

Presidential General Election

November 3, 2020

Candidate Guide

SHUTTERSTOCK



1555 Berger Drive, Bldg. 2
San Jose, California 95112
1.408.299.VOTE (8683) • www.sccvote.org

NOTICE

All information in this guide is subject to change.

No duty is imposed upon the Office of the Registrar of Voters to determine whether a candidate meets the requirements for holding office. The Declaration of Candidacy, which each candidate must sign under penalty of perjury, states that the candidate meets the statutory and/or constitutional qualifications for office (including, but not limited to, citizenship, residency, etc.).

This guide is intended to provide general information concerning the nomination and election of candidates and does not have the force and effect of law, regulation, or rule. It is distributed with the understanding that neither the Secretary of State nor the Office of the Registrar of Voters is rendering legal advice, and, that, this information is not to be a substitute for legal counsel for the individual, organization, or candidate using it for resource purposes.

In case of conflict, or amendments to law, regulation, or rule that take effect after the publication of this document, the law, regulation or rule will apply.

Unless otherwise indicated, all code section references are to the California Elections Code.

County of Santa Clara

Registrar of Voters

1555 Berger Drive, Bldg. 2
San Jose, CA 95112
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(408) 299-VOTE (8683) 866-430-VOTE (8683) FAX: (408) 998-7314
www.sccvote.org



Dear Candidate:

I understand that this year has been very difficult for the world, our country, and our community. We must, however, continue to sustain our democratic process, which includes running for public office. Your candidacy provides voters in Santa Clara County a choice and hope for the future.

There are many requirements associated with being a candidate. We have prepared this Candidate Guide to assist you in understanding these requirements. It contains valuable information regarding qualifications and terms of office, nomination procedures and forms, fees, and important dates and deadlines.

Please keep in mind that this Candidate Guide is intended to be a resource and is not comprehensive nor does it constitute or substitute for legal advice. You are encouraged to seek legal counsel on questions of law.

We also recommend that you file as early as possible to ensure that your documents are complete and accurate. Filing deadlines are absolute. Waiting until the end of the filing period could result in your name not being on the ballot if your documents are incomplete or in error.

A new point of interest in the 2020 election year is the Voter's Choice Act (VCA) implementation. Under the new law, voters will choose the days and ways they vote in an election. For VCA information and materials, please contact our Voter Education & Outreach Team at Outreach@rov.sccgov.org or (408) 299-POLL [7655].

The Office of the Registrar of Voters is open Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., not including holidays. We are located at 1555 Berger Dr., Bldg. 2, San Jose, CA 95112.

We want to provide you assistance that will make seeking office easier and an enjoyable learning experience. If you have any suggestions for improving this guide or our services, please let us know. If you have any questions or need additional information, please contact the Candidate Services Division at (408) 282-3000.

Best wishes to you in your campaign.

Sincerely,

A handwritten signature in cursive script that reads "Shannon Bushey".

Shannon Bushey
Office of the Registrar of Voters
County of Santa Clara

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CHAPTER 1

General Information

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Voter's Choice Act

The Future of Voting

The County of Santa Clara Office of the Registrar of Voters is modernizing voting and providing voters with greater flexibility and convenience.

During the Presidential General Election:

- ❖ Every registered voter will receive a Vote by Mail ballot starting 29 days before Election Day
- ❖ Voters can vote in person at any of the Vote Centers in Santa Clara County
- ❖ Vote Centers will be open throughout the County on for three days before and on Election Day
- ❖ Vote Centers will offer more space, additional services, and new enhanced voting equipment

Choosing When, Where, and How to Vote!

AVAILABLE VOTE-BY-MAIL (VBM) OPTIONS

- ❖ **MAIL** your VBM ballot in the postage-paid return envelope provided
- ❖ **PLACE** your VBM ballot in an Official Ballot Drop Box located throughout the county
- ❖ **RETURN** your VBM ballot to any Vote Center in the county
- ❖ **VOTE in person** at any Vote Center in the county
 - **WHEN:** Any day from October 31 to November 3, 2020¹
 - **WHERE:** Visit any Vote Center located throughout the county*
 - **HOW:** Vote on a paper ballot or on a new voting machine

** The Registrar of Voters' main office will be open for early voting starting 29 days before Election Day.*

VOTER'S CHOICE ACT (VCA) IMPLEMENTATION

The Voter's Choice Act is a new voting model passed by the California State Legislature in 2016. The new model was successfully implemented in several counties including San Mateo, Sacramento, Napa, Nevada, and Madera during the 2018 elections. Two of the state's largest counties, Los Angeles and Orange, along with the County of Santa Clara, are implementing the new voting model for the 2020 elections. For more information on the Voter's Choice Act, please call toll free (866) 430-VOTE (8683) or email voterschoice@rov.sccgov.org.

On May 8, 2020, Governor Newsom issued Executive Order N-64-20 calling for the November 3, 2020, General Election to be conducted as an all Vote-by-Mail ballot election. On June 3,

¹ Due to the public health emergency, and pursuant to Executive Order N-67-20, the Office of the Registrar of Voters is not required to open Vote Centers for ten days prior to the November 2020 election. However, if some Vote Centers are open prior to October 31, 2020, the Office of the Registrar of Voters will publicize those locations, dates, and hours.

2020, Governor Newsom issued Executive Order N-67-20 setting forth requirements for in-person voting opportunities for all counties, including Voter's Choice Act counties.

In-person Voting Opportunities

County elections officials are encouraged to provide as many in-person voting locations in their jurisdiction as were available at the March 2020 Presidential Primary Election. However, at a minimum and pursuant to Governor's Executive Order N-67-20, for the November 3, 2020, Presidential General Election, county elections officials are authorized to provide in-person voting locations as follows:

Voter's Choice Act (VCA) counties shall continue to provide at least one in-person voting location per 10,000 registered voters within the county from E-3 through Election Day, however, are not required to open any vote center prior to E-3.

Counties are nevertheless encouraged to open vote centers earlier, where feasible and as conditions warrant, to maximize opportunities for voter participation. The minimum operating hours set forth in Elections Code sections 4005 and 4007 have not been affected by any executive order. Please refer to sccvote.org/votehere for further information on vote center days and hours of operations.

Additionally, VCA counties are not required to conduct any in-person public meetings or workshops in connection with the preparation of plans for the administration of this election, as provided for in Elections Code section 4005(a)(10), as long as a draft of each such plan is posted on the county elections official's website in a manner consistent with Elections Code section 4005(a)(10)(E)(iii) and the county elections official accepts public comment on the draft [Election Administration Plan \(EAP\)](#) for at least 10 days.

VCA counties are encouraged to take additional steps, where feasible, to facilitate and encourage public participation in the development of their plans.

The minimum number of in-person voting locations should be based upon voters registered as of August 7, 2020 (E-88).

Vote-by-Mail Ballot Drop-off Opportunities

The effect of Executive Order N-67-20 is that all counties are required to provide:

- at least one ballot drop-off location for every 15,000 registered voters within their jurisdiction, and
- not less than two ballot drop-off locations within their jurisdiction, regardless of the number of registered voters.

In the event this number of drop-off locations is less than what was available at the March 2020 Presidential Primary Election in their jurisdiction, county elections officials are encouraged to provide at least that same number of drop-off locations.

Please visit sccgov.org/votehere for updated information.

Presidential General Election Calendar

November 3, 2020

DATE	ACTION
July 13, 2020	Nomination period opens. Candidates may pick up nomination packets at the Office of the Registrar of Voters.
July 28, 2020	Last day that any run-off candidate may request in writing a different ballot designation than that used at the primary election. To do so, candidates must submit a written request to the Office of the Registrar of Voters no later than 98 days prior to the November election. (For state offices, request should be made to both the Secretary of State, and the county elections official).
July 31, 2020*	Semi-annual Campaign Statement due for period 1/1/20 to 6/30/20.
August 5, 2020 – November 3, 2020	Report of Campaign Contributions and Independent Expenditures of \$1,000 or more to/from a single source due within 24 hours of receipt or expenditure.
August 7, 2020	Nomination period closes. Deadline to file all necessary documents. Incumbents must file by this deadline. Deadline to file a candidate statement (optional) and payment to be printed in the Voter Information Guide including run-off candidates.
August 13, 2020	The Secretary of State and the local election officials shall conduct the randomized alphabet drawings at 11 a.m.
September 8, 2020 – October 20, 2020	Period for Write-In candidates to file their statements of write-in candidacy and nomination papers (not available for voter nominated offices).
September 24, 2020	Pre-election Campaign Statement due for period 7/1/20 to 9/19/20.
October 20, 2020	Last day to register to vote in the November Election.
October 20, 2020 – November 3, 2020	Conditional Voter Registration and Voting Period: Eligible citizens who missed the 15-day registration deadline can go to their county election office or a vote center to register and vote conditionally.
October 22, 2020	Pre-election Campaign Statement due for period 9/20/20 to 10/17/20.
October 27, 2020	Last day to request Vote by Mail ballot to be sent by mail.
November 3, 2020	ELECTION DAY
December 3, 2020	Official Canvas of Vote: Office of the Registrar of Voters to certify election results by December 3, 2020.

*Voluntary Expenditure Ceiling Limit Agreement and the FPPC Form 501 are due for candidates of County offices prior to accepting any contributions.

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LIST OF OFFICES

Elementary School Districts

<u>District</u>	<u>Offices to be Filled</u>	<u>District</u>	<u>Offices to be Filled</u>
Alum Rock Union	2	Berryessa Union	2
Cambrian	2	Campbell Union, Trustee Areas 2 & 3	1 Seat per Trustee Area
Cupertino Union	2	Evergreen	2
Franklin-McKinley	2	Lakeside Joint*	2
Loma Prieta Joint Union*	2	Los Altos Union	2
Los Gatos Union	2	Luther Burbank	2 Full Term 1 Short Term
Moreland Trustee Areas 1 & 5	1 Seat Per Trustee Area	Mountain View Whisman	3
Mount Pleasant	2	North County Joint Union**	3
Oak Grove Trustee Areas 1 & 4	1 Seat per Trustee Area	Orchard	2
Saratoga Union	2	Sunnyvale	2
Union	2		

High School Districts

<u>District</u>	<u>Offices to be Filled</u>	<u>District</u>	<u>Offices to be Filled</u>
Campbell Union Trustee Areas 4 & 5	1 Seat per Trustee Area	East Side Union	2
Fremont Union	2	Los Gatos-Saratoga Union*	2
Mountain View-Los Altos Union	2	San Benito** Trustee Area 1	1

* Joint with Santa Cruz County
 **Joint with San Benito County

Unified School Districts

<u>District</u>	<u>Offices to be Filled</u>	<u>District</u>	<u>Offices to be Filled</u>
Gilroy Trustee Areas 2, 3, 5 & 6	3 Full Term 1 Short Term	Milpitas	2
Morgan Hill, Trustee Areas 5, 6 & 7	1 Seat per Trustee Area	Palo Alto	3
San Jose, Trustee Areas 1, 3 & 5	1 Seat per Trustee Area	Santa Clara, Trustee Area 2	2
Santa Clara, Trustee Area 3	1		

Community College Districts

<u>District</u>	<u>Offices to be Filled</u>	<u>District</u>	<u>Offices to be Filled</u>
Foothill-De Anza	3	Gavilan Joint, Trustee Areas 2, 4 & 6**	1 Seat per Trustee Area
San Jose-Evergreen, Trustee Areas 1, 3, 5 & 7	1 Seat per Trustee Area	West Valley-Mission, Trustee Areas 1, 2, 4 & 6	1 Seat per Trustee Area

San Benito County Board of Education

<u>District</u>	<u>Offices to be Filled</u>
Trustee Area 1	1

Santa Clara County Board of Education

<u>District</u>	<u>Offices to be Filled</u>
Trustee Areas 1, 3, 4 & 5	1 Seat per Trustee Area

* Joint with Santa Cruz County
 **Joint with San Benito County

Special Districts

<u>District</u>	<u>Offices to be Filled</u>	<u>District</u>	<u>Offices to be Filled</u>
Aldercroft Heights County Water	3	Burbank Sanitary	2 Full Term / 1 Short Term
Cupertino Sanitary	3	El Camino Healthcare	3
Lion's Gate Community Services	3	Mid-Peninsula**, Wards 3 & 4	1 Seat per Ward
Purissima Hills Water	3 Full Term / 1 Short Term	Rancho Rinconada Recreation & Park	3 Full Term / 1 Short Term
San Martin County Water	3 Full Term / 1 Short Term	SC Valley Open Space Authority*, Districts 1, 3, & 4	1 Seat per District
Santa Clara Valley Water*, Districts 2, 3 & 5	1 Seat per District	Silver Creek Valley Country Club GHAD	2
Saratoga Fire Protection	1	South Santa Clara Valley Memorial	3
West Bay Sanitary#	3		

* Voted on by district/ward
Multi-county district

Judge of the Superior Court

<u>District</u>	<u>Offices to be Filled</u>
Judicial Seat #24 Write-In	1 Seat

* Joint with Santa Cruz County
**Joint with San Benito County

Cities and Towns

PLEASE NOTE: All cities within Santa Clara County have offices that are scheduled for the November 3, 2020 Presidential General Election. The City Clerk or Town Clerk is the filing official for his or her respective city or town and should be contacted directly to get information related to list(s) of office(s) and candidate requirements.

CAMPBELL

Andrea Sanders
70 N. First St.
Campbell, CA 95008
408-866-2116

LOS GATOS

Shelley Neis
110 E. Main St.
Los Gatos, CA 95030
408-354-6888

PALO ALTO

Beth Minor
250 Hamilton Avenue, 7th Fl.
Palo Alto, CA 94301
650-329-2379

CUPERTINO

Kirsten Squarcia
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Cupertino, CA 95014
408-777-3223

MILPITAS

Mary Lavelle
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Milpitas, CA 95035
408-586-3000

SAN JOSE

Toni Taber
200 E. Santa Clara St.
San Jose, CA 95113
408-535-1260

GILROY

Shawna Freels
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Gilroy, CA 95020
408-846-0400

MONTE SERENO

Gloisy Gonzalez-Langarica
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Monte Sereno, CA 95030
408-354-7635

SANTA CLARA

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Santa Clara, CA 95050
408-615-2220

LOS ALTOS

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Los Altos, CA 94022
650-947-2720

MORGAN HILL

Irma Torrez
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Morgan Hill, CA 95037
408-779-7259

SARATOGA

Debbie Bretschneider
13777 Fruitvale Ave.
Saratoga, CA 95070
408-868-1269

LOS ALTOS HILLS

Deborah Padovan
26379 Fremont Rd.
Los Altos Hills, CA 94022
650-941-7222

MOUNTAIN VIEW

Lisa Natusch
500 Castro St.
Mountain View, CA 94041
650-903-6304

SUNNYVALE

David Carnahan
456 W. Olive Avenue
Sunnyvale, CA 94088
408-730-7483

* Joint with Santa Cruz County
**Joint with San Benito County

Candidate Qualifications and Information for Non-Partisan Offices

Unless otherwise specifically provided, no person is eligible to be elected or appointed to an elective office unless that person is a registered voter and otherwise qualified to vote for that office at the time that nomination papers are issued to the person or at the time of the person's appointment.

Elections Code § 201

Note: There are no district residency requirements for the offices of US House of Representative in Congress and Judge of the Superior Court.

A person is disqualified from holding any office upon conviction of designated crimes specified in the Constitution and laws of the State.

Government Code § 1021

A person is not eligible to a county or district office unless he or she is a registered voter of the county or district in which the duties of the office are to be exercised at the time that nomination papers are issued to the person or at the time of the person's appointment.

Government Code § 24001

No person may file nomination papers for more than one office at the same election.

Elections Code §§ 8003, 10603

If a candidate is seeking a nonpartisan office, all reference to party affiliation shall be omitted on all required forms.

Elections Code § 8002

Santa Clara County Ordinance No. NS-300.857 requires the electronic filing of campaign disclosure statements with the Office of the Registrar of Voters by candidates running for County offices. A copy of the ordinance will be provided to candidates.

Santa Clara County Ordinance No. NS-19.40 relates to campaign and officeholder contribution limits in order to run and hold all County offices. County offices include the Board of Supervisors, District Attorney, County Sheriff, and County Assessor. The ordinance requires candidates to file the *Voluntary Expenditure Ceiling Limit Agreement* form with the Office of the Registrar of Voters prior to accepting any campaign contribution. Candidates who reject the voluntary expenditure ceiling initially may change their prior declaration within 14 days of the initial election held in conjunction with the statewide primary by completing the *Voluntary Expenditure Ceiling Limit Agreement Update* form. A copy of the ordinance and the forms will be provided to candidates.

Eligibility

School District Governing Board Members: Any person, regardless of sex, who is 18 years of age or older, a citizen of the state, a resident of the school district, a registered voter, and who is not disqualified by the Constitution or laws of the state from holding a civil office, is eligible to

be elected or appointed a member of a governing board of a school district without further qualifications. An employee of a school district may not be sworn into office as an elected or appointed member of that school district's governing board unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office.

Education Code §§35107

County Board of Education Members: Any registered voter is eligible to be a member of the county board of education except the county superintendent of schools, any member of his or her staff, or any employee of a school district. Each member of the board shall be an elector of the trustee area which he or she represents and shall be elected by the electors of the trustee area.

Education Code §§ 1000 and 1006

Special District Board Members: Candidates must be a resident and qualified elector of the District. (See various codes/enabling legislation. Website as reference to 29 California Codes: www.leginfo.legislature.ca.gov) See the next page for further Candidate eligibility requirements for the following jurisdictions:

- **Mid-Peninsula Regional Open Space District**
- **Santa Clara Valley Water District**
- **Lion's Gate Community Services District**
- **San Martin County Water District**
- **Silver Creek Valley Country Club Geologic Hazard Abatement District**
- **South Santa Clara Valley Memorial District**

Restrictions

No person shall file nomination papers for more than one school district office, at the same election, including the County Board of Education.

Elections Code §10603(c)

Prohibitions

Neither a candidate nor members of a candidate's household are eligible to serve as precinct officials or to provide polling place facilities for any election at which the candidate's name appears on the ballot.

Elections Code §12287

Prohibition of Holding Two Offices

The Santa Clara County Ordinance includes a provision relating to holding two offices that may be incompatible. Specifically, Section A3-40 prohibits a member of the Board of Supervisors from holding another public office that may be incompatible. That excerpt is below:

Sec. A3-40. - Incompatible office. (Restatement of existing state law)

Under existing California law, no Board member may hold another public office where the two offices are incompatible. Taking an incompatible second public office results in the automatic forfeiture of the first office. [(66 Ops. Cal. Atty. Gen 176 (1983))]

While there is no statute that defines what an “incompatible office” is, a common law doctrine precludes public officials from holding two different public offices simultaneously if the offices have overlapping and conflicting public duties. Courts have summarized the doctrine as follows: “One individual may not simultaneously hold two public offices where the functions of the offices concerned are inherently inconsistent, as where there are conflicting interests, or where the nature of the duties of the two offices is such as to render it improper due to considerations of public policy for one person to retain both.” *Mott v. Horstmann* (1950) 36 Cal.2d 388; see also, *Chapman v. Rapsey* (1940) 16 Cal.2d 636

The Attorney General’s Office has issued many opinions as to whether certain offices are incompatible or not. Here are five examples of offices that the Attorney General Offices has opined were incompatible:

- 1) The offices of city councilman and school district board member where the city and the school district have territory in common;
- 2) The positions of fire chief of a county fire protection district and member of the board of supervisors of the same county;
- 3) The offices of trustee of a high school district and trustee of an elementary school district which is wholly within the geographic boundaries of the high school district;
- 4) Water district director and a city council member; and,
- 5) A water district director and a school district trustee having territory in common.

Additional information on holding two offices can also be found on the FPPC’s website at: <http://www.fppc.ca.gov> under the link, “Learn,” and by viewing the, “Public Officials and Employees Rules,” page for the information on Conflict of Interest.

Mid-Peninsula Regional Open Space District

Candidates must meet the eligibility requirements listed on the previous page. Candidates are also required to file a Nomination Petition with a minimum of 50 valid signatures of registered voters who live within the Ward in which the candidate is to be voted on.

Santa Clara Valley Water District

Candidates must be a resident of the district and sub-district, registered voter and otherwise qualified to vote for the office. Candidates are also required to file a Nomination Petition with a minimum of 20 valid signatures of registered voters who live within the sub-district in which the candidate is to be voted on.

South Santa Clara Valley Memorial District

A candidate for the South Santa Clara Valley Memorial District must also be a veteran. Proof of veteran status can be fulfilled by filing a copy of Discharged Certificate Form DD214.

Lion’s Gate Community Services District

A candidate for Lion’s Gate Community Services District must also be a property owner in the district. You must file a form stating that you are a property owner in the district. You may obtain an example form from the Office of the Registrar of Voters.

San Martin County Water District

A candidate for the San Martin County Water District must be resident of the district or a property owner in the district. If you are filing as a landowner, you must file a form stating that you are a property owner in the district. You may obtain an example form from the Office of the Registrar of Voters.

Silver Creek Valley Country Club Geologic Hazard Abatement District (GHAD)

A candidate for the Silver Creek Valley Country Club Geologic Hazard Abatement District must also be a landowner or an agent of a landowner to be eligible for office. An agent of a landowner must provide our office with written authorization from the landowner designating the agent. You may obtain an example form for either a landowner or an agent of a landowner from the Office of the Registrar of Voters.

The Silver Creek Valley Country Club Geologic Hazard Abatement District Bylaws, Section 5, states: “Each director, or the entity on behalf of which he or she acts, shall own land within the GHAD and shall possess such other qualifications as imposed or required under the GHAD Law, the Election Law, and other applicable law. Directors are not required, however, to be residents of the district.”

Write-In Candidates

FILING DATES: September 8 through October 20, 2020

Candidates who desire to be a write-in candidate and have his or her name written on the ballot of an election shall fulfill the requirements of Part 3 of Division 8 of the Elections Code, commencing at Section 8600. Write-in candidates must meet all qualifications of the office to which they are seeking the nomination. The name of the qualified write-in candidate is **not** printed on the ballot. Prospective write-in candidates should note that write-in candidacy is possible only if the office appears on the ballot.

Statement of Write-In Candidacy

Between September 8 and October 20, 2020, anyone seeking to be a write-in candidate for any office appearing on the ballot must file a *Statement of Write-In Candidacy*. The elections official provides the form during the official write-in filing period. The *Statement of Write-In Candidacy* shall contain the following information:

- candidate's name
- candidate's complete residence address
- a declaration stating that the candidate is a write-in candidate
- the name of the office for which the candidate is running, and
- the date of the election
- for offices of Judge of the Superior Court, a statement that the candidate meets the statutory and constitutional requirements.

Elections Code § 8600

Nomination Papers

Between September 8 and October 20, 2020, a candidate seeking elective office that requires nomination signers must circulate a petition to collect required signatures and file them for examination with the county elections official of the county in which the signers reside.

Elections Code § 8601

The required numbers of signers to a write-in candidate's nomination paper for the respective offices are as follows:

- Mid-Peninsula Regional Open Space District: 50 signatures
- Santa Clara Valley Water District: 20 signatures
- Judge of the Superior Court: 20 signatures

Elections Code §8062

Judicial Unopposed Candidate Write-in Requirements

There are specific conditions for placing unopposed judicial candidates on the ballot with a write-in campaign. Pursuant to Elections Code § 8203:

(a) In any county in which only the incumbent has filed nomination papers for the office of superior court judge, his or her name shall not appear on the ballot unless there is filed with the elections official, within 10 days after the final date for filing nomination papers for the office, a petition

indicating that a write-in campaign will be conducted for the office and signed by at least 0.1 percent of the registered voters qualified to vote with respect to the office, provided that the petition shall contain at least 100 signatures but need not contain more than 600 signatures.

(b) If a petition indicating that a write-in campaign will be conducted for the office at the general election, signed by the number of registered voters qualified to vote with respect to the office specified in subdivision (a), is filed with the elections official not less than 83 days before the general election, the name of the incumbent shall be placed on the general election ballot if it has not appeared on the direct primary election ballot.

(c) If, in conformity with this section, the name of the incumbent does not appear either on the primary ballot or general election ballot, the elections official, on the day of the general election, shall declare the incumbent reelected.

Voter-nominated Offices

Notwithstanding any other provision of law, a person may not be a write-in candidate at the general election for a voter-nominated office such as: U.S. Representative in Congress; State Senate; and State Assembly.

Elections Code § 8600

Filing Fee

No fee or charge shall be required of a write-in candidate.

Elections Code § 8604

Roster of Qualified Write-in Candidates

For each election, the Office of the Registrar of Voters will post a list of qualified write-in candidates for offices appearing on the ballot in the County. Once the filing period closes, the Secretary of State will prepare a certified list of write-in candidates, and the City Clerk of each respective City will provide the certified list of write-in candidates for their City. The County will combine all write-in candidates onto one list. A link will be available on the current election webpage.

When and How Votes are Tabulated and Reported

Following Election Day and during the official canvass of the vote, the elections official will manually tally and report all votes cast for qualified write-in candidates. Votes tallied for write-in candidates are not reflected in the Election Night report, nor in the updated reports the County releases in the days and weeks following. Rather, this information is available at the time certification of the election has been completed.

Write-in votes are not tallied at the same time as votes for qualified candidates who have their names printed on the ballot. Instead, these votes must be manually reviewed to ensure the name of the person written in on the ballot is qualified to have votes counted, and that the name is written under the correct candidate contest. Write-in votes are tallied by hand under the provisions of Article 7, of Chapter 1, of Division 7, in Title 2 of the California Administrative Code of Regulations. See Sections 20100 – 20105.

*****ATTENTION*****

If you are registered as a Confidential Voter

AND

Do not want to disclose your residential
address on the nomination documents

Check with us at 408-299-VOTE.

Eligibility to register as a confidential voter:

1. Superior Court order
2. Safe at Home Program
3. Public Safety Officer

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CHAPTER 2
Nomination
Documents and Filing
Procedures

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Nomination Documents and Filing Procedures

All forms required for nomination and election to all federal, state, judicial, and county offices shall be **furnished by the county elections official**. At the time of issuing these forms, the county elections official shall:

- 1) Type on the forms the name of the candidate and the office for which he or she is a candidate; and
- 2) Imprint a stamp on the form which reads “Official Filing Form;” and
- 3) Affix his or her signature on the form.

The forms shall be distributed to all candidates applying for them upon payment of any applicable filing fee. The county elections official shall not require a candidate to sign, file, or sign and file, a Declaration of Candidacy as a condition of receiving nomination papers.

Elections Code §§ 8020, 8101, 8103, 8104

Candidates seeking elective city offices shall obtain and file all nomination forms with the respective city clerk. Candidates seeking elective office with the Midpeninsula Regional Open Space District shall obtain and file all nomination forms at the District’s Office located at 330 Distel Circle, Los Altos. Candidates seeking elective office with all other Special Districts and School Districts shall obtain and file all nomination forms at the Office of the Registrar of Voters Office located at 1555 Berger Drive, Bldg. 2, San Jose.

Declaration of Candidacy July 13, 2020 – August 7, 2020

NOTE FOR CANDIDATES RUNNING FOR MULTI-COUNTY OFFICES: *When there is more than one county involved in a specific jurisdiction the candidate must file the Declaration of Candidacy in the county of residence.*

No candidate’s name shall be printed on the ballot to be used in the election unless a Declaration of Candidacy is delivered for filing with the county elections official. The candidate is to execute the Declaration of Candidacy in the office of the county elections official unless the candidate has signed and dated a written statement authorizing a person to receive a Declaration of Candidacy form from the county elections official for the candidate or, upon request of a candidate, the county elections official shall provide the candidate with a Declaration of Candidacy and other nomination papers. Such statement shall include language explaining that the candidate is aware that the Declaration of Candidacy must be properly executed and delivered to the county elections official of the county of the candidate’s residence by no later than the end of the nomination period by 5:00 p.m. on August 7, 2020.

Elections Code §§ 8020, 8028

NAME ON THE BALLOT

The candidate's name as provided by the candidate on the Declaration of Candidacy is the way it will appear on the ballot. The Declaration of Candidacy cannot be changed after the nomination deadline.

Elections Code § 8020, 8040

No title or degree shall appear on the same line on a ballot as a candidate's name, either before or after the candidate's name, in the case of any election to any office.

Elections Code § 13106

If the candidate has changed his or her name within one year prior to the election, the new name will not appear on the ballot unless the change was made by marriage or by Decree of Court.

Elections Code § 13104

Ballot Designation

The ballot designation is the word, or group of words that will appear on the ballot under the candidate's name, designating the current principal profession, vocation, or occupation of the candidate. The ballot creation program has a limit of 100 characters in all languages for the ballot designation line.

The ballot designation that a candidate may use is governed by Elections Code § 13107 which states the following:

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

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

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

(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 he or she holds and to which he or she was appointed, as a nominated candidate, in lieu of an election, pursuant to Sections 5326 and 5328 of the Education Code or Section 7228, 7423, 7673, 10229, or 10515 of this code.

(b)

(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 he or she 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 his or her principal professions shall use one of the following ballot designations as his or her 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 one word. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.

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

(1) It would mislead the voter.

(2) It would suggest an evaluation of a candidate, such as *outstanding*, *leading*, *expert*, *virtuous*, or *eminent*.

(3) It abbreviates the word “*retired*” or places it following any word or words which it modifies.

(4) It uses a word or prefix, such as “*former*” or “*ex-*,” which means a prior status. The only exception is the use of the word “*retired*.”

(5) It uses the name of any *political party*, whether or not it has qualified for the ballot.

(6) It uses a word or words referring to a racial, religious, or ethnic group.

(7) It refers to any activity prohibited by law.

(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 he or she receives notice by registered or certified mail, or from the date the candidate receives actual notice of the violation, whichever occurs first, appear before the elections official or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide a designation that complies with subdivision (a) 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 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.

Extension of Filing Period if Incumbent Does Not File

Notwithstanding § 8020 or any other provision of the law, if nomination documents for an incumbent officer of a county, special district, school district, community college district, or county board of education are not delivered by 5 p.m. on the 88th day (August 7, 2020) before the election, any person other than the person who was the incumbent on the 88th day shall have until 5 p.m. on the 83rd day (August 12, 2020) before the election to pick up or file nomination documents for the elective office. This section is not applicable where there is no incumbent eligible to be elected.

Elections Code §§ 8024, 10516, 10604

Withdrawal of Candidate

No candidate shall withdraw his or her declaration of candidacy after 5 p.m. on the 88th day (August 7, 2020) prior to the general election.

Elections Code §§ 10510(a), 10603(b)

Where the extension period due to lack of an incumbent filing applies, a candidate whose declaration of candidacy has been filed for any special district, school district, or community college district governing board election or county board of education election may withdraw as a candidate until 5 p.m. on the 83rd day (August 12, 2020) before the election.

Elections Code §§ 10516(b), 10604(b)

No candidate nominated at any primary election may withdraw as a candidate at the ensuing general election except those candidates permitted to withdraw by this part.

Elections Code § 8801

POSITION ON THE BALLOT

Randomized Alphabet Drawing

On August 13, 2020, the Secretary of State shall conduct a random drawing of the alphabet, and the Registrars of Voters/County Clerks throughout the state will follow this same alphabet for most offices. Names of candidates will be arranged on the ballot in accordance with the random alphabet. However, each county which has state legislative offices overlapping with other counties will draw their own random alphabet and candidates from each county will appear according to each separate county's drawing. Names of candidates will be arranged on the ballot in accordance with the random alphabet.

Elections Code §§ 13111(i), 13112(b)(C)(i)

Insufficient Number of Candidates

If, by 5 p.m. on the 83rd day (August 12, 2020) the number of candidates in any district does not exceed that number of seats to be filled, and a petition signed by 10% of the voters of the district, or 50 voters, whichever is less, requesting that the election be held has not been presented to the Office of the Registrar of Voters, the election shall not be held.

Elections Code § 10515(a)

ADDITIONAL NOMINATION FORMS

Ballot Designation Worksheet

A candidate who submits a ballot designation 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. The ballot designation worksheet shall be filed with the election official at the same time that the candidate files his or her declaration of candidacy. If a candidate fails to file a ballot designation worksheet, no designation shall appear under the candidate's name on the ballot.

Elections Code § 13107.3(a)(b)(c)

The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days (July 28, 2020) before the general election, requests in writing a different designation which the candidate is entitled to use at the time of the request.

Elections Code § 13107(h)

Preferred Transliteration Form for Character-based Names

If a candidate has a character-based name by birth, that can be verified by birth certificate or other valid identification, the candidate may use that name on the ballot instead of a phonetic transliteration.

Elections Code § 13211.7(b)

A candidate who does not have a character-based name by birth, but who identifies by a particular character-based name and can demonstrate to the local elections official that the candidate has been known and identified within the public sphere by that name over the past two years, may use that name instead of a phonetic transliteration.

Elections Code § 13211.7(b)

This section applies only to character-based languages, including, but not limited to, Mandarin Chinese, Cantonese, Japanese, and Korean.

Elections Code § 13211.7(a)(2)

If you have a Chinese given name or preferred transliteration and you would like used for the official ballot and the Chinese version of the county voter information guide, you must file this form with our office at the time of filing your nomination documents. Candidates with Vietnamese names who choose to put a candidate statement in the county voter information guide and would like to put accents on their name in the Vietnamese version of the county voter information guide must file this form with our office at the time of filing nomination documents.

Elections Code § 13211.7

Candidate Statement of Qualifications

Candidates for non-partisan elective offices must file the Candidate Statement of Qualifications form to indicate whether the candidate wishes to include a statement in the county voter information guide. See the “Candidate Statement of Qualifications” section of this guide for further information.

Code of Fair Campaign Practices

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. The elections official shall inform each candidate for public office that subscription to the code is voluntary.

Elections Code §§ 20440, 20444

Department of Transportation Statement of Responsibility

The California Department of Transportation has specific guidelines and responsibilities pertaining to political signs placed within their areas of jurisdiction. Each candidate receives an informational form letter and a sample copy of the Department of Transportation’s “Statement of Responsibility” form at the time nomination documents are issued.

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Estimated Costs for Candidate Statements

(Cost estimates are subject to change upon final billing after the election.)

ELEMENTARY SCHOOL DISTRICTS			
District		Word Statement Costs	
		200	400
Alum Rock Union		\$3,100	\$4,270
Berryessa Union		\$3,020	\$4,190
Cambrian		\$2,640	\$3,810
Campbell Union	Trustee Area 2	\$2,490	\$3,660
	Trustee Area 3	\$2,530	\$3,700
Cupertino Union		\$3,550	\$4,730
Evergreen		\$3,250	\$4,430
Franklin-McKinley		\$3,000	\$4,170
Lakeside Joint		\$2,360	\$3,530
Loma Prieta Joint Union		\$2,370	\$3,540
Los Altos		\$2,810	\$3,980
Los Gatos Union		\$2,670	\$3,840
Luther Burbank		\$2,380	\$3,550
Moreland	Trustee Area 1	\$2,440	\$3,610
	Trustee Area 5	\$2,440	\$3,610
Mountain View Whisman		\$2,900	\$4,070
Mount Pleasant		\$2,530	\$3,700
North County Joint Union		\$2,360	\$3,530
Oak Grove	Trustee Area 1	\$2,530	\$3,700
	Trustee Area 4	\$2,550	\$3,720
Orchard		\$2,460	\$3,630
Saratoga Union		\$2,590	\$3,760
Sunnyvale		\$2,970	\$4,140
Union		\$2,780	\$3,950

Estimated Costs for Candidate Statements

(Cost estimates are subject to change upon final billing after the election.)

HIGH SCHOOL DISTRICTS			
District		Word Statement Costs	
		200	400
Campbell Union	Trustee Area 4	\$2,740	\$3,910
	Trustee Area 5	\$2,790	\$3,960
East Side Union		\$6,530	\$7,700
Fremont Union		\$4,180	\$5,350
Los Gatos-Saratoga Union		\$2,920	\$4,090
Mountain View-Los Altos Union		\$3,350	\$4,530
San Benito	Trustee Area 1	\$2,360	\$3,530

UNIFIED SCHOOL DISTRICTS			
District		Word Statement Costs	
		200	400
Gilroy	Trustee Area 2	\$2,450	\$3,620
	Trustee Area 5	\$2,430	\$3,600
	Trustee Area 6	\$2,420	\$3,590
Milpitas		\$2,890	\$4,060
Morgan Hill	Trustee Area 5	\$2,450	\$3,620
	Trustee Area 6	\$2,440	\$3,610
	Trustee Area 7	\$2,430	\$3,600
Palo Alto		\$3,140	\$4,300
San Jose	Trustee Area 1	\$2,690	\$3,860
	Trustee Area 3	\$2,850	\$4,020
	Trustee Area 5	\$2,860	\$4,030
Santa Clara	Trustee Area 2	\$3,460	\$4,640
	Trustee Area 3	\$3,460	\$4,640

Estimated Costs for Candidate Statements

(Cost estimates are subject to change upon final billing after the election.)

COMMUNITY COLLEGE SCHOOL DISTRICTS			
District		Word Statement Costs	
		200	400
Foothill-De Anza		\$5,960	\$7,130
Gavilan Joint	Trustee Area 2	\$2,610	\$3,780
	Trustee Area 4	\$2,550	\$3,720
	Trustee Area 6	\$2,510	\$3,680
San Jose-Evergreen	Trustee Area 1	\$3,300	\$4,480
	Trustee Area 3	\$3,440	\$4,620
	Trustee Area 5	\$3,520	\$4,700
	Trustee Area 7	\$3,200	\$4,380
West Valley-Mission	Trustee Area 1	\$2,800	\$3,970
	Trustee Area 2	\$2,820	\$3,990
	Trustee Area 4	\$2,800	\$3,970
	Trustee Area 6	\$2,930	\$4,100

COUNTY BOARD OF EDUCATION			
District		Word Statement Costs	
		200	400
San Benito	District 1	\$2,360	\$3,530
Santa Clara	Trustee Area 1	\$4,600	\$5,770
	Trustee Area 3	\$4,570	\$5,740
	Trustee Area 4	\$4,880	\$6,050
	Trustee Area 5	\$4,350	\$5,520

Estimated Costs for Candidate Statements

(Cost estimates are subject to change upon final billing after the election.)

SPECIAL DISTRICTS			
District	Word Statement Costs		
		200	400
Aldercroft Heights County Water		\$2,360	\$3,530
Burbank Sanitary		\$2,380	\$3,550
Cupertino Sanitary		\$2,890	\$4,060
El Camino Healthcare		\$4,130	\$5,300
Lion's Gate Community Services		\$2,360	\$3,530
Mid-Peninsula Regional Open Space	Ward 3	\$3,100	\$4,270
	Ward 4	\$3,280	\$4,460
Purissima Hills Water		\$2,430	\$3,600
Rancho Rinconada Recreation & Park		\$2,390	\$3,560
San Martin County Water		\$2,360	\$3,530
Santa Clara Valley Open Space Authority	District 1	\$4,180	\$5,350
	District 3	\$3,880	\$5,050
	District 4	\$3,960	\$5,130
Santa Clara Valley Water	District 2	\$4,480	\$5,650
	District 3	\$4,390	\$5,560
	District 5	\$4,530	\$5,700
Saratoga Fire Protection		\$2,500	\$3,670
Silver Creek Valley Country Club GHAD		\$2,400	\$3,570
South Santa Clara Valley Memorial		\$2,890	\$4,060
West Bay Sanitary		\$2,360	\$3,530

Estimated Costs for Candidate Statements

(Cost estimates are subject to change upon final billing after the election.)

CITIES AND TOWNS			
District		Word Statement Costs	
		200	400
City of Campbell	Council Member - District 1	\$2,430	\$3,600
	Council Member - District 2	\$2,440	\$3,610
City of Cupertino	Council Member	\$2,860	\$4,030
City of Gilroy	Mayor	\$2,810	\$3,980
	Council Member	\$2,810	\$3,980
City of Los Altos	Council Member	\$2,690	\$3,860
Town of Los Altos Hills	Council Member	\$2,460	\$3,630
Town of Los Gatos	Council Member	\$2,700	\$3,870
City of Milpitas	Mayor	\$2,890	\$4,060
	Council Member	\$2,890	\$4,060
City of Monte Sereno	Council Member	\$2,400	\$3,570
City of Morgan Hill	Mayor	\$2,770	\$3,940
	Council Member – District A	\$2,450	\$3,620
	Council Member – District C	\$2,450	\$3,620
	City Clerk	\$2,770	\$3,940
	City Treasurer	\$2,770	\$3,940
City of Mountain View	Council Member	\$2,980	\$4,150
City of Palo Alto	Council Member	\$3,020	\$4,190
City of San Jose	Council Member – District 4	\$3,160	\$4,340
	Council Member – District 6	\$3,250	\$4,430
City of Santa Clara	Council Member – Seat 1	\$2,470	\$3,640
	Council Member – Seat 4	\$2,500	\$3,670
	Council Member – Seat 5	\$2,500	\$3,670
	Council Member – Seat 6	\$2,530	\$3,700
	City Clerk	\$3,240	\$4,420
	Police Chief	\$3,240	\$4,420
City of Saratoga	Council Member	\$2,700	\$3,870
City of Sunnyvale	Mayor	\$3,400	\$4,580
	Council Member – District 2	\$2,520	\$3,690
	Council Member – District 4	\$2,530	\$3,700
	Council Member – District 6	\$2,540	\$3,710

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CHAPTER 3

Candidate's Statement of Qualifications

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Candidate's Statement of Qualifications Guidelines and Cost

NONPARTISAN OFFICES

(Elections Code Sections 13307, 13308, 13309, 13311, 18351)

Contents

Each candidate for nonpartisan elective office in any local agency, including any city, county, city and county, or district, may prepare a candidate statement on an appropriate form provided by the elections official to be included in the county voter information guide. **Statements may include the name, age, and occupation of the candidate along with a brief description of the candidate's education and qualifications expressed by the candidate himself or herself.**

In general, statements are limited in length to not more than 200 words. However, the governing body of the local agency may authorize an increase in the limitations on words for the statement from 200 to 400 words.

Elections Code § 13307(a)(1)

While a candidate statement may contain information about the candidate's age, occupation, and a brief description of their education and qualifications, it **shall not**, in any way, refer to another candidate for office or to another candidate's qualifications, character, or activities.

Elections Code § 13308

The occupation listed on a candidate statement is not mandated to be the same occupation as listed on the declaration of candidacy. The occupation on the statement is not limited to the laws that apply to your ballot designation.

Political Affiliation

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

Elections Code § 13307(a)(1)

Withdrawal

Statements may be withdrawn, but not changed, during the period for filing nomination papers and until 5 p.m. of the next working day (August 10, 2020) after the close of the nomination period. If a candidate statement is withdrawn, a new statement cannot be filed.

Elections Code § 13307(a)(3)

Translation

The use of jargon, colloquialisms, slang, or other such expressions is strongly discouraged. Common phrases can be difficult to translate appropriately into other languages resulting in

misinterpretation. Candidates are encouraged to keep the translation process in mind when developing their statements and to use unambiguous and straightforward vocabulary.

In addition, when candidate statements are translated into other languages, the amount of text increases. Translated candidate statements can grow up to 30 percent in size from the size of the original statement. As such, it may be necessary for the Office of the Registrar of Voters to contact a candidate so that they may **adjust** the number of lines in their candidate statement.

CANDIDATE STATEMENT FORMAT GUIDES

Candidate statements are printed in the county voter information guide in block paragraph format. To ensure uniformity, candidate statements must follow the guidelines below:

- ❖ Typewritten (or computer printed) in single-spaced paragraph format with upper/lower-case letters.
- ❖ In a standard font size, spacing and darkness, and **DOES NOT** contain any of the following:
 - Bullets (•)
 - Numbering (1,2,3)
 - Special Characters (#@&)
 - All CAPITAL Letters
 - Underlining
 - **Bold Face**
 - *Italics*
- ❖ Proofread for errors in spelling, punctuation and grammar. Statements will appear in the county voter information guide exactly as submitted by the candidate. ***Corrections or changes to content and format will not be allowed after the statement has been filed*** unless ordered by a court of law.
- ❖ Within the word/line/spacing format limits. A 200-word statement has a maximum of 22-lines with approximately 72-characters per line. A 400-word statement has a maximum of 44-lines, with the same character limit. Using a computer to determine a statement's word count is not recommended. Please refer to "Rules for Counting Words" for guidelines on how to determine word counts. In addition, when translated into other languages, the amount of text can increase up to 30 percent in size from the original statement.

Restrictions

Candidate photographs will not be printed in the county voter information guide.

Legal Liability

Nothing in this section shall be deemed to make any such statement, or the authors of any statement, 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 county voter information guide.

Any candidate who knowingly makes a false statement of material fact in a candidate statement, 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.

Elections Code §§ 13307(e), 18351

Confidentiality

Candidate statements shall remain confidential until the expiration of the filing deadline. Public examination shall begin following the filing deadline for submission of those documents for a period of 10-calendar days. Any person may obtain a copy of the candidate statements from the elections official for use outside the office. The elections official may charge a fee to any person obtaining a copy of the material.

Elections Code §§13311, 13313(a)

Challenge of Contents

During the 10-calendar day examination period, any voter of the jurisdiction in which the election is being held, or the elections official, may take legal action to challenge the contents of the statement.

Anyone wishing to pursue a legal challenge to amend or delete any portion of a candidate's statement should file a writ of mandate immediately. Refer to the "Legal Examination and Writs of Mandate" section in this guide for more information.

Elections Code §13313(b)(1)

Translations of Statements in County Voter Information Guides (CVIGs)

Federal and state laws require voting materials to be translated and available for voters. Therefore, all candidate statements will be translated and printed in the following languages: English: Chinese, Spanish, Tagalog and Vietnamese. The Office of the Registrar of Voters prepares all county voter information guides in these languages.

Cost

Pursuant to the census population results and the Federal Voting Rights Act of 1965, election materials, including candidate statements, are printed and distributed in five (5) languages: Chinese, English, Spanish, Tagalog and Vietnamese.

The county elections official shall estimate the cost of providing the statement, based on current estimates of actual costs of printing and distributing candidate statements (including printing, handling, translating, and mailing). **No statement will be accepted that is not accompanied by payment of the estimated cost(s) unless there is no deposit required, as determined by the jurisdiction.** The actual cost of statement will be available after the election when expenses incurred are calculated. If actual costs are less than the pre-paid estimates, candidates will receive a refund. If the actual costs are more than the estimated costs, the candidate (or district) will be billed for the additional charges.

Elections Code §13307(d)

If a candidate alleges to be indigent, procedures established in the state elections code shall be used to determine indigence. If the local agency determines the candidate to be indigent, he/she may still be required to pay the actual cost to translate, print and distribute the statement after the election.

Elections Code §13309

Off the Ballot Contests

The Office of Registrar of Voters will shred the candidate statement fee check for contests that do not appear on the ballot. Candidates who prefer to retrieve their check instead may do so by notifying staff of their preference at the time of filing, but no later than the close of nominations

24-hour Sign-off Requirement

In 2018, the Registrar of Voters' Office began emailing copies of submitted candidate statements to candidates as proof of how the statement will appear in the county voter information guide. Candidates are asked to confirm the accuracy of the statement. Changes to the candidate statements, however, are not allowed.

November Run-off Candidates

Candidates listed on the ballot for the November general election have the option to change the ballot designation originally used for the primary election. All requests for a new ballot designation must be accompanied by a completed Ballot Designation Worksheet. The Office of the Registrar of Voters in Santa Clara County must receive both requests for a new designation and a completed Ballot Designation Worksheet no later than 5:00 p.m. on July 28, 2020. Please be aware that your March 3, 2020 ballot designation ***WILL*** rollover to the November 3, 2020 ballot unless you request changes, the ROV receives your requested changes, and the new ballot designation has been approved by the appropriate filing official, SOS for State offices and ROV for local offices, by the deadline noted above.

If you choose to submit a Candidate's Statement of Qualifications to appear in the November 3, 2020 County Voter Information Guide, the Registrar of Voters must receive your new statement and deposit by 5:00 p.m. on August 7, 2020. Refer to the estimated costs for candidate statements in Santa Clara County. No statement will appear in the November 3, 2020 Presidential General Election County Voter Information Guide unless the statement and deposit are submitted to our office by the aforementioned deadline. Please keep in mind that your March 3, 2020 candidate statement ***WILL NOT*** rollover to the November 3, 2020 ballot.

Elections Code §13107

RULES FOR COUNTING WORDS IN CANDIDATE STATEMENTS

(Elections Code § 9)

The candidate statement heading includes the candidate's name (required), age (optional), and occupation (optional). These words, however, do not count toward the number of words allowed for the statement. All statements will begin with the words: **“Education and Qualifications:”** followed by the text filed by the candidate.

The “**Occupation**” field in the candidate’s statement is **NOT** governed by the same laws pertaining to the ballot designation; therefore, it may be different. However, if its length exceeds one line, the additional words will be counted towards the final word-limit.

Words will be counted according to the following guidelines:

- Each word shall be counted as one word except as specified in this section.
- All proper nouns, including geographical names, shall be considered as one word; for example, “City and County of San Francisco” shall be counted as one word.
- Each abbreviation for a word, phrase, or expression shall be counted as one word.
- Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word; for example, “mother-in-law”, “first-rate”, “one-time” will be counted as one word. Each part of all other hyphenated words shall be counted as a separate word; for example, “one-half,” “local-area,” and “home-page” will be counted as two words.
- Dates shall be counted as one word.
- Any number consisting of a digit or digits shall be considered as one word. For example, “100” shall be counted as one word.
- Any number which is spelled out shall be considered as a separate word or words. For example, “One” shall be counted as one word whereas “one hundred” shall be counted as two words.
- Telephone numbers shall be counted as one word.
- A website address (URL) shall be counted as one word.
- Punctuation shall not be counted.

Additionally:

- Characters used in place of a word or number and that stand alone, such as “&”, “\$”, “%”, or “#” shall be counted as one word.
- Characters used in conjunction with a number and necessary to combine, such as “\$100” or “100%” are not counted. For examples, “\$100” is counted as one word, while “#voteforme” would be counted as three separate words (# not counted).
- If the text exceeds the word or line limit, the author will be asked to amend their statement to bring it within the required word or line limit.

This section shall not apply to counting words for ballot designations under Elections Code § 13107.

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CHAPTER 4

Campaigning Laws and Regulations

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Campaign Finance Disclosure Information

The Political Reform Act of 1974 requires candidates to file campaign statements disclosing contributions received and expenditures made. The statutory requirements of the Political Reform Act are contained in §§ 81000 through 91014 of the California Government Code. Manuals and forms relating to campaign reporting obligations under the Act may be obtained by visiting the Fair Political Practices Commission's (FPPC) website at www.fppc.ca.gov or from your local elections official.

IMPORTANT: It is the responsibility of the candidate to review, understand and comply with all campaign disclosure laws, and candidates should consult the manuals produced by the FPPC. While your local filing officer has an obligation to collect, review, and request amendments to your campaign reports, any assistance and information on completing campaign statements should be obtained from the Technical Assistance Division of FPPC by calling (916) 322-5660, (866) 275-3772 or visiting their website at www.fppc.ca.gov.

This section is for general information only and does not have the effect of law, regulation or rule. This section is not comprehensive and does not detail all filing requirements and obligations. For current comprehensive information, consult a Fair Political Practices Commission (FPPC) manual or contact the FPPC directly. Local candidates should also review information contained in this guide relating to the county's ordinance requiring electronic filing of disclosure statements.

CANDIDATES WHO ANTICIPATE SPENDING OR RECEIVING LESS THAN \$2,000

Form 501 Candidate Intention Statement

This form announces the candidate's intention to run for office and the desire to collect or spend campaign funds. **ALL** candidates must file this form prior to solicitation or receipt of any contribution, or expenditure of any personal funds used for the election. This form is considered filed the date it is post-marked, or hand-delivered to the filing officer (*for county, school and special district offices, this is the Office of the Registrar of Voters; for candidates for city office, your filing official is the city clerk*). A local candidate will complete sections 1 and 3 and state legislative candidates will complete sections 1, 2 and 3. An unsigned statement is not considered filed. You must file a separate Form 501 for each election. A list of Form 501 statements filed in association with local contests can be found by visiting www.sccvote.org/candidatesandmeasuresinformation, using the Candidate and Measures drop-down menu and choosing the applicable election information page.

Government Code § 85200

Form 470 Officeholder and Candidate Campaign Statement (Short Form)

Candidates who do not anticipate spending or receiving \$2,000 or more during the calendar year, and do not have a controlled committee, are **required** to file this form.

Form 470 Supplement

A candidate who has filed a Form 470 and then subsequently receives contributions (monetary or non-monetary contributions, loans, and personal funds), or makes expenditures, totaling \$2,000 or more, is **required** to file the Form 470 Supplement, within 48 hours, with the Office of the Registrar of Voters (or city clerk, in the case of candidates for city offices) and the Office of the Secretary of State. Candidates must also send this 470 Supplement to each candidate seeking the same office. Regular mail may not be used. Send by fax, guaranteed overnight delivery or personal delivery. The candidate must also file a Form 410 Statement of Organization **within 10 days** of receiving \$2,000 in contributions.

CANDIDATES WHO ANTICIPATE SPENDING OR RECEIVING MORE THAN \$2,000

Form 501 Candidate Intention Statement – Please see previous page.

Form 410 Statement of Organization

This form **must** be filed with the Secretary of State’s Political Reform Division (original) and with the Office of the Registrar of Voters (copy), within 10 days of receiving \$2,000 or more in contributions or making \$2,000 or more in expenditures. The term “contribution” includes monetary payments, loans and non-monetary goods or services.

Important: You will need to establish a campaign contribution account at any financial institution located in California before you can complete the Form 410.

- All contributions or loans made to the candidate, to a person on behalf of the candidate, or to the candidate’s controlled committee shall be deposited in the account.
- Any personal funds, which will be utilized to promote the election of the candidate, shall be deposited in the account prior to expenditure.
- All campaign expenditures shall be made from this account. *

Government Code § 85201

***Exception:** This does not apply to a candidate’s payment of a filing fee and/or statement of qualifications if paid from his/her personal funds.

The Secretary of State issues committee ID numbers to all committees who file this form. The committee ID number must be included on all subsequent disclosure filings. A Form 410 may be filed **prior** to the receipt of \$2,000 in order to obtain an ID number and/or to submit bank account information. If you do so, you must file a **Form 410 Amendment** within ten days of receiving or spending \$2,000 or more. When you file this amendment, you must indicate the date you “qualified” as a committee, which is the date you received \$2,000 or more. Each time you change any information listed on a previously filed Form 410, such as addresses or treasurer, you must file a **Form 410 Amendment**. All amended forms must be filed with both the Secretary of State/Political Reform Division and the Office of the Registrar of Voters (or local filing officer).

The Form 410 is also used to **terminate** your committee upon fulfilling all applicable requirements. **Important:** Campaign filing obligations continue until the committee is terminated.

Form 460 Recipient Committee Campaign Statement

For use by a candidate or officeholder not eligible to file the short form (Form 470) or who is filing jointly with one or more controlled committees. A controlled committee is one that is controlled directly or indirectly by a candidate or which acts jointly with a candidate or controlled committee in connection with the making of expenditures.

All qualified committees must file the Form 460 according to the filing calendar set by the FPPC. Your ID number must appear on every form you file during your campaign. All candidate-controlled committees **must file** the Form 460 by the appropriate deadlines for each filing period. **If you do not file your campaign statement by the deadline, you may be subject to a fine.** With exception to City or Town candidates, all local candidates file their Form 460 reports only with the Office of the Registrar of Voters. City or Town candidates file their Form 460 reports with their respective City or Town Clerk.

Form 496 24-hour/10-day Independent Expenditure Report

This form is used to report, within 24 hours, an independent expenditure each time \$1,000 or more is spent to support or oppose a single candidate or ballot measure during the 90-day period up to the day of the election in which the candidate or ballot measure is being voted on. For local campaign committees, this form is filed electronically. (Government Code Section 85501 prohibits a candidate's controlled committee from making an independent expenditure to support or oppose another candidate.)

Form 497 24-hour Contribution Report

This form **may** be used to report late contributions made or received that total **\$1,000 or more from a single source**, during the 90-day period up to the day of the election in which the candidate or measure is to be voted on. Late contributions that must be reported within 24 hours include receiving a monetary or nonmonetary contribution, including a loan or receiving a combination of monetary and nonmonetary contributions and loans. For local campaign committees whose filing officer is the Office of the Registrar of Voters, this report must be filed electronically. All candidates with City or Town campaign committees must file with their respective City or Town Clerk and adhere to the rules of that jurisdiction.

Election Related Filings

All committees must file disclosure statements by the filing deadline for the specific period established by the FPPC. These dates are set by law and cannot be changed. Statements must be amended if statements are deemed to be lacking required information or do not use the proper reporting period. Copies of the FPPC filing calendars are included in this guide for reference as is information pertaining to the Santa Clara County ordinance mandating the electronic filing of campaign statements

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Fair Political Practices Commission Electronic Filing of Campaign Disclosure Statements

County Ordinance No. NS-300.857 (revised 5/13/14) amends existing provisions regarding the electronic filing of campaign statements with the Office of the Registrar of Voters to include specified persons and committees for which the Office of the Registrar of Voters is the Filing Officer. Those disclosure statements to be filed electronically using the **NetFile platform** (www.netfile.com/Filer) include:

- Semi-annual Campaign Statements (Form 460 and Form 470);
- Pre-election Campaign Statements (Form 460 and Form 470);
- Amendments to Previously Filed Campaign Statements;
- Supplemental Pre-election Campaign Statement (Supplemental Form 460);
- Contributions Received by or Made to Candidates or Local Ballot Measure Committees of \$1,000 or More, from a Single Source, in the 90 Days Before or on the Date of an Election (Form 497); and,
- Late Independent Expenditures Made in Support of or Against Candidates or Local Ballot Measure Committees of \$1,000 or More, from a Single Source, in the 90 Days Before or on the Date of an Election (Form 496).

Filings of paper copies are not required for statements that are filed electronically with the Office of the Registrar of Voters pursuant to this ordinance.

In light of the statewide shelter-in-place order, the Office of the Registrar of Voters understands the unique and extraordinary situation caused by our united efforts to deal with the COVID-19 pandemic. While we acknowledge the legal nature of filing requirements and deadlines, we recognize offices around the State are closed and the stay at home directive means the filing of campaign statements and reports will be difficult.

The law requires certain statements and reports be filed with original signatures. We recognize restrictions imposed to fight the spread of COVID-19 may make the logistics of filing documents on paper with original signatures difficult or even impossible. To the extent that is the case, candidates and committees are encouraged to make use of digital and electronic options for filing statements and reports to ensure the timely filing of statements and reports (e.g. email and fax filing, scanned and/or photocopied signatures, electronic signatures, etc.). Paper statements with originals would need to be filed when feasible. If circumstances caused by COVID-19 inhibit a candidate's or committee's ability to timely file statements and reports, candidates and committees should communicate these issues to their filing officers and document all attempts to file and the issues faced.

Contact the Candidate Services Division at (408) 299-8639 for more information regarding electronic filing requirements and assistance with establishing a committee's profile using the NetFile platform. Additional information is available online at www.netfile.com/Filer/.

You may also contact NetFile directly. NetFile offers free filer training in how to use their system. Any filer can request telephone training by going to the below webpage:

<https://netfile.com/Content/CampaignTraining>

The above is found on the filer login page at www.netfile.com/filer in the “Campaign Committee Filer” area at the bottom right of the screen. The training is with NetFile support staff to help the filer learn how to use the e-filing system and is free to the filer.



Campaign Filer Training for Candidates & Treasurers

Did you know that NetFile offers free online training for campaign committee filers? Well, we do! NetFile offers an online training session with one of our Customer Support staff during our normal business hours (M-F, 9am to 5pm). We handle everything once a filer signs up to request a training session.

How do Filers Sign Up?

It is really easy to sign up. All a filer needs to do is open a web browser and go to: <https://netfile.com/Content/CampaignTraining>. Once the page loads, the filer just needs to provide us with a few pieces of information:

- First Name
- Last Name
- E-Mail Address
- Primary Phone
- Alternate Phone (Not required)
- Best Time to Call
- Committee Name
- Your Position (with the committee).
- Filing Agency

What Happens Next?

When the filer submits the information on the web form, NetFile receives the request via e-mail and the filer receives a copy of the e-mail as well. One of our Customer Support staff then contacts the filer to coordinate the training.

What Can the Filer Expect from the Training?

The training session consists of the following topics:

- How to set up a NetFile User
- How to link to their committee's account to their NetFile User
- How to set up their committee's account
- How to search for and add entities
- How to add common transactions
- How to request further assistance

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**Fair Political Practices Commission
Filing Schedule for
Candidates and Controlled Committees for Local Office
Listed on the November 3, 2020 Ballot**

Deadline	Period	Form	Notes
July 31, 2020 <i>Semi-Annual</i>	* – 6/30/20	460 or 470	<ul style="list-style-type: none"> • 460: All committees must file Form 460.
Within 24 Hours <i>Contribution Reports</i>	8/5/20 – 11/3/20	497	<ul style="list-style-type: none"> • File if a contribution of \$1,000 or more in the aggregate is received from a single source. • File if a contribution of \$1,000 or more in the aggregate is made to or in connection with <i>another</i> candidate or measure being voted upon November 3, 2020. • The recipient of a non-monetary contribution of \$1,000 or more in the aggregate must file a Form 497 within 48 hours from the time the contribution is received. • File by personal delivery, e-mail, guaranteed overnight service, or fax. The committee may also file online, if available.
Sept 24, 2020 <i>1st Pre-Election</i>	7/1/20 – 9/19/20	460 or 470	<ul style="list-style-type: none"> • Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
Oct 22, 2020 <i>2nd Pre-Election</i>	9/20/20 – 10/17/20	460	<ul style="list-style-type: none"> • All committees must file this statement. • File by personal delivery or guaranteed overnight service. The committee may also file online, if available.
Feb 1, 2021 <i>Semi-Annual</i>	10/18/20 – 12/31/20	460	<ul style="list-style-type: none"> • All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before Dec 31, 2020.

Additional Notes:

- *** Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **Local Ordinance:** Always check on whether additional local rules apply.
- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to a 24-Hour/10-Day Contribution Report (Form 497) that is due the weekend before the election, and this extension never applies to any 24-Hour/10-Day Independent Expenditure Report (Form 496). Such reports must be filed within 24 hours, regardless of the day of the week.
- **Method of Delivery:** All paper filings may be filed by first class mail unless otherwise noted. A paper copy of a statement may not be required if a local agency requires online filing pursuant to a local ordinance.
- **Form 501:** All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.
- **Form 460:** Candidates who have raised/spent \$2,000 or more file the Form 460. The Form 410 (Statement of Organization) must also be filed once \$2,000 or more has been raised/spent.

Fair Political Practices Commission

- **Form 470:** Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2020 and do not have an open committee must file Form 470 on or before September 24, 2020. If, later during the calendar year, the candidate raises or spends \$2,000 or more, a Form 470 Supplement and a Form 410 must be filed.
- **Independent Expenditures:** Committees making independent expenditures totaling \$1,000 or more to support or oppose other candidates or ballot measures also file:
 - [462](#): This form must be e-mailed to the FPPC within 10 days.
 - [496](#): This form is due within 24 hours if made in the 90-day, 24-hour reporting period of the candidate's or measure's election. Refer to the applicable filing schedule. Form 496 is filed with the filing officer in the jurisdiction of the affected candidate or measure.
- **After the Election:** Reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open. See [Campaign Disclosure Manual 2](#) for additional information.
- **Public Documents:** All statements are public documents.
- **Resources:** Campaign manuals and other instructional materials are available [here](#). Or, visit www.fppc.ca.gov > Learn > [Campaign Rules](#).

Statement of Economic Interests

All candidates for elective office are required to file a Statement of Economic Interests Form 700 no later than the final filing date of the Declaration of Candidacy, to disclose their investments, their interests in real property, and any income received during the immediately preceding 12 months.

Form 700 provides transparency and ensures accountability in two ways:

1. It provides necessary information to the public about an official's personal financial interests to ensure that officials are making decisions in the best interest of the public and not enhancing their personal finances.
2. It serves as a reminder to the public official or potential conflicts of interest so that the official can abstain from making or participating in governmental decisions that are deemed conflicts of interests.

REQUIRED DOCUMENT TO BE FILED WITH ALL OTHER NOMINATION DOCUMENTS: The Office of the Registrar of Voters is the filing officer for Statements of Economic Interests in conjunction with **candidacy for specified elective offices only**. Assuming Office statements, Annual statements, and Leaving Office statements are filed with the filing officer of the applicable jurisdiction. This document must be filed with all other nomination documents during the nomination period.

If a candidate is uncertain of his/her filings they should contact their local filing officer or complete a new form marking the candidate statement box, which will satisfy the candidate's requirements for running for office.

Candidates with detailed questions regarding the Statement of Economic Interests Form 700 should contact the Fair Political Practices Commission at (916) 322-5660 or (866) ASK-FPPC (275-3772).

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Code of Fair Campaign Practices

(Elections Code Sections 20400-20444)

Background Information

In 1982, legislation was passed which established a "Code of Fair Campaign Practices" in California which could be voluntarily subscribed to by candidates for public office. Amendments in 1987 expanded the provisions of the code to apply to committees formed primarily to support/oppose a ballot measure and reaffirmed civil liability provisions pertaining to libel and slander in campaign advertising and communications.

The text of the provisions of the Code of Fair Campaign Practices is listed on the following pages of this document.

Purpose

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.

Office of the Registrar of Voters Requirement

The Office of the Registrar of Voters is required, at the time an individual is issued his/her Declaration of Candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, to provide the candidate a blank form on which to subscribe to the "Code of Fair Campaign Practices" and a copy of the Elections Code provisions.

Voluntary Subscription

Subscription to the Code is voluntary. Completed forms are to be filed with the Office of the Registrar of Voters and shall be retained for public inspection until 30 days after the election.

Provisions of the Code of Fair Campaign Practices

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

Chapter 5. Fair Campaign Practices

Article 1. General Intent

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.

Elections Code § 20400

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.

(Enacted by Stats. 1994, Ch. 920, Sec. 2.)

Article 2. Definitions

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

(Enacted by Stats. 1994, Ch. 920, Sec. 2.)

Article 3. Code of Fair Campaign Practices

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.

Elections Code § 20440

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

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

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

Code of Fair Campaign Practices
§ 20440

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.

Print Name

Signature

Date

Office

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Laws Governing Campaign Practices

Political Advertising

Any paid political advertisement that refers to an election or to any candidate for state or local elective office and that is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the advertisement or in 10-point Roman type, whichever is larger, the words "Paid Political Advertisement". The words shall be set apart from any other printed matter. As used in this section "Paid Political Advertisement" shall mean and shall be limited to, published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office.

Elections Code § 20008

Local municipal jurisdictions have each established ordinances regarding political advertising and signs. Refer to the "Outdoor Political Advertising Guidelines" section in this guide for contact information for each of the city clerks in Santa Clara County to obtain further information.

Simulation of the Ballot

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

"NOTICE TO VOTERS

“(Required by Law)

“This is not an official ballot or an official county information guide prepared by the county elections official or the Secretary of State.

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

Violations will result in a court injunction. Our office is available to review proposed ballot simulations.

Elections Code § 20009

Campaign Literature Containing Polling Place of Voter

A person is guilty of a misdemeanor who knowingly causes to be mailed or distributed, or knowingly mails or distributes, literature to a voter that includes a designation of the voter's precinct vote center other than a precinct vote center listed for that voter in an official precinct vote center list that constituted the latest official precinct vote center list at a time not more than 30 days prior to the mailing or distribution.

Elections Code § 18302

Mass Mailing/Campaign Literature

“Mass Mailing” means over two hundred (200) substantially similar pieces of mail but does not include a form letter or other mail which is sent in response to an unsolicited request, letter or other inquiry.

Government Code § 82041.5

Mass Mailing Requirements

All campaign committees, including candidate, ballot measure, general purpose, major donor and independent expenditure committees, must provide the words “**Paid for by**” when the committee sends a mass mailing. This identification must be presented in the same size and color as the committee name – no less than 6-point Roman type and in a color or print that contrasts with the background and is easily legible. The words “**Paid for by**” shall be immediately adjacent to and above or immediately adjacent to and in front of the committee name and address.

FPPC Regulation 18435

Example:

“Paid for by Committee to Elect Doe to City Council 2012, 1234 Main Street, Sacramento, CA 95555”

§ 84305 of the Government Code provides as follows:

(a) (1) Except as provided in subdivision (b), a candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee shall not send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type that is in a color or print that contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the candidate’s, candidate controlled committee established for an elective office for the controlling candidate’s, or political party committee’s address is a matter of public record with the Secretary of State.

(2) Except as provided in subdivision (b), a committee, other than a candidate controlled committee established for an elective office for the controlling candidate or a political party committee, shall not send a mass mailing that is not required to include a disclosure pursuant to Section 84504.2 unless the name, street address, and city of the committee is shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type that is in a color or print that contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the committee’s address is a matter of public record with the Secretary of State.

(b) If the sender of the mass mailing is a single candidate or committee, the name, street address, and city of the candidate or committee need only be shown on the outside of each piece of mail.

(c) (1) A candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee shall not send a mass electronic mailing unless the name of the candidate or committee is shown in the electronic mailing preceded by the words “Paid for by” in at least the same size font as a majority of the text in the electronic mailing.

(2) A committee, other than a candidate controlled committee established for an elective office for the controlling candidate or a political party committee, shall not send a mass electronic mailing that is not required to include a disclosure pursuant to Section 84502 or 84504.3 unless the name of the committee is shown in the electronic mailing preceded by the words “Paid for by” in at least the same size font as a majority of the text in the electronic mailing.

(d) If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a) or (c).

(e) For purposes of this section, the following terms have the following meanings:

(1) “Mass electronic mailing” means sending more than 200 substantially similar pieces of electronic mail within a calendar month. “Mass electronic mailing” does not include a communication that was solicited by the recipient, including, but not limited to, acknowledgments for contributions or information that the recipient communicated to the organization.

(2) “Sender” means the candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee who pays for the largest portion of expenditures attributable to the designing, printing, and posting of the mailing which are reportable pursuant to Sections 84200 to 84216.5, inclusive.

(3) To “pay for” a share of the cost of a mass mailing means to make, to promise to make, or to incur an obligation to make, any payment: (A) to any person for the design, printing, postage, materials, or other costs of the mailing, including salaries, fees, or commissions, or (B) as a fee or other consideration for an endorsement or, in the case of a ballot measure, support or opposition, in the mailing.

(f) This section does not apply to a mass mailing or mass electronic mailing that is paid for by an independent expenditure.

Mass Mailing Prohibitions

NO newsletter or other mass mailing shall be sent at public expense.

Government Code § 89001

False or Misleading Information to Voters

No candidate shall submit any nomination paper or declaration of candidacy knowing that any part of it has been made falsely. Violations may result in criminal penalties.

Elections Code § 18203

No candidate shall attempt to mislead the public by pretending or implying by his statements or conduct that he is an incumbent of a public office or that he has acted in the capacity of a public officer when this is not the case. Violations may result in civil penalties.

Elections Code § 18350

In the occupational designation on the ballot, no candidate shall assume a designation which would mislead the voters.

Elections Code § 13107

Electioneering on Election Day

§18370 of the California Elections Code states:

No person, on election day, or at any time that a voter may be casting a ballot, shall, within 100 feet of a polling place, a satellite location under Section 3018, or an elections official's office:

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

Prohibited electioneering information includes, but is not limited to, any of the following:

- (a) A display of a candidate's name, likeness, or logo.
- (b) A display of a ballot measure's number, title, subject, or logo.
- (c) Buttons, hats, pencils, pens, shirts, signs, or stickers containing electioneering information.
- (d) Dissemination of audible electioneering information.
- (e) At vote by mail ballot drop boxes, loitering near or disseminating visible or audible electioneering information.

As used in this section, "100 feet of a polling place, a satellite location under Section 3018, or an elections official's office" means a distance 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

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

(Amended by Stats. 2009, Ch. 146, Sec. 2. (AB 1337) Effective January 1, 2010.)

§18371 of the California Elections Code states:

- (a) No candidate or representative of a candidate, and no proponent, opponent, or representative of a proponent or opponent, of an initiative, referendum, or recall measure, or of a charter amendment, shall solicit the vote of a vote by mail voter, or do any electioneering, while in the residence or in the immediate presence of the voter, and during the time he or she knows the vote by mail voter is voting.
- (b) Any person who knowingly violates this section is guilty of a misdemeanor.
- (c) This section shall not be construed to conflict with any provision of the federal Voting Rights Act of 1965, as amended, nor to preclude electioneering by mail or telephone or in public places, except as prohibited by Section 18370, or by any other provision of law.

(Amended by Stats. 2007, Ch. 508, Sec. 113. Effective January 1, 2008.)

§ 18403 of the California Elections Code states:

Any person other than an elections official or a member of the precinct board who receives a voted ballot from a voter or who examines or solicits the voter to show his or her voted ballot is punishable

by a fine not exceeding ten thousand dollars (\$10,000), by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years, or in a county jail not exceeding one year, or by both that fine and imprisonment. This section shall not apply to persons returning a vote by mail ballot pursuant to Sections 3017 and 3021 or persons assisting a voter pursuant to Section 14282.

(Amended by Stats. 2011, Ch. 15, Sec. 70. (AB 109) Effective April 4, 2011. Operative October 1, 2011, by Sec. 636 of Ch. 15, as amended by Stats. 2011, Ch. 39, Sec. 68.)

§ 18540 of the California Elections Code states:

- (a) Every person who makes use of or threatens to make use of any force, violence, or tactic of coercion or intimidation, to induce or compel any other person to vote or refrain from voting at any election or to vote or refrain from voting for any particular person or measure at any election, or because any person voted or refrained from voting at any election or voted or refrained from voting for any particular person or measure at any election is guilty of a felony punishable by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years.
- (b) Every person who hires or arranges for any other person to make use of or threaten to make use of any force, violence, or tactic of coercion or intimidation, to induce or compel any other person to vote or refrain from voting at any election or to vote or refrain from voting for any particular person or measure at any election, or because any person voted or refrained from voting at any election or voted or refrained from voting for any particular person or measure at any election is guilty of a felony punishable by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years.

(Amended by Stats. 2011, Ch. 15, Sec. 77. (AB 109) Effective April 4, 2011. Operative October 1, 2011, by Sec. 636 of Ch. 15, as amended by Stats. 2011, Ch. 39, Sec. 68.)

§ 18541 of the California Elections Code states:

- (a) No person shall, with the intent of dissuading another person from voting, within 100 feet of a polling place, do any of the following:
 - (1) Solicit a vote or speak to a voter on the subject of marking his or her ballot.
 - (2) Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.
 - (3) Photograph, video record, or otherwise record a voter entering or exiting a polling place.
- (b) Any violation of this section is punishable by imprisonment in a county jail for not more than 12 months, or in the state prison. Any person who conspires to violate this section is guilty of a felony.
- (c) For purposes of this section, 100 feet means a distance of 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

(Amended by Stats. 2009, Ch. 88, Sec. 33. (AB 176) Effective January 1, 2010.)

§ 18544 of the California Elections Code states:

- a) Any person in possession of a firearm or any uniformed peace officer, private guard, or security personnel or any person who is wearing a uniform of a peace officer, guard, or security

personnel, who is stationed in the immediate vicinity of, or posted at, a polling place without written authorization of the appropriate city or county elections official is punishable by a fine not exceeding ten thousand dollars (\$10,000), by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years, or in a county jail not exceeding one year, or by both that fine and imprisonment.

(b) This section shall not apply to any of the following:

- (1) An unarmed uniformed guard or security personnel who is at the polling place to cast his or her vote.
- (2) A peace officer who is conducting official business in the course of his or her public employment or who is at the polling place to cast his or her vote.
- (3) A private guard or security personnel hired or arranged for by a city or county elections official.
- (4) A private guard or security personnel hired or arranged for by the owner or manager of the facility or property in which the polling place is located if the guard or security personnel is not hired or arranged solely for the day on which an election is held.

(Amended by Stats. 2011, Ch. 15, Sec. 78. (AB 109) Effective April 4, 2011. Operative October 1, 2011, by Sec. 636 of Ch. 15, as amended by Stats. 2011, Ch. 39, Sec. 68.)

Legal Examination of Candidate Statements and Writs of Mandate

Examination Period for Candidate Statements

Once the candidate filing period has closed, candidate statements may be reviewed by the public for 10-calendar days. During this 10-calendar day examination period any voter of the jurisdiction in which the election is held may take legal action by filing a writ of mandate to challenge the contents of the statement in court. Based on a filing deadline of August 7, 2020, the 10-calendar day period will close August 17, 2020. For offices with an extended filing period ending on August 12, 2020, the 10-calendar day deadline will be August 22, 2020.

It is recommended that anyone wishing to pursue a legal challenge file a petition for a writ of mandate (along with an ex parte application) as early as possible in the 10-calendar day period. Courts are not open on weekends, and with a small window to seek a challenge, waiting until the end of the examination period leads to the risk that any changes will interfere with the legal timeframe for printing and distribution of the voter information guide to voters in the County.

Elections Code § 13313 states:

- (a) The elections official shall make a copy of the material referred to in Section 13307 available for public examination in the elections official's office for a period of 10-calendar days immediately following the filing deadline for submission of those documents. Any person may obtain a copy of the candidate's statements from the elections official for use outside of the elections official's office. The elections official may charge a fee to any person obtaining a copy of the material, and the fee may not exceed the actual cost incurred by the elections official in providing the copy.
- (b)
 - (1) During the 10-calendar day public examination period provided by this section, any voter of the jurisdiction in which the election is being held, or the elections official, himself or herself, may seek a writ of mandate or an injunction requiring any or all of the material in the Candidates statements to be amended or deleted. The writ of mandate or injunction request shall be filed no later than the end of the 10-calendar day public examination period.
 - (2) A peremptory writ of mandate or an injunction shall issue only upon clear and convincing proof that the material in question is false, misleading, or inconsistent with the requirements of this chapter, 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.
 - (3) The elections official shall be named as respondent and the candidate who authored the material in question shall be named as the real party in interest. In the case of the elections official bringing the mandamus or injunctive action pursuant to this subdivision, the board of supervisors of the county shall be named as the respondent and the candidate who authored the material in question shall be named as the real party in interest.

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Outdoor Political Advertising Guidelines

County Political Sign Regulations

Within unincorporated areas of the county (areas not incorporated into one of the cities within the county), the following County Code sections will apply:

4.40.100 Political Signs

A. *Intent.* It is the intent of this section to encourage participation by the electorate in political activity but to assure that political signs will be located, constructed and removed in a manner to assure the public safety and general welfare.

B. *Permitted subject to regulation.* Notwithstanding any other provision of this chapter, political signs are permitted without an architecture and site approval in any zoning district, subject to all the following regulations:

1. No political sign shall be located in violation of Division B17, Chapter II, commencing with Section B17-18, of the County Ordinance Code;

2. No political sign shall exceed 16 square feet in surface area in any R1, R1E, RHS, R1S or R2 zoning district unless it is located on a vacant lot, in which case it shall not exceed 32 square feet; and

3. Each political sign shall be removed within ten days following the final election to which such sign relates.

C. *Exception.* This section shall not apply to commercial outdoor advertising structures lawfully located in zoning districts under this ordinance and maintained by persons licensed under California Business and Professions Code Div. 3, Ch. 2.

5.80.040 Enforcement

Pursuant to California Penal Code Section 836.5, the County Zoning Investigators are authorized to enforce the provisions of this ordinance and to issue citations for violations thereof. There shall be no civil liability on the part of, and no cause of action shall arise against, any Zoning Investigator acting pursuant to this section and within the scope of his or her authority.

The Santa Clara County Office of Planning provides enforcement of the County Political Sign Regulations. You may contact the Office of Planning at (408) 299-5770.

State Political Sign Regulations

The California Department of Transportation has specific guidelines and responsibilities pertaining to political signs placed within their areas of jurisdiction. This information will be issued to candidates when they pick up nomination papers.

City Political Sign Regulations

Each city regulates the placements of signs within their city limits. Listed below is the contact information for each city/town clerk's office within Santa Clara County. Please contact the appropriate city office(s) if you have any questions.

CAMPBELL

Andrea Sanders
70 N. First St.
Campbell, CA 95008
408-866-2116

MONTE SERENO

Gloisy Gonzalez-Langarica
18041 Saratoga/Los Gatos Rd.
Monte Sereno, CA 95030
408-354-7635

SUNNYVALE

David Carnahan
456 W. Olive Avenue
Sunnyvale, CA 94088
408-730-7483

CUPERTINO

Kirsten Squarcia
10300 Torre Ave.
Cupertino, CA 95014
408-777-3223

MORGAN HILL

Irma Torrez
17575 Peak Ave.
Morgan Hill, CA 95037
408-779-7259

GILROY

Shawna Freels
7351 Rosanna St.
Gilroy, CA 95020
408-846-0400

MOUNTAIN VIEW

Lisa Natusch
500 Castro St.
Mountain View, CA 94041
650-903-6304

LOS ALTOS

Andrea Chelemengos
1 N. San Antonio Rd.
Los Altos, CA 94022
650-947-2720

PALO ALTO

Beth Minor
250 Hamilton Ave.
Palo Alto, CA 94301
650-329-2571

LOS ALTOS HILLS

Deborah Padovan
26379 Fremont Rd.
Los Altos Hills, CA 94022
650-941-7222

SAN JOSE

Toni Taber
200 E. Santa Clara St.
San Jose, CA 95113
408-535-1260

LOS GATOS

Shelley Neis
110 E. Main St.
Los Gatos, CA 95030
408-354-6888

SANTA CLARA

Hosam Haggag
1500 Warburton Ave.
Santa Clara, CA 95050
408-615-2220

MILPITAS

Mary Lavelle
455 E. Calaveras Blvd.
Milpitas, CA 95035
408-586-3000

SARATOGA

Debbie Bretschneider
13777 Fruitvale Ave.
Saratoga, CA 95070
408-868-1269

FPPC Form 501 Frequently Asked Questions

Q: Which districts and offices are in the upcoming election?

A: The districts and offices that are in the upcoming election, are as followed:

- State and local office Run-Off Candidates
- School Board (Elementary, High School, Unified and College School District's)
- Special District's (Community, Fire, Health, Parks, Sanitary, and Water District's)
- City candidates (for the City of San José, only Run-off candidates, if any, are in the General Election)
- This information can also be found in the Candidate Guide on the Registrar's website. Under the Candidates and Measures tab, click on the November 3, 2020 election. We also provide this information in the office and over the phone.

Q: When is the nomination period?

A: The nomination period for the November 3, 2020 election opens on July 13, 2020 through August 7, 2020. For a copy of the Abbreviated Election Calendar with all of the filing deadlines associated with the General election, visit the Registrar's website under the Candidates and Measures tab, click on the November 3, 2020 election. We also provide this information in the office and over the phone.

Q: Who has filed for a particular office?

A: For information regarding the filing status for all offices, a copy of the Unofficial Contest/Candidate list will be posted every day. This report is updated on a daily basis during the nomination period. Visit the Registrar's website under the Candidates and Measures tab, click on the November 3, 2020 election. We also provide this information in the office and over the phone.

Q: How can I find out who is currently in office?

A: For a list of Candidates currently in office, the Candidate Service's department has an Officeholders List with all the current officeholders. This is available on the Registrar's website under the Candidates and Measures tab, click on the Office Holders List. We also provide this information in the office and over the phone.

Q: Where can I find a candidate's contact information?

A: During the nomination period, candidate files containing contact information are available for viewing in the Registrar of Voters office during office hours.

After the close of the nomination period, the Qualified Candidate List with contact information is available for public review/copy in the Registrar of Voters office during office hours.

The Registrar of Voters office is located at 1555 Berger Drive, Building 2, San Jose, CA 95112. Our office hours are Monday through Friday from 8 a.m. to 5 p.m.

Q: How do I find out information on campaign committees?

A: To search for committee information and filing status, please follow the steps below:

From the Candidates & Measures pull down menu, select FPPC Campaign Finance Filings. Then, click on the public access portal option to search and view filings. Type in the last name of the candidate in the "Search by Name" field to start the search. Next, select the name of filer from the results list. Contact the Candidate Services Division at 408-282-3000 should you need further assistance.

Q: What is a FPPC Form 501?

A: The FPPC Form 501 is the Candidate Intention Statement filed by a candidate to indicate their intention to run for office. This form must be filed before the candidate solicits or spends any campaign funds.

Q: How can I find out which candidates have filed a Form 501?

A: To search for candidate information and filing status, please follow the steps below:

From the Candidates & Measures pull down menu, select FPPC Campaign Finance Filings. Then, click on the public access portal to search and view filings.

Scroll down to the "Browse Candidates & Measures by Election" section, select the date of the election you are researching, click the button by "Candidates" to show the list of contests, click the button by the contest to show name of candidates who have filed the Form 501. Contact the Candidate Services Division at 408-282-3000 should you need further assistance.

Q: How can I find out when a candidate filed their Form 501?

A: To search for candidate information and filing status, please follow the steps below:

From the Candidates & Measures pull down menu, select FPPC Campaign Finance Filings. Then, click on the public access portal to search and view filings.

Put in the last name of the person in the "Search By Name" field to start the search. Then, select the name of the filer from the results list. The date the form was filed is listed under the "Filing Date" column at the filer page. Contact the Candidate Services Division at 408-282-3000 should you need further assistance.

Q: How can I find out the date of the election related to the Form 501 filed?

A: This information is only available in the Registrar of Voters office. Please contact the Candidate Services Division at 408-282-3000, or visit the Registrar of Voters office at 1555 Berger Drive, Building 2, San Jose, CA 95112 during our office hours of Monday through Friday from 8 a.m. to 5 p.m.

Q: What is the threshold that requires a candidate to file a FPPC Form 410?

A: When two thousand dollars (\$2,000) of contributions have been received. (Government Code section 82013)

County Voluntary Expenditure Limits Frequently Asked Questions

Q: Does the County have an ordinance for contribution limits?

A: Yes. The Santa Clara County Board of Supervisors adopted [Ordinance No. NS-19.40](#) on August 27, 2013 which places limitations on the amount of contributions made to and received by a candidate for county office. The text of the ordinance is below:

ORDINANCE NO. NS-19.40

AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SANTA CLARA AMENDING SECTIONS A35-1, A35-2 AND A35-3 OF CHAPTERS I AND II OF DIVISION A35 OF THE SANTA CLARA COUNTY ORDINANCE CODE RELATING TO CAMPAIGN AND OFFICEHOLDER CONTRIBUTION LIMITS

Summary

This Ordinance institutes limits for contributions to officeholders and updates campaign contribution limits.

THE BOARD OF SUPERVISORS OF THE COUNTY OF SANTA CLARA ORDAINS AS FOLLOWS:

SECTION 1: The title of Division 35 of Title A of the Ordinance Code of the County of Santa Clara is hereby amended to read as follows:

Division A35

LIMITATIONS ON CAMPAIGN AND OFFICEHOLDER CONTRIBUTIONS

SECTION 2: Section 1 of Chapter I of Division A35 of the Ordinance Code of the County of Santa Clara relating to the purpose of the County's campaign and officeholder contribution ordinance is hereby amended to read as follows:

Sec. A35-1. Purpose.

- (a) The purpose of this division is to place voluntary limits upon the total amount of money that may be spent from contributions to an election campaign for the offices of Board of Supervisors, District Attorney, County Sheriff, and County Assessor.
- (b) The purpose of this division is also to provide rules for campaign contributions for County offices and for contributions to County officeholders that are clear, that serve the interests of the County's voters while complying with U.S. Supreme Court precedents, and that provide fair notice to candidates and officeholders of such rules.
- (c) Further, the purpose of this division is to encourage participation by the public as candidates in County elections by clarifying regulations applicable to such contests.

SECTION 3. The title of Chapter II of Division A35 of the Ordinance Code of the County of Santa Clara relating to campaign and officeholder contributions is hereby amended to read as follows:

CHAPTER II

CAMPAIGN AND OFFICEHOLDER CONTRIBUTION LIMITS AND VOLUNTARY EXPENDITURE CEILINGS

SECTION 4. Section 2 of Chapter II of Division A35 of the Ordinance Code of the County of Santa Clara relating to campaign and officeholder contribution limits is hereby amended to read as follows:

Sec. A35-2. Contribution limits.

- (a) No person shall make to any candidate for the Board of Supervisors, District Attorney, County Sheriff, or County Assessor, or to such candidate's controlled committee, and no such candidate's controlled committee shall accept from any person, a contribution or contributions totaling more than \$500.00 for each election in which the candidate is attempting to be on the ballot or is a write-in candidate for such office.
- (b) Notwithstanding (a) of this section, if a candidate for the Board of Supervisors, District Attorney, County Sheriff, or County Assessor accepts the expenditure limits set forth in Section A35-3(a), no person shall make to any candidate for the Board of Supervisors, District Attorney, County Sheriff, or County Assessor, or to the candidate's controlled committee, and no candidate for such office or the candidate's controlled committee shall accept from any person a contribution or contributions totaling more than \$1,000.00 for each election.
- (c) No person shall contribute to a County officeholder, including a Supervisor, District Attorney, Sheriff or Assessor, and no County officeholder shall accept from any person, a contribution or contributions totaling more than \$1,000.00 per calendar year for the purpose of defraying expenses related to holding office as defined below in Section A35-2(d).
- (d) County officeholders may use contributions made pursuant to Section A35-2(c) ("officeholder funds") for all lawful purposes under state law and regulations of the Fair Political Practices Commission, but may not use such officeholder funds to pay "campaign expenses" as defined in California Code of Regulations, title 2, section 18525(a)(1)-(4).
- (e) Unspent campaign funds from a past campaign shall not count toward the officeholder contribution limit in this section.
- (f) The contribution limits of this section do not apply to:
 - (i) A candidate's or officeholder's expenditure of his or her personal funds for campaign or officeholder purposes respectively; or
 - (ii) Personal loans made by the candidate or officeholder for campaign or officeholder purposes respectively.
- (g) Notwithstanding subsection (f), any payment made by anyone other than the candidate or officeholder to reduce the amount of any loan made for campaign or officeholder purposes shall remain subject to the applicable contribution limits of this section.

SECTION 5. Section 3 of Chapter II of Division A35 of the Ordinance Code of the County of Santa Clara relating to voluntary expenditure ceilings is hereby amended to read as follows:

Sec: A35-3, Voluntary expenditure ceiling.

- (a) The County of Santa Clara hereby establishes voluntary expenditure ceilings for candidates for the office of Board of Supervisors, and for the controlled committees of candidates for the Board of Supervisors in the amount of \$250,000.00 total expenditure per election for such office, excepting expenditure of personal funds made by the candidate.

The County of Santa Clara hereby establishes voluntary expenditure ceilings for candidates for the office of District Attorney, County Sheriff, and County Assessor, and for the controlled committees of

such candidates in the amount of \$500,000.00 total expenditure per election for such office, excepting expenditure of personal funds made by the candidate.

- (b) Each candidate for the Board of Supervisors, District Attorney, County Sheriff and County Assessor shall file with the Registrar of Voters of the County of Santa Clara a written statement of acceptance or rejection of the voluntary expenditure ceilings before accepting any contributions. Candidates who accept the expenditure ceiling set forth in this section shall not be subject to the contribution limitation set forth in Section A35-2(a) of \$500.00, but rather shall be subject to the contribution limits set forth in Section A3S-2(b) of \$1,000.00.
- (c) If a candidate for the Board of Supervisors, District Attorney, County Sheriff or County Assessor declines to accept the voluntary expenditure ceiling set forth in Section A35-3(a) the candidate shall be subject to the contribution limits set forth in Section A3S-2(a) of \$500.00.
- (d) Any candidate for the Board of Supervisors, District Attorney, County Sheriff, or County Assessor who declined to accept the voluntary expenditure ceiling set forth in Section A35-3(a), but who nevertheless did not exceed the recommended spending limits in the primary, special primary, or special election, may file a statement of acceptance of the spending limits for a general or special runoff election within 14 days following the primary, special primary, or special election and receive all the benefits accompanying such an agreement specified in this chapter.

Q: Does the County ordinance only apply to candidates for county offices?

A: Yes, the County of Santa Clara ordinance only applies to candidates filing for county offices:

- County Supervisor
- County Assessor
- Sheriff
- District Attorney

Q: How can I find out if a candidate for a county office has accepted the Voluntary Expenditure Ceiling Limit Agreement?

A: Information on which candidates have accepted the Voluntary Expenditure Ceiling Limit Agreement can be found by visiting www.sccvote.org/candidatesandmeasuresinformation and clicking on the document titled "List of Candidates Accepting Expenditure Limits."

This information is also available by contacting the Candidate Services Division at (408) 282-3000 or visiting the Registrar of Voters Office at 1555 Berger Drive, Build 2, San Jose, CA 95112 during the office hours of Monday through Friday 8 a.m. to 5 p.m.

Q: When is the deadline to file the Voluntary Expenditure Ceiling Limit Agreement?

A: We recommend the Voluntary Expenditure Ceiling Limit Agreement be submitted to the Registrar of Voters office when the Candidate Intention Statement (Form 501) is filed. The Form 501 must be filed before the candidate solicits or spends any campaign fund. Copies of both forms can be viewed on next page:

Candidate Intention Statement Type or Print In Ink.

Check One: Initial Amendment (Date: _____)

Date Form: **CANDIDATE INTENTION STATEMENT CALIFORNIA FORM 501**
For Office Use Only

1. Candidate Information:

NAME OF CANDIDATE (Last, First, Middle Initial): _____ DURING TELEPHONE NUMBER: _____ FAX NUMBER (optional): _____ E-MAIL (optional): _____

STREET ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____

OFFICE/SIGHT POSITION/TITLE: _____ AGENCY NAME: _____ DISTRICT NUMBER, if applicable: NON-PARTISAN DISTRICT: _____

OFFICE JURISDICTION:
 State (with district): _____
 City County Multi-County: _____ (Name of Regional Government) _____ (Name of County)

2. State Candidate Expenditure Limit Statement:
(Use Form and California Candidate, Party, Public Candidate, and Candidates for local offices on our separate Post-It.)

Type of Election: *Primary/general election* (Type of Election) *Special/ runoff election*

Accept the limit:
 I accept the voluntary expenditure ceiling for the election stated above.
 I do not accept the voluntary expenditure ceiling for the election stated above.

Amendment:
 I did not exceed the expenditure ceiling in the primary or special election held on _____/_____/_____ and I accept the voluntary expenditure ceiling for the general or special run-off election.

Other purposes:
 On _____/_____/_____, I contributed personal funds in excess of the expenditure ceiling for the election stated above.

3. Verification:
 I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed by: _____ (Name) Signature: _____ (Candidate)

Clear Form Print Form

PPPC Form 501 (April 2014)
 PPPC Toll-Free Help Line: 800-333-6666/PPPC (844) 776-2772

REGISTRAR OF VOTERS
Santa Clara County

VOLUNTARY EXPENDITURE CEILING LIMIT AGREEMENT UPDATE
Pursuant to Section A35-3 of the Santa Clara County Ordinance Code

For use ONLY for candidates who rejected the voluntary expenditure ceiling initially for both the election and run-off election and, within 14 days of the initial election held in conjunction with the statewide primary, subsequently wish to change their prior declaration to now accept the voluntary expenditure ceiling for the run-off election.

I, _____ (Name)
 candidate for _____ (Office Title)
 hereby confirm that for the election held in conjunction with the statewide primary, my campaign did not exceed the recommended spending limit* of \$ _____, and I hereby accept the voluntary expenditure ceiling limit* of \$ _____ as set forth in County Ordinance Code Section A35-3, for the run-off/general election to be held in conjunction with the statewide general election on _____ (Date of run-off/general election)
 Signature: _____ Date: _____

* \$250,000 limit for the office of Board of Supervisors
 \$500,000 limit for the offices of Assessor, District Attorney and Sheriff

Revised 7/23/2019

REGISTRAR OF VOTERS
Santa Clara County

VOLUNTARY EXPENDITURE CEILING LIMIT AGREEMENT
Pursuant to Section A35-3 of the Santa Clara County Ordinance Code

I, _____ (Name)
 candidate for _____ (Office Title)
 hereby declare the acceptance / rejection of the voluntary expenditure ceiling limit of \$ _____ per election as set forth in County Ordinance Code Section A35-3, for the following election (primary) and, if relevant, the related run-off/general election:
 _____ (Date of election/primary)
 I accept for both the (primary) election and, if relevant, the (general) run-off election.
 I reject for both the (primary) election and, if relevant, the (general) run-off election.
 Signature: _____ Date: _____

* \$250,000 limit for the office of Board of Supervisors
 \$500,000 limit for the offices of Assessor, District Attorney and Sheriff

Revised 7/23/2019

Q: What are the voluntary expenditure limits for county offices?

A: Voluntary expenditure limits for county offices are as follows:

Board of Supervisors: \$250,000/election.

Assessor, District Attorney and Sheriff: \$500,000/election.

Q: Does the voluntary expenditure limit apply to personal funds contributed by the candidate?

A: No, the voluntary expenditure limit does not include personal funds from the candidate.

Q: What is the total amount of contribution an individual can make to a candidate?

A: The total amount of contribution an individual can make is as follows:

If the candidate **agrees** to the voluntary expenditure limit, an individual may contribute up to \$1,000/election.

If the candidate **does not agree** to the voluntary expenditure limit, an individual may contribute up to \$500/election.

Q: What happens if a candidate changes his mind after signing and filing the Voluntary Expenditure Limit?

A: As set forth in Chapter 1, Section A-35-3(d) "Any candidate for the Board of Supervisors, District Attorney, County Sheriff, or County Assessor who declined to accept the voluntary expenditure ceiling set forth in Section A35-3(a), but who nevertheless did not exceed the recommended spending limits in the primary, special primary, or special election, may file a statement of acceptance of the spending limits for a general or special runoff election within 14 days following the primary, special primary, or special election and receive all the benefits accompanying such an agreement specified in this chapter."

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CHAPTER 5

Services Available to Candidates

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Voter Information/Election Data/Maps

Per confidentiality laws of 1995, voter registration information is confidential; however, there are specific permissible exceptions to the law. The California Administrative Code, Title 2, Division 7, Article 1, Section 19003, specifies **permissible uses** for any data obtained from voter registration files. Permissible usage includes, but is not limited to:

- Direct election campaigning, surveys in conjunction with an election campaign, and distribution of information of a political nature.

Elections Code § 2194

Prohibited Uses

Data obtained from voter registration or election files may not be sold, leased, loaned, reproduced, or possession thereof relinquished without receiving written authorization to do so from the Secretary of State or the Office of the Registrar of Voters. In addition, prohibited usage includes commercial purposes and solicitations of contributions or services for any purpose other than on behalf of a candidate or political party, or in support of or opposition to a ballot measure.

Public Viewing Terminals

The voter registration database may be viewed from a public terminal located in the lobby of the Office of the Registrar of Voters. The public viewing terminal is available during normal business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. The public terminal screen does not reveal confidential voter registration information.

Confidential Viewing Terminals

Viewing of the confidential voter registration database is only available in the Office of the Registrar of Voters. Confidential information includes such items as: residential street address, telephone number, precinct number, date of birth, occupation, driver's license number and the last four digits of a social security number. To view the confidential voter registration database, a person will be required to provide identification and complete an Application for Voter Information. The confidential viewing terminal is available Monday through Friday, 8:00 a.m. to 4:45 p.m.

Election Data

Election data containing voter registration information is available for purchase from the Office of the Registrar of Voters. An Application for Voter Information must be completed that includes a detailed explanation for its use. All orders for voter information must be paid for in advance. Election data requests are processed in the order they are received and take 2-3 business days for completion. Pricing for election data is included in the fee schedule listed on www.sccvote.org.

Vote by Mail voter information is also available for purchase but requires a 24-hour advance notice; subsequent updates will be available on Monday, Wednesday, and Friday after 10:00 a.m.

For more information on how to purchase Vote by Mail election data, please contact the Vote by Mail Division at (408) 299-8640.

Maps

Maps of districts with contests on the ballot are available for purchase from the Office of the Registrar of Voters. Please contact Bob Nguyen, the Mapping Division Coordinator, at (408) 282-3037 or send an email to ROV-Mapping@rov.sccgov.org for more information.

Voter Centers and Ballot Drop Boxes

Any voter can use the online look up tool on www.sccvote.org/votehere to find a list of the closest Vote Centers, list of Ballot Drop-Box locations and hours including a Google Maps link for directions on the election specific page

Important Vote by Mail Dates

Presidential General Election, November 3, 2020

September 29, 2020

First day for campaigns to purchase Vote by Mail information specific to this election. On May 8, 2020, Governor Newsom issued Executive Order N-64-20 calling for the November 3, 2020, Presidential General Election to be conducted as an all vote-by-mail ballot election. While the Executive Order directs counties to mail ballots to all registered voters in advance of Election Day, it also makes very clear that in-person voting opportunities are vital to ensuring that every registered voter has an opportunity to cast a ballot. Pending updates from the Governor, a list of all Vote Center locations can be found on the Office of the Registrar of Voter's website at: www.sccvote.org/votehere.

October 5, 2020

First day Vote by Mail ballots are available.

October 31, 2020

Vote Centers open in the County of Santa Clara per Revised Governor's Executive Order N-67-20.

Voter's Choice Act (VCA) counties shall continue to provide at least one in-person voting location per 10,000 registered voters within the county from E-3 through Election Day however are not required to open any vote center prior to E-3.

Counties are nevertheless encouraged to open vote centers earlier, where feasible and as conditions warrant, to maximize opportunities for voter participation.

The minimum operating hours set forth in Elections Code sections 4005 and 4007 have not been affected by any executive order Please refer to sccvote.org/votehere for further information on vote center days and hours of operations.

October 5 – November 2, 2020
Monday – Friday, 8:00 am – 5:00 pm

Dates and times for voting in the Office of the Registrar of Voters.

October 24 – October 25, 2020

Saturday – Sunday, 9:00 am – 5:00 pm

October 31 – November 1, 2020

Saturday – Sunday, 9:00 am – 5:00 pm

November 3, 2020 (Election Day)

Tuesday, 7:00 am – 8:00 pm

October 27, 2020

Last day to request Vote by Mail Ballots by mail.

November 3, 2020

Election Day

Beginning with this year, voters have more options to return their voted ballots to their elections official.

A voter may:

- 1) Return it by mail or in person.
- 2) Return it to a vote center within the state.
- 3) Return the ballot to a vote by mail ballot drop-off location within the state that is provided by law.

A voter who is unable to return their ballot may designate any person to return the ballot for them. The ballot must be received at any official voting location before the close of the polls on election day. If a voted ballot is returned to a county that is not the county who issued the ballot, the elections official for the county in which the ballot is returned shall forward the ballot to the elections official who issued it no later than eight days after receipt.

November 25, 2020

In the case of a voter whose signature does not match or whose signature is missing on the envelope containing their ballot, the elections official is required to notify the voter, at least 8 days before the certification of the election, of an opportunity to verify the voter's signature.

December 1, 2020

Last day to turn in unsigned ballot or signature verification statements.

Vote Centers

Voting at Vote Centers and at the Registrar of Voter's Office

On May 8, 2020, Governor Newsom issued Executive Order N-64-20 calling for the November 3, 2020, Presidential General Election to be conducted as an all vote-by-mail ballot election. While the Executive Order directs counties to mail ballots to all registered voters in advance of Election Day, it also makes very clear that in-person voting opportunities are vital to ensuring that every registered voter has an opportunity to cast a ballot.

On June 5, 2020, Governor Newsom issued Revised Executive Order N-64-20 requiring **Voter's Choice Act (VCA) counties** to continue to provide at least one in-person voting location per 10,000 registered voters within the county from E-3 through Election Day, however are not required to open any vote center prior to E-3.

Counties are nevertheless encouraged to open vote centers earlier, where feasible and as conditions warrant, to maximize opportunities for voter participation.

The minimum operating hours set forth in Elections Code sections 4005 and 4007 have not been affected by any executive order. Please refer to sccvote.org/votehere for further information on vote center days and hours of operations.

List of all Vote Center locations can be found on the Office of the Registrar of Voter's website at www.sccvote.org/votehere.

In-person voting at the Office of the Registrar of Voters will be available beginning on October 5, 2020.

Reporting of Results

New voting technology at the Office of the Registrar of Voters offers major improvements for reporting election night results. In the past, all ballots were returned to the Office of the Registrar of Voter's main office for tabulation. The new system allows for remote tabulation at each Vote Center, which will expedite election night results considerably. The modernized system has enhanced security, improved auditing options and incorporates precinct-level tabulation and reporting capabilities.

Beginning at approximately 8:05 p.m. on election night, results are available on our website at www.sccvote.org, or by calling (408) 299-VOTE. The first results reported are Vote by Mail ballots. Updates will occur approximately every hour. The Office of the Registrar of Voter's website banner will be updated with information as to our current situation and predicted update time.

As soon as the voting polls close at 8:00 p.m., candidates, media representatives, and the public may view and monitor election results in Media Room 181. Room 181 is located

directly across from the Auditorium and next to the Cafeteria. For more information about viewing election results, please contact the Public and Legislative Affairs at (408) 282-3008 or by emailing ROV-Media@rov.sccgov.org.

Official Canvass of the Returns

In general, the Official Canvass of the Vote and certification of the election must be completed within 30-days of the election. The Official Canvass includes many steps, including a tabulation of all valid ballots cast and a verification and audit of the voting materials and official results. Elections Code §15302 stipulates that the official canvass shall include, but is not be limited to, the following tasks:

- (a) An inspection of all materials and supplies returned by election workers.
- (b) A reconciliation of the number of signatures on the roster with the number of ballots recorded on the ballot statement.
- (c) In the event of a discrepancy in the reconciliation required by subdivision (b), the number of ballots received from each Vote Center shall be reconciled with the number of ballots cast, as indicated on the ballot statement.
- (d) A reconciliation of the number of ballots counted, spoiled, canceled, or invalidated due to identifying marks, overvotes, or as otherwise provided by statute, with the number of votes recorded, including vote by mail and provisional ballots, by the vote counting system.
- (e) Processing and counting any valid vote by mail and provisional ballots not included in the semifinal official canvass.
- (f) Counting any valid write-in votes.
- (g) Reproducing any damaged ballots, if necessary.
- (h) Reporting final results to the governing board and the Secretary of State, as required.

When elections are consolidated, all results are reported at the same time. The canvass and certification of the vote can take up to 30 days to complete. The Registrar of Voters cannot accommodate requests to tabulate and release results for specified contests, nor can it segregate ballots by contest to report remaining ballots by jurisdiction.

References

Below is a list of contact information to assist you with questions you may have during your campaign.

1. **Secretary of State** (www.sos.ca.gov)
 - Elections Division: (916) 657-2166
 - Political Reform Division: (916) 653-6224
 - Investigation & Election Fraud Hot-Line: (800) 345-VOTE (8683)
2. **Santa Clara County District Attorney's Office** (www.sccgov.org)
 - Main line: (408) 792-2888
 - Email: publicinformation@doa.sccgov.org
3. **Santa Clara County, Office of the Registrar of Voters** (www.sccvote.org)
 - Main line: (866) 430-VOTE (8683)
 - Vote by Mail Division: (408) 299-8640
 - Candidate Services Division: (408) 299-8639
 - Voter Registration Services Division: (408) 299-8683
 - Election Officers: (408) 299-POLL (7655)
4. **Fair Political Practices Commission** (www.fppc.ca.gov)
 - Technical Assistance Division: (916) 322-5660 or (866) 275-3772
 - Enforcement Division: (916) 322-5660
5. **Federal Election Commission** (www.fec.gov)
 - (800) 424-9530
6. **NetFile** (www.netfile.com/filer)
 - (209) 742-4100
 - filerhelp@netfile.com
7. **California Legislative Information** (leginfo.legislature.ca.gov)
8. **League of Women Voters/Voter's Edge** (www.votersedge.org/ca)
9. **Population Statistics & Historical Data** (www.sccgov.org/sites/dpd)
 - Links to the State Department of Finance and the Association of Bay Area Governments.

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County of Santa Clara

Registrar of Voters

1555 Berger Drive, Bldg. 2
San Jose, CA 95112
Mailing Address: P.O. Box 611360, San Jose, CA 95161-360
(408) 299-VOTE (8683) 866-430-VOTE (8683) FAX: (408) 998-7314
www.sccvote.org



Dear Candidate:

Now that you have filed as a candidate, I want to encourage you to participate in Voter's Edge, a non-partisan project of the League of Women Voters of California Education Fund. Voter's Edge provides free webpages for candidates.

The Registrar's office is an active Voter's Edge partner and urges you to take advantage of this valuable opportunity to get your message out to your voting audience. Informed citizens are more likely to vote.

The Voter's Edge project provides an opportunity for you to let voters know who you are and where you stand on the issues. This non-partisan project was developed by the League to utilize Internet technology to inform voters about candidates and issues, and to provide an easy personal ballot lookup. Participation is free and open to all candidates. Voters can then see information about your race at www.votersedge.org/ca, using their personal computers, smartphones, or any other source of access to the Internet.

Sometime after the close of the nomination filing period, you will receive an email message or letter from your local League of Women Voters in Santa Clara County providing information and instructions on how to get started. If you do not receive an invitation from your local League within three weeks after the close of filing, feel free to visit their website at www.votersedge.org/ca to send an inquiry.

I encourage you to participate in the Voter's Edge project.

Sincerely,

A handwritten signature in cursive script that reads "Shannon Bushey".

Shannon Bushey
Office of the Registrar of Voters
County of Santa Clara

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ELECTION OFFICERS NEEDED!

The Santa Clara County Office of the Registrar of Voters needs help at the vote centers for the days leading up to and including the Presidential General Election on November 3, 2020. This is a great way to be a part of the democratic process, serve your community, and make money for yourself or your favorite organization. Experience not necessary! Paid training is provided.

There is also a critical need for Election Officers who are bilingual in Chinese, English, Spanish, Tagalog, Vietnamese, Korean, Khmer, Hindi, Japanese, Persian, Portuguese, Russian, Syriac, Telugu, Tamil, Gujarati, Punjabi, and Nepali. Election Officers receive hourly pay and Bilingual Election Officers receive additional compensation. Volunteers receive a stipend.

You must be 18 years or older, a U.S. citizen and a registered voter of the State of California; or a legal permanent resident; or a high school student, 16 years or older, on or before Election Day, with at least a 2.5 GPA and approval from your parents and your school administration.

If you are interested, call:

English:	(408) 299-POLL (7655)
Spanish:	(408) 282-3095
Vietnamese:	(408) 282-3097
Chinese:	(408) 282-3086
Tagalog:	(408) 282-3089
Hindi:	(408) 282-3199

Chinese, English, Spanish, Tagalog, Vietnamese, Korean, Khmer, Hindi, Japanese, Portuguese, Russian, Telugu, Tamil, Gujarati, Punjabi, and Nepali: (408) 299-POLL (7655)

Visit our website for more information

www.sccvote.org/votecenterhiring

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Frequently Asked Questions

Can anyone circulate nomination papers?

Circulators of nomination petitions must be 18 years of age or older.

What happens if some of the signatures I obtain on my nomination papers are not registered voters or do not live within the jurisdiction I seek to represent?

The Office of the Registrar of Voters must certify that the signatures on nomination papers are of registered voters residing within the jurisdiction. Any signatures of voters who do NOT reside within the jurisdiction will be marked invalid and will not count towards your signature requirements. We recommend filing your nomination papers early in case additional signatures are required following the initial certification. If you wait until the last day to file and your number of valid signatures does not meet the requirement for the office you seek, you will not qualify to be a candidate. If you file early, there will be time to check the signatures and notify you of any insufficiencies. You may then have an opportunity to submit supplemental signatures.

Is there a way to check the validity of signatures I collect on my petitions?

Yes, candidates can view confidential voter registration information at the Office of the Registrar of Voters. You can view the voter database and verify if a signer on your petition is registered to vote and at what address. The confidential terminal is available for usage during normal office hours. There are two terminals available for use on a first come, first served basis.

When and where can I pick up and file my nomination documents?

The candidate filing period is July 13, 2020 – August 7, 2020. Nomination documents may be picked up at the Office of the Registrar of Voters for all school districts and special districts with exception to Midpeninsula Regional Open Space District which are picked up directly from the District. Nomination papers for City offices can be picked up at the respective City from the Office of the City Clerk. Nomination documents **MAY ONLY BE FILED** with the Office of the Registrar of Voters. The Office of the Registrar of Voters does not accept nomination papers printed from other websites such as the Secretary of State.

When is the candidate nomination extension period and can an incumbent file nomination documents during an extension period?

The candidate nomination extension period is August 8, 2020 – August 12, 2020. An incumbent cannot file during an extension period.

May I change or correct the wording or spelling on my candidate statement after submission?

No. Statements cannot be changed for any reason after they have been filed.

If I pay for and submit a candidate statement of qualifications and then I change my mind, may I withdraw the statement and receive a refund?

Yes, the candidate statement may be withdrawn during the nomination period and until 5:00 p.m. of the next working day after the close of the nomination period. If you withdraw your statement by this deadline, you will receive a refund. After this deadline, your statement cannot be withdrawn, nor a refund given.

Can I choose what languages my candidate statement will be printed in?

No. Our office is federally mandated to print our County Voter Information Guides (CVIGs) in five languages: Chinese, English, Spanish, Tagalog and Vietnamese. We also produce bilingual Official Ballots in nine languages: English, Spanish, Chinese, Vietnamese, Tagalog, Korean, Khmer, Hindi, and Japanese;. and, Facsimile Ballots in five languages: Telugu, Tamil, Gujarati, Punjabi, and Nepali to comply with federal and state mandates

May my spouse, relative, friend or campaign manager pick up and/or file nomination documents for me or can I mail them to you?

Yes, only if the candidate prepares and signs a Letter of Authorization. In general, all forms must be picked up and filed by the candidate. However, state law allows someone other than the candidate to obtain and/or file nomination papers if they have specific written authorization to do so. We recommend candidates pick up and file nomination documents themselves for the following two reasons:

1. The oath of office on the Declaration of Candidacy must be administered by a member of the Office of the Registrar of Voters staff, an authorized public official, or a notary public. It is much easier for a candidate to file the nomination papers in person and have the oath administered at the time he or she files; and
2. The signature of the candidate, as well as other data, is required on many documents involved in the nomination process. Incomplete or missing documents can be completed more easily in person.

If the candidate wishes to mail the nomination papers, they must be sent by certified mail and arrive in our office by the close of the nomination period, regardless of the postmark.

Am I required to file financial documents related to my campaign?

Yes, every candidate must file some type of financial documents at specified deadlines. Refer to the “Campaign Finance Disclosure Information” section of this guide for more information.

I am unable to complete and file any of my FPPC campaign disclosure statements by the filing deadline. May I obtain an extension and will I be fined?

No. There is no provision in the Political Reform Act that permits any filing officer to extend a filing deadline. Statements that are filed late are subject to a fine of \$10.00 per day until the statement is filed including additional penalties or remedies imposed by the act. You may be fined for filing your statements late.

Can I place campaign signs anywhere I want?

No. There are city, county and state regulations concerning placement of campaign signs. Please refer to the “Outdoor Political Advertising Guidelines” section of this guide.

How does the Office of the Registrar of Voters release a list of candidates and how soon will an official list of qualified candidates be available after the close of nominations?

The Office of the Registrar of Voter’s publishes an updated list of candidates who have obtained and filed papers directly with the Office of the Registrar of Voters each day. There will be a date listed next to the candidate’s name indicating the date they filed all required paperwork and were qualified for office.

The general nomination period ends at 5:00 p.m. on August 7, 2020 but if an incumbent does not file, the nomination period is extended until August 12, 2020. The city clerk must certify their own list of qualified candidates and provide that to the Office of the Registrar of Voters. A finalized list of local candidates will be prepared and should be available for distribution by the following week .

For each state election, the Secretary of State qualifies all federal and state candidates and prepares the official certified list. This certified list of federal and state candidates is not available to each county until August 31, 2020 at the earliest. The Secretary of State’s Office also posts this certified list on their website. A final official certified list that includes all federal, state and local candidates will be released by the Office of the Registrar of Voters by the following week. You may come into the office and view the candidate list at no charge or purchase a copy of it.

Can I come into the Office of the Registrar of Voters on Election Night and observe the tabulation of the votes?

Yes. You can come into our office on Election Night and observe the entire process of the vote tabulation. All Election Night visitors must be escorted in our office so please call ahead of time to inform us that you will be coming to our office. Calling ahead helps us plan our staffing needs.

Can I obtain Election Night results on the Internet?

Yes. You may obtain the most up-to-date Election Night results on our website at www.sccvote.org or call (408) 299-8639.

Why is there so much paperwork involved in being a candidate?

State election laws stipulate those documents required to be completed by candidates, as well as its format, filing deadline, etc. These filing requirements are not discretionary.

Office of the Registrar of Voters Contact Information Candidate Services Division

Santa Clara County Registrar of Voters
1555 Berger Drive, Building 2, San Jose, CA 95112
P: (408) 299-8639
F: (408) 998-7356

Shannon Bushey
Registrar of Voters
Santa Clara County
P: (408) 282-3005
Email: shannon.bushey@rov.sccgov.org

Virginia Bloom
Assistant Registrar of Voters
Santa Clara County
P: (408) 282-3135
Email: virginia.bloom@rov.sccgov.org

Bren Lehr
Election Division Coordinator
Candidate Services Division
Santa Clara County Registrar of Voters
P: (408) 282-3041
Email: bren.lehr@rov.sccgov.org

Matt Moreles
Assistant Registrar of Voters
Santa Clara County
P: (408) 282-3003
Email: matt.moreles@rov.sccgov.org

Christina Rivas-Louie
Election Process Supervisor II
Candidate Services Division
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