

# **CANDIDATE GUIDE AND CALENDAR OF EVENTS**



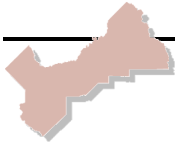
**SPECIAL MUNICIPAL  
ELECTION  
MARCH 18, 2025**

**Compiled and Distributed by James A. Kus  
Fresno County Clerk/Registrar of Voters**

2221 Kern Street • Fresno, California 93721

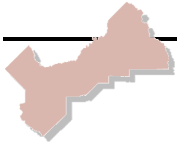
Phone: (559) 600-8683 • Fax (559) 488-3279

[www.votebresnocounty.com](http://www.votebresnocounty.com)



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## **Fresno County Clerk/Registrar of Voters**

2221 Kern Street

Fresno, CA 93721

Phone: (559) 600-8683 Fax: (559) 488-3279

Dear Candidate,

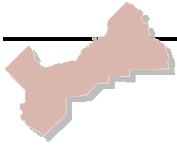
The County Clerk/Registrar of Voters Department is dedicated to helping all qualified candidates get access to the ballot and to ensuring that the election is fair and accurate.

The following guide is intended to provide general information and does not have the force or effect of law, regulation or rule. In case of conflict, the law, regulation, or rule will apply. Candidates and others using this handbook must bear full responsibility to make their own determination as to all local standards and duties. Thus, the references are provided for convenience only and should not be relied upon. It is distributed with the understanding that the County Clerk/Registrar of Voters is not rendering legal advice and that this guide is not a substitute for legal counsel.

The County Clerk/Registrar of Voters' staff is available to assist you throughout your candidate filing process. If you have any questions please call: (559) 600-8683, toll free (844) 977-8683, or by email: [clerk-elections@fresnocountyca.gov](mailto:clerk-elections@fresnocountyca.gov).

The County Clerk/Registrar of Voters office wishes you the best of luck in your election endeavors.

**James A. Kus, County Clerk/Registrar of Voters**



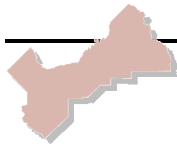
## IMPORTANT INFORMATION

The Fresno County Clerk/Registrar of Voters Office appreciates notification of cases of alleged voter registration, petition, or voter fraud; however, this office is NOT an enforcement agency and is therefore unable to investigate any violations.

In response to inquiries our office receives regarding possible election violations or fraud, the following is a list of resources regarding who to contact for the various types of violations:



- ❖ Local Issues i.e., Unlawful use of public funds, violations of the Elections Code, voter fraud, the Penal Code ▶ Email the Fresno County District Attorney, Public Integrity Unit at [publicintegrity@fresnocountyca.gov](mailto:publicintegrity@fresnocountyca.gov).
- ❖ Violations of the Political Reform Act (Title 9 of the California Government Code §§81000-91014), i.e., mass mailing requirements, slate mailers, campaign disclosure, proper use of campaign funds, disclosure of economic interests ▶ Contact the Fair Political Practices Commission at 1-866-275-3772 or [www.fppc.ca.gov](http://www.fppc.ca.gov).
- ❖ Election fraud ▶ State issues, contact the California Secretary of State at (916) 657-2166 or [Elections@sos.ca.gov](mailto:Elections@sos.ca.gov). Federal issues, contact the Federal Election Commission at (800) 424-9530 or the United States Department of Justice – Public Integrity Section at (202) 514-1412
- ❖ Federal campaigns, e.g., U.S. Senate, House of Representatives, the President of the United States, etc. ▶ Contact the Federal Election Commission at 1-800-424-9530 or [www.fec.gov](http://www.fec.gov).
- ❖ Open meeting laws (Brown Act) ▶ Contact the California State Attorney General at 1-800-952-5225 or [www.caag.state.ca.us](http://www.caag.state.ca.us).
- ❖ Local ordinances ▶ Contact your local city attorney or Fresno County District Attorney at (559) 600-3141.
- ❖ Requirements concerning campaign signs ▶ Contact your local city clerk or zoning division.
- ❖ False or misleading campaign materials ▶ No agency enforcement; these issues are dealt with in court.



## WEBSITES AND EMAILS



[www.vote-fresno-county.com](http://www.vote-fresno-county.com)

Our web page provides information about the Fresno County Clerk/Registrar of Voters Office including:

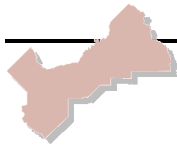
- |  |  |                                       |
|--|--|---------------------------------------|
| ❖ Current and Past Election Activities | ❖ Community and Voter Outreach                                 | ❖ Campaign Finance Disclosure Reports |
| ❖ Voter Registration                   | ❖ Employment Opportunities for Adults and High School Students | ❖ Forms and Handbooks                 |
| ❖ Voting Options                       |  |                                       |
| ❖ Election Data                        |  |                                       |
| ❖ Vote Center and Drop Box locations   | ❖ Election Results   |                                       |

## E-MAIL ADDRESS

[clerk-elections@fresnocountyca.gov](mailto:clerk-elections@fresnocountyca.gov)

## HELPFUL WEBSITES

Secretary of State .....	<a href="http://www.sos.ca.gov">www.sos.ca.gov</a>
Elections Division .....	<a href="http://www.sos.ca.gov/elections">www.sos.ca.gov/elections</a>
Political Reform Division .....	<a href="http://www.sos.ca.gov/prd">www.sos.ca.gov/prd</a>
Fair Political Practices Commission .....	<a href="http://www.fppc.ca.gov">www.fppc.ca.gov</a>
State Franchise Tax Board .....	<a href="http://www.ftb.ca.gov">www.ftb.ca.gov</a>
Internal Revenue Service .....	<a href="http://www.irs.ustreas.gov">www.irs.ustreas.gov</a>
Federal Election Commission .....	<a href="http://www.fec.gov">www.fec.gov</a>
California Law .....	<a href="http://leginfo.legislature.ca.gov/faces/codes.xhtml">http://leginfo.legislature.ca.gov/faces/codes.xhtml</a>



## TELEPHONE NUMBERS



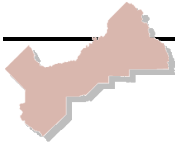
### FRESNO COUNTY ELECTIONS DEPARTMENT

General Information ..... (559) 600-8683 (VOTE) or (844) 977-8683  
Fax ..... (559) 488-3279  
Vote by Mail Division ..... (559) 600-8683  
(Vote by mail ballot applications, information)  
Campaign Disclosure Division ..... (559) 600-3044  
(Financial disclosure statements, information)  
Campaign Materials Division ..... (559) 600-7161  
(Voter data, lists, maps, precinct information)  
Candidate Filing Division ..... (559) 600-8683  
(Filing requirements for office)  
Voter Registration Division ..... (559) 600-8683  
(Voter registration forms, information)

DISTRICT ATTORNEY .....(559) 600-3141

### OFFICE OF THE SECRETARY OF STATE

Elections Division ..... (916) 657-2166  
(General information, filing for state and federal offices)  
Fax ..... (916) 653-3214  
Political Reform Division ..... (916) 653-6224  
(Committee ID number, termination)



**FAIR POLITICAL PRACTICES COMMISSION (FPPC)**

Technical Assistance Division (Mon-Thurs 9 a.m.-11 a.m.) ..... (866) 275-3772  
(campaign disclosure, state contribution limits,  
conflict of interest disclosure)  
Fax ..... (916) 322-3711  
Legal Division ..... (866) 275-3772  
(conflict of interest disqualifications, use of campaign funds)  
Enforcement Division..... (866) 275-3772  
(file complaint under Political Reform Act)

**STATE FRANCHISE TAX BOARD ..... (800) 852-5711**

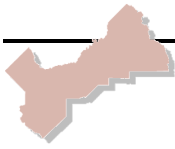
Automated Information ..... (800) 338-0505  
(committee tax status, tax deductible contributions,  
charitable non-profit groups, general information)

**FEDERAL ELECTION COMMISSION ..... (800) 424-9530**  
(federal campaign disclosure, contributions from national  
banks, national corporations, foreign nationals)



Office	Voting By	Number (District, Seat)	County Other Than Fresno	Incumbent	Nomination/Sponsors' Signatures	Filing Fee	Signatures In-Lieu	Value Per Signature	Candidate Statement Pre- Payment Required	Term of Office (Years)	Term Begin Date
CITY OF FRESNO											
Council Member	By District	5		Vacant	20-30	\$300.00	250	\$1.20	\$800.00	ST	For Unexpired Term





# CANDIDATE QUALIFICATIONS AND REQUIREMENTS

## City Offices

### Summary

**Nomination/Sponsors' Signatures** 20-30

**\*Filing Fee** \$300.00

**Signatures In-Lieu** 250

**Value Per Signature** \$1.20

**Candidate Statement Pre-Payment  
Required** \$800.00

**Term of Office (Years)** Short-Term

**Term Begin Date** At the certification of the election

### Filing Periods

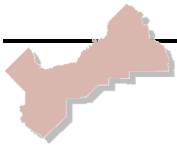
Signatures-In-Lieu of Filing Fees (E-95 to E-91)	12/13/2024	to	12/17/2024
Declaration of Candidacy and Nomination Period (E-90 – E-88)	12/18/2024	to	12/20/2024
Extension of Declaration of Candidacy and Nomination Period (E-87 to E-83)	Not Applicable		

### All Candidates Must File:

Declaration of Candidacy	Statement of Economic Interest (700 Form)
Nomination Petition	Candidate Intention Statement (501 Form) Officeholder/Candidate Campaign Statement- Short and Supplement (470 Form)

***\*Your filing fee is due when nomination forms are issued. Nomination documents shall be filed with the Fresno County Elections Office.***

***File all FPPC Forms with the City Clerk.***



## TERM OF OFFICE

Municipal Councilmembers and elected mayors are installed into office on the date of the first regularly scheduled city council meeting after the certification of the election or on the date of a special city council meeting called for the task of installing newly elected council members after the certification of the election result.

Government Code § 36503 and Elections Code § 10263

## RESIDENCY REQUIREMENTS

Candidates must provide proof of residency to the Fresno City Clerk prior to obtaining Nomination Forms. The City Clerk's Office will e-mail a letter to the Fresno County Clerk's Office and /or provide the letter to the candidate certifying that they have met the city's residency requirements.

## QUALIFICATIONS

Eligibility to hold office as councilmember or elected mayor:

- An elector of the city, and;
- A registered voter of the city at the time nomination papers are issued.
- Contact your City Clerk to ascertain residency requirements.

NOTE: If, during his or her term of office, he or she moves his or her place of residence outside of the city limits or ceases to be an elector of the city, his or her office shall immediately become vacant.

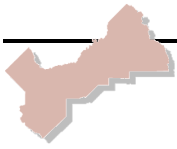
G.C. §36502, E.C. §10227

## FILING REQUIREMENTS

## FILING REQUIREMENTS

### Filing Fee or Signatures-in-Lieu of Paying Filing Fee

**FILING FEE** ► The non-refundable filing fee must be paid by check payable to the City of Fresno and must be paid at the time the candidate obtains the nomination forms from the Fresno County Clerk/Registrar of Voters' Office.



**SIGNATURES-IN-LIEU** ▶ A candidate may submit petitions containing signatures of registered voters to cover all or any pro-rata portion, of the filing fee. The Petition-in-lieu form shall be obtained from the county elections official beginning E-95 to E-91 days prior to Election Day. The petitions must be filed with the county elections official no later than the close of business on 91 days prior to Election Day, and prior to obtaining a Declaration of Candidacy. Circulators of an in-lieu-filing-fee petition shall be 18 years old or older. Any registered voter may sign an in-lieu-filing-fee petition for any candidate for whom he or she is eligible to vote.

If a voter signs more candidates' petitions than there are offices to be filled, the voter's signatures shall be valid only on those petitions which, taken in the order they were filed, do not exceed the number of offices to be filled.

E.C. §§8104(b), 8105, 8106

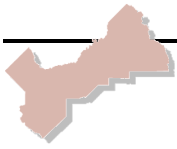
## NOMINATION DOCUMENTS AND PROCEDURES

**DECLARATION OF CANDIDACY** ▶ Each candidate is required to file a Declaration of Candidacy between 90 and 88 days prior to Election Day. The Declaration shall be obtained from the Fresno County Clerk/Registrar of Voters' Office. The Declaration of Candidacy must be executed in the office of the elections official unless the candidate, in a written statement signed and dated by the candidate, designates a third party to obtain the Declaration from the county elections official and deliver it to the candidate. Such written statement shall state that the candidate is aware the Declaration must be properly executed and delivered to the county elections official from whom it was obtained not later than the close of business on the 88<sup>th</sup> day prior to the intended election.

E.C. §§8020, 8028, 8040, 8064, 8100, 10224, 10227

**NOMINATION PETITIONS** ▶ Each candidate is required to file a Nomination Petition between 90 and 88 days prior to Election Day, containing signatures of registered voters in the jurisdiction within the range required by law. Each section of the Nomination Petition shall be delivered to the county elections official, not later than the 88<sup>th</sup> day prior to the Election. Circulators of a Nomination Petition shall be 18 years old or older. NOTE: Signatures submitted in lieu of paying the filing fee, which meet the requirements of this section, may be designated to satisfy this requirement.

E.C. §§8020, 8041, 8061, 8062(a)(3), 8066, 10224



## STATEMENT OF QUALIFICATIONS (OPTIONAL)

A candidate for local nonpartisan office may submit a statement of qualifications with no more than 200 words to be printed in the voter information portion of the county voter information guide. Statements must be filed at the same time nomination papers are filed and may be withdrawn, but not changed, until 5 p.m. the next regular business day after nominations close. Statements are confidential until nominations (or extended nominations) close and then become public record.

Statements 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.

E.C. §§ 10227, 13307 13307.5, 13308, G.C. §85601(c)

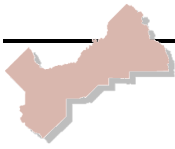
**VOLUNTARY CODE OF FAIR CAMPAIGN PRACTICES** ▶ At the time an individual files his or her Declaration of Candidacy, Nomination Petitions, or any other paper evidencing an intention to be a candidate for public office, the county elections official shall give the individual a copy of the Code of Fair Campaign Practices and a copy of the provisions of Ch. 5, Div. 20 of the Elections Code.

E.C. §20440

**STATEMENT OF ECONOMIC INTERESTS (FORM 700)** ▶ Every agency shall adopt a Conflict-of-Interest Code. A Conflict-of-Interest Code is a document that designates the positions within an agency which make or participate in making governmental decisions that may have a foreseeable material effect on any financial interest.

Each candidate must file a Statement of Economic Interests (Form 700) not later than the final filing date for the Declaration of Candidacy. Elected officials must also file Statements of Economic Interests within (30) days after assuming office, annually, and within (30) days of leaving office. If an individual is appointed to an office, he or she must file not more than (30) days after assuming office. Under certain conditions, the Statement of Economic Interests need not be filed if such a statement was filed within (60) days prior to the filing of a Declaration of Candidacy or the date of assuming office. Please see the FPPC Filing Schedule at the end of this guide for further information. File form with your City Clerk.

G.C. §§87200, 87300

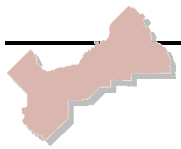


## CAMPAIGN FILING REQUIREMENTS

Refer to your City Clerk at: (559) 621-7650, or the Fair Political Practices Commission at:

- Phone: (916)322-5660 or 1-866-ASK-FPPC (1-866-275-3772)
- Mailing: 1102 Q Street, Suite 3050, Sacramento, CA 95811
- Web: <http://www.fppc.ca.gov/>

NOTE: This summary of qualifications and requirements is for general information only and does not have the force and effect of law, regulation, or rule. In case of conflict, the law, regulation, or rule will apply. The candidate should obtain the most up-to-date information available because of possible changes in law or procedure since the publication of this information.



## NAME TO APPEAR ON BALLOT

The ballot name may be designated as follows:

1. Candidate's legal name
2. First, middle, and last name
3. Initials only and last name
4. A short version of the candidate's legal name such as Bill for William, Dick for Richard, or Kathy for Kathleen. **A short version of the candidate's name must be in quotations marks.**
5. A candidate may have his or her legal name appear with a nickname by which the candidate is commonly known. **A nickname must be in quotation marks.**

**Note: Candidates using a nickname in place of their legal name, or a name order not listed above, should provide documentation showing common or community use of proposed name.**

Within one year of any election, a change in legal name shall not appear upon the ballot unless the change was made by Marriage or by Decree of court.

EC §13104

No titles or degrees are allowed in the ballot name.

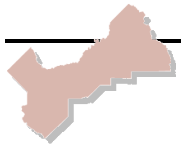
EC §13106

## PLACEMENT OF NAMES ON BALLOT

The order in which candidates' name shall be placed on the ballot is specified in California Elections Code §§13111 and 13112. Election Code §13109 specifies the order of precedence of offices on the ballot.

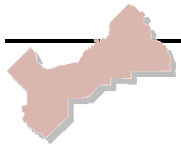
### Random Alphabet Drawing

At 11:00 a.m. on the 82<sup>nd</sup> day before the election, the Secretary of State's office pulls each letter of the alphabet at random according to the procedure specified in Elections Code §13112 and compiles a randomized alphabet. The County Clerk/Registrar of Voters conducts a random alphabet drawing (Elections Code §13111) to determine the order of candidates on the ballot for multi-county state legislative districts. The randomized alphabet is used in the same manner as the conventional alphabet in determining the order of all candidates' names in all elections. It is used statewide for the placement of names on the ballot, except as otherwise specified.



## ROTATION OF NAMES ON THE BALLOT

- **Candidates for Statewide Offices:** Candidates for offices voted on throughout the state are placed on the ballot in the random order in the First State Assembly District. In the next district the candidates listed first move to the bottom of the list and all other candidates move up one position. This rotation continues through all 80 State Assembly Districts.
- **Candidates for Congress:** Candidates are placed on the ballot in the random order in the lowest numbered State Assembly District within the Congressional District. The candidate's names are rotated in the same way as described above but only by the State Assembly Districts within the Congressional or State Board of Equalization District.
- **Candidates for Countywide Offices:** Candidates for countywide offices are placed on the ballot in random order and rotated by Supervisorial Districts within the county.
- **Candidates for State Senate and Member of the Assembly in Districts that cross county lines:** Candidates are placed on the ballot in a random order drawn by the County Clerk/Registrar of Voters within each County.
- **Candidates for other offices:** Candidates are placed on the ballot in the Secretary of State's random order and are not rotated.



## BALLOT DESIGNATIONS

California law provides that candidates for political office can choose to list a ballot designation under their name that tells voters something about themselves. This is often a current elected office title or description of the candidate's principal profession, vocation, or occupation. Candidates are not required to use a ballot designation and may opt to leave the space for a designation blank on the ballot.

The candidate will be given the opportunity to indicate a ballot designation on the Declaration of Candidacy or Nomination Papers. However, a candidate is not permitted to use a ballot designation until after they complete a Ballot Designation Worksheet. See the Ballot Designation Worksheet, Exhibit A at the end of this guide. The entire Ballot Designation Worksheet **must be completed**, or it will **not** be accepted, and the candidate will not be permitted to use a ballot designation. The candidate shall have the burden of establishing that the proposed ballot designation, and alternate ballot designation(s) (if provided) are accurate. Once the Ballot Designation Worksheet is filed, the Elections Official will verify that the chosen ballot designation complies with all provisions of Elections Code §13107 and CCR §20710. A candidate may be asked to submit additional supporting documentation or other evidence to support the proposed ballot designation. **The Ballot Designation Worksheet shall be filed with the Elections Official at the same time the candidate files his/her Declaration of Candidacy.** The worksheet and all supporting documents will become public record once filed.

E.C. §13107.3, C.C.R. §20711

### If Ballot Designation is Not Accepted

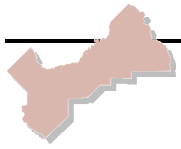
If the Elections Official has determined the ballot designation is unacceptable, the Elections Official will notify the candidate by phone, and registered, or certified mail return receipt requested, addressed to the mailing address provided on the candidate's Ballot Designation Worksheet.

E.C. §13107(f)

The Candidate shall, within 3 business days from the date the candidate receives notice by phone, or by registered or certified mail, or from the date the candidate receives actual notice of the violation, whichever occurs first, the candidate must come into the County Elections office and provide a designation that is acceptable.

E.C. §13107(f)(1)





Note: If the candidate fails to provide a new designation within this three-day period, a designation shall not appear after the candidate's name.

E.C. §13107(f)(2)

No ballot designation can be changed after the final date of filing unless specifically requested by the Elections Official.

E.C. §13107(g)(2)

## GENERAL GUIDELINES FOR ACCEPTABLE BALLOT DESIGNATIONS

There are general guidelines specified by law regarding what can be used as a ballot designation.

### 1. The Use of an Elected Office

Words designating the elective city, county, district, state or federal office which the candidate holds at the time of filing the nomination documents to which he or she was elected by vote of the people.

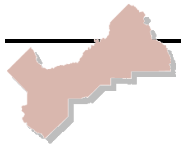
NOTE: There shall be no word count limitation applicable to ballot designations submitted for an applicable title of an Elected Office. Excessively long ballot designations may require reduced font size to be printed on the ballot card.

### 2. Use of the Word “Incumbent”

A candidate may use the word “Incumbent” if they are a candidate for the same office which he or she holds at the time of filing the nomination documents to which he or she was elected by vote of the people, or in case of a superior court judge, was appointed to the office.

NOTE: Proposed ballot designations such as “Incumbent” 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.

C.C.R. §20712(e)

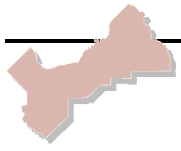


### 3. Three Word Limit

No more than three words designating either the current principal profession, vocation, or occupation of the candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents. For purposes of this section, all California geographical names shall be considered one word.

The following rules shall govern the application of the three-word limitation:

- ❖ The proposed ballot designation shall be grammatically correct, generic, and all words must be spelled correctly.
- ❖ Punctuation shall be limited to the use of:
  - A comma – A comma is followed by a modifier of the word prior.  
Example: District Attorney, Los Angeles County
  - A slash – A slash is used to separate multiple distinct designations  
Example: Legislator/Rancher/Physician
  - A hyphen – 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.  
Examples of acceptable hyphenated words: x-ray, hi-tech
- ❖ Using “Councilmember” (one word) vs. “Council Member” (two words) will depend on how the word is used by the governing body of the office for which the candidate is seeking election.
- ❖ All California geographical names shall be considered 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”. 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:
  - Fresno County
  - City of Clovis
  - County of Fresno



- ❖ 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 Member
  - South Bay Irrigation District Director
  
- ❖ An acronym shall be counted as one word.
  
- ❖ A candidate who chooses to include the name of his or her elective office with another profession, vocation, or occupation may do so, but the total 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

Examples of unacceptable designations under this section include:

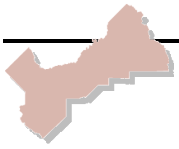
- Assemblyman, 57th District/Educator
- California State Senator/Architect
- Fresno County Supervisor/Business Owner

#### **4. The Phrase “Appointed Incumbent”**

The phrase “appointed” must be used if the candidate:

- ❖ Wishes to use the word “incumbent” and they hold an office other than a judicial office by virtue of appointment, and the candidate is a candidate for election to that same office.
- ❖ Or, if the candidate is a candidate for election to the same office or to some other office, the word “appointed” and the title of the office.

In either instance, the candidate may not use the unmodified word “incumbent” or any words designating the office unmodified by the word “appointed.” However, the word “appointed incumbent” shall not be required of a candidate who seeks reelection to an office which he or she was appointed, as a nominated candidate, in lieu of an election.



### **Ballot Designation of “Community Volunteer”**

A candidate’s ballot designation as “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:

- A charitable, educational, or religious organization as defined by the U.S. IRS Code section 501 (c)(3);
- A governmental agency; or
- An educational institution.

The activity or service must constitute substantial involvement of the candidate’s time and effort such that the activity or service is the sole principal profession, vocation or occupation of the candidate.

## **GENERAL DEFINITIONS**

### **Incumbent**

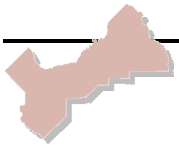
The term “incumbent” must be used as a noun. It shall not be used in conjunction with any other words, including any accompanying adjective or modifiers, and must stand alone except when using “Appointed Incumbent”.

### **Profession**

This 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, accounting, and journalism.

Examples of an acceptable designation of a “profession,” include:

- |              |             |
|--------------|-------------|
| ❖ Attorney   | ❖ Architect |
| ❖ Physician  | ❖ Teacher   |
| ❖ Accountant |             |



## Vocation

This 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” include:

- ❖ Minister
- ❖ Priest
- ❖ Mother
- ❖ Father
- ❖ Parent
- ❖ Homemaker
- ❖ Dependent Care Provider
- ❖ Carpenter
- ❖ Plumber
- ❖ Electrician
- ❖ Cabinetmaker

## Occupation

This means the employment in which one regularly engages or follows as the means of making a livelihood.

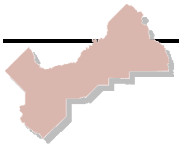
Examples of an acceptable designation of an “occupation” include:

- ❖ Rancher
- ❖ Restaurateur
- ❖ Retail Salesperson
- ❖ Manual Laborer
- ❖ Construction Worker
- ❖ Computer Manufacturing Executive
- ❖ Military Pilot
- ❖ Secretary
- ❖ Police Officer

## Principal

This 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.

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 one which the candidate was principally engaged in during the calendar year immediately



preceding the filing of the candidate's nomination papers. The term “principal” precludes any activity which does not entail a significant involvement on the part of the candidate. Involvement, which is only nominal in character, does not meet the requirements of the statute.

If a candidate is licensed by the State of California to engage in a profession, vocation or occupation, the candidate is entitled to consider it one of his or her “principal” professions, vocations or occupations if the candidate has maintained his or her license current as of the date, and the status of the candidate’s license is active at the time he or she filed his or her nomination documents.

## GENERAL GUIDELINES FOR UNACCEPTABLE BALLOT DESIGNATIONS

The following types of activities are distinguished from professions, vocations and occupations and are not acceptable as ballot designations:

### **Avocations**

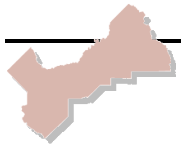
An avocation is a casual or occasional activity, diversion or hobby pursued principally for enjoyment and in addition to the candidate’s principal profession, vocation or occupation.

Avocations categories which are unacceptable may include:

- ❖ Hobbies
- ❖ Social activities
- ❖ Volunteer work (except as noted for “Community Volunteer”)
- ❖ Matters pursued as an amateur

### **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 noted for “Community Volunteer”).



Pro forma professions, vocations and occupations which are unacceptable may include such pursuits as:

- ❖ Honorary Peace Officer
- ❖ Volunteer Firefighter
- ❖ Honorary Chairperson
- ❖ Honorary Professor
- ❖ Goodwill Ambassador
- ❖ Official Host Or Hostess

### **Status**

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 an unacceptable status include:

- ❖ Veteran
- ❖ Proponent
- ❖ Advocate
- ❖ Reformer
- ❖ Scholar
- ❖ Founder
- ❖ Philosopher
- ❖ Philanthropist
- ❖ Activist
- ❖ Patriot
- ❖ Taxpayer
- ❖ Concerned Citizen
- ❖ Husband
- ❖ Wife

### **Misleading Designation**

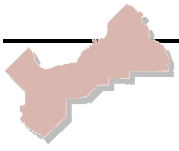
Ballot designations that would mislead the voter will be rejected as unacceptable.

### **Commercial Identification**

A ballot designation may not comprise or include commercial identification information, such as a trademark, service mark, trade name, or the specific name of a business, partnership, corporation, company, foundation, or organization.

Examples of an improper use of commercial identification information include:

- ❖ Acme Company President
- ❖ Universal Widget Inventor
- ❖ Director, Smith Foundation
- ❖ CSUF Professor



### Leadership Positions of a Legislative Body

Proposed ballot designations indicating a position of legislative leadership or leadership in another elected body, are not elective offices. Such ballot designations are improper as an Elected Office and are subject to the 3-word limitation.

Examples of unacceptable ballot designations include:

- ❖ 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

Examples of acceptable ballot designations include:

- ❖ Assembly Minority Leader
- ❖ California Assembly Speaker
- ❖ Mayor Pro Tem

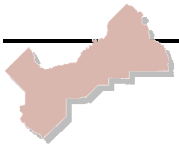
### Evaluation of a Candidate

A ballot designation which would suggest an evaluation of the candidate's qualifications, honesty, integrity, leadership abilities or character will be rejected as unacceptable. Any laudatory or derogatory adjectives, which would suggest an evaluation of the candidate's qualifications, shall not be permitted.

Examples of prohibited adjectives include:

- |               |             |
|---------------|-------------|
| ❖ Senior      | ❖ Exalted   |
| ❖ Emeritus    | ❖ Prominent |
| ❖ Specialist  | ❖ Famous    |
| ❖ Magnate     | ❖ Respected |
| ❖ Outstanding | ❖ Honored   |
| ❖ Leading     | ❖ Honest    |
| ❖ Expert      | ❖ Dishonest |
| ❖ Virtuous    | ❖ Corrupt   |
| ❖ Eminent     | ❖ Lazy      |
| ❖ Best        |             |





## **Illegal Activities**

Ballot designations that refer to any activity prohibited by law will be rejected as unacceptable.

## **Limitations on the Use of Words Designating a Former Position**

A word or prefix, such as “former” or “ex” which means a prior status is not allowed.

The only exception is the use of the word “retired.” However, the 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.

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.

The word “Retired” cannot be abbreviated or placed following any word or words that it modifies.

## **Name of a Political Party**

It is unacceptable to use the name of any qualified or unqualified political party as a ballot designation.

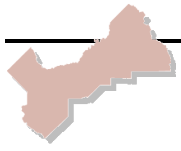
## **Racial, Religious or Ethnic Group**

It is unacceptable to use a word referring to a racial, religious, or ethnic group. If the candidate is a member of the clergy, the candidate may not refer to his or her specific denomination. However, the candidate may use his or her clerical title as a ballot designation.

Examples of acceptable designations are:

- |            |          |
|------------|----------|
| ❖ Rabbi    | ❖ Deacon |
| ❖ Pastor   | ❖ Monk   |
| ❖ Minister | ❖ Nun    |
| ❖ Priest   | ❖ Imam   |
| ❖ Bishop   |          |

C.C.R. §20716



## CANDIDATE STATEMENT OF QUALIFICATIONS

A Candidate Statement is information, provided by the candidate, concerning his or her education and qualifications. This is optional for the candidate. If provided, it will be printed in the Voter's Pamphlet section of the Fresno County Voter Information Guide. If a candidate chooses not to file a statement, they must sign a declaration stating this.

Any candidate for local nonpartisan office may submit a Candidate Statement to be printed in the Voter's Pamphlet portion of the Fresno County Voter Information Guide. U.S. Representative candidates and State Senate and Assembly legislative candidates who choose to keep their campaign spending under specific dollar limits may submit a Candidate Statement.

A Candidate Statement with payment is due at the time Nomination Signatures are filed. If no nomination signatures are required, it is due by the close of candidate filing.

## GENERAL PROCEDURE

If a candidate wishes to submit a candidate statement, they must adhere to the following procedure:

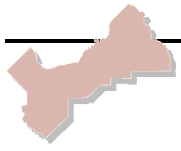
### **1. Provide an electronic copy of the statement to the County Clerk/Registrar of Voters**

A candidate statement must be provided electronically by the candidate to our office prior to the candidate filing their Nomination Signatures. This should be done by EMAIL, sending the document to [clerk-elections@fresnocountyca.gov](mailto:clerk-elections@fresnocountyca.gov). The candidate statement should be in Microsoft WORD format. Hand written statements or hand written edits to statements will not be accepted.

### **2. Counting Words**

Once the candidate is in the office and ready to file the candidate statement, the County Clerk/Registrar of Voters will print out a copy of the document received. They will then perform a word count (see the "Word Count" section in the guide). If the word count is above the maximum allowed, the statement will not be accepted as filed. The maximum allowed for U.S. Representative candidates and State Office candidates who choose to keep their campaign spending under a specified limit, is 250 words. All other candidates have a limit of 200 words.

E.C. §§13307(a), 13307.5, G.C. §85601



### 3. Pay the Cost Estimate

If the candidate statement submitted is below or meets the maximum word count, the candidate must pay the cost estimate at the time the candidate statement is submitted. The check should be made out to Fresno County Clerk.

Candidate statements are printed at the expense of the candidate. Candidates are required to prepay the estimated cost and will either be billed for the additional cost or refunded any overpayment after the election when actual costs are known. In the event of underpayment, candidates may be required to pay the balance of the cost incurred by the County, billed after the election. In the event of overpayment, Fresno County shall prorate the excess amount among the candidates for each race and refund the excess amount paid within 30 days of the election.

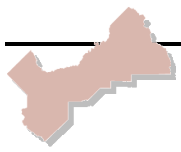
Estimated costs for candidate statements are based on the total costs of printing, handling, translating, and mailing the candidate statement, including costs incurred as a result of complying with the Federal Voting Rights Act of 1965. Fresno County is required to print all candidate statements in English and Spanish. Each candidate filing a statement is required to pay their pro rata share as a condition of having the statement included in the County Voter Information Guide.

### 4. Sign Declaration and File the Candidate Statement

Once the estimated cost is paid, the Elections Official will accept the statement for filing. When filing, the candidate must sign a declaration declaring that the information contained therein is true and correct.

**Statements shall be filed with the county elections official when nomination papers are returned for filing, or in the case of an election for which nomination papers are not required, no later than the 88th day prior to the election.**

Candidates are responsible for proofreading their own statement. The statement will be printed exactly as provided electronically. This office will not correct any misspellings or errors in grammar or punctuation. After filing by the deadline, the statement can be withdrawn, but not changed. The last day to withdraw a candidate statement is the first business day after the close of filing.



## GENERAL FORMAT

Statements will be printed in uniform type, style and spacing. Paragraphs should be indented and single-spaced, with no line spacing between paragraphs. NOTE: The County Clerk/Registrar of Voters may need to make adjustments to the candidate statement for space requirements in the county voter information guide. The statement may include the candidate's age, occupation, and a brief description of the candidate's education and qualifications.

### Header

In the header of the statement a candidate must state their name, and optionally may place their age and occupation. This is not included in the word count. Occupation is not restricted by ballot designation limitations; however, the occupation may not exceed 7 words in length.

### Description of Education, Qualifications, and Personal Background

The body of the candidate statement is a description of the candidate's education, personal background and qualifications. This section is limited by the word count (see below).

Statements must be written in the first person. For example:

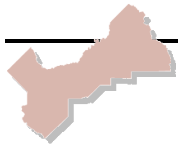
- "I am running..."
- "I went to....."
- "I believe...."

The statement cannot be written in 3rd person, quote other persons, and shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities. For example:

- "She is running..."
- "Jane Doe is running..."
- "My opponent is....."

### Formatting Not Permitted

- Extra indentations
- Any bold
- Underlining of words
- Italics
- Graphics
- Extra punctuation
- Capitalized words for added emphasis
- Bullets of any kind



## GENERAL GUIDELINES

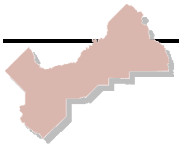
### Party Affiliation

Statements shall not include the party affiliation of the candidate nor membership or activity in partisan political organizations.

E.C. §13307

### Word Count Standards

Type	Description	Example
<b>PUNCTUATION MARKS</b>	Punctuation marks are not counted. However, symbols such as "&" (and), and "#" (number/pound) are not considered punctuation and each symbol is counted as one (1) word.	" " " " " " • , , , ,
<b>ALL PROPER NOUNS</b>	All proper nouns, including the names of individuals, things, and Geographical names (requiring a defined jurisdiction) are counted as one (1) word.	"City of San Joaquin", "City and County of San Francisco", "George Washington"
<b>ABBREVIATIONS and ACRONYMS</b>	Acronyms or abbreviations for a word, phrase, or expression are counted as one (1) word.	CSUF, PTA, UCSF, U.S.M.C.
<b>HYPHENATED WORDS</b>	Hyphenated words that appear in any generally available standard reference dictionary published in the U.S. at any time within the last 10 calendar years immediately preceding the election are counted as one (1) word. Be aware that many word processing programs will count a hyphenated word as one word even if it does not fit these criteria.	Attorney-at-law, full-time (as an adjective), in-law
<b>NUMERIC COMBINATIONS</b>	Numeric combinations will be counted as one (1) word.  Numeric combinations consisting of a combination of words and digits are counted as multiple words.	15000, 13 1/2, 5%, 06/01/1995, \$200,000  Six %, July 4, 2012, December Twenty-Fifth, \$15 million
<b>TELEPHONE and FAX NUMBERS</b>	Telephone and fax numbers are counted as (1) word.	(559)600-8683, 1-800-345-VOTE
<b>EMAIL ADDRESSES and WEBSITES</b>	Email addresses and websites are counted as (1) word.	www.co.fresno.ca.us/elections, myemail@co.fresno.ca.us



## SPECIAL CONSIDERATIONS

### **Order of Appearance in the Voter Pamphlet**

Statements will be printed in random order unless repositioned due to space considerations. Statements do not rotate.

### **Confidentiality**

Statements shall remain confidential until the expiration of the filing deadline for nomination papers for the office. Statements may be withdrawn, but not changed (except as specifically required by the elections official), during the period for filing nomination papers and until 5 p.m. of the next working day after the close of nomination period.

E.C. §13307(a)(3)

### **Public Examination**

After the deadline for filing nomination papers, anyone may examine any candidate statements and may purchase copies thereof.

During a 10-calendar day period commencing the day after the close of nomination, any voter of the jurisdiction in which the election is being held may seek a writ of mandate or an injunction requiring any or all of the material in a candidate's statement to be amended or deleted.

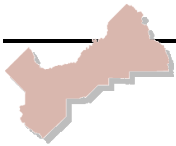
E.C. §13313(b)(1)

### **Liability**

Nothing in this section shall be deemed to make any such statement or the authors thereof free or exempt from any civil or criminal action or penalty because of any false, slanderous or libelous statements offered for printing or contained in the Voter Information Guide.

Any candidate who knowingly makes a false statement of material fact in a candidate statement prepared pursuant to Elections Code Section 11327 or 13307, with the intent to mislead the voters in connection with his or her campaign for nomination of election to a nonpartisan office is punishable by a fine not to exceed \$1,000.00.

EC §18351



## SAMPLE CANDIDATE STATEMENT

Shown below is a sample of a Candidate's Statement form. The upper portion stating the contest, name, age, and occupation is not included in the word count. The statement shown below has been typed, in upper and lower case, indented paragraph form.

Printed Candidate's  
Statement ▶ This example  
illustrates the candidate's  
statement as it will be  
printed in the County Voter  
Information Guide. All  
statements are printed in  
“indented paragraph” style.

\* Occupation and Age are  
optional.

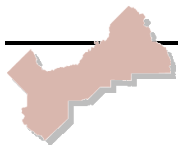
### CITY COUNCIL DISTRICT

Candidate's Name  
Occupation: Businesswoman\*

Age: 32\*

Education and Qualifications: I can bring to the office a diversity of viewpoints and experience. Born and raised in the Fresno area with my family still farming, I can appreciate the concerns of the environmentalist. On the other hand, having been in business since my undergraduate days at college and with my experience in the rental and real estate fields, I appreciate the housing requirements of our community. As a recent student, I understand their needs for a variety of housing choices and their frustration with high rental costs. I tend towards moderation and a real balancing of the competing segments of the community. I encourage differing viewpoints rather than the them and us concept.

I advocate a program to protect our neighborhoods from increasing overcrowding and visual blight. I support a shopping center in the city and would insist on a plan to encourage the commercial enterprises that complement our shopping needs. Our council should actively consider subsidized housing for senior citizens and perhaps others, but with implementation only after voter approval of a specific program.



## PROVISIONS OF THE CODE OF FAIR CAMPAIGN PRACTICES

*As found in Chapter 5 of Division 20 of the California Elections Code*

### ARTICLE 1. General Intent

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

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

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

### ARTICLE 2. Definitions

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

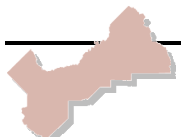
### ARTICLE 3. Code of Fair Campaign Practices

**20440.** At the time an individual is issued his or her declaration of candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the elections official shall give the individual a blank form of the code and a copy of this chapter. The elections official shall inform each candidate for public office that subscription to the code is voluntary.

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

The text of the code shall read, as follows:



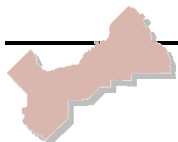


## CODE OF FAIR CAMPAIGN PRACTICES

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

THEREFORE:

- (1) I SHALL CONDUCT my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing without fear or favor the record and policies of my opponents or political parties that merit this criticism.
- (2) I SHALL NOT USE OR PERMIT the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or his or her personal or family life.
- (3) I SHALL NOT USE OR PERMIT any appeal to negative prejudice based on a candidate's actual or perceived race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age, sexual orientation, sex, including gender identity, or any other characteristic set forth in Section 12940 of the Government Code, or association with another person who has any of the actual or perceived characteristics set forth in Section 12940 of the Government Code.
- (4) I SHALL NOT USE OR PERMIT any dishonest or unethical practice that tends to corrupt or undermine our American system of free elections, or that hampers or prevents the full and free expression of the will of the voters including acts intended to hinder or prevent any eligible person from registering to vote, enrolling to vote, or voting.
- (5) I SHALL NOT coerce election help or campaign contributions for myself or for any other candidate from my employees.
- (6) I SHALL IMMEDIATELY AND PUBLICLY REPUDIATE support deriving from any individual or group that resorts, on behalf of my candidacy or in opposition to that of my opponent, to the methods and tactics that I condemn. I shall accept responsibility to take firm action against any subordinate who violates any provision of this code or the laws governing elections.



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

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

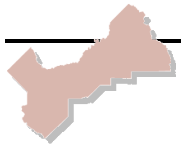
Date	Signature
------	-----------

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

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

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

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



## DATA REQUEST

The County Clerk/Registrar of Voters has data available for purchase, such as:

- Maps
- Campaign Filing Documents
- Voter Registration Information
- Statement of Vote
- Vote-by-Mail Information
- Prior-Election County Voter Information Guides

Data Requests can be obtained from the County Clerk/Registrar of Voters office. An Application to Purchase Voter Registration information and a signed Use Agreement (if applicable) is required, and payment received prior to the request being filled.

Please Note: Voter Registration Information is available for governmental, political, journalistic, or educational purposes only. An example of a person who does not have access to voter registration is a person (Such as relative, private investigators, skip tracers, process servers and attorneys) seeking to locate individuals, unless those persons are employed by or have been contracted by a public government agency.

E.C. §2188; 2 CCR §§19008(a)(7)(A)-(C), 19009

The Data Request application can be found online at: [www.vote fresnoco unty.com](http://www.vote fresnoco unty.com). Click on the Election Data category.

For additional information, please contact the County Clerk/Registrar of Voters at (559) 600-VOTE (8683) or E-mail: [ElectionsIT@fresnoco untyca.gov](mailto:ElectionsIT@fresnoco untyca.gov).



California Secretary of State  
BALLOT DESIGNATION WORKSHEET

(Elections Code §§ 13107, 13107.3, 13107.5; California Code of Regulations § 20711)

This entire form **must be completed**, or it will not be accepted, and you will **not** be entitled to a ballot designation. **DO NOT LEAVE ANY RESPONSE SPACES BLANK.** If information requested is not applicable, please write "N/A" in the space provided, otherwise the information **MUST** be provided. **UPON FILING, THIS WORKSHEET WILL BE A PUBLIC DOCUMENT.**

Candidate  
Information

1

Candidate Name:

Office:

Email:

Home Address:

Mailing Address:

Business Address:

Phone Number(s)

Business:

Home/Mobile:

Fax:

Attorney or  
Other  
Authorized  
Person  
Information

2

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

Address:

Phone Number(s)

Business:

Mobile:

Fax:

You may select as your ballot designation one of the following designations:

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

Proposed Ballot  
Designation(s)

3

Proposed Ballot Designation(s):

Alternate Ballot Designation(s) 1:

Alternate Ballot Designation(s) 2:

If your proposed ballot designation is pursuant to Elections Code § 13107(a)(3):

The professions, vocations or occupations relied upon to support my proposed ballot designation(s) constitute my primary, main or leading professions, vocations or occupations. **Initial** \_\_\_\_\_

**Translation of Proposed Designation:** Gender specific translations will default to the masculine form for uniformity in translation unless you specify otherwise: ( ) Masculine ( ) Feminine

In the spaces provided on the **next page(s)**:

- (a) Describe why you believe you are entitled to use the proposed ballot designation.
- (b) If your proposed ballot designation contains one or more slashes ("/") separating words in your ballot designation for separate principal profession(s), vocation(s), or occupation(s) (collectively known as "PVOs"), complete a justification section for each separate PVO.
- (c) Attach any documents or exhibits that you believe support your proposed ballot designation. **(Note: It is not necessary to provide copies of Certificates of Election if you are currently a seated member for a voter-nominated office).**
- (d) If using the title of an elective office, attach a copy of your certificate of election or appointment.
- (e) Any supporting documents will not be returned to you. **Do not submit originals.**

**It is your responsibility to justify your proposed ballot designation and to provide all requested details.**



California Secretary of State  
**BALLOT DESIGNATION WORKSHEET**  
(Elections Code §§ 13107, 13107.3, 13107.5; California Code of Regulations § 20711)

If your proposed ballot designation includes the word “volunteer,” indicate the title of your volunteer position and the name of the entity for which you volunteer along with a brief description of the type of volunteer work you do and the approximate amount of time involved. You may only use the ballot designation “community volunteer” if you volunteer for a 501(c)(3) charitable, educational, or religious organization, a governmental agency or an educational institution. You may not use “community volunteer” together with another designation.

If your proposed ballot designation contains **one or more slashes (“/”)** separating multiple principal profession(s), vocation(s), or occupation(s) (collectively known as “PVOs”), **complete a justification section for each separate PVO.**

**Justification for use of Proposed Ballot Designation(s)**  
If you are proposing alternate ballot designations, please provide justification for use of those on Page 3.

4

<b>Justification for use of 1<sup>st</sup> PVO:</b>		
Current or most recent job title:	Start Date:	End Date:
Employer Name or Business:		
<b>Person who can verify this information:</b>		
Name:	Phone Number(s):	Email:
<b>Justification for use of 2<sup>nd</sup> PVO:</b>		
Current or most recent job title:	Start Date:	End Date:
Employer Name or Business:		
<b>Person who can verify this information:</b>		
Name:	Phone Number(s):	Email:
<b>Justification for use of 3<sup>rd</sup> PVO:</b>		
Current or most recent job title:	Start Date:	End Date:
Employer Name or Business:		
<b>Person who can verify this information:</b>		
Name:	Phone Number(s):	Email:

**Before signing below, answer/initial the following questions. Does your proposed ballot designation:**

- |  |  |               |
|--|--|---------------|
| 1) Use only a portion of the title of your current elected office?   | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 2) Non-judicial candidates: Use only the word “Incumbent” for an elective office to which you were appointed?                  | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 3) Use more than three total words for your principal professions, vocations, or occupations?                                  | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 4) Suggest an evaluation of you, such as outstanding, leading, expert, virtuous, or eminent?                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 5) Refer to a status (Veteran, Activist, Founder, Scholar), rather than a profession, vocation, or occupations?                | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 6) Abbreviate the word “retired”?  | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 7) Place the word “retired” after the words it modifies? Example: Accountant, retired  | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 8) Use a word or prefix (except “retired”) such as “former” or “ex-” to refer to a former profession, vocation, or occupation? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 9) Use the word “retired” along with a current profession, vocation, or occupation? Example: Retired Firefighter/Teacher       | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 10) Use the name of a political party or political body?   | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 11) Refer to a racial, religious, or ethnic group?   | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 12) Refer to any activity prohibited by law?   | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |

**If the answer to any of these questions is “yes,” your proposed ballot designation is likely to be rejected.**

X

Candidate’s Signature

Date Signed: Month/Day/Year

For your reference, attached are Elections Code sections 13107, 13107.3, and 13107.5, and California Code of Regulations (CCR), title 2, section 20711. You also may wish to consult CCR, title 2, sections, 20712-20719 (found at [www.sos.ca.gov](http://www.sos.ca.gov)).



**California Secretary of State**  
**BALLOT DESIGNATION WORKSHEET**  
(Elections Code §§ 13107, 13107.3, 13107.5; California Code of Regulations § 20711)

**COMPLETE THIS PAGE ONLY IF one or more Alternate Ballot Designation(s) are provided. If this page is not applicable, please initial: \_\_\_\_\_.**

Justification for  
Alternate Ballot  
Designation(s) 1

A

<b>Justification for use of 1<sup>st</sup> PVO:</b>		
Current or most recent job title:	Start Date:	End Date:
Employer Name or Business:		
<b>Person who can verify this information:</b>		
Name:	Phone Number(s):	Email:
<b>Justification for use of 2<sup>nd</sup> PVO:</b>		
Current or most recent job title:	Start Date:	End Date:
Employer Name or Business:		
<b>Person who can verify this information:</b>		
Name:	Phone Number(s):	Email:
<b>Justification for use of 3<sup>rd</sup> PVO:</b>		
Current or most recent job title:	Start Date:	End Date:
Employer Name or Business:		
<b>Person who can verify this information:</b>		
Name:	Phone Number(s):	Email:

Justification for  
Alternate Ballot  
Designation(s) 2

B

<b>Justification for use of 1<sup>st</sup> PVO:</b>		
Current or most recent job title:	Start Date:	End Date:
Employer Name or Business:		
<b>Person who can verify this information:</b>		
Name:	Phone Number(s):	Email:
<b>Justification for use of 2<sup>nd</sup> PVO:</b>		
Current or most recent job title:	Start Date:	End Date:
Employer Name or Business:		
<b>Person who can verify this information:</b>		
Name:	Phone Number(s):	Email:
<b>Justification for use of 3<sup>rd</sup> PVO:</b>		
Current or most recent job title:	Start Date:	End Date:
Employer Name or Business:		
<b>Person who can verify this information:</b>		
Name:	Phone Number(s):	Email:



**California Secretary of State**  
**BALLOT DESIGNATION WORKSHEET**  
(Elections Code §§ 13107, 13107.3, 13107.5; California Code of Regulations § 20711)

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

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

(1) Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which the candidate was elected by vote of the people.

(2) The word "incumbent" if the candidate is a candidate for the same office which the candidate holds at the time of filing the nomination papers, and was elected to that office by a vote of the people. A candidate shall not use the word "incumbent" if the candidate was elected to their office in an at-large election and is a candidate in a district-based election.

(3) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.

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

(b) (1) Except as specified in paragraph (2), for candidates for judicial office, immediately under the name of each candidate, and not separated from the name by any line, only one of the following designations may appear at the option of the candidate:

(A) Words designating the city, county, district, state, or federal office held by the candidate at the time of filing the nomination documents.

(B) The word "incumbent" if the candidate is a candidate for the same office that the candidate holds at the time of filing the nomination papers.

(C) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.

(2) For a candidate for judicial office who is an active member of the State Bar employed by a city, county, district, state, or by the United States, the designation shall appear as one of the following:

(A) Words designating the actual job title, as defined by statute, charter, or other governing instrument.

(B) One of the following ballot designations: "Attorney," "Attorney at Law," "Lawyer," or "Counselor at Law." The designations "Attorney" and "Lawyer" may be used in combination with one other current principal profession, vocation, or occupation of the candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.

(3) A designation made pursuant to subparagraph (A) of paragraph (1) or paragraph (2) shall also contain relevant qualifiers, as follows:

(A) If the candidate is an official or employee of a city, the name of the city shall appear preceded by the words "City of."

(B) If the candidate is an official or employee of a county, the name of the county shall appear preceded by the words "County of."

(C) If the candidate is an official or employee of a city and county, the name of the city and county shall appear preceded by the words "City and County."

(D) If the candidate performs quasi-judicial functions for a governmental agency, the full name of the agency shall be included.

(c) A candidate for superior court judge who is an active member of the State Bar and practices law as one of the candidate's principal professions shall use one of the following ballot designations as the candidate's ballot designation: "Attorney," "Attorney at Law," "Lawyer," or "Counselor at Law." The designations "Attorney" and "Lawyer" may be used in combination with one other current principal profession, vocation, or occupation of the candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.

(d) For purposes of this section, all California geographical names shall be considered to be one word. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, including a generally available standard reference dictionary published online, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.

(e) The Secretary of State and any other elections official shall not accept a designation of which any of the following would be true:



**California Secretary of State**

**BALLOT DESIGNATION WORKSHEET**

(Elections Code §§ 13107, 13107.3, 13107.5; California Code of Regulations § 20711)

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

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

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

(2) If a candidate fails to provide a designation that complies with subdivision (a) or (b) within the three-day period specified in paragraph (1), a designation shall not appear after the candidate’s name.

(g) A designation given by a candidate shall not be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the elections official as specified in subdivision (f) or as provided in subdivision (h). The elections official shall maintain a copy of the ballot designation worksheet for each candidate that appears on the ballot in the county for the same period of time as applied to nomination documents pursuant to Section 17100.

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

(i) In all cases, the words so used shall be printed in a manner consistent with the space requirements of Sections 13207 and 13211.

(j) If a foreign language translation of a candidate’s designation is required under the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10101 et seq.), as amended, to appear on the ballot in addition to the English language version, it shall be as short as possible, as consistent as is practicable with this section, and shall employ abbreviations and initials wherever possible in order to avoid undue length.

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

- (a) A candidate who submits a ballot designation pursuant to subdivision (a) of Section 13107 shall file a ballot designation worksheet that supports the use of that ballot designation by the candidate, in a format prescribed by the Secretary of State.
- (b) The ballot designation worksheet shall be filed with the elections official at the same time that the candidate files his or her declaration of candidacy.
- (c) In the event that a candidate fails to file a ballot designation worksheet in accordance with subdivision (a), no designation shall appear under the candidate’s name on the ballot.

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

- (a) A candidate’s ballot designation as “community volunteer” shall constitute a valid principal vocation or occupation for purposes of subdivision (a) of Section 13107, if not otherwise in violation of any of the restrictions set forth in that section, and subject to the following conditions:
  - (1) A candidate’s community volunteer activities constitute his or her principal profession, vocation, or occupation.
  - (2) A candidate is not engaged concurrently in another principal profession, vocation, or occupation.
  - (3) A candidate may not use the designation of “community volunteer” in combination with any other principal profession, vocation, or occupation designation.
- (b) The Secretary of State shall by regulation define what constitutes a community volunteer for purposes of this section.





**California Secretary of State**

**BALLOT DESIGNATION WORKSHEET**

(Elections Code §§ 13107, 13107.3, 13107.5; California Code of Regulations § 20711)

***For your reference, California Code of Regulations section 20711 is reproduced below:***

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

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

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

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

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

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

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

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

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

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

(B) If the candidate is a judicial officer and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently holds and may attach either (A) a copy of his or her Certificate of Election or (B) a copy of his or her commission or certificate of appointment, issued at the time the candidate was appointed to the judicial office which he or she currently occupies;

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

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

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

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

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

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

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

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

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

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

## California Department of Transportation

DIVISION OF TRAFFIC OPERATIONS  
P.O. BOX 942873, MS-36 | SACRAMENTO, CA 94273-0001  
(916) 654-6473 | TTY 711  
[www.dot.ca.gov/programs/traffic-operations/oda](http://www.dot.ca.gov/programs/traffic-operations/oda)



Dear Candidate or Committee Member:

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

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

A Temporary Political Sign meets the following criteria:

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

A completed Statement of Responsibility must be submitted to:

Division of Traffic Operations  
Outdoor Advertising Program  
P.O. Box 942873, MS-36  
Sacramento, CA 94273-0001

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

State law directs the Department of Transportation to remove unauthorized Temporary Political Signs and bill the responsible party for their removal. We are calling these provisions to your attention to avoid possible embarrassment or inconvenience to you and your supporters. Please share this information with those assisting in your campaign.

Should you have any questions, comments or need additional information, please call (916) 654-6473.

Enclosure

ODA-0027

*"Provide a safe and reliable transportation network that serves all people and respects the environment"*

**STATEMENT OF RESPONSIBILITY  
FOR TEMPORARY POLITICAL SIGNS**

ODA-0027 (REV 10/2022)

Election Date: \_\_\_\_\_ March \_\_\_\_\_ November Other: \_\_\_\_\_

Candidate's Name: \_\_\_\_\_

Office sought or Proposition Number: \_\_\_\_\_

County where sign(s) will be placed: \_\_\_\_\_

Number of signs to be placed: \_\_\_\_\_

**RESPONSIBLE PARTY:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number (Include Area Code): \_\_\_\_\_

Email (Optional): \_\_\_\_\_

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

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

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

**Mail Statement of Responsibility to:**

Department of Transportation  
Division of Traffic Operations  
Outdoor Advertising Program  
P.O. Box 942873, MS-36  
Sacramento, CA 94273-0001  
Email: [ODA@dot.ca.gov](mailto:ODA@dot.ca.gov)

**ADA Notice**

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at [Forms.Management.Unit@dot.ca.gov](mailto:Forms.Management.Unit@dot.ca.gov).



## March 18, 2024, Special Municipal Election Calendar

All code sections are the Elections Code, unless otherwise noted. Following the filing period dates, the number of days prior to or after the election is provided (E = Election day, followed by the number of days prior to (-) or after (+) election day). If there is an asterisk (\*) by the date, the deadline falls on a weekend or holiday and, in most cases, has been moved to the next business day. For dates applicable to state contests, and state initiatives visit the Secretary of State's Office at [www.sos.ca.gov](http://www.sos.ca.gov).

What	Who	Codes	E(-)/(+) Date	Dates
City Deliver Notice of Election to County Clerk/ROV	Districts, Cities, & County Clerk/ROV	§§10509, 10522, 10524, 15651	-96	12/12/2024

City Clerk deliver Notice of Election listing the elective offices to be filled and any measure (if known at the time) to be voted on and to deliver a map of the District or City to the Elections Department. Cities and special districts should include the notice how a tie vote will be resolved.

Statement Of Registration	County Clerk/ROV	§2187(c)(4)	-102	12/6/2024
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The County Clerk/Registrar of Voters Office shall send to the Secretary of State a summary statement of the number of voters registered as of the 123rd day before the date of the presidential general election, together with a current copy of the voter file on magnetic tape or in index form.

Candidate Nomination Period	Candidates	§10510	-90 to -88	12/18/2024 to 12/20/2024
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Candidate filing period for candidates running for city, special district, and school district offices. Forms are obtained from and filed with the county Elections Department. *Candidates running for a city office may file with their City Clerk.*

Candidate Statement of Qualifications Period	Candidates	§13307, 13311	-90 to -88	12/18/2024 to 12/20/2024
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Between these dates, candidates may prepare a statement of qualifications, not to exceed 200 words, to be included in the county Voter Information Guide. The statement shall be filed and paid for at the time Nomination Forms are issued. For offices that do not require Nomination Forms, the statement shall be filed and paid for at the time the Declaration of Candidacy is filed. The statement may not be changed but may be withdrawn up until 5pm on August 12 if the contest closes on August 9 or August 15 if the contest closes on August 14 after the extension period. Any candidate for state legislative office who accepts voluntary expenditure limits may submit a 250-word Statement of Qualifications. The statement will be printed at the candidate's expense and may not make any reference to any opponent of the candidate. See the campaign guide for costs of statements and guidelines on submitting a statement of qualifications.

All Campaign Filings	Candidates & Committees	Gov. Code §§87200 et seq., 87500, 84200, 84218	Dates fixed by Law	
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Refer to City Clerk

Change of Candidate's Ballot Designation	Candidates	§13107(h)	-88	12/20/2024
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Last day for candidates to request in writing to the Fresno County Clerks' office that a different ballot designation be used for the November election than the designation used at the March primary election. Candidate must complete a new Ballot Designation Form.



## March 18, 2024, Special Municipal Election Calendar

<b>File Or Withdraw Nomination Documents Last Day</b>	<b>Candidates &amp; County Clerk/ROV</b>	<b>§§8020, 8800, 10220, 10407, Gov.Code §87201</b>	<b>-88</b>	<b>12/20/2024</b>
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All nomination documents must be filed no later than 5 p.m. on this date: Final date for filing the following required documents: Declaration of Candidacy; Nomination papers; Candidate Qualifications; Statement of Economic Interests (only if required by the jurisdiction's Conflict of Interest Code or state law). Final date for filing the following optional documents: Code of Fair Campaign Practices; Candidate's Statement of Qualifications. Recommended date for filing the Officeholder and Candidate Campaign Statement – Short Form (California Form 470) if the candidate does not intend to raise or spend \$1,000 or more in connection with seeking or holding office. No candidate whose Declaration of Candidacy has been filed for any primary election may withdraw as a candidate at that primary election.

<b>Statement of Qualifications Withdrawal Local Nonpartisan Offices</b>	<b>Candidates/County Clerk/ROV</b>	<b>§13307</b>	<b>-88</b>	<b>12/20/2024</b>
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Last day for any candidate, who so desires, to withdraw his or her Statement of Qualifications (unless there is an extension of the nomination period). Statements may be withdrawn (but not changed) during the period for filing nomination papers and until 5 p.m. on the next regular business day following the close of the nomination (or extended nomination) period for the office.

<b>Public Examination of Materials Required To Be Filed By The 88<sup>th</sup> Day</b>	<b>Public &amp; County Clerk/ROV</b>	<b>§§9190, 9295, 9380, 9509, 13313</b>	<b>-87 to -78</b>	<b>12/21/2024 to 12/30/2024</b>
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Not less than 10 days before the County Clerk/Registrar of Voters Office submits any election materials for printing, the Registrar shall make a copy of such materials available for public examination in the County Clerk/Registrar of Voters Office. A fee may be charged to anyone who wishes to obtain a copy of the materials. During the 10-calendar-day review period provided by this section, any voter of the jurisdiction in which the election is being held, or the County Clerk/Registrar of Voters Office, may seek a writ of mandate or an injunction requiring any or all such materials to be amended or deleted. A peremptory writ of mandate or an injunction shall be issued only upon clear and convincing proof that the material in question is false, misleading, or inconsistent with the requirements of Chapters 2-6 of Division 9 or Chapter 3 of Division 6 of the Elections Code, and that issuance of the writ or injunction will not substantially interfere with the printing or distribution of official election materials as provided by law.

<b>Randomized Alphabet</b>	<b>Secretary of State &amp; County Clerk/ROV</b>	<b>§§13111, 13112</b>	<b>-85</b>	<b>12/23/2024</b>
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The Secretary of State shall conduct a drawing of the alphabet to determine the order of the names of the candidates to appear on the ballot. The resulting random order of letters constitutes the alphabet for all offices other than multi-county state legislative offices. In addition, and only if applicable, the candidates' names will be rotated pursuant to E.C. §13111. For candidates for multi-county state legislative offices, the County Clerk/Registrar of Voters Office in each affected county shall conduct a randomized alphabet drawing. The result of each county's drawing shall be used only to determine the order of the names of candidates for multi-county legislative offices within such county.

<b>Statement of Registration</b>	<b>County Clerk/ROV</b>	<b>§§2185, 2187, 2190</b>	<b>-50</b>	<b>1/27/2025</b>
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The County Clerk/Registrar of Voters Office shall send to the Secretary of State a summary statement of the number of voters registered as of the 60th day before the date of the primary election, together with a current copy of the voter file on magnetic tape or in index form. Upon written request from the chairperson of any county central committee/county council, the County Clerk/Registrar of Voters Office shall make available not less than 30 days prior to the election, a copy of the above referenced tape; and shall make available not less than 25 days prior to the election no more than two copies or, if available, one copy in an electronic form of indices of said voters.



## March 18, 2024, Special Municipal Election Calendar

<b>Statement of Write-In Candidacy</b>	<b>Candidates</b>	<b>§§8600-8606</b>	<b>-57 to -14</b>	<b>1/20/2025 to 3/4/2025</b>
During this period write-in candidates must file their Statement of Write-in Candidacy and Nomination Papers with the county elections official.				
<b>Mailing of UOCAVA Ballots</b>	<b>County Clerk/ROV</b>	<b>§3105 (b)(1)</b>	<b>-60 to -45</b>	<b>1/17/2025 to 2/1/2025</b>
The elections official shall send a Vote-by-Mail ballot to all eligible military and overseas voter (UOCAVA) not earlier than 60 days and not later than 45 days.				
<b>Vote-by-Mail Ballots Mailed to all Voters</b>	<b>County Clerk/ROV</b>	<b>§§3001, 3003, 3017, 3021</b>	<b>-29</b>	<b>2/17/2025</b>
All active registered voters will receive a ballot in the mail. Voters can vote in person or obtain a replacement ballot at any Vote Center within the county, and from the county elections office.				
<b>Process Vote By Mail Ballots</b>	<b>County Clerk/ROV</b>	<b>§15101</b>	<b>-29</b>	<b>2/17/2025</b>
First day the County Clerk/Registrar of Voters Office may begin to open, prepare and machine read Vote by Mail ballots for the upcoming election. No results may be released until after the polls are closed on Election Day.				
<b>Ballot Dropoff Locations Open</b>	<b>County Clerk/ROV</b>	<b>§4005.(1)(B)</b>	<b>-29</b>	<b>2/17/2025</b>
24-hour official county ballot drop off locations open to receive ballots.				
<b>Close of Registration</b>	<b>County Clerk/ROV</b>	<b>§§2102, 2107, 2115, 2116, 2152</b>	<b>-15</b>	<b>3/3/2025</b>
Last day for any qualified elector to register or re-register to vote in the upcoming election. A person, who has moved, changed his or her name or who wishes to change political party affiliation must re-register by this date.				
<b>Noticeo of Central Counting Place</b>	<b>County Clerk/ROV</b>	<b>§12109</b>	<b>-10</b>	<b>3/8/2025</b>
The County Clerk/Registrar of Voters Office shall publish, at least 10 days before the election, in a newspaper of general circulation in the jurisdiction, a notice specifying the public place to be used to tally votes when ballots are to be counted in a central counting place.				
<b>Statement of Registration</b>	<b>County Clerk/ROV</b>	<b>§2187(d)(3), 2187(d)(5)</b>	<b>-7</b>	<b>3/11/2025</b>
The County Clerk/Registrar of Voters Office shall send to the Secretary of State a summary statement of the number of voters registered as of the 15th day before the date of the primary election and general election, together with a current copy of the voter file on magnetic tape or in index form.				



## March 18, 2024, Special Municipal Election Calendar

<b>Vote By Mail Ballots</b>	<b>Voters/County Clerk/ROV</b>	<b>§§3001, 3021</b>	<b>-7</b>	<b>3/11/2025</b>
Last day for the County Clerk/Registrar of Voters Office to receive and process Vote by Mail ballot requests by mail for the upcoming election. After this date, any voter may request in-person to obtain a Vote by Mail ballot. Voters unable to request a ballot in person may designate in writing any person as an authorized agent to obtain and return the Vote by Mail ballot on their behalf.				
<b>Election Day</b>	<b>Voters/County Clerk/ROV</b>	<b>§§3017, 3020, 3021, 10541, 14212</b>	<b>0</b>	<b>3/18/2025</b>
Polls are open from 7 a.m. to 8 p.m. on Election Day. Vote by Mail ballots may be returned in person or by authorized agent not later than 8 p.m. either to the County Clerk/Registrar of Voters Office or to any Vote Center in the county.				
<b>Official Canvass</b>	<b>County Clerk/ROV</b>	<b>§§362, 15301, 15360</b>	<b>2</b>	<b>3/20/2025</b>
Last day the County Clerk/Registrar of Voters Office may begin the Official Canvass of the votes cast. During the Official Canvass of every election in which a voting system is used, the County Clerk/Registrar of Voters Office shall conduct a public manual tally of ballots cast in 1% of the precincts chosen at random by the elections official. In addition to the 1% count, the County Clerk/Registrar of Voters Office shall tally one additional precinct for each contest not included in the initial group of precincts.				
<b>Last Day to Receive Vote-by-Mail Ballot by Mail Post Marked Election Day</b>	<b>County Clerk/ROV</b>	<b>§4103</b>	<b>7</b>	<b>3/25/2025</b>
If a vote-by-mail ballot is received by the voter's elections official via the United States Postal Service or a bona fide private mail delivery company no later than three days after election day and either (1) the ballot is postmarked on or before election day or is time stamped or date stamped by a bona fide private mail delivery company on or before election day or if the ballot has no postmark, a postmark with no date, or (2) an illegible postmark, the vote by mail ballot identification envelope is date stamped by the elections official upon receipt of the vote by mail ballot from the United States Postal Service or a bona fide private mail delivery company, or and is signed and dated on or before election day it shall be determined to be timely cast.				
<b>Completion of Canvass</b>	<b>County Clerk/ROV</b>	<b>§15372</b>	<b>30</b>	<b>4/17/2025</b>
The Official Canvass of the election must be completed not later than this date and results certified to the governing body of each jurisdiction for adoption. In the case of elections conducted on the first Tuesday after the first Monday in November of odd-numbered years, the Official Canvass must be completed no later than the last Monday before the last Friday of that month.				
<b>Declare Candidates Elected</b>	<b>County Clerk/ROV</b>	<b>§§15400, 15401</b>	<b>28</b>	<b>4/15/2025</b>
Upon receipt of the Certification of Results from the County Clerk/Registrar of Voters Office, the governing body shall meet to adopt the certification. For all county and local offices, the County Clerk/Registrar of Voters Office shall prepare and deliver to each person elected a Certificate of Election.				
<b>Certificate of Election</b>	<b>County Clerk/ROV</b>	<b>§15401</b>	<b>38</b>	<b>4/25/2025</b>
The elections official shall make out and deliver to each person elected, or nominated as declared by the governing body a certificate of election or nomination, signed and authenticated by the elections official.				