307(b)

**IMPORTANT: All Candidate's Statements shall remain confidential until the expiration of the filing deadline.** §13311

**All Candidate's Statements written in the third person must also include the name of the candidate at the end of the statement and must be included in the word count.**

The Clerk of the Council will require each candidate filing a Candidate's Statement to pay in advance as a condition of having their statement included in the Voter Information Guide. The cost is calculated to recover expenses for translation into the required languages, typesetting, printing, and labor in the processing of candidates' statements. Payment may be made by cash, check, money order, certified check, and credit card (MasterCard, Visa, American Express, and Discover). §13307(d)

In the event that a candidate pays for a statement by check and the check is returned by the bank due to insufficient funds, the candidate will have 24 hours to pay for the statement by cash, money order, certified check, or credit card (MasterCard, Visa, American Express, and Discover). If payment is not received by the deadline, the statement will not be printed in the Voter Information Guide. § 13307(d)

The candidate must also sign a Candidate's Statement Agreement at the time the statement is filed. A copy of the signed Agreement and signed Statement will be given to the candidate. §13307(d)

***NOTE: Pursuant to minority language provisions of the Federal Voting Rights Act of 1965, Orange County is required to provide election materials in the Chinese, Korean, Spanish, and Vietnamese languages in addition to English. The materials covered by this Act include candidate's statements. Therefore, all estimated costs include translating and printing of candidate's statements in the Chinese, Korean, Spanish, and Vietnamese languages. These materials will be provided to voters who have requested Chinese, Korean, Spanish or Vietnamese language election materials***

Nothing in the foregoing shall be deemed to make any 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 guide. §13307(e)

Before the nomination period opens, the local agency for that election shall determine whether a charge shall be levied against that candidate for the Candidate's Statement sent to each voter, and for the electronically distributed Candidate's Statement. This decision shall not be revoked or modified after the seventh day prior to the opening of the nominating period. A written statement of the regulations with respect to charges for handling, packaging, and mailing shall be provided to each candidate or his/her representative at the time he/she picks up the Nomination Papers. **§13307(f)**

**PUBLIC REVIEW PERIOD:** For all Candidate's Statements filed on or before **August 12, 2022**, the public review period is **August 13, 2022 through August 22, 2022, 5:00 p.m.** For all Candidate's Statements filed during the extended filing period ending on August 17, 2022, the public review period is **August 17, 2022 through August 27, 2022, 5:00 p.m.** at the Registrar of Voters' office and on its website. **§13313**

**CHALLENGING A CANDIDATE STATEMENT:** A person may challenge a Candidate Statement in court during the Public Review Period. A person may file a writ of mandate or injunction to require the candidate statement to be amended. **§13314**

No Candidate's Statement may be changed by the candidate after the statement has been filed except as specifically requested by the elections official or mandated by the court to change an unacceptable Candidate's Statement. **§13307(a)(3)**

#### • **FORMATTING GUIDELINES (ELECTIONS CODE §13307)**

The Registrar of Voters' office (ROV) has a semi-automated system for Voter Information Guide input/layout of a Candidate's Statement. Due to the volume of statements and printing deadlines, it is necessary to have a standardized format for a Candidate's Statement. The ROV has prepared the following guidelines to assist candidates in the preparation of their statements.

1. The following paragraph styles are acceptable with this system.

#### **INDENTED PARAGRAPHS:**

Xxxxx xxxxx xxxxxxxxxxx xxxxx xxxxx. X xxxx xx xxxxxxxxxxx xxxxxxxxxxx  
xxxxxxxxxxxx xxxxxxx xxxxxxxxxxx xx xxx xxxxx. Xxx xxxxx xxxxxxx xxxxx xx xx.  
Xxxx xxxxxxx xx x x xxxxxxxxxxx x xxxxxx xxxxx. Xxx xxxxxxx xxxxxxx xxxxx xx  
xxx xxxxx xxx xxxxxx. Xx xxxxx xxx.

#### **BLOCK PARAGRAPHS:**

Xxxxx xxxxxxx xxxxx. Xxxx x xx xxxx xxxxxxxxxxx xxx. Xxxx xxx xxx xxxxxxxxxxx  
xxxx. X xxx xxxxx xxx x xx xxx. Xxx xxx xxx xxxxxxx xxxxx xxx.

Xxx xxxxxx xxx. Xx xxx xxxxxxxx xxxxxx xxxxx. X xxx xxxxxx xxxxxxx xxxxx xxx x xx  
xxx xxx. Xxx xxxxx xxxxxxxxxxx xxxxxx xxx. Xxx xxxxxx xxxxxxx xxxxxxx xxxxxx.

**DO NOT USE ANY PARAGRAPH/FORMAT STYLE OTHER THAN THOSE LISTED ABOVE.**

2. All statements may be submitted on this template or typed and printed by automated equipment. **DO NOT PRINT ANY STATEMENT ON LINED PAPER.**
3. NOTE: Name, age, and occupation at the top of the statement are not included in the word count. **The words reflected in the “occupation” field must follow the Ballot Designation Guidelines listed on pages 49 through 61 in this handbook.**
4. Do not underline or **bold** WORDS. **Elections Code §13307(b)**
5. Words may NOT be all CAPITAL letters. **Elections Code §13307(b)**
6. Do not use *italics* or type styles to highlight portions of the statement. **Elections Code §13307(b)**
7. Do not use different type sizes. **Elections Code §13307(b)**
8. A 200-word statement must fit on one quarter of a Voter Information Guide page. If your statement exceeds this limitation, we will be forced to adjust your format to fit in the space allowed.
9. You may block indent within a paragraph. However, you MAY NOT use bullet points, stars, asterisks or numbers that function as bullet points to off-set the paragraphs.

**Excessive number of paragraphs or block-indentation in a Candidate’s Statement may cause the statement to not fit in the allotted space even though the word count hasn’t exceeded the maximum number of words. If the statement does not fit into the box, you will be asked to edit your statement. Keep this in mind as you write and format your statement.**

10. All statements are printed in the Voter Information Guide with the following titles which are not included in the word count:

**NAME OF DISTRICT  
TITLE OF OFFICE**

Use these general guidelines to assist you in the preparation of your statement. There are other requirements regarding the content of your statement that are outlined in this Candidate’s Handbook.

**CHECK YOUR STATEMENT CAREFULLY FOR ERRORS IN SPELLING, PUNCTUATION, AND GRAMMAR BEFORE FILING. WITH THE EXCEPTION OF THE FORMATTING REQUIREMENTS, YOUR STATEMENT WILL BE PRINTED EXACTLY AS SUBMITTED.**

• **COST & DEPOSIT**

The City Council adopted a resolution authorizing the submission of candidate statements and establishing the estimated cost.

The County of Orange Registrar of Voters provided the following cost of printed and electronic candidate statement:

Council Seat	Electronic Cost	Printed & Electronic Cost
Mayor	\$412.24	\$1228.70
Ward 2	\$412.24	\$525.89
Ward 4	\$412.24	\$563.77
Ward 6	\$412.24	\$530.93

The fee is set to recover the costs of printing candidate statements in the Voter Information Guide (formerly known as the Voter's Sample Ballot) and posting online.

Candidates filing a statement must pay in advance the deposit as a condition of having their Statement included in the Voter Information Guide.

If a candidate receives a refund for a filing fee after their committee has already been terminated, the candidate is allowed to accept refunds from a governmental entity without reopening the committee and campaign bank account.

• **WORD COUNT STANDARDS (ELECTIONS CODE §9)**

Each word shall be counted as one word except as specified in this section. The following are the guidelines for computing the word count:

- The title of the office, name, district, age, and occupation lines are not included in the word count – only the text is counted.
- Punctuation marks are not included in the word count.
- Symbols such as "&" (and) and "#" (number/pound) are not considered punctuation, each symbol is counted as one word.
- All proper nouns, including geographical names, shall be considered as one word; for example, "County of Orange" shall be counted as one word.



- Each abbreviation for a word, phrase, or expression shall be counted as one word; for example, USC, P.T.A., CoSA.
- 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.
- Dates shall be counted as one word.
- 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. "One" shall be counted as one word whereas "one hundred" shall be counted as two words. "100" shall be counted as one word.
- Telephone and fax numbers shall be counted as one word.
- Internet website and email addresses shall be counted as one word.
- The words "a", "the", "and", and "an" are counted as individual words.

If the text exceeds the word limit, the candidate must delete or change a sufficient number of words, or a sentence, to put the statement within the required word limit before the statement is filed. The candidate should correct any misspellings before the statement is filed. **Other than formatting requirements, your statement will be printed as filed.**

**The submitted statement must be typed. No word will be printed in "ALL CAPS", bolding or underlining. Do not use bullet points, stars, asterisks, or numbers that function as bullet points to block-indent paragraphs.**

## **2. CITY OF SANTA ANA'S CODE OF ETHICS AND CONDUCT**

On June 2, 2008, the City Council adopted Resolution No. 2008-039 establishing a code of ethics and conduct for City of Santa Ana elected officials and members of appointed boards, commissions, and committees. This code of ethics and conduct will be included in the packet of information a candidate receives when 501s are issued to them. Candidates may submit a signed certification that they are aware of the provisions of the code and pledge that, if elected, they will apply the provisions of the code in the conduct of their duties. Submittal of this certification is strictly voluntary.

## **3. CODE OF FAIR CAMPAIGN PRACTICES**

This optional document encourages ethical behavior by candidates running for public office. The Clerk of the Council is required by the Elections Code to provide candidates with a blank Code of Fair Campaign Practices form and a copy of the Elections Code sections pertaining to the Fair Campaign Practices Code. The intent of the legislature in approving this chapter in the Elections Code is to encourage every candidate for public office to subscribe to the Code of Fair Campaign Practices and follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested but fairly conducted campaigns, the citizens may exercise their constitutional right to vote.

#### **4. DISPLAY OF CAMPAIGN SIGNS AGREEMENTS**

These optional documents, the City of Santa Ana Regulation of Temporary Signs and the Statement of Responsibility for Temporary Political Signs, encourage candidates to endorse, subscribe, and pledge to display campaign signs in accordance with provisions in the Santa Ana Municipal Code. Additionally, candidates are asked to voluntarily agree to ensure that all campaign signs are removed no later than 30 days following the election. Also, the State of California Department of Transportation has included a form with information on displaying signs on right-of-way and landscaped freeway areas. Candidate's signature on both forms is encouraged. The Statement of Responsibility for Temporary Political Signs is included in the packet. Please complete the form and mail to the Division of Traffic of Operations, Outdoor Advertising Program in Sacramento. You may contact them at (916) 654-6473 and leave a voice message for any additional information or questions. A representative will return your call within three (3) business days.

#### **5. STATEMENT OF ORGANIZATION (FPPC FORM 410)**

Form 410 is required for any persons (including an officeholder or candidate), organizations, groups or other entities that raise contributions from others totaling \$2,000 or more in a calendar year to spend on California elections. They must register with the Secretary of State and report all receipts and expenditures. "Contributions" include monetary payments, loans, and non-monetary goods and services received or made for a political purpose.

Candidates are required to file FPPC Form 410 within 10 days with the California Secretary of State, Political Reform Division, 1500 11<sup>th</sup> Street, Room 495, Sacramento, CA 95814; a copy of FPPC Form 410 must be filed with the Clerk of the Council. The name and contact information of the treasurer and principal officers, if any, must be provided, in addition to any candidate controlling the committee. If the committee will have an assistant treasurer, their contact information must also be included.

A committee may request an identification number (PAC ID) even if \$2,000 has not been yet raised. The "Not Yet Qualified" box should be marked and once the \$2,000 threshold is met, an amendment must be filed within 10 days to report the date the committee qualified.

Once a committee has been established, regular reporting is due until the committee is terminated.

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## **IV. CAMPAIGN FINANCE DISCLOSURE: FORMS AND ACTIVITIES**

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This section on campaign basics is organized according to campaign activities: soliciting contributions, reporting campaign expenditures, and other related election activities.

While nomination forms have clear-cut rules on what is required or optional, campaign forms are more situational. Some forms are needed only when candidates take certain actions. Certain forms are submitted once. Others are submitted on a continuing basis. In addition to being aware of campaign laws, candidates need to be familiar with the commonly used campaign reporting forms.

## **1. SOLICITING CAMPAIGN FUNDS**

Candidates are advised to exercise caution anytime money is involved. Almost all State and City legislation regulating the conduct of campaigns relates directly or indirectly to funding. Candidates who will raise or spend \$ 2,000 or more in a calendar year must:

- STEP 1 – File Fair Political Practices Commission’s Candidate Intention Statement (FPPC Form 501) before soliciting or spending any funds, including the candidate’s personal funds, with the Santa Ana Clerk of the Council, 20 Civic Center Plaza, Room 809, Santa Ana, CA 92701.
- STEP 2 – File the Statement of Organization (FPPC Form 410) within 10 days of receiving \$2,000 in contributions with the California Secretary of State, Political Reform Division, 1500 11<sup>th</sup> Street, Room 495, Sacramento, CA 95814; a copy of Form 410 must be filed with the Clerk of the Council as well.
- STEP 3 – Open/establish a bank account after receiving your Committee Identification Number from the Secretary of State.
  - If a candidate does not intend to raise funds from others, but will be spending \$2,000 or more of their personal funds on their campaign (in addition to the filing fees and ballot statement fees), a candidate must open a bank account, even if they do not want to be reimbursed (campaign funds may not commingle with personal funds).
- STEP 4 – Pay fee to register campaign committee.
  - Campaign committees are required to pay a \$50 fee to the Secretary of State within 15 days of filing FPPC Form 410.
  - In addition, a \$50 fee is required to be paid to the Secretary of State by January 15<sup>th</sup> of each year until the committee terminates.

- **OTHER REGULATIONS RELATED TO CAMPAIGN COMMITTEES**

- A candidate for Mayor or Councilmember shall have no more than one campaign committee and one campaign contribution account out of which all expenditures for the purpose of seeking such office shall be made (Santa Ana City Charter §1207).
- A candidate may not use campaign funds to make independent expenditures to support or oppose other local candidates.
- The Secretary of State assigns an identification number to each committee. Candidates and committees must include their assigned identification numbers on all FPPC forms filed.
- No person who serves as the treasurer of a campaign committee which receives contributions for any candidate for Mayor or Councilmember shall be eligible for appointment to any board or commission.
- If any member of an appointive board or commission shall become the treasurer of a campaign committee which receives contributions for any candidate for Mayor or Councilmember, their office shall become vacant and shall be so declared.
- A recipient committee may designate one assistant treasurer on the committee's Statement of Organization (FPPC Form 410). The assistant treasurer will assume the duties and responsibilities of the treasurer if the treasurer is unavailable or vacates the office of treasurer.

The Secretary of State maintains the public record of committees. Inquiries regarding the status of a committee (active/terminated) should be directed to the Political Reform Division at (916) 653-6224 or the Secretary of State's website: [www.sos.ca.gov](http://www.sos.ca.gov).

- **BANK ACCOUNT**

- A campaign bank account must be established at an office of a financial institution located in the State of California.
- A new bank account and committee must be established to run for a different office.
- A Statement of Organization (FPPC Form 410) must be filed with the Secretary of State; a copy of the Form 410 should be filed with the Clerk of the Council.

- All money to be used for campaign purposes, including the candidate's personal funds, must be deposited in the campaign bank account for the specific office prior to expenditure (excluding personal funds used to pay the fee for the statement of qualifications in the Voter Information Guide).

- **AUTHORIZED SOLICITORS (ELECTIONS CODE §20203)**

A person soliciting funds for any candidate or candidate controlled committee must have the authorization of the candidate or committee *before* soliciting any funds.

A person who solicits funds without authorization from the candidate or committee, must specifically state in any fundraising communication such as radio, television, magazine, newspaper, or any type of general public advertising that they are *not* authorized by the candidate or committee, and that the candidate or committee is *not* responsible for their actions.

Candidates should consult the State Elections Code for further detail.

- **\$1,000 CAMPAIGN CONTRIBUTION LIMIT (SANTA ANA CITY CHARTER §1206)**

No person shall make, and no candidate for Mayor or City Council or campaign treasurer shall solicit or accept, any contribution or loan which would cause the total amount contributed or loaned by that person to that candidate, including contributions or loans to all committees controlled by that candidate, to exceed one thousand dollars (\$1,000.00) in any election cycle

As used herein, "election cycle" means the period of time between the date of an election to the office of Mayor or Councilmember and the date of the next election to the same office. The election cycles run two years for the Mayor and four years for a Councilmember.

## 2. CAMPAIGN REPORTING

The Political Reform Act of 1974 is codified in Government Code sections 81000 through 91014.

The Act requires all candidates, office holders, and committees supporting or opposing candidates or ballot measures to file campaign statements. The statements are designed to inform voters about

- Who is contributing to candidate and/or committee;
- How much is being contributed; and
- Accrued expenses reported.

Failure to file the appropriate statements and reports can result in substantive criminal, civil, and/or administrative penalties.

Detailed information on campaign reporting requirements are contained in FPPC Campaign Disclosure Manual 2. Manual 2 details campaign reporting guidelines for local candidates and is included in the election packet provided by the Clerk of Office Office. Specific questions should be directed to the FPPC. Information is available on the Commission's website ([www.fppc.ca.gov](http://www.fppc.ca.gov)) or toll-free at 1-866-ASK-FPPC (275-3772).

- **SURPLUS FUNDS**

If a candidate is not elected in the municipal election, the remaining balance of funds *may* be used to run again in the next local election, provided certain requirements are met. An unsuccessful candidate who intends to run for the *same office* in a future election must file a new FPPC Form 501 and an amended FPPC Form 410 **before** the funds become surplus. Remaining funds become surplus 90 days after an official leaves office (incumbents) or 90 days after the end of the post-election reporting period, whichever is later.

An unsuccessful candidate who plans to run for a *different office* must file a new Form 501, a new Form 410, and open a new campaign bank account and transfer the funds **before** the funds become surplus as described above.

### 3. DESCRIPTION OF CAMPAIGN FORMS

Below is a brief description of the campaign forms used by the Fair Political Practices Commission (FPPC). Refer to the campaign manual for specific filing requirements.

**FPPC FORM 501: Candidate Intention Statement** - Notifies interested persons that an individual intends to raise money to run for a specific office. File before you solicit or receive any contributions or before you make expenditures from personal funds on behalf of your candidacy. This form is considered filed the date it is postmarked or hand delivered. This *form* does not get a candidate's name on the ballot. (For candidate-controlled committees only)

**FPPC FORM 410: Statement of Organization** - This statement is required when a group or person has become a campaign committee. This is the document used by committees to obtain a campaign identification number and to terminate the committee.

**FPPC FORM 460: Recipient Committee** - This is the campaign disclosure *form* used at various times by candidates and committees that raise/spend \$2,000 or more.

**FPPC FORM 470: Officeholder/Candidate –Short Form-** 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, 2022. If later during the calendar year, a campaign committee must be opened, a Form 470 Supplement and a Form 410 must be filed. (For controlled committees only)

**FPPC FORM 496: Independent Expenditure Report** - Used during the final **90 days** before an election. The form advises voters when a committee has expended \$1,000 or more within 24 hours supporting or opposing a candidate or measure and is done entirely independent of the candidate or measure. Form is due within 10 days when \$5,000 or more to support or oppose the qualification of a single local ballot measure.

**FPPC FORM 497: Contribution Report** - Used during the final **90 days** before an election. The form is used by committees to report a contribution of \$1,000 or more within 24 hours to a candidate or measure, and used by candidates to report when they have received a contribution of \$1,000 or more.

The table below shows the campaign forms most commonly used by candidates for elected office. Column 1 is for individuals who plan to raise/spend less than \$2,000 for election purposes and column 2 for those planning to raise/spend \$2,000 or more.



RAISE / SPEND LESS THAN \$2,000		RAISE / SPEND \$2,000 OR MORE	
Getting Started			
<b>FPPC FORM 501:</b> Candidate Intention Statement  *Original filed with Clerk of the Council Office		<b>FPPC FORM 501:</b> Candidate Intention Statement  *Original filed with Clerk of the Council Office	
<b>FPPC FORM 470:</b> Officeholder and Candidate Campaign Statement – Short Form  *Original filed with Clerk of the Council Office		<b>FPPC FORM 410:</b> Statement of Organization for Recipient Committee  *Original filed with Secretary of State and copy with Clerk of the Council Office or e-filed	
Regular Filings (Until Account Closed)			
		<b>FPPC FORM 460:</b> Recipient Committee Campaign Statement; filed semi-annually or 4 times during Election Cycle  *E-filed with Clerk of the Council Office	
		<b>FPPC FORM 496:</b> Late Independent Expenditures of \$1,000 or more; filed during Election Cycle only  *E-filed with Clerk of the Council Office	
		<b>FPPC FORM 497:</b> Late Contributions of \$1,000 or more; filed during Election Cycle only  *E-filed with Clerk of the Council Office	

Campaign Committee forms must be filed electronically at [netfile.com/Filer/Authentication/Login](http://netfile.com/Filer/Authentication/Login). New committees are encouraged to contact the Clerk of the Council for username and password. Instructions on how to set up an account are also included in this handbook.

## 4. FILING SCHEDULE

Candidate filing obligations are dictated by the amount of campaign money received or spent.

Candidates who expect to receive less than \$2,000 in loans and/or contributions and who plan to spend less than \$2,000 in election expenditures need to file FPPC Form 470: Officeholder/Candidate Campaign Statement – Short Form once on or before the first pre-election deadline, September 29, 2022. Candidates who file a Form 470 in connection with an election, and subsequently receive contributions totaling \$2,000 or more, or make expenditures totaling \$2,000 or more during the calendar year, are required to send written notification within 48 hours.

Personal funds used by a candidate to pay for a Candidate's Statement are excluded from the calculation of the \$2,000 filing requirement.

A candidate for local office must file a FPPC Form 501: Candidate Intention Statement prior to solicitation or receipt of any contribution, or expenditure of any personal funds used for the election. A separate Form 501 must be filed for each election, including re-election to the same office by the filing nomination period. The Form 501 is considered filed when it is placed in the mail. The date of postmark is the date filed.

Candidates raising or spending more than \$2,000 must file two (2) pre-election campaign statements and one (1) post-election statement.

Additional filings are required if candidates or committees receive an aggregate amount of \$2,000 or more, or make an independent expenditure of \$1,000 the 90 days prior to an election. Such transactions must be reported — even if the money came from personal funds — to the Clerk of the Council Office *within 24 hours of the transaction* using FPPC Form 496: Late Independent Expenditure Report and FPPC Form 497: Late Contribution Report.

FPPC forms 496 and 497 require that each report include a filer assigned “control” number so that filing officers and the public can distinguish among numerous duplicate filings that often occur during the rush of the late contribution period. Also, zip codes are now required when reporting street addresses on campaign disclosure statements.

FILING DEADLINE	TYPE OF STATEMENT	PERIOD COVERED
9/29/2022	1st Pre-Election, FPPC Form 460 or 470	7/1 to 9/24/2022
10/27/2022	2nd Pre-Election FPPC Form 460	9/25 to 10/22/2022
24 Hours	Late Contribution, FPPC Form 497  Late Independent Expenditure of \$1,000 or more, FPPC Form 496	8/10 to 11/08/2022  (90 days prior to election)
01/31/2023	Semi-Annual, FPPC Form 460	10/23 to 12/31/2022

Campaign Committee forms must be filed electronically at [netfile.com/Filer/Authentication/Login](https://netfile.com/Filer/Authentication/Login). New committees are encouraged to contact the Clerk of the Council for username and password. Instructions on how to set up an account are also included in this handbook on page 33.

### Miscellaneous Requirements Related to Campaign Reports

- The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1<sup>st</sup>, if no previous statement has been filed.
- The recipient of a late “in-kind” contribution must file a Late Contribution Report within 24 hours from the time the in-kind contribution is received.
- Filing obligations can be ended by completing the termination section included in FPPC Form 410: Statement of Organization for committees that receive or spend \$2,000 or more. The original form must be filed with the Secretary of State and a copy furnished to the Clerk of the Council. There is no termination requirement for those that receive or spend less than \$2,000.

## 5. FILING BASICS

This section summarizes the basic steps of filing campaign statements with the Fair Political Practices Commission (FPPC). The description of the steps has been simplified for easy reference and understanding. Candidates and committees are advised to study the detailed explanations of these steps in the appropriate FPPC manuals.

- **Before soliciting, raising or spending money** file FPPC Form 501: Candidate Intention Statement. Then open a campaign bank account. FPPC Form 410: Statement of Organization must be filed within ten (10) days of receiving \$2,000 in contributions.
- **No personal use of campaign funds.** Use campaign funds only for political, governmental or legislative activities.
- **Using Personal Funds for Campaign Expenses.** All personal funds of the candidate must first be deposited in the campaign bank account except for the candidate statement fee, if that is the only expense.
- **Mass mailings must disclose the name and address** of the candidate and/or committee in at least six-point type on the outside of all documents. “Mass Mailings” means 200 pieces or more. The words “**Paid for by**” shall be immediately adjacent to the above or immediately adjacent to and in front of the committee name and address.
- **Emails** sent by the candidate’s committee are required to disclose a “Paid for by” disclaimer.
- **Study FPPC Campaign Manual 2** provided by the Clerk of the Council or the FPPC. Ask about any local campaign restrictions.
- **Mark your calendar for due dates** for filing FPPC forms 501, 410, 460 or 470. Check Manual 2, ask the Clerk of the Council or the FPPC.
- **Maintain detailed records.** For example, on a contribution of \$25 or more, record the giver's name, address, and keep a copy of the check.
- **Do not accept cash in the amount of \$100 or more.** Never accept or spend \$100 or more in cash; use checks for documentation.

- **Contributions from individuals.** A contribution of \$100 or more must be returned to the contributor within 60 days if the contributor's address, occupation, and employer information is not obtained.
- **Multiple contributions from one source?** Keep track of each check and report the aggregate amount.
- **Report late contributions if \$1,000 or more** is received from one contributor during the 90 days before the election, disclose within 24 hours — even if the contribution is personal funds.
- **Itemize contributors for contributions of \$100 or more.** You must show the contributor's name, address, occupation, and employer.
- **Report in-kind contributions** of goods or services at fair market value.
- **Disclose vendor names and amounts paid** for all campaign goods or services.
- **Disclose original loan sources.** List any loan, even a personal loan, to a candidate and/or committee.
- **Learn more.** Attend a campaign disclosure workshop (see page 48).

## 6. E-FILING INSTRUCTIONS

The City of Santa Ana now allows all Fair Political Practices Commission (FPPC) forms, including the Statement of Economic Interest and campaign contribution forms, to be filed electronically.

Filers may create statements using the City's provider **NetFile**, a user friendly, web-based data entry filing system that allows candidates and committees to electronically submit statements. The system is helpful in that it can help track contributions and expenses.

The minimum system requirements and required software are as follows:

- Any computer with Internet access.
- Web browser software such as Internet Explorer (8+), Mozilla Firefox (4+), etc. with JavaScript enabled.
- A compression utility such as WinZip or StuffIt Expander. (Windows XP and newer operating systems can open zip files without this software.)
- PDF reader such as Adobe Reader or Foxit Reader.

To access the system, visit [netfile.com/Filer/Authentication/LogIn](http://netfile.com/Filer/Authentication/LogIn). The individual who will be entering transactions into the committee's account and e-filing statements needs to create a NetFile User by clicking the "Create a New NetFile User" link. This opens the **"Create a New NetFile User" page**. Follow the on-screen instructions. There is a short video that explains the entire process located in the **"How-To Videos"** section on the log-in page.

Once the individual has created their NetFile User, they must then link their NetFile User Account to the committee account. Log in and then click the **"Link Local Campaign Filer Account"** link. Enter the Committee Name as found on FPPC Form 410. Select the Committee Type and then enter the Filer ID: XXXX and Filer Password: XXXX.

For full instructions on creating a NetFile User and linking to the committee, see the document on the NetFile User Log-In page titled **"How to Create a NetFile User and Link a Campaign Filer Account."**

For questions, consult the user's guide available in the Help & Support menu or view the page help by clicking the **"Open Page Help" button** available on every page in the system after your successful login, or contact the City of Santa Ana Clerk of the Council Office.

## **7. SUMMARY OF CAMPAIGN CONTRIBUTION LIMITS AND PROVISIONS FOR VOTING DISQUALIFICATION**

- **SANTA ANA CHARTER PROVISIONS**

**Sec. 1206. – Campaign contribution limitation.**

No person shall make, and no candidate for Mayor or City Council or campaign treasurer shall solicit or accept, any contribution or loan which would cause the total amount contributed or loaned by that person to that candidate, including contributions or loans to all committees controlled by that candidate, to exceed one thousand dollars (\$1,000.00) in any election cycle; provided, however, that the City Council may, by ordinance, adjust such limit to reflect changes in the consumer price index; and provided further that nothing herein shall apply to a candidate's contribution of their personal funds to their own campaign contribution account. As used herein, "election cycle" means the period of time between the date of an election to the office of Mayor or Councilmember and the date of the next election to the same office. (Ordinance No. NS-2170, §3, 7-20-92, approved at election 11-3-92)

**Sec. 1207. – Campaign committees and bank accounts.**

A candidate for the office of Mayor or City Council shall have no more than one campaign committee and one campaign contribution account out of which all expenditures for the purpose of seeking such office shall be made. The campaign contribution account shall be established and maintained as set forth in Section 85201 of the Government Code. (Ordinance No. NS-2170, §3, 7-20-92, approved at election 11-3-92)

**Sec. 1208. – Enforcement.**

- (a) Any person who knowingly or willfully violates sections 1206 or 1207 of this charter is guilty of a misdemeanor.
- (b) Any resident of the City may bring an action, at a time during an election period or thereafter, in a court of competent jurisdiction to enjoin actual or threatened violations of, or to compel compliance with, or to obtain a judicial declaration regarding compliance with, section 1206 or 1207
- (c) The City Attorney may maintain, in the name of the City, or a resident of the City may maintain, in their own name, a civil action to recover from a candidate or a committee controlled by a candidate any contributions received by such candidate or committee in excess of the contribution limitations established by section 1206. Any money recovered in any such action shall be deposited in the City's general fund. (Ordinance No. NS-2170, §3, 7-20-92, approved at election 11-3-92)

- **SANTA ANA MUNICIPAL CODE PROVISION**

**Sec. 2-107. – Prohibited campaign contributions.**

No Councilmember or any campaign committee controlled by the Councilmember shall solicit or accept any campaign contribution or loan of two hundred fifty dollars (\$250.00) or more from any person for a period of three (3) months following the date a final decision is rendered in any proceeding before the Council involving a license, permit, or other entitlement, if the Councilmember knows or has reason to know that the person had a financial interest in the proceeding. Financial interest, for purposes of this section, shall have the meaning it is defined to have in Title 9 of the California Government Code (the Political Reform Act). The Mayor is a Councilmember for purposes of this section. (Ordinance No. NS-2304, §1, 11-18-96)

- **NON-CITY COUNCIL COMMITTEE**

The City's disqualification for campaign contributions do not apply when the Mayor or Councilmember receives contributions in connection with seeking a county or state office.

The Political Reform Act, Government Code section 81000 *et seq.*, ("Act") expressly permits local agencies to enact local regulations concerning campaign financing. Specifically, a local agency may impose "additional requirements on any person if the requirements do not prevent the person from complying with [the Political Reform provisions of the Government Code]." (Government Code §81013.) The only limitation on local campaign financing regulations under the Act is that limitations can "apply only to candidates seeking election in that jurisdiction, their controlled committees or committees formed or existing primarily to support or oppose their candidacies." [Government Code §81009.5(b)].

Thus, the City cannot adopt campaign-related regulations that apply outside of the City's jurisdiction. Therefore, the restrictions contained in the City Charter and the Municipal Code do not apply when the Mayor or City Councilmember receives contributions for a county or state office.





## **V. MISCELLANEOUS INFORMATION**



## 1. ELECTION CALENDAR AND DEADLINES

DATE	DESCRIPTION
<b>Jul 18 to Aug 12</b>	Nomination Period <i>Also referred to as Candidate Filing Period:</i> Mayor and City Council candidates (Wards 2, 4 and 6)
<b>Jul 4 to July 18</b>	City Clerk to publish Notice of Election once in a newspaper of general circulation headed "Notice of Election" and shall contact a statement of Time of the election and the offices to be filled.
<b>August 1</b>	<b>Deadline</b> to file Semi-Annual Campaign Contribution Statement for period 01/01 - 06/30
<b>Aug 10 to Nov 8</b>	<b>NEW REQUIREMENT:</b> Contribution and Independent Expenditures of \$1,000 or more must be filed within 24 hours after receipt during <i>90 days prior to an election</i> (FPPC Forms 496 and 497)
<b>Aug 12</b>	<b>DEADLINE-</b> The following must be filed together by 5:00 p.m.: <ul style="list-style-type: none"> <li>• Nomination Paper</li> <li>• Statement of Economic Interest (FPPC Form 700)</li> <li>• Ballot Designation Worksheet</li> <li>• Candidate Statements (optional)</li> <li>• Code of Fair Campaign Practices form and Political Sign Agreement (optional)</li> </ul>
<b>Aug 17</b>	<b>DEADLINE</b> - Extended filing Period if qualified incumbent does not file (Extended Filing Period) during posted business hours. Cancel election, if insufficient number of candidates file.
<b>Aug 12 to Aug 22</b>	<b>10-Day Public Review Period - Election materials available for public examination</b>
<b>Aug 18</b>	<b>Secretary of State random alphabet drawing</b>
<b>Aug 17 To Aug 27</b>	10-Day Public Review Period - Election materials available for public examination for <b>Extended Filings Only</b>

DATE	DESCRIPTION
Sep 12 To Oct 25	Period for Write-In Candidates to file
Sep 29	<p><b>Deadline</b> to file 1st pre-election Campaign Contribution Statement for period 07/01 – 09/24</p> <p><b>Last day</b> to file campaign statements for candidates and committees for the period ending September 24, 2022. Candidate controlled committees and primarily formed candidate and measure committees appearing on the ballot must file this statement.</p>
Oct 10 To Nov 1	Request Vote-by-Mail ballots
Oct 24	<b>Last day to Register to Vote</b>
Oct 22	<p><b>Deadline</b> to file 2nd pre-election Campaign Contribution Statement for period 09/25 – 10/22</p> <p><b>Last day</b> to file campaign statements for candidates and committees for the period ending October 22, 2022. Candidate controlled committees and primarily formed candidate and measure committees appearing on the ballot must file this statement electronically via the Clerk's e-filing system.</p>
Nov 8	<b>ELECTION DAY – Select Vote Centers will be open for 10 to 3 days until Election Day. For additional details, please visit <a href="http://www.ocvote.com">www.ocvote.com</a>.</b>
Dec 13	Special City Council Meeting to approve Election Results and Administer Oaths of Office
Jan 31st	<b>Deadline</b> to file Campaign Contribution Statement for period 7/1 to 12/31 -or- 10/23 to 12/31

Campaign Committee forms must be filed electronically at [netfile.com/Filer/Authentication/Login](http://netfile.com/Filer/Authentication/Login). New committees are encouraged to contact the Clerk of the Council for username and password. Instructions on how to set up an account are also included in this handbook.

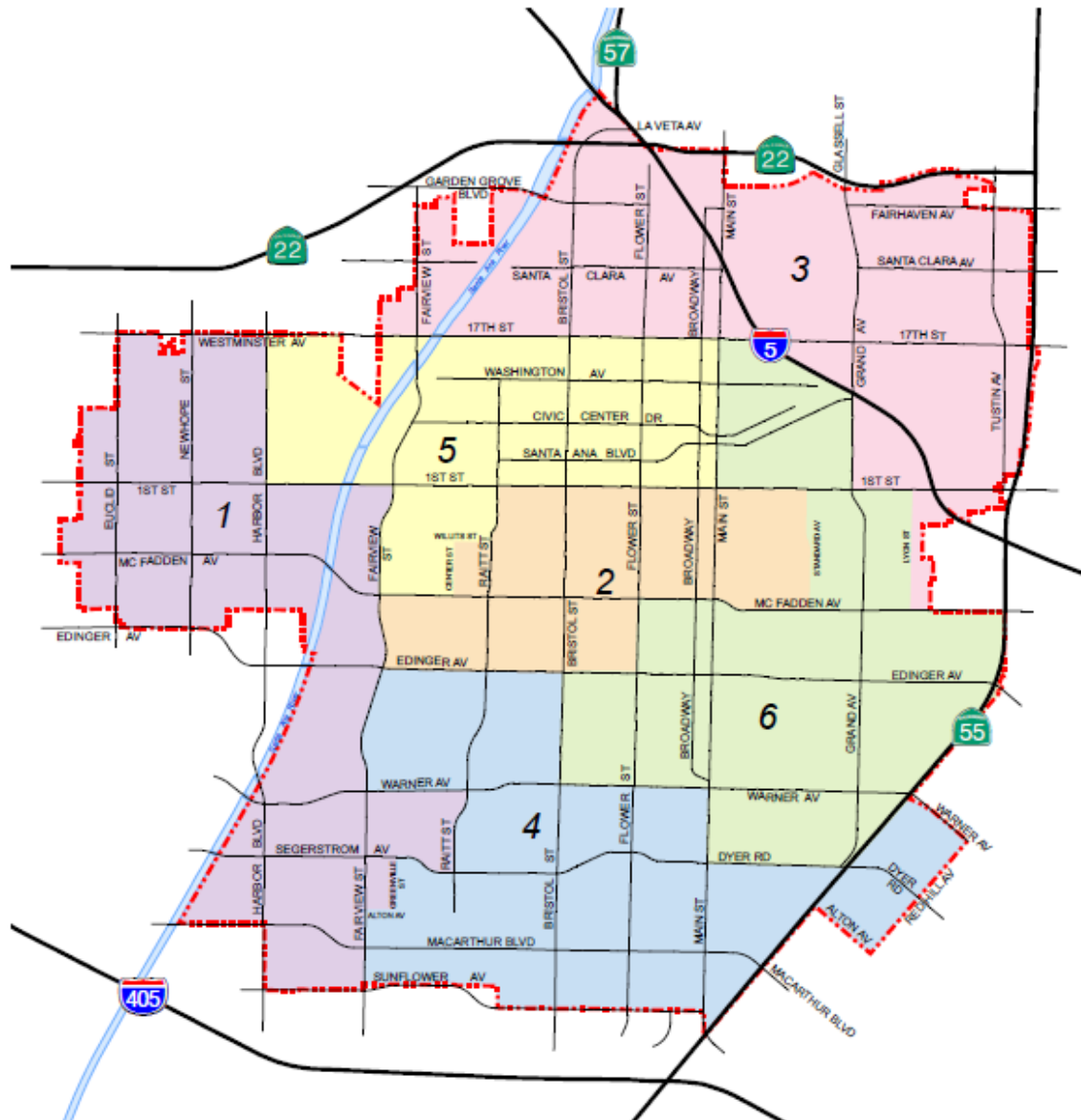
## **2. REGULAR BUSINESS HOURS**

**CLERK OF THE COUNCIL OFFICE  
MONDAY THRU THURSDAY  
AND ALTERNATE FRIDAYS  
8:00 A.M. TO 5:00 P.M.**

### **City Hall closed on the following days in 2022:**

July 4 – Independence Day  
July 8 – City Hall Closed  
July 22 – City Hall Closed  
August 5 – City Hall Closed  
August 19 – City Hall Closed  
September 2 – City Hall Closed  
September 5 - Labor Day  
September 16 – City Hall Closed  
September 30 – City Hall Closed  
October 14 – City Hall Closed  
October 28 – City Hall Closed  
November 11 – Veteran's Day  
November 24 – Thanksgiving Day  
November 25 – Day after Thanksgiving  
December 9 – City Hall Closed

### 3. CITY WARDS MAP



## City of Santa Ana Council Wards

Adopted April 5th, 2022



Map Date 4/11/2022



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## **4. USE OF CITY SEAL AND LOGO**

### **Use of City Seal**

City of Santa Ana Municipal Code

Sec. 2-211. Same—Use in election campaigns prohibited.

No person shall use the city emblem, or any facsimile thereof, for purposes of supporting or opposing the nomination or election to any city or other public office of himself or any other person, or for purposes of supporting or opposing any ballot measure, nor include such city emblem on any writing distributed for purposes of influencing the action of the electorate, or any part thereof, in any election. This section shall not be applicable to writings issued by the City of Santa Ana pursuant to law. (Ord. No. NS-1252, §1, 3-10-75)

### **Use of City Logo**

City of Santa Ana Resolution No. 2006-012 – City Logo for Official Use Only

Section 3. The City Manager is authorized and directed to apply the 2006 Logo to such City documents, publications, brochures and communications (electronic and physical), and on signs, vehicles and buildings, as they may deem advisable from time to time. Use of the 2006 Logo shall be in addition to, or in the place of, use and display of the City Emblem as the City Manager may deem appropriate, unless otherwise directed by the City Council or as provided in the City Charter or Municipal Code. The City Manager is also authorized and directed to use any of the City mottos in conjunction with the 2006 Logo as they may deem appropriate from time to time.

## **5. WRITE-IN CANDIDATE**

Any individual who desires to be a write-in candidate and have their name as written on the ballot of an election counted for a particular office may file a statement of write-in candidacy and other appropriate nomination papers in the Clerk of the Council Office, Room 809, City Hall, 20 Civic Center Plaza from September 12 through October 25, 2022.

Nomination papers that must be submitted to qualify as a write-in candidate are the same as regular candidates and described herein.

All write-in nomination papers must be filed with the Clerk of the Council no later than 5:00 p.m. on October 25, 2022.

## 6. CAMPAIGN ACTIVITIES

This section discusses some of the most frequently asked questions about campaign activities and provides information by topic.

- **MASS MAILING AND CAMPAIGN LITERATURE**

"Mass mailing" means over 200 substantially similar pieces of mail sent in a single calendar month.

The Clerk of the Council is required by the Elections Code to provide each candidate with a copy of Government Code §84305 which sets forth the requirements for mass mailing and is attached in this packet under Informational Material (Tab 6).

### Certain Government-Funded Mailings Prohibited 60 Days Before an Election

Two changes were made to the California Political Reform Act when Gov. Jerry Brown signed SB 45. The first is a technical amendment that codifies the FPPC regulations directly into the Act. More importantly, however, SB 45 will prohibit sending certain otherwise permissible "mass mailings" within the 60 days preceding an election by, or on behalf of, a candidate who will appear on the upcoming ballot.

The Act states that "[N]o newsletter or other mass mailing shall be sent at public expense." FPPC regulations specify which documents fall within this prohibition. FPPC Regulation 89002 currently defines a prohibited "mass mailing" as:

- Tangible, such as a newsletter or brochure (but not e-communications),
- Features an elected officer (e.g., a photo, signature or other manner singling out the officer),
- Costs of design, production, printing and/or distribution exceed \$50 of public funds, and
- More than 200 substantially similar items sent in a calendar month, excluding responses to unsolicited requests.

Regulation 89002 also identifies certain "mass mailings" that may still be sent at public expense, notwithstanding the general prohibition above. These include:

- The "letterhead" exception: Any item where the elected official's name appears only in the letterhead/logotype of the item and the official's name is not featured separately from other elected officials (names in same type size, face, color and location – no photos or signatures).
- The "meeting/event announcement" exceptions:
  - An announcement to an officer's constituents of a public meeting directly related to their incumbent duties, which is held by the officer and which they plan to attend; or

- An announcement of an official agency event where the agency provides its facilities or other financial support (no photos, signatures or more than one mention of the officer's name).

Other exceptions include:

- Press releases and public agenda items,
- Intra- and inter-agency communications, phone directories, and organization charts/rosters; and
- Legal and regulatory notices, tax bills, checks, and similar documents.

Those documents falling within the "letterhead" and "meeting/event announcement" exceptions are covered by this 60-day moratorium — meaning they now cannot be sent. Otherwise permissible "mass mailings" which are either sent by or on behalf of an officer not on the upcoming ballot or fall under any other exceptions, may still be sent during the 60-day pre-election period at public expense.

## • **CAMPAIGN / POLITICAL SIGNS (TEMPORARY SIGNS)**

Candidates may post their political signs on private property with the property owner's written permission.

Posting political signs on public property or public right-of-way is prohibited. Any illegally posted temporary sign constitutes a public nuisance and may be abated as such by any authorized city employee. The Public Works Agency currently removes all illegal temporary signs posted on public property.

## • **CITY REGULATIONS**

It is expected that candidates for City Council will want to use campaign signs to promote their candidacy. The City of Santa Ana asks that each candidate keep in mind the best interest of the community through compliance with the following excerpts from the Santa Ana Municipal Code for placing temporary signs, including campaign signs. The City's desire is to maintain an aesthetically pleasing appearance, while providing sufficient opportunity for each candidate to make the voters aware of their candidacy.

The City of Santa Ana has the following regulations for temporary signs:

### **Signs Posted on Public Property without Permission**

1. No temporary sign may be posted on public property in the City of Santa Ana. Santa Ana Municipal Code Section 10-27 – Advertising on public property prohibited. "No person except a public officer or employee in performance of a public duty shall paint, paste, print, nail, tack or otherwise fasten any card, banner, handbill, sign, poster, advertisement or notice of any kind on any curbstone, lamppost, pole, hydrant, bridge, wall or tree upon any public street or other public place, except as may be required or permitted by law."



2. Any illegally posted temporary sign constitutes a public nuisance.  
Santa Ana Municipal Code Section 17-81 – Status of an illegal temporary sign as a public nuisance. “An illegal temporary sign is a public nuisance and may be abated as such by any authorized city employee in accordance with this article.”
3. The Public Works Agency currently removes all illegal temporary signs posted on public property.  
Santa Ana Municipal Code Section 17-82 – Removal of illegal temporary signs. “An authorized city employee may remove an illegal temporary sign from any public street or from any city-owned property.”

### **Signs Posted on Private Property without Permission**

Community Preservation Officers can undertake enforcement of existing Santa Ana Municipal Code sections which make posting temporary signs on private property illegal and a public nuisance without the written consent of the owner or property manager.

Santa Ana Municipal Code Section 41-860(b). “No person, except a public officer or employee in the performance of a public duty or a private person in giving a legal notice, shall paste, post, paint, nail or tack or otherwise fasten any card, banner, handbill, sign, poster, advertisement or notice of any kind upon any property without the written consent of the owner, holder, lessee, agent or trustee thereof.”

Santa Ana Municipal Code Section 41-897. “Nuisance Abatement. Any sign installed, altered or maintained in violation of any provision of this article constitutes a public nuisance and is subject to abatement pursuant to Chapter 17 of this Code.”

### **Littering**

Santa Ana Municipal Code Section 16-3 – Throwing Handbills. “No person shall deposit, place, throw, scatter or cast any handbill, dodger, circular, booklet, paper, or other printed matter or advertising in the yard or grounds of any building, or on any porch, doorstep, vestibule, or in any public hallway of any building when said building is not in the possession or under the control of the person so doing, or in any public street or place, or upon any vacant real property in the city.”

### **• CITATIONS & ENFORCEMENT**

The following information outlines the procedure for issuing citations for illegal temporary signs on public right-of-way. Santa Ana Municipal Code Sections 10-26 and 10-27 shall be referenced when issuing citations and states the following:

- **Section 10-26 – Defacing public property.** “No person shall advertise upon, paint, color or deface in any manner any public highway, street, pavement or other public place within the city.”
- **Section 10-27 – Advertising on public property prohibited.** “No person except a public officer or employee in performance of a public duty shall paint, paste, print, nail, tack or otherwise fasten any card, banner, handbill, sign, poster, advertisement or notice of any kind on any curbstone, lamppost, pole, hydrant, bridge, wall or tree upon any public street or other public place, except as may be required or permitted by law.”

- **CITATION PROCESS**

1. **Warning Letter (First Occurrence):** One certified and regular mail warning letter shall be mailed to each violator. A warning letter shall be mailed to the property owner of the business on the first occurrence and warning letters shall be valid for one year or from one year of last citation issued. If there is more than one year between violations, then the citation procedure should restart and a warning letter would be reissued.
2. **Second Occurrence:** One \$100.00 citation shall be issued per location for offences occurring 48 hours after warning letter has been mailed to violator. One citation shall be issued per violator, per location and shall include a photo template attachment depicting all signs at the location. One specific code section shall be cited for each violation.
3. **Third Occurrence:** One \$200.00 citation per location shall be issued 24 hours after \$100 citation.
4. **Fourth Occurrence and Thereafter:** One \$500.00 citation per location shall be issued 24 hours after \$200 citation and for every violation thereafter.

**Note:** Authorized pursuant to Ordinance No. NS-2845 and Resolution No. 2013-028

- **CANDIDATE USE OF PERSONAL FUNDS**

Political Reform Act §82025 provides that a candidate’s use of their personal funds to pay fees for a declaration of candidacy and/or ballot statement is not considered a contribution or expenditure to their candidate committee.

- **INVESTIGATION OF CAMPAIGN VIOLATIONS**

On occasion, the City may receive allegations of campaign violations. These allegations are typically written complaints, which are referred to the proper authorities for investigation.

- **ELECTIONEERING**

Electioneering is defined as the visible display or audible dissemination of information that advocates for or against any candidate or measure on the ballot.

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 elections official's office:

- (a) Circulate an initiative, referendum, recall or nomination petition or any other petition;
- (b) Solicit a vote or speak to a voter on the subject of marking their ballot;
- (c) Place a sign relating to voters' qualifications or speak to a voter on the subject of their qualifications except as provided in Elections Code §14240; or
- (d) Do any electioneering. As used in this section, "100 feet of a polling place or an elections official's office," means a distance 100 feet from the room or rooms in which voters are signing the roster and casting ballots as provided in Elections Code §18370. (Note: The blue "POLLING PLACE 100" signs which are posted outside polling places indicate the 100-foot boundary for electioneering.)

Electioneering is also prohibited in the presence of a vote-by-mail voter. Any person who violates any of the provisions of these sections is guilty of a misdemeanor. [Elections Code §319.5, §18370(d), and §18371(b)]

## **7. ELECTION NIGHT RESULTS**

Orange County uses a central location for tallying votes, in the Registrar of Voters' Tally Center, 1300 S. Grand Avenue, Building C, Santa Ana, CA 92705. The vote counting procedure is open to the public. Unofficial results are available throughout Election Night, beginning at approximately 8:05 p.m. and continuing until all precinct ballots have been tallied. Results may also be obtained by calling the Registrar of Voters' office at (714) 567-7600 or by visiting their website at [www.ocvote.com](http://www.ocvote.com).

## 8. CONTACT INFORMATION

### **CITY OF SANTA ANA**

#### **CLERK OF THE COUNCIL**

20 Civic Center Plaza, 8<sup>th</sup> Floor

P.O. Box 1988 M-30

Santa Ana, CA 92702

Phone: (714) 647-5235

Fax: (714) 647-6956

Email: [cityclerk@santa-ana.org](mailto:cityclerk@santa-ana.org)

Website: <https://www.santa-ana.org/departments/clerk-of-the-council/>

### **ORANGE COUNTY REGISTRAR OF VOTERS**

1300-C South Grand Avenue

P.O. Box 145467

Santa Ana, CA 92735

Phone: (714) 567-7600

Fax: (714) 567-7556

Website: <https://ocvote.gov/>

Absent Voter Division: (714) 567-7560

Campaign Disclosure Division: (714) 567-7558

### **OFFICE OF THE SECRETARY OF STATE**

P.O. Box 1467 (95812-1467)

1500 11<sup>th</sup> Street, Room 495

Sacramento, CA 95814

Elections Division: (916) 657-2166

Fax: (916) 653-3214

Website: [www.sos.ca.gov](http://www.sos.ca.gov)

Political Reform Division: (916) 653-6224

Fax: (916) 653-5045

### **FAIR POLITICAL PRACTICES COMMISSION (FPPC)**

1102 Q Street, Suite 3000

Sacramento, CA 95811

Phone: (916) 322-5660

Advice: (M-Th, 9 a.m. – 11:30 a.m.): (866) 275-3772 \*1

Email: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)

Fax: (916) 322-0886

Website: [www.fppc.ca.gov](http://www.fppc.ca.gov)

Enforcement Complaint: [complaint@fppc.ca.gov](mailto:complaint@fppc.ca.gov)

## 9. CANDIDATE / TREASURER SEMINARS

The Fair Political Practices Commission (FPPC) offers a variety of training opportunities designed to address the duties and needs of specific individuals. Visit [fppc.ca.gov/learn/training-and-outreach.html](http://fppc.ca.gov/learn/training-and-outreach.html) to obtain more information on scheduled training events.

### ***Are you ...***

- A [Candidate, Treasurer or Committee?](#)
- A [Filing Officer?](#)
- A [Form-700 Filer?](#)
- A [Lobbyist?](#)
- A [Public Official looking for ethics training?](#)

### ***Types of Training***

- **Local Candidate & Treasurer Campaign Workshop**  
Presented by the Fair Political Practices Commission (FPPC) and available at: [fppc.ca.gov/learn/training-and-outreach/candidates-treasurers-committees.html](http://fppc.ca.gov/learn/training-and-outreach/candidates-treasurers-committees.html).

The FPPC Webinars are shorter versions of the workshops that you can watch from the convenience of your desk at the specified time and date. Each webinar generally lasts 45 minutes. The key feature of the webinar is its interactive element - you can email questions and receive private answers from the webinar assistant any time during the presentation. Registration is required. Local Candidate & Treasurer videos are posted on YouTube, run approximately 30 minutes, and have printable slides to use for notetaking.

- **Workshops at Your Location**  
Upon request, FPPC staff coordinates a limited number of in-person workshops every year at agencies around the state. These workshops are customized to your agency's needs and generally last 2 hours.

## 10. BALLOT DESIGNATION

### SECRETARY OF STATE CHAPTER 7 REGULATIONS

Ballot Designations  
California Code of Regulations  
Title 2. Administration  
Division 7. Secretary of State  
Chapter 7. Ballot Designations

- [20710](#). General Provisions.
- [20711](#) Ballot Designation Worksheet.
- [20712](#) Proposed Ballot Designations Submitted Pursuant to Elections Code Section 13107, Subdivision (a)(1).
- [20713](#) Proposed Ballot Designations Submitted Pursuant to Elections Code Section 13107, Subdivision (a)(2).
- [20714](#) Proposed Ballot Designations Submitted Pursuant to Elections Code Section 13107, Subdivision (a)(3).
  - [20714.5](#) "Community Volunteer."
- [20715](#) Proposed Ballot Designations Submitted Pursuant to Elections Code Section 13107, Subdivision (a)(4).
- [20716](#) Unacceptable Ballot Designations.
- [20717](#) Requests for Supporting Documentation.
- [20718](#) Communication of Decisions Regarding Ballot Designations.
- [20719](#) Service of Legal Process Regarding Ballot Designations.

#### [20710](#). General Provisions.

1. The regulatory purpose of this Chapter is to ensure the accurate designation of the candidate upon the ballot in order that an informed electorate may intelligently elect one of the candidates.
2. The Secretary of State shall, at all times, apply and interpret the provisions of Elections Code Section 13107 and the regulations included in this Chapter in a manner consistent with the regulatory purpose of this Chapter.
3. Candidates are not required to use a ballot designation pursuant to Elections Code Section 13107, subdivision (a), and may opt to leave the space for such a designation on the ballot blank. In order to notify the elections official as to whether he or she will use a ballot designation or will opt to leave the ballot designation space blank, the candidate must initial the appropriate box on the Declaration of Candidacy or otherwise so indicate on the Declaration of Candidacy.
4. Pursuant to Elections Code s 13107, subdivision (a), a candidate may submit a proposed ballot designation pursuant to any one of the four provisions specified in Elections Code Section 13107, subdivision (a), subparts (1) through (4), applicable to that candidate. The candidate shall be free to select from which of

the applicable four subparts he or she is submitting his or her proposed ballot designation.

5. The regulations set forth in this Chapter shall apply only to elections held for offices for which elections returns are certified by the Secretary of State of the State of California.
6. Whenever, the word "should" is used in this Chapter, it is recommended, not mandatory.

*Note: Authority cited: Section 12172.5, Government Code. Reference: Section 13107, Elections Code.*

#### **HISTORY**

1. New chapter 7 (sections 20710-20719) and section filed 1-14-98; operative 1-14-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 3).

### **20711. Ballot Designation Worksheet.**

1. 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.
2. 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.
3. 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:

1. 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;
2. 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;
3. If the candidate submits a ballot designation pursuant to Elections Code Section 13107, subdivision (a)(3), the candidate shall indicate:
  1. The title of the position or positions which he or she claims supports the proposed ballot designation;
  2. The dates during which the candidate held such position;
  3. A description of the work he or she performs in the position;
  4. The name of the candidate's business or employer;
  5. The name and telephone number of a person or persons who could verify such information; and
  6. 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).
4. 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.
4. 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.
5. 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.

*Note: Authority Authority cited: Section 12172.5, Government Code. Reference: Sections 13107 and 13107.3, Elections Code.*

#### **HISTORY**

1. New section filed 1-14-98; operative 1-14-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 3).
2. Amendment of subsections (a), (c)(5), (c)(6)(A)-(C) and (c)(6)(D), new subsection (e) and amendment of Note filed 12-21-2009; operative 12-21-2009 pursuant to Government Code section 11343.4 (Register 2009, No. 52).



## 20712. Proposed Ballot Designations Submitted Pursuant to Elections Code Section 13107, Subdivision (a)(1).

Proposed ballot designations submitted pursuant to Elections Code Section 13107, subdivision (a)(1), shall be subject to the following provisions:

1. In the case of candidates holding elective city, county, district, state, or federal office, the candidate's ballot designation shall be the elective office which the candidate holds at the time of filing the nomination documents.
2. In the case of judicial officers, the candidate's ballot designation shall be the elective office which the candidate holds at the time of filing the nomination documents.
3. There shall be no word count limitation applicable to ballot designations submitted pursuant to Elections Code Section 13107, subdivision (a)(1).
4. Proposed ballot designations indicating a position of legislative leadership or leadership in another elected body, such as "Majority Leader of the California Senate," "Minority Leader of the California State Assembly," "Speaker of the California State Assembly," "President Pro Tempore of the California State Senate," "City of Orange Mayor Pro Tem," and the like, are not elective offices described in Elections Code Section 13107, subdivision (a)(1). Such ballot designations are improper, pursuant to Elections Code Section 13107, subdivision (a)(1). They may, however, subject to the three-word limit, be considered under the provisions of Section 13107(a)(3). Examples of acceptable ballot designations under this section include, but are not limited to, "Assembly Minority Leader," "California Assembly Speaker," and "Mayor Pro Tem."
5. Proposed ballot designations indicating that the candidate is a member of the state or county central committee of a political party, or an officer of a state or county central committee of a political party, are improper, as such positions do not constitute elective county or state offices as specified in Elections Code Section 13107, subdivision (a)(1).

*Note: Authority cited: Section 12172.5, Government Code. Reference: Section 13107, Elections Code.*

### **HISTORY**

1. New section filed 1-14-98; operative 1-14-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 3).
2. Amendment of subsection (d) filed 12-21-2009; operative 12-21-2009 pursuant to Government Code section 11343.4 (Register 2009, No. 52).

## 20713. Proposed Ballot Designations Submitted Pursuant to Elections Code Section 13107, Subdivision (a)(2).

Proposed ballot designations submitted pursuant to Elections Code s 13107, subdivision (a)(2), shall be subject to the following provisions:

1. A proposed ballot designation submitted pursuant to Elections Code Section 13107, subdivision (a)(2), is limited "incumbent," as that term is defined in Elections Code s 13107, subdivision (a)(2).
2. The term "incumbent" must be used as a noun. It shall not be used in conjunction with any other words, including any accompanying adjectives or modifiers, and must stand alone. A candidate qualified to use this designation pursuant to Elections Code Section 13107, subdivision (a)(2), shall be entitled to use the ballot designation "Incumbent."
3. The word "incumbent" is strictly limited for use in ballot designations submitted pursuant to Elections Code Section 13107, subdivision (a)(2), and may not be used as an adjective in any other ballot designation.

*Note: Authority cited: Section 12172.5, Government Code. Reference: Section 13107, Elections Code.*

#### **HISTORY**

1. New section filed 1-14-98; operative 1-14-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 3).

### **20714. Proposed Ballot Designations Submitted Pursuant to Elections Code Section 13107, Subdivision (a)(3).**

Proposed ballot designations submitted pursuant to Elections Code Section 13107, subdivision (a)(3), shall be subject to the following provisions:

1. The terms "profession," "vocation," or "occupation," as those terms are used in Elections Code Section 13107, subdivision (a)(3), are defined as follows:
  1. "Profession" means a field of employment requiring special education or skill and requiring knowledge of a particular discipline. The labor and skill involved in a profession is predominantly mental or intellectual, rather than physical or manual. Recognized professions generally include, but are not limited to, law, medicine, education, engineering, accountancy, and journalism. Examples of an acceptable designation of a "profession," as defined in Elections Code Section 13107, subdivision (a)(3), include, but are not limited to, "attorney," "physician," "accountant," "architect," and "teacher."
  2. "Vocation" means a trade, a religious calling, or the work upon which a person, in most but not all cases, relies for his or her livelihood and spends a major portion of his or her time. As defined, vocations may include, but are not limited to, religious ministry, child rearing, homemaking, elderly and dependent care, and engaging in trades such as carpentry, cabinetmaking, plumbing, and the like. Examples of an acceptable designation of a "vocation," as defined in Elections Code Section 13107, subdivision (a)(3), include, but are not limited to, "minister," "priest," "mother," "father," "homemaker," "dependent care provider," "carpenter," "plumber," "electrician," and "cabinetmaker."
  3. "Occupation" means the employment in which one regularly engages or follows as the means of making a livelihood. Examples of an acceptable

designation of an "occupation," as defined in Elections Code Section 13107, subdivision (a)(3), include, but are not limited to, "rancher," "restaurateur," "retail salesperson," "manual laborer," "construction worker," "computer manufacturing executive," "military pilot," "secretary," and "police officer."

2. "Principal," as that term is used in Elections Code Section 13107, subdivision (a)(3), means a substantial involvement of time and effort such that the activity is one of the primary, main or leading professional, vocational or occupational endeavors of the candidate. The term "principal" precludes any activity which does not entail a significant involvement on the part of the candidate. Involvement which is only nominal, pro forma, or titular in character does not meet the requirements of the statute.
  1. If a candidate is licensed by the State of California to engage in a profession, vocation or occupation, the candidate is entitled to consider it one of his or her "principal" professions, vocations or occupations if the candidate has maintained his or her license current as of the date he or she filed his or nomination documents by complying with all applicable requirements of the respective licensure, including the payment of all applicable license fees and the status of the candidate's license is active at the time he or she filed his or her nomination documents.
  2. A candidate who holds a professional, vocational or occupational license issued by the State of California may not claim such profession, vocation or occupation as one of his or her "principal" professions, vocations or occupations if the candidate's licensure status is "inactive" at the time the candidate files his or her nomination document, or the candidate's license has been suspended or revoked by the agency issuing the license at the time the candidate files his or her nomination documents.
3. In order for a ballot designation submitted pursuant to Elections Code Section 13107, subdivision (a)(3), to be deemed acceptable by the Secretary of State, it must accurately state the candidate's principal professions, vocations or occupations, as those terms are defined in subdivisions (a) and (b) herein. Each proposed principal profession, vocation or occupation submitted by the candidate must be factually accurate, descriptive of the candidate's principal profession, vocation or occupation, must be neither confusing nor misleading, and must be in full and complete compliance with Elections Code Section 13107 and the regulations in this Chapter.
4. If the candidate is engaged in a profession, vocation or occupation at the time he or she files his or her nomination documents, the candidate's proposed ballot designation is entitled to consist of the candidate's current principal professions, vocations and occupations. In the event the candidate does not have a current principal profession, vocation or occupation at the time he or she files his or her nomination documents, the candidate may use a ballot designation consisting of his or her principal professions, vocations or occupations, which the candidate was principally engaged in during the calendar year immediately preceding the filing of the candidate's nomination papers.
5. A candidate may engage in multiple principal professions, vocations or occupations. Accordingly, the candidate may designate multiple principal

professions, vocations or occupations. If a candidate proposes a ballot designation including multiple principal professions, vocations or occupations, the proposed ballot designation must comply with the following provisions:

1. The proposed ballot designation must comply with the three-word limitation specified in Elections Code Section 13107, subdivision (a)(3), and as implemented pursuant to subdivision (f) herein.
2. Each such proposed profession, vocation or occupation shall be separately considered by the Secretary of State and must independently qualify as a "principal" profession, vocation or occupation, as that term is defined pursuant to subdivision (b) herein.
3. When multiple professions, vocations or occupations are proposed as a ballot designation, they shall be separated by a slash ( "/"). An example of an acceptable designation would be "Legislator/Rancher/Physician."
6. Pursuant to Elections Code Section 13107, subdivision (a)(3), the candidate's ballot designation shall be limited to not more than three (3) words. The following rules shall govern the application of the three-word limitation:
  1. The proposed ballot designation shall be grammatically correct, generic, and all words must be spelled correctly.
  2. Punctuation shall be limited to the use of a comma (e.g., District Attorney, Los Angeles County) and a slash (e.g., Legislator/Rancher/Physician), pursuant to subdivision (e) of this section. A hyphen may be used if, and only if, the use of a hyphen is called for in the spelling of a word as it appears in a standard reference dictionary of the English language, which was published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted.
  3. All California geographical names shall be considered to be one word and shall be limited to the names of cities, counties and states. The names of special districts and political subdivisions are not "geographical names," as that term is used in Elections Code Section 13107, subdivision (a)(3). If the candidate desires, the geographical name may be used in the form of "City of . . . ," "County of . . . ," or "City and County of . . ." Examples of geographical names considered to be one word include Tehama County, Los Angeles County and County of Sacramento. Examples of designations containing a special district or political subdivision that are not geographical names include "Butte County Rural Fire District Captain," "Huntington Beach Unified School District President," and "South Bay Irrigation District Director."
  4. An acronym shall be counted as one word.
7. A candidate who chooses to include the name of his or her elective office with another profession, vocation, or occupation may do so pursuant to Elections Code section 13107(a)(3), but that ballot designation shall be limited to no more than three words. Examples of acceptable designations under this section include "State Senator/Rancher," "California Assemblywoman/Attorney," "County Supervisor/Teacher," and "State Controller/Businessman." Examples of unacceptable designations under this section include "Assemblyman, 57th

District/Educator," "California State Senator/Architect," "Placer County Supervisor/Business Owner," and "Member, Board of Equalization/Banker."

*Note: Authority cited: Section 12172.5, Government Code. Reference: Sections 9 and 13107, Elections Code.*

#### **HISTORY**

1. New section filed 1-14-98; operative 1-14-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 3).
2. Amendment of subsections (a)(1), (c) and (f)(2)-(3), new subsection (g) and amendment of Note filed 12-21-2009; operative 12-21-2009 pursuant to Government Code section 11343.4 (Register 2009, No. 52).

### **20714.5. "Community Volunteer."**

1. "Community Volunteer" means a person who engages in an activity or performs a service for or on behalf of, without profiting monetarily, one or more of the following:
  1. A charitable, educational, or religious organization as defined by the United States Internal Revenue Code section 501(c)(3);
  2. A governmental agency; or
  3. An educational institution.
2. The activity or service must constitute substantial involvement of the candidate's time and effort such that the activity or service is the sole, primary, main or leading professional, vocational or occupational endeavor of the candidate within the meaning of subdivisions (a) and (b) of section 20714 of this Chapter.

*Note: Authority cited: Section 12172.5, Government Code; and Section 13107.5(b), Elections Code. Reference: Sections 13107 and 13107.5, Elections Code; and Section 501(c)(3), United State Internal Revenue Code.*

#### **HISTORY**

1. New section filed 12-21-2009; operative 12-21-2009 pursuant to Government Code section 11343.4 (Register 2009, No. 52).

### **20715. Proposed Ballot Designations Submitted Pursuant to Elections Code s 13107, Subdivision (a)(4).**

1. Pursuant to Elections Code Section 13107, subdivision (a)(4), a candidate may propose a ballot designation consisting of 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. The candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed."
2. Pursuant to Elections Code Section 13107, subdivision (a)(4), a candidate may propose a ballot designation consisting of the word "appointed" in conjunction with the elective office, if the candidate is a candidate for election to the same office or to some other office. The candidate may not use any words designating the office unmodified by the word "appointed."

3. There shall be no word count limitation applicable to ballot designations submitted pursuant to Elections Code Section 13107, subdivision (a)(4).

*Note: Authority cited: Section 12172.5, Government Code. Reference: Section 13107, Elections Code.*

#### **HISTORY**

1. New section filed 1-14-98; operative 1-14-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 3).

### **20716. Unacceptable Ballot Designations.**

1. The Secretary of State shall reject as unacceptable any proposed ballot designation which fails to comply with Elections Code Section 13107, subdivision (a); is prohibited pursuant to Elections Code Section 13107, subdivision (b); is misleading; or is otherwise improper pursuant to the regulations set forth in this Chapter.
2. The following types of activities are distinguished from professions, vocations and occupations and are not acceptable as ballot designations pursuant to Elections Code Section 13107, subdivision (a)(3):
  1. Avocations: An avocation is a casual or occasional activity, diversion or hobby pursued principally for enjoyment and in addition to the candidate's principal profession, vocation or occupation. Avocations may include, but are not limited to, hobbies, social activities, volunteer work (except as set forth in Section 20714.5 of this Chapter), and matters pursued as an amateur.
  2. Pro Forma Professions, Vocations and Occupations: Pro forma professions, vocations or occupations are positions held by the candidate which consume little or none of the candidate's time and which, by their nature, are voluntary or for which the candidate is not compensated, except as set forth in Section 20714.5 of this Chapter. Pro forma professions, vocations and occupations may include, but are not limited to, such pursuits as honorary peace officer, honorary chairperson, honorary professor, goodwill ambassador, official host or hostess and the like.
  3. Statuses: A status is a state, condition, social position or legal relation of the candidate to another person, persons or the community as a whole. A status is generic in nature and generally fails to identify with any particular specificity the manner by which the candidate earns his or her livelihood or spends the substantial majority of his or her time. Examples of a status include, but are not limited to, veteran, proponent, reformer, scholar, founder, philosopher, philanthropist, activist, patriot, taxpayer, concerned citizen, husband, wife, and the like.
3. Pursuant to Elections Code Section 13107, subdivision (b)(1), the Secretary of State shall reject as unacceptable any proposed ballot designation which would mislead voters. In making this determination, the Secretary of State shall determine whether there is a substantial likelihood that a reasonably prudent voter would be misled as to the candidate's principal profession, vocation or occupation by the candidate's proposed ballot designation. The determination shall take into account the plain meaning of the words constituting the proposed ballot

designation and the factual accuracy of the proposed ballot designation based upon supporting documents or other evidence submitted by the candidate in support of the proposed ballot designation, pursuant to Section 20711 and 20717 of this Chapter.

4. A ballot designation may not comprise or include commercial identification information, such as a trademark, service mark, tradename, or the specific name of a business, partnership, corporation, company, foundation, or organization. Examples of an improper use of commercial identification information include, but are not limited to, "Acme Company President," "Universal Widget Inventor," "Director, Smith Foundation," "UCLA Professor," and the like.
5. Pursuant to Elections Code Section 13107, subdivision (b)(2), the Secretary of State shall reject as unacceptable any proposed ballot designation which would suggest an evaluation of the candidate's qualifications, honesty, integrity, leadership abilities or character. Any laudatory or derogatory adjectives which would suggest an evaluation of the candidate's qualifications shall not be permitted. Such impermissible adjectives include, but are not limited to, "senior," "emeritus," "specialist," "magnate," "outstanding," "leading," "expert," "virtuous," "eminent," "best," "exalted," "prominent," "famous," "respected," "honored," "honest," "dishonest," "corrupt," "lazy," and the like.
6. Pursuant to Elections Code Section 13107, subdivision (b)(3), the Secretary of State shall reject as unacceptable any proposed ballot designation which abbreviates the word "retired" or places it following any word or words which it modifies. Examples of impermissible designations include "Ret. Army General," "Major USAF, Retired" and "City Attorney, Retired."
7. Pursuant to Elections Code Section 13107, subdivision (b)(4), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses a word or prefix to indicate a prior profession, vocation, occupation or elected, appointed or judicial office previously held by the candidate. Such impermissible words or prefixes include, but are not limited to, "Ex-," "former," "past," and "erstwhile." Examples of impermissible designations include "Former Congressman," "Ex-Senator," and "Former Educator."
8.
  1. Subject to the provisions of Elections Code Section 13107, subdivision (b)(4), use of the word "retired" in a ballot designation is generally limited for use by individuals who have permanently given up their chosen principal profession, vocation or occupation.
  2. In evaluating a proposed ballot designation including the word "retired," the Secretary of State will consider the following factors in making a determination as to the propriety of the use of the term "retired":
    1. Prior to retiring from his or her principal profession, vocation or occupation, the candidate worked in such profession, vocation or occupation for more than 5 years;
    2. The candidate is collecting, or eligible to collect, retirement benefits or other type of vested pension;
    3. The candidate has reached at least the age of 55 years;



4. The candidate voluntarily left his or her last professional, vocational or occupational position; and,
5. The candidate's retirement benefits are providing him or her with a principal source of income.
3. If a candidate is requesting a ballot designation that he or she is a retired public official, the candidate must have previously voluntarily retired from public office, not have been involuntarily removed from office, not have been recalled by voters, and not have surrendered the office to seek another office or failed to win reelection to the office. If such a candidate did not voluntarily retire from public office, he or she may not use the word "retired" in his or her ballot designation.
4. A candidate may not use the word "retired" in his or her ballot designation if that candidate possesses another more recent, intervening principal profession, vocation, or occupation.
9. Pursuant to Elections Code Section 13107, subdivision (b)(5), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses the name of any political party, whether or not it has qualified for recognized ballot status.
10. Pursuant to Elections Code Section 13107, subdivision (b)(6), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses a word or words referring to a racial, religious, or ethnic group.
  1. The Secretary of State shall reject as unacceptable any ballot designation which expressly contains or implies any ethnic or racial slurs or ethnically or racially derogatory language.
  2. If the candidate is a member of the clergy, the candidate may not make reference to his or her specific denomination. However, the candidate may use his or her clerical title as a ballot designation (e.g., "Rabbi," "Pastor," "Minister," "Priest," "Bishop," "Deacon," "Monk," "Nun," "Imam," etc.)
11. Pursuant to Elections Code Section 13107, subdivision (b)(7), the Secretary of State shall reject as unacceptable any proposed ballot designation which refers to any activity prohibited by law. Unlawful activity includes any activities, conduct, professions, vocations, or occupations prohibited by state or federal law.

*Note: Authority cited: Section 12172.5, Government Code. Reference: Section 13107, Elections Code.*

#### **HISTORY**

1. New section filed 1-14-98; operative 1-14-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 3).
2. Amendment filed 12-21-2009; operative 12-21-2009 pursuant to Government Code section 11343.4 (Register 2009, No. 52).

### **20717. Requests for Supporting Documentation.**

In addition to the Ballot Designation Worksheet required to be filed with the Secretary of State pursuant to Elections Code Section 13107.3 and Section 20711 of this Chapter, the Secretary of State may request that a candidate submit additional supporting documentation or other evidence to support the proposed ballot designation.



1. Time is of the essence regarding all matters pertaining to the review of proposed ballot designations submitted by candidates for public office. Failure to promptly submit requested supporting materials will preclude consideration of such materials in and the rendering of a final decision on the candidate's proposed ballot designation.
2. The Secretary of State will communicate, whenever possible, with the candidate in the most expeditious manner, including, but not limited to, telephone, facsimile transmission and electronic mail at the number or address provided by the candidate. When the candidate does not have reasonable access to a facsimile machine or electronic mail, the Secretary of State will transmit written communication to the candidate by means of overnight express delivery to the address provided by the candidate.
3. The candidate shall have the burden of establishing that the proposed ballot designation that he or she has submitted is accurate and complies with all provisions of Elections Code Section 13107 and this Chapter.

*Note: Authority cited: Section 12172.5, Government Code. Reference: Sections 13107 and 13107.3, Elections Code.*

#### **HISTORY**

1. New section filed 1-14-98; operative 1-14-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 3).
2. Amendment of section and Note filed 12-21-2009; operative 12-21-2009 pursuant to Government Code section 11343.4 (Register 2009, No. 52).

### **20718. Communication of Decisions Regarding Ballot Designations.**

1. If a candidate's proposed ballot designation has been rejected, an official copy of the decision of the Secretary of State will be made in writing and transmitted directly to the candidate by registered or certified mail, return receipt requested, to the address provided by the candidate. The Secretary of State shall also provide a copy to the elections official in the candidate's county of residence and to the elections official of each county within the political subdivision. Copies may also be made available to all other candidates in the race.
2. At the request of the candidate, the Secretary of State will transmit a copy of the decision of the Secretary of State regarding the candidate's proposed ballot designation by facsimile transmission or e-mail to the facsimile number or e-mail address listed on the candidate's Ballot Designation Worksheet.
3. All written decision of the Secretary of State regarding ballot designations are public records and are available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, 1500 11th Street, Fifth Floor, Sacramento, California 95814.

*Note: Authority cited: Section 12172.5, Government Code. Reference: Section 13107, Elections Code.*

#### **HISTORY**

1. New section filed 1-14-98; operative 1-14-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 3).

2. Amendment filed 12-21-2009; operative 12-21-2009 pursuant to Government Code section 11343.4 (Register 2009, No. 52).

## 20719. Service of Legal Process Regarding Ballot Designations.

1. In the event a candidate or other interested party files a petition for the issuance of an extraordinary writ with the court or other legal action pertaining to a candidate's ballot designation, the summons and any other legal process should be served upon the Chief Counsel to the Secretary of State, 1500 11th Street, Sixth Floor, Sacramento, California 95814. The Chief Counsel may designate a Deputy Secretary of State to accept service of process on behalf of the Secretary of State.
2. Telephone notice pertaining to any ex parte applications filed with the court by any candidate or other interested party should be directed to the attention of the Chief Counsel to the Secretary of State at (916) 653-7244. Counsel for all parties to such ex parte matters are admonished that waivers of the Secretary of State's right to timely notice and the right to personally appear at the ex parte hearing will be granted in writing and only in limited instances.
3. The Secretary of State shall provide a copy of any legal actions in subdivision (a) or (b) above to the elections official in the county of the candidate's residence and any other county in the district.
4. The Secretary of State shall be named as a respondent in any legal action pertaining to a ballot designation for a candidate described in Elections Code Section 15375, except for a candidate for judge of the superior court.

*Note: Authority cited: Section 12172.5, Government Code. Reference: Sections 13107 and 13314, Elections Code.*

### **HISTORY**

1. New section filed 1-14-98; operative 1-14-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 3).
2. Amendment of subsection (a), new subsection (d), and amendment of Note filed 12-21-2009; operative 12-21-2009 pursuant to Government Code section 11343.4 (Register 2009, No. 52).

# 11. SUCCESS IN PUBLIC SERVICE PAMPHLET



## INSTITUTE FOR LOCAL GOVERNMENT

### **Success in Public Service: What You Need to Know *Before* You Are Appointed or Elected**

As a person seeking public office, you are about to embark upon a challenging and rewarding journey. This is particularly true at the local level – where government and the public intersect most directly. Public service affords you the opportunity to address real community problems and to help shape your community's future.

Whether you are motivated by an interest in a particular policy issue or by a desire to give something back, the rewards of working with others to improve your community will be many. But it won't be easy. Public service also requires courage and personal sacrifice. You will be asked to make difficult and sometimes unpopular decisions. Your actions will be scrutinized as never before and the law is likely to affect what you can do or not do to a greater extent than you are used to—particularly as it relates to ethics.

This pamphlet answers three questions:

1. What are the basic principles of public service ethics laws?
2. How can I determine the impact of these laws on me?
3. Where can I get additional help and support if I still have questions?

The goal is to provide a general overview of ethics laws that apply to public service, as well as practical tips on how to assess how these laws might affect you and your service. The emphasis is on what you need to know *before* you are elected or appointed, so you can make an informed decision whether public service is right for you at this time.

#### ***About the Institute for Local Government***

*The Institute for Local Government is the nonprofit research affiliate of the League of California Cities and California State Association of Counties. Its mission is to provide practical resources to local officials to assist them in their service to their communities. For more about the Institute's work, please visit [www.ca-ilg.org](http://www.ca-ilg.org).*

*The Institute is grateful to Andrew Massey and Susan Catron for their help with this pamphlet. The pamphlet was Andrew's brainchild while he was a student at UC Hastings College of the Law participating in the Public Law Research Institute Program; Susan's communications skills materially assisted in the effort while she was a student in Sacramento State University's Masters in Public Policy Program.*

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## Introduction to Ethics Laws

Election or appointment to local public office brings with it a number of important obligations. Public officials commit to spending significant amounts of time in service to their communities; they also assume a responsibility to work for the betterment of their communities.

With public service also comes a number of important obligations under federal, state and local ethics laws. Ethics laws impose rules on the manner in which public officials conduct themselves. These ethical obligations exist to reinforce and uphold the trust the public places in the hands of those who wield the power of government. As such, these obligations affect a wide range of public officials.

An overarching goal of ethics laws is to maximize the likelihood that a public agency's decisions are based solely on what best serves the public interests. Ethics laws frequently strive to avoid even the *appearance* of impropriety, as well as actual improprieties. Moreover, many of the penalties for violating these laws are quite severe.

Keep in mind as well that the laws represent the *floor* for public officials' conduct. If you seek public office, you are encouraged to set your sights well above the minimum standards of the law and the public is likely to expect you to do so too. In addition, a number of agencies have adopted ethics codes that supplement ethics laws by stressing the values in public service.

Becoming fully informed of public officials' obligations under the ethics laws *before* you seek or assume office helps you determine whether public service is right for you. Count on spending a fair amount of time and energy after you assume public office in becoming even more informed about how these laws will affect your service, as well as in complying with the law.

### ✓ Key Concepts

The goal of ethics laws is to maximize the likelihood that public agency decisions are made solely with the public's interests in mind. Ethics laws create a *floor* for public officials' conduct, not a ceiling.

### Mandatory Ethics Education for Local Officials

State law requires most local elected and appointed officials to attend ethics training. The basic requirement is two hours every two years.

Finding and participating in such training activities is one way to get more information about public service ethics laws and principles even before entering public service. To learn more, visit the Institute's website: [www.ca-ilg.org/ab1234compliance](http://www.ca-ilg.org/ab1234compliance).

# 1 What Kinds of Things Do Ethics Laws Cover?

Ethics laws fall into four general categories:

- 1) **Personal Financial Gain.** Personal gain and public office don't mix.
- 2) **Perks.** The law generally frowns on special perks for officeholders.
- 3) **Transparency.** The public has a right to know a great deal about public officials and their decision-making processes.
- 4) **Fair Processes.** Public officials are expected to be fair in their decision-making, particularly under certain circumstances; this sometimes can limit one's role as an advocate.

Each area of ethics laws is briefly described below, along with some questions for those seeking public office to consider.

## Financial Gain Appearing to Influence Decisions

The notion behind laws prohibiting private financial gain is that public officials' economic interests cannot even *appear* to influence their governmental decisions. For example, public officials usually:

- Must disqualify themselves from decisions that may affect (positively or negatively) their economic interests; relevant kinds of economic interests include real property, sources of income (such as employers, customers and clients) and investments.
- Are forbidden from being on "both sides" of a contract (e.g. lessor and lessee) when the contract comes before their agency for decision.
- May not acquire interests in property within redevelopment areas over which they have decision-making influence.

In addition, promising to take a certain governmental action in exchange for a benefit (including money, gifts or campaign contributions) is a crime, with severe penalties.

Questions to consider:

- ⇒ Will the nature or extent of your—or your family's—economic interests significantly limit when you can legally participate in the agency's decision-making processes?

- ⇒ Will holding public office inhibit your business or investment activities in a way that is too financially burdensome?
- ⇒ Do you presently or would you like to in the future do business with the agency?
- ⇒ Are you seeking office to influence public agency decisions relating to property near your home or business?

If the answer to any of these questions might be “yes,” get more information on the financial interest ethics laws so you can determine how they will affect you.

### **Personal Advantages and Perks Relating to Office**

The law strictly limits the degree to which an officeholder can receive benefits relating (or appearing to relate) to his or her status as a public official. Generally speaking, public officials:

- Receive limited (sometimes no) compensation and expense reimbursement for their public service activities.
- Must disclose all gifts (including meals, sporting events, concerts and travel) received of \$50 or more and may not receive gifts aggregating over a certain amount from a single source in a given year. (Note: local regulations may be more restrictive.)
- Cannot be paid for speaking, writing an article or attending a conference.
- Cannot receive loans over \$250 from those within the agency or those who do business with the agency.
- Face severe penalties if they use public resources (this includes agency staff time and equipment) for either personal or political purposes.

Questions to consider:

- ⇒ With whom do you regularly exchange hospitality and gifts? Will you or they view disclosing or limiting these gifts as a problem?
- ⇒ Will the limited compensation and expense reimbursement impose a financial burden on you?

### **Why It's Smart to Plan Ahead**

Understanding public service ethics laws and principles can help you:

- ✓ Identify and address potential sources of problems before you commit to seeking public office.
- ✓ Make an informed decision about the particular office you seek.
- ✓ Make a positive difference in your community by maintaining your community's trust and confidence in your leadership.
- ✓ Avoid illegal or embarrassing situations that can be personally costly.

Different ethics laws apply in different ways, depending on whether a person is elected or appointed, the local laws that apply, the kinds of decisions the public official must make, and his/her particular activities and assets. Taking the time to acquaint yourself with the relevant laws can go a long way toward helping you avoid future headaches.

If the answer to any of these questions might be “yes,” get more information on these ethics laws so you can determine how they will affect you.

## Transparent Decision-making

The public trusts decision-making and other processes that it can observe. This means that you will likely be operating in more of a fishbowl as a public official than you are accustomed to as a private person. Public officials:

- Often must share information about their private financial interests.
- Must conduct the public’s business in open and publicized meetings.
- Must allow public inspection of documents and records generated by public agencies.
- Must disclose information about their personal efforts to raise funds for good causes in the community (if \$5000 or more from a single source in a year).

Questions to consider:

- ⇒ Do you feel comfortable making available to the public details about your private financial activities? Does your spouse, domestic partner or dependent child feel uncomfortable making many of these details available to the public?
- ⇒ Will you feel frustrated and unduly constrained by having to have all discussions with your fellow elected or appointed officials at open and publicized meetings?
- ⇒ Will you find the requirements that most records maintained by your agency—including e-mail communications-- be available to the public too intrusive?
- ⇒ Do you do a lot of fundraising for worthy causes? Are you uncomfortable having these activities become public knowledge?

If the answer to any of these questions might be “yes,” get more information on the transparency laws so you can determine how they will affect you.

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## Fair Processes

Finally, ethics laws are built on the notion that officeholders should make decisions without regard to who is affected and after fairly considering the facts and existing rules relating to an issue. To uphold the principles of fairness and impartiality, public officials:

- Cannot simultaneously hold certain public offices or engage in other outside activities that would subject them to conflicting loyalties.
- Cannot participate in entitlement proceedings on appointed bodies – such as land use permits – involving campaign contributors.
- Cannot solicit campaign contributions of more than \$250 while sitting on appointed bodies from permit applicants while an application is pending and for three months after a decision.
- Cannot participate in quasi-judicial proceedings (when they are applying agency policies to specific situations, such as permit entitlements) in which they have and/or have expressed strong personal or subject matter biases.
- Cannot participate in decisions that will affect their immediate family (defined as spouse/domestic partner or dependent children). (However, an appearance of impropriety may also prevent an officeholder from participating in decision affecting their parents, independent children and siblings.
- Cannot ask agency staff for campaign contributions and should not ask staff to support their candidacies.

### A Note about Holding Multiple Offices

If you already hold a public office and accept a second one that would subject you to conflicting loyalties or involve overlapping jurisdictions (as defined by the law), you automatically vacate the first office. Attorneys refer to this as an “incompatible office” problem.

Questions to consider:

- ⇒ Will the nature of your family members’ interests present a potential conflict?
- ⇒ Do you currently hold public office whose jurisdiction overlaps with the jurisdiction of the agency in which you want to serve?
- ⇒ Do you plan on making statements in your campaign that may cause you to be disqualified from participating in decisions you or your supporters care deeply about because of bias?

If the answer to any of these questions might be “yes,” get more information on the fairness ethics laws so you can determine how they will affect you.

## ✓ Key Concepts

Ethics laws are complex and could have a significant effect on what you can and cannot do in public service and your private life. Thinking about these impacts in advance helps you determine whether public service is right for you at this time in your life.



## **2 How Can I Determine the Impact of These Laws on Me?**

These laws are extraordinarily complex. There are several steps you can take to make a preliminary assessment of how these laws will affect you, based on your activities and assets. Although going through these steps is no substitute for legal advice, doing so will give you a better sense of whether it is realistic for you to serve and whether you need to seek additional assistance.

### **STEP 1: Understand the duties and roles of the office you seek.**

Understanding the position you are seeking makes sense for all kinds of reasons, of course. Most importantly, such an understanding will help you determine whether you will find public service personally satisfying. It can also help you understand how the ethics laws might affect your service in that position.

Research strategies include:

- If you are applying for an appointive position, the appointing agency will typically have a description of what the appointed body does. Check out the agency's website or contact either the clerk's or administrator's office.
- If you are running for an elected position, the agency's website can give one a good sense of what the agency's responsibilities are. Elected officials are usually responsible for providing policy direction to paid, professional agency staff, as well as making budgetary decisions and hiring top staff members. The agency's charter and ordinances are other sources of information, as are associations of local agencies like the one in which you wish to serve; examples include the California Special Districts Association ([www.csda.net](http://www.csda.net)), the California State Association of Counties ([www.csac.counties.org](http://www.csac.counties.org)), and the League of California Cities ([www.cacities.org](http://www.cacities.org)).
- Review meeting agendas. Many agencies post these on their websites; if not, check with the agency's custodian of records (typically the clerk).
- Attend meetings of the body to gain a deeper appreciation of what the position involves. Some public body meetings are also televised; check the local public-access channel for your cable television provider.
- Talk to those who already serve in the position you seek. Find out what kinds of responsibilities the position involves and what kinds of decisions they make. Ask questions about time commitments (remember attending meetings typically involves preparation time in reviewing agenda materials), including service on collateral decision-making bodies (sub-committees, joint powers agencies, regional bodies, statewide associations and so on). Individuals who have similar professional, investment, business or other interests can be particularly helpful in understanding what kinds of potential conflicts-of-interest or other ethics law issues arise.

## **STEP 2: Think About How These Responsibilities Might Intersect with Your Professional, Business, Family, Investment and Personal Interests**

Here are some strategies:

- ⇒ Review a copy of a Statement of Economic Interests (Form 700), which is available online from the Fair Political Practices Commission. It will give you a good sense of the kinds of activities and assets you may have to disclose, as well as those which may form the basis for a disqualifying conflict of interest.
- ⇒ Disclosure obligations vary somewhat by the office you are seeking, but generally disclosure requirements include business interests, investments and real property interests, and exclude bank accounts and some loans. For more information, see “Your Duty To File: A Basic Overview of State Economic Disclosure Law And Reporting Requirements For Public Officials” available from the Fair Political Practices Commission. (See reference list on pages 11-12 for information on how to obtain a copy.)
- ⇒ Think about your work activities. Do you or your company presently do business with your agency (or is there a desire to do business in the future)? Is where you work extensively regulated by the entity on which you wish to serve? Is your business located in the heart of a downtown revitalization effort that will be a major focus of the agency’s effort?
- ⇒ Is your home or other property close to a problem that you want to address once you get into office?
- ⇒ Remember that the conflict of interest rules typically extend to assets, income and liabilities of your spouse or domestic partner, as well as those of dependent children. Does your spouse (or do you) work for the organization in which you seek a position, or an organization that receives funding from your agency? Is there a possibility that family members might want to work for the agency and their ability to do so might be affected by conflict-of-interest and/or anti-nepotism rules?
- ⇒ Consider other family and personal relationships as well. Even though these may not form the basis of a legal conflict of interest, such relationships can nonetheless create questions in the community about whether you are truly putting the community’s (as opposed to your friends’ and family’s) interests first.
- ⇒ Social relationships will also be affected by your public service. If your golf, bridge or gourmet group typically includes people who will be serving on the same body as you, the media and others are likely to question whether you are discussing agency business outside an open and publicized meeting. The same thing may occur if you serve on community boards together, work at the same place, or participate in the same service clubs.
- ⇒ Similarly, how you socialize and travel may be affected. If you routinely vacation or receive sporting event tickets or similar gestures from those with business before your decision-making body, you may need to include those activities on your disclosure forms. In some instances, such gestures may be subject to dollar value limits or disqualify you from participating in decisions affecting those individuals. Legal issues aside, consider the public’s perception of the effect of such activities on your inclination to put the public’s interests first in your decision-making.

These are just a few of the kinds of questions that are helpful to ask yourself as you consider public service.

### **STEP 3: Determine Whether You Would Benefit from More Information on How the Law Would Affect Your Public Service**

If the answers to the above questions suggest you would face either legal or ethical issues as a public servant, check out the resources for further reference on the following pages. Consult an attorney knowledgeable about public sector ethics laws.

- Talk with the agency attorney. Keep in mind, however, that he or she is not providing information to you as part of an attorney-client relationship and your conversation will not be confidential. Because of this, the agency attorney may feel most comfortable referring you to resources for further information or to attorneys who can help you. Help may also be available from an agency ethics commission or officer.
- If your issue arises under the Political Reform Act, the Fair Political Practices Commission may be able to offer advice. Check out the FPPC's website to get a sense of the agency's jurisdiction and contact information.

Fair Political Practices Commission  
(866) ASK-FPPC (Toll-free) or (916) 322-5660  
[www.fppc.ca.gov](http://www.fppc.ca.gov)

- Go to [www.cacities.org/munilink](http://www.cacities.org/munilink). In the "Find a Vendor" area, select category "Attorneys & Legal Services" and click on the "Search" button. In the "Legal Specialty" menu, select the specialty that you want more information about. Ethics-related specialties include "Campaign Regulation," "Conflict of Interest" and "Nature & Limitations on Elected & Appointed Officials."
- There is an association of attorneys who practice what is known as "political law" that includes some aspects of ethics law.

California Political Attorneys Association  
[www.cpaaonline.com](http://www.cpaaonline.com)  
E-mail: [info@cpaaonline.com](mailto:info@cpaaonline.com)

Similarly, the professional association for attorneys in California provides attorney referral services and maintains a list of approved attorney referral services

The State Bar of California  
San Francisco (Main Office)  
(415) 538-2000 or (213) 765-1000 (LA office)  
<http://calbar.ca.gov> (Click on "Public Services" followed by "Finding an attorney for legal advice.")

#### **✓ Key Concepts**

There are a number of questions you can ask yourself to determine whether public service is right for you in terms of both your personal objectives and your financial situation. This is a preliminary list. If the answers to these questions cause concern, get additional information.

### **A Note about Campaign Ethics Laws and Principles**

Even the act of running for public office involves compliance with a variety of laws, including fairly complex campaign disclosure laws. The Fair Political Practices Commission offers a number of fact sheets and other resources to help candidates understand these requirements. Visit the publications page at [www.fppc.ca.gov](http://www.fppc.ca.gov) for more information about these laws.

Selecting a campaign treasurer with care is critical. The individual has important responsibilities and liabilities under the law. Select someone with an aptitude for careful financial record-keeping as well as patience for understanding and complying with complex requirements.

Check with your agency to determine whether there are local campaign laws you need to be aware of as well.

Some other tips:

- ⇒ Be alert for situations in which people try to link support for your candidacy with an action you will take as a public official. It is a crime to link any action you will take as a public official with receiving campaign contributions or other benefits.
- ⇒ Also be careful about taking positions on issues that may come before the agency in which you will be acting in a “quasi-judicial” capacity. An example is when decision-makers are applying agency policies to specific situations, such as permit entitlements. If you have expressed a strong opinion that indicates that you cannot be fair and open-minded at the hearing, there may be an effort to disqualify you from participating (or to invalidate the decision in which you participated) because of bias.

Interested in setting a higher tone for your campaign activities in general? The Institute’s website offers a host of resources on campaigning both ethically and effectively at [www.ca-ilg.org/campaignethics](http://www.ca-ilg.org/campaignethics).

## 3 Where Can I Get More Information and Assistance?

This pamphlet is only intended to provide an overview of the areas of ethics law for which you should prepare yourself as a candidate; it does not attempt to delve into the many complexities and situation-specific rules that may apply to your personal situation. The following resources can help you learn more about these issues.

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### Personal Financial Gain

#### Fair Political Practices Commission

*Can I Vote? A Basic Overview of Public Officials' Obligations under the Political Reform Act's Conflict-of-Interest Rules* (revised 7/05) ([www.fppc.ca.gov/index.html?id=37](http://www.fppc.ca.gov/index.html?id=37))

#### Attorney General

*Conflicts of Interest (2004)*. Provides information to assist government officials in complying with California's conflict-of-interest laws and to assist the public and news media in understanding and monitoring situations that may give rise to conflicts of interest ([http://ag.ca.gov/publications/coi\\_2004.pdf](http://ag.ca.gov/publications/coi_2004.pdf)).

#### Institute for Local Government

*Key Ethics Law Principles for Public Servants (2005)*. Contains a conflict of interest checklist on the back that alerts local officials to situations triggering a need to consult with their agency counsel on ethics legal issues ([www.ca-ilg.org/ethicsprinciples](http://www.ca-ilg.org/ethicsprinciples)).

### Personal Advantages & Perks

#### Fair Political Practices Commission

*Limitations and Restrictions on Gifts, Honoraria, Travel and Loans for Local Elected Officers & Candidates for Local Elective Offices, Local Officials Specified in § 87200, Judicial Candidates, Designated Employees of Local Government Agencies* (revised 08/05) ([www.fppc.ca.gov/factsheets/giftlocal.pdf](http://www.fppc.ca.gov/factsheets/giftlocal.pdf))

*Travel Guide for California Officials & Candidates* ([www.fppc.ca.gov/index.html?id=32](http://www.fppc.ca.gov/index.html?id=32))

#### Institute for Local Government

*Of Cookie Jars and Fishbowls: A Public Official's Guide to Use of Public Resources (2004)*. This guide explores ethical and legal considerations that bear on spending decisions, including such issues as travel reimbursement and personal use of agency resources. It also features a sample expense policy for local agencies to consider adopting ([www.ca-ilg.org/fishbowl](http://www.ca-ilg.org/fishbowl)).

## Government Transparency

### Fair Political Practices Commission

*Your Duty to File: A Basic Overview of State Economic Disclosure Law*  
([www.fppc.ca.gov/library/seibook9-04.pdf](http://www.fppc.ca.gov/library/seibook9-04.pdf))

*Form 700 Instructions*  
([www.fppc.ca.gov/index.html?id=36](http://www.fppc.ca.gov/index.html?id=36))

### Attorney General

*Public Records Act Summary (2004)*. Provides an explanation and summary of the California Public Records Act for access to governmental information  
([http://ag.ca.gov/publications/summary\\_public\\_records\\_act.pdf](http://ag.ca.gov/publications/summary_public_records_act.pdf)).

*The Brown Act: Open Meetings For Local Legislative Bodies (2003)*. Provides a brief overview of the main provisions of the Ralph M. Brown Act, which govern open meetings for local legislative bodies. This pamphlet is intended to assist local legislative bodies in complying with California's open meeting laws and to assist those who monitor the performance of legislative bodies  
([http://ag.ca.gov/publications/2003\\_Intro\\_Brown\\_Act.pdf](http://ag.ca.gov/publications/2003_Intro_Brown_Act.pdf)).

### Institute for Local Government

*The ABCs of Open Government Laws (2005)*. This pamphlet explains the key provisions of the Brown Act and the Public Records Act  
([www.ca-ilg.org/abc](http://www.ca-ilg.org/abc)).

## Fair Processes

### Fair Political Practices Commission

*Campaign Contributions May Cause Conflicts for Appointees and Commissioners*  
([www.fppc.ca.gov/index.html?id=103](http://www.fppc.ca.gov/index.html?id=103))

## General

### Fair Political Practices Commission

*How Do I Get Advice from the FPPC?*  
([www.fppc.ca.gov/pdf/advice.pdf](http://www.fppc.ca.gov/pdf/advice.pdf))

### Institute for Local Government

*A Local Official's Reference on Ethics Laws (2005)*. This guide summarizes key ethics law provisions relevant to public service, including financial interests, gifts and travel, use of public resources, governmental transparency and bias  
([www.ca-ilg.org/elr](http://www.ca-ilg.org/elr)).

*Doing the Right Thing: Putting Ethics Principles into Practice in Public Service (2006)*. This pamphlet addresses AB 1234's "principles" requirement by explaining such things as the role that values and public perception plays in public service ethics. Among other things, the pamphlet is designed to be a handout at AB 1234 training sessions ([www.ca-ilg.org/rightthing](http://www.ca-ilg.org/rightthing)).

*Ethics Law Compliance Best Practices (2005)*. Interested in maximizing compliance with ethics laws? This checklist enables local agency officials to engage in a self-assessment of the agency's current compliance practices ([www.ca-ilg.org/bestpractices](http://www.ca-ilg.org/bestpractices)).

*Everyday Ethics for Local Officials: Finding Your Way (2005)*. This booklet provides a framework for analyzing ethical dilemmas and then offers a series of analyses of the legal and ethical dimensions of commonly-encountered dilemmas ([www.ca-ilg.org/everydayethics](http://www.ca-ilg.org/everydayethics)).

*Walking the Line: What to Do if You Suspect an Ethics Problem (2005)*. This pamphlet answers the most frequently-posed question to the Institute with an eight-step process. The pamphlet also has a comprehensive charts relating to ethics laws and the consequences for violating such laws ([www.ca-ilg.org/whatodo](http://www.ca-ilg.org/whatodo))

## NOTES