

CANDIDATE HANDBOOK



**City of Oxnard
November 6, 2018
Municipal General Election**

GENERAL QUALIFICATIONS TO RUN FOR ELECTIVE OFFICE

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.

(E.C. §201)

Notwithstanding any other provision of law, a public officer who is a minor shall have the rights and liabilities of an adult, both civil and criminal, with regard to his (her) official duties, and a candidate for nomination or election to public office who is a minor shall have the rights and liabilities of an adult, both civil and criminal, with regard to his (her) activities as a candidate.

(G.C. §275.2)

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

(G.C. §§1021-31)

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

(G.C. §36502)

A person is incapable of holding a civil office if at the time of his election or appointment he is not 18 years of age and a citizen of the state.

(G.C. §1020)

FILING DEADLINES

The Election Information Pamphlet and Election Calendar both contain the legal dates and events pertaining to the election. Candidates should check the calendar for the dates and deadlines affecting the filing of their nomination documents and the filing of campaign statements regarding contributions and expenditures.

NOMINATION PAPERS

All forms and nomination documents are available from the City Clerk's Office. Only the official forms prepared or issued by the City Clerk's Office may be used. Candidates, or their authorized agents, will be given both oral and written instructions on the procedures to complete the nomination process at the time they apply.

(E.C. §10227)

APPLY EARLY

It is advisable for candidates to obtain their nomination documents as early as possible during the filing period and to file them well in advance of the filing deadline so that any irregularities may be corrected in time.

DECLARATION OF CANDIDACY AND NOMINATION PAPERS

JULY 16 THROUGH AUGUST 10, 2018

All candidates for office in the General Municipal Election must file a *Declaration of Candidacy* and Nomination Paper with the City Clerk.

Candidates may file a *Declaration of Candidacy* for only one office. The candidate is required to execute the *Declaration of Candidacy* **in the Office of the City Clerk unless** the candidate has signed and dated a written authorization statement designating a person to receive a *Declaration of Candidacy* form and nomination papers from the City Clerk's Office and deliver it to the candidate. Such statement shall include language explaining that the candidate is aware that the *Declaration of Candidacy* must be properly executed and delivered to the City Clerk's Office by 5:00 p.m. on Friday, August 10, 2018. (E.C. §10224)

EXTENSION OF NOMINATION PERIOD

A five-day extension of the nomination period occurs when the incumbent does not file nomination documents by the filing deadline. During this period, any qualified person, excluding the incumbent, may file nomination documents for these offices. This section is not applicable when there is no incumbent. **NOMINATION DOCUMENTS FOR THESE OFFICES MUST BE COMPLETED AND FILED NO LATER THAN 5:00 P.M. ON WEDNESDAY, AUGUST 15, 2018.** (E.C. §8024)

CIRCULATING AND SIGNING NOMINATION PAPERS

Voters may nominate candidates for election by signing a nomination paper. Each candidate shall be proposed by not less than 20 nor more than 30 voters in a city.

A candidate for any City office must obtain signatures on the forms furnished by the City Clerk's Office. The candidate may sign his or her own nomination paper. The candidate's signature shall be given the same effect as that of any other qualified signer.

No voter may sign more than one nomination paper for the same office. Each seat on the governing body is a separate office. Any person 18 years of age or older, may circulate a nomination paper. Only one person may circulate each nomination paper. (E.C. §10220)

BALLOT NAME & DESIGNATION

CANDIDATE'S NAME ON BALLOT

The manner in which the candidate's name is shown on the *Declaration of Candidacy* is the manner in which it will appear on the ballot; it cannot be changed after the document is filed.

(Elections Code §8040)

The way the candidate's name is shown on the *Declaration of Candidacy* is the way it will appear on the ballot; it cannot be changed after the document is filed.

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, such as "Miss", Mrs.", "Mr.", "Dr.", "Rev.", or "Ph.D." (E.C. §13106)

If a candidate changes his or her name within one year of any election, the new name shall not appear upon the ballot unless the change was made by marriage or by decree of any court of competent jurisdiction. (E.C. §13104)

The ballot name may be designated as follows:

- 1) First, middle and last names.
- 2) Initials only and last name.
- 3) A nickname may be included, but must be in parentheses () or quotation marks " ", or
- 4) A short version of the first name, such as "Ron" for Ronald or "Liz" for Elizabeth.

BALLOT DESIGNATION GUIDELINES

SELECTING YOUR BALLOT DESIGNATION – The **ballot designation** describes the current profession, vocation, occupation, or incumbency status of the candidate that will appear on the ballot under the candidate's name.

Ballot designations:

- 1) The listing of a designation on the ballot is **OPTIONAL**.
- 2) Becomes public record once the information is filed on the *Declaration of Candidacy*.
- 3) Ballot designations **cannot be changed after the final date to file nomination documents**.

Only one of the following categories is allowed:

- 1) **Elective Office Title:** Words describing an elective office title may be used **IF** the candidate holds the office at the time nomination documents are filed and the office was filled by a vote of the people.

Example A: Governing Board Member

Example B: Board member, XYZ School District

- 2) **Incumbent:** The word **Incumbent** may be used **IF** the candidate is seeking re-election to the same office and was elected to that office by a vote of the people or was appointed as a nominated candidate in lieu of an election.

- 3) **Appointed Incumbent:** The words **Appointed Incumbent** must be used **IF** the candidate was appointed to the office and is seeking election to that office. The word Appointed may also be used with the office title.

Example A: Appointed Incumbent

Example B: Appointed Board member, XYZ School District

Exception: Candidates appointed to office in lieu of an election **do not** have to use the word appointed.

- 4) **Principal Occupation:** No more than three words to either describe the current principal profession, vocation, or occupation of the candidate or the principal professions, vocations or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.

Example A: High School Teacher

Example B: Attorney/Educator/Rancher

Example C: CEO/Councilmember

- 5) **Community Volunteer:** A Community Volunteer shall constitute a valid principal vocation or occupation engaged in or of service for or on behalf of, without profiting monetarily, one or more of the following:

- a. A charitable, educational, or religious organization as defined by the United States Code section 501 (c)(3);
- b. A governmental agency; or
- c. An educational institution.

The vocation or occupation is subject to the following conditions:

- a) A candidate's community volunteer activities constitute his or her principal profession, vocation or occupation.
- b) A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation or occupation.
- c) A candidate is not engaged concurrently in another principal profession, vocation or occupation.

- 6) **No Occupation Desired:** If no ballot designation is requested, write the word "NONE" and place your initials in the space provided for ballot designation on the *Declaration of Candidacy* form.

FORMAT OF BALLOT DESIGNATION – Ballot designations selected which exceed space allotted on the ballot are printed in a smaller typeface pursuant to E.C. §13107(f).

The California Secretary of State's ballot designation regulations are available upon request.

BALLOT DESIGNATION WORKSHEET – A *Ballot Designation Worksheet* that supports the use of that ballot designation is required to be filed with the Elections Official at the same time as the *Declaration of Candidacy*. If a candidate fails to file a *Ballot Designation Worksheet*, no designation will appear on the ballot. (E.C. §13107.3)

REJECTION OF BALLOT DESIGNATION – If the designation is in violation of any of the restrictions set forth in the California Elections Code, the candidate will be notified by phone or by registered or certified mail with a return receipt addressed to mailing address appearing on the candidate's *Ballot Designation Worksheet*. If an alternative designation is not provided within the time allowed, no designation will appear on the ballot. (E.C. §13107(f))

UNACCEPTABLE DESIGNATIONS – Pursuant E.C. §13107(e), the Elections Official shall not accept a ballot designation if:

- 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(s) that it modifies.

Unacceptable:

- Ret. Policeman
- Policeman, Retired

It uses a word or prefix, such as “former” or “ex-,” which means a prior status.

Unacceptable:

- Former Policeman
- Ex Policeman

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

Acceptable:

Retired Policeman

- 4) It includes the name of any political party, whether or not it has qualified for the ballot.
- 5) It uses a word(s) referring to a racial, religious, or ethnic group.
- 6) It refers to any activity that is prohibited by law.

GUIDELINES FOR ACCEPTABLE BALLOT DESIGNATIONS (BASIC TEST):

- 1) Is it true?
- 2) Is it accurate?
- 3) Does it mislead?
- 4) Is it generic? (This means “IBM” is unacceptable, “Computer Company” is acceptable.)
- 5) Is it neutral? (This means not for or against.)
- 6) Is it how this person makes a living?

False Or Misleading Information To Voters

- 1) No candidate shall, in his occupational designation on the ballot, assume a designation that would mislead the voters. (Elections Code §13107(e))
- 2) Every candidate is guilty of a misdemeanor who pretends or implies that he or she is the incumbent of a public office or that he or she has acted in the capacity of a public officer when this is not the case. (Elections Code §18350)
- 3) Any candidate or incumbent in a recall election who makes a false statement of facts in a *Candidate Statement*, with intent to mislead voters is punishable by a fine not to exceed one thousand dollars (\$1000). (Elections Code §18351)

Candidates may review their own ballot designation, as well as that of other candidates, at the office of the City Clerk, during regular business hours, from **July 16, 2018** through **August 10, 2018** or if the nomination period is extended, from **August 11, 2018** through **August 15, 2018**.

CANDIDATE STATEMENT

CANDIDATE STATEMENT CONTENT

Each agency has previously determined the maximum number of words permitted in the *Candidate Statement*. They have determined whether the candidate or the city is to pay the pro-rated cost of the *Statement*. *Statement* forms distributed to candidates provide information regarding city policy.

Each candidate for nonpartisan elective office in a city may prepare a *Statement* only on the form provided by the City Clerk. Each *Statement* may include the name, age and occupation of the candidate and a brief description of the candidate's education and qualifications expressed by the candidate. 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. Ventura County policy only allows for 200 words *Statements*. The *Statement* must be in 12 point type and is limited to 30 lines. Comments on opponents have been disallowed by the courts. The *Statement* shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations. (E.C. §13307)

Any *Candidate Statement* shall be limited to a recitation of the candidate's own personal background and qualifications, and shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities. The county elections official shall not cause to be printed or circulated any *Statement* that the county elections official determines is not so limited or that includes any reference prohibited by this section. (E.C. §13308)

Any candidate who knowingly makes a false statement of material fact in a *Candidate Statement*, with the intent to mislead the voters, is punishable by a fine not to exceed \$1,000. (Elections Code §18351)

FILING OF CANDIDATE STATEMENT

The *Candidate Statement* is optional. The *Statement* authorized by this subdivision shall be filed in the office of the City Clerk when the candidate's nomination papers are returned for filing.

If a candidate decides to use a *Statement*, a deposit (based on estimated pro rata share) will be paid at the time the statement is filed. In accordance with the Federal Voting Rights Act, all *Candidate Statements* will be translated into Spanish by the Ventura County Elections Division using a certified translator with the cost borne by the candidate and included in the estimated pro rata share amount.

If a *Candidate Statement* is not filed, a signed, blank *Candidate Statement* form must be filed with the *Declaration of Candidacy* in order to complete the nomination requirements. The *Candidate Statement* cannot be changed after it is submitted; however, it can be withdrawn by written request at any time during the nomination period and until 5:00 p.m. of the next working day after the close of the nomination period.

Statements filed pursuant to E.C. §13307 shall remain confidential until the expiration of the filing deadline. (E.C. §13311)

A signed hardcopy of the *Statement* must be submitted in addition to an electronic version. The electronic version may be on a CD or it may be e-mailed to the City Clerk's office. The signed hard copy of the *Statement* is the official filed document. In the event of a discrepancy between the hard copy and the electronic copy, the hard copy version will be printed in the County Voter Information Guide.

NOTE: All *Statements* must be filed with all other nomination documents no later than 5:00 p.m. on Friday, August 10, 2018, the 88th day prior to the election, or August 15, 2018, the 83rd day in the event of a nomination period extension.

(Government Code §§85600-85601)

FORMAT AND STYLE

1. *Candidate Statements* will be typeset using Arial font in 12-point size and will be printed in uniform type, style and spacing. However, the *Candidate Statement* may be typed and submitted using any standard font. Use block paragraphs and single space format. Text submitted indented or centered will be typeset in block paragraph form. See sample of *Candidate Statement* on page 33 for recommended form and style content.

2. Entire *Candidate Statements* in all capital letters are not acceptable. Indentations, circles, stars, dots, italics and/or bullets cannot be accommodated. However, you may use dashes/hyphens. It is recommended that you do not use dashes or hyphens at the end of a line. Any combinations of enhanced words are counted as one word. However, the number of words/acronyms that can be in all capital letters shall not exceed 10 words.

3. All *Candidate Statements* should be checked by the candidate for spelling and punctuation as the elections official is not permitted to edit any material contained therein once the *Candidate Statement* has been filed. See *Guidelines for Preparing Candidate Statement of Qualifications* on page 33 for other suggestions.

BILINGUAL TRANSLATIONS

Bilingual language translations of *Candidate Statements* for County Voter Information Guides are provided in Spanish in accordance with the National Voting Rights Act provisions and Department of Justice specifications. These Guides are sent only to voters who have requested translated material. Additional Guides are provided at the polling places on Election Day.

**GUIDELINES FOR PREPARING
CANDIDATE STATEMENT OF QUALIFICATIONS
E.C. 13307.5**

For the **Gubernatorial General Election** to be held on **November 6, 2018.**

Instructions to Candidate:

- Statements must be submitted on a CD as a text document or a Word document and provided to the official filing agent when filing the nomination documents. A paper copy of the Statement of Qualifications must also be filed along with the CD Statement
- This statement may include your age.
- Prepare statements according to the following rules:
 - Statement must be a recitation of candidate's own personal background and qualifications, and shall not in any way make reference to other candidates.
 - Statement must be typed in upper and lower case.
- Statements which do not conform to the rules will be corrected by the elections official.
- Neither grammar nor spelling will be proofed or changed.

Official issuing form, to complete.

NO MORE THAN 200 WORDS. ESTIMATED COST: \$ _____ TO BE PAID BY: CANDIDATE

The estimated cost is an approximation based on multiple candidates filing statements and may be significantly higher or lower depending on the actual number of statements filed. **Payment is required upon submission of your statement. A refund or invoice will be sent after the election.**

CANDIDATE FOR _____

Occupation may be more descriptive than ballot designation that appears on the official ballot.

NAME: Jessica Wells

AGE: 36

If either age or occupation is left blank, none will be printed.

OCCUPATION: Businesswomen

All statements must be prepared in upper and lower case, lettering, block paragraph style. A limit of ten words may be in all capital letters.

I am running for governing board member of the Ultimate Unified School District because I feel I can bring balance to the board. I attended local schools, graduating from Ultimate High School. I am married and have two children attending schools in the district.

I own and operate my own business, so I am well aware of the need to operate within a budget. With proper distribution of resources and educational materials I am convinced we can offer quality education to all students within the district.

Statements should be written in first person.

I have been an active member of the PTA, and I have served on the Youth Club committee for past five years. I also serve as a volunteer at the Hometown Senior Center.

No: Bolding, Underlining, or Centering.

PTA, 2000 – 2010

City Council, 1990 – 1994

American Heart Association, 1994 – 1996

No: Graphics, or characters such as bullets, asterisks, or other symbols.

I am looking forward to serving you on the Ultimate Unified School District Governing Board

Correct any typos and initial, Prior to filing.

Thank you for your vote *J.S.*

I have reviewed the above candidate statement and I understand no corrections or changes are allowed according to E.C. 13307(3) after it has been filed. I understand I am limited to a recitation of my own personal background & qualifications and shall not in any way make reference to other candidates for this office or to another candidate's qualifications, character, or activities. E.C. 13308 I also understand that the candidate statement is **optional** and it is **not mandatory** to file.

I certify under penalty of perjury that the candidate statement is true and correct to the best of my knowledge and belief.

Date _____ Signature of Candidate _____

I do not elect to file a statement as permitted by E. C. 13307

Candidate sign here if choosing not to have a statement

Withdraw my candidate statement If no one files against me at the close of nomination.

YES ☐ NO ☐

Candidate to Initial: _____

Please sign and date where appropriate.

**COUNTY OF VENTURA ELECTIONS DIVISION
WORD COUNT STANDARD
FOR CANDIDATE STATEMENTS, ARGUMENTS AND ANALYSES
Elections Code §9**

The following are the guidelines for computing the word count:

- 1) The title and signatures are not counted - only the text is counted.
- 2) Punctuation not counted
- 3) Dictionary words..... one
Examples: "I", "a", "the", "and", "an" – 1 word
- 4) Abbreviations..... one
Examples: UCLA, PTA, U.S.M.C., and L.A.P.D.
Each abbreviation for a word, phrase, or expression
All acronyms count towards the all CAPS 10 word limit
- 5) All proper nouns.....one
Examples: County of Ventura – 1 word
Ventura Unified School District – 1 word
- 6) Numbers:
Digits (1, 10 or 100, etc.)one
Spelled out (one, ten or one hundred)one per word
- 7) Numeric combinations (1991, 13½, 1991-93, 5%)one
- 8) Dates:
All digits (4/8/17)one
Words and digits (April 8, 2017)one
- 9) Monetary amounts (if the dollar sign is used with figures – \$1,000.00)one
(spelled out – one thousand dollars)one per word
- 10) Hyphenated words..... one per word
Words appearing hyphenated in a standard dictionary published
within the last 10 years..... one
- 11) Website and telephone number..... one
- 12) If measure designation (example: Measure A) is used in the text..... one
- 13) Limit of 10 all CAP words.

If text exceeds the word limit, the author will be asked to delete or change a sufficient number of words, or a sentence, to ensure compliance with the required word limit.

FAIR POLITICAL PRACTICES COMMISSION (“FPPC”)

REQUIREMENTS

FPPC FORM 700

STATEMENT OF ECONOMIC INTERESTS

Each district has adopted a conflict of interest code pursuant to the provisions of the Political Reform Act of 1974. Statements of Economic Interests (FPPC Form 700) shall be filed by designated officers and employees as required by the district’s code and shall disclose any reportable investments and interests in real property. (G.C. §§87300 et seq.)

For additional information regarding filing deadlines and requirements, contact the City Clerk.

FPPC FORM 501

CANDIDATE INTENTION STATEMENT

Any individual who intends to be a candidate for state or local office must file the FPPC Form 501 with the local filing officer (State candidates file with the Secretary of State) prior to the solicitation or receipt of any contribution or loan, including personal funds used for the election. You must file a separate Form 501 for each election, including re-election to the same office. (G.C. §85200)

FPPC FORM 410

STATEMENT OF ORGANIZATION AND CAMPAIGN BANK ACCOUNT STATEMENT

A candidate who is receiving contributions from others and/or is spending more than \$2,000 of personal funds to run for office must:

1. Open a campaign bank account, complete a FPPC Form 410 Statement of Organization which includes the candidate’s name, office sought, and the year of the election, and file bank account information on FPPC Form 410. All money to be used for campaign purposes, including the candidate’s personal funds, must be deposited in the campaign bank account for the specific office prior to expenditure.
2. File the FPPC Form 410 within 10 days of receiving \$2,000 in contributions. The date this form is postmarked is the date it is considered filed. The original form is to be filed with the Secretary of State’s office with a copy to the local filing official (Office of the City Clerk).

NOTE: You may use personal funds for the filing fee and/or fee for the *Candidate’s Statement of Qualifications* in the County Voter Information Guide without first depositing those funds into the Campaign bank account.

EXCEPTION: This form is not required if you will not receive any contributions from others and the total expenditures from personal funds will be less than \$2,000 in a calendar year.

CAMPAIGN EXPENDITURE REPORT FILINGS

FPPC FORM 460

RECIPIENT COMMITTEE CAMPAIGN STATEMENT

Officeholders, candidates and committees which are going to election on November 6, 2018, must file the First and Second pre-election statements (see explanation below) specified in the filing schedule during a six-month period in which they are involved in an election.

In addition to filing pre-election statements you must file a semi-annual statement as specified below.

These reports are to be filed with the City Clerk.

NOVEMBER 6, 2018, FILING SCHEDULE

<u>TYPE OF STATEMENT</u>	<u>PERIOD COVERED</u>	<u>FILING DEADLINE</u>	<u>METHOD OF DELIVERY</u>
First Pre-Election	07/01/18 - 09/22/18	September 27, 2018	Personal Delivery First Class Mail
Second Pre-Election	09/23/18 - 10/20/18	October 25, 2018	Personal Delivery Guaranteed Overnight Service
Late Contribution & Late Independent Expenditure	08/08/18 – 11/06/18	24 Hours	Personal Delivery Guaranteed Overnight Service, fax, or email
Semi-Annual	* - 12/31/18	January 31, 2019	Personal Delivery First Class Mail

*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.

LAWS CONCERNING CAMPAIGN PRACTICES

The following code sections concerning campaign literature and mass mailing are required by law to be issued to all candidates.

MASS MAILING

(Government Code §84305)

(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 84502 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).

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

(1) "Mass electronic mailing" means sending more than two hundred substantially similar pieces of electronic mail within a calendar month.

(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 84217, 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.

POLITICAL ADVERTISEMENT REQUIREMENTS

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 ten-point Roman type, whichever is larger, the words “Paid Political Advertisement.” The words shall be set apart from any other printed matter. (Elections Code §20008)

SIMULATED BALLOT REQUIREMENTS

(a) Every simulated ballot or simulated county voter information guide 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 voter 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).”

Nothing in this section shall be construed to require the notice in any editorial or other statement appearing in a regularly published newspaper or magazine other than a paid political advertisement.

(b) No simulated ballot or simulated county voter information guide referred to in subdivision (a) shall bear any official seal or the insignia of any public entity, nor shall that seal or insignia appear upon the envelope in which it is mailed or otherwise delivered.

(c) The superior court, in any case brought before it by any registered voter, may issue a temporary or permanent restraining order or injunction against the publication, printing, circulation, posting, or distribution of any matter in violation of this section, and all cases of this nature shall be in a preferred position for purposes of trial and appeal, so as to assure the speedy disposition thereof. (E.C. §20009)

POLITICAL SIGNS

The placement of political signs is subject to regulation by the cities, county and state.

CITY Temporary, noncommercial signs, including election signs, are regulated under Oxnard City Code §§16-597, 16-602(D), and 16-605(A)(1-2) (www.amlegal.com/codes/client/oxnard_ca/)

Election signs may be posted beginning:	Friday, September 7
Election signs must be removed by:	Friday, November 16

A permit is not required for election signs, but the following standards must be met:

Signs are allowed in all zones for no more than 60 days prior to, and including the day of, the election and must be removed within 10 days after the date of the election.

- Freestanding signs must be no more than 6 square feet in size and shall not be located within 10 feet of any property line.
- Signs are not allowed to be located in the public rights-of-way and will be removed without notice. This includes medians, parkways and easements, utility poles, fencing, trees, shrub, railroad crossings, or lighting systems. If you believe City staff has abated your sign and you wish to retrieve the sign, please contact the City Clerk at (805)385-7803 within 14 days of abatement. After 14 days, all abated signs are discarded.
- Signs may only be placed on private property with the permission of the property owner or their designee.
- Portable signs are prohibited.

When Code Compliance Division verifies a sign complaint on private property, verbal notification will be given to the candidate or campaign headquarters (the contact identified by the candidate) to correct the sign violation(s) within a 24-hour notification period.

- If the sign violation is abated, no further Code Compliance action will take place.
- If the violation is not abated within the 24-hour notification, or if after being notified of the sign regulations there are repeat sign violations of the same nature on private property or in the public rights-of-way, Code Compliance will proceed with additional action, which may include abating the sign and charging the candidate/campaign representative for all costs associated with the abatement in accordance with the Oxnard City Code, and additional civil or legal action may be taken up to and including criminal prosecution for repeat violations.

Section 1-10 and Article III of Chapter 7 of the Oxnard City Code address enforcement of violations of the City's sign regulations.

COUNTY The Ventura County Ordinance regarding Signs, Standards and Permits has been duplicated for your information and guidance. The Ventura County Ordinance only regulates signs placed in the unincorporated areas of the county. You are encouraged to read it and if you have any questions relating to political signs, the staff of the Planning Department of Ventura County will be happy to assist you. They can be reached at 654-2488 or 654-2451.

COUNTY SIGNS - STANDARDS AND PERMITS

County of Ventura Planning Code, Chapter 8, states:

§8110-6.8 - Political Signs

The purpose of this section is to prevent damage to Public property, protect the integrity of the electoral process and prevent the erosion of aesthetic quality and historic values within the

County. It is specifically recognized that if temporary political signs on private property are not removed after the election is held, the deteriorating signs and accumulating debris become a blight, defacing the landscape. It is therefore an intent of this Article to make provision for the erection and removal of such signs after the election which they publicized has been held.

§8110-6.8.1 - Political Signs on Private Property

No temporary political sign face shall exceed thirty-two (32) square feet in area. The aggregate area of all temporary signs placed or maintained on any lot in one ownership shall not exceed ninety-six (96) square feet.

§8110-6.8.2 - Political Sign Registration

In order to keep track of the placement of temporary political signs to assure removal subsequent to an election, such signs shall be registered with the Planning Department by the candidate or his or her registered agent, or, when a ballot proposition is involved, by an authorized agent of the group or organization sponsoring the signs, prior to the distribution of such signs for the attachment or installation on any property. Registration of political signs shall be on forms available in the Planning Department and shall be accompanied by an agreement signed by the candidate or his or her authorized agent, or when a ballot proposition is involved, by an authorized agent of the group or organization sponsoring the signs, that within ten calendar days after the election all political signs shall be removed, and a certified statement by the registrant that consent will be obtained from each owner of the property on which a sign is to be posted.

§8110-6.8.3 – Location

Political signs may not be affixed, installed, or erected within 100 feet of a polling place or historic site, nor within the right of way of any highway, nor within 660 feet of the edge of a “Scenic Highway” or landscaped freeway, nor in any location where the sign will impair sight distance or create a hazard to traffic or pedestrians, nor on any telephone pole, lamppost, tree, wall, fence, bridge, bench, hydrant, curbstone, sidewalk or other structure in or upon any public right-of-way, nor upon any other public property.

§8110-6.8.4 - Time Frames

Temporary political signs shall not be posted sooner than 90 days prior to a scheduled election administered by the County Elections Department. Said signs shall be removed within 10 days after the election.

§8110-6.8.5 – Enforcement

Except for signs remaining posted after the post-election deadline, any political sign not posted in accordance with the provisions of this Article shall be deemed to be a public nuisance and shall be subject to removal by the candidate, property owner, or, when a ballot proposition is involved, the authorized agent of the group or organization sponsoring the sign or, upon their failure to do so after reasonable attempt at notice by the County, by County officers or zoning inspectors. Any political sign which is not removed within the specified period following an election shall be subject to summary removal and confiscation by the County.

STATE

As noted in the following letter from the State Department of Transportation, political signs within view of State or County highways are subject to the provisions of the Outdoor Advertising Act. The Division of Highways is prepared to answer questions about state regulation of campaign signs, call (916) 654-4790.

SERVICES FROM THE COUNTY ELECTIONS DIVISION

All requests for voter registration information must be made in accordance California Elections Code §2188. An application for voter registration information must be filed with the Ventura County Elections Division.

PRECINCT LISTS/INDEX OF REGISTERED VOTERS

The Index will list all registered voters eligible to vote in a given election. Indexes are printed in Precinct sequence with streets in alphabetical order within the precinct, and voters in numeric order under the street name. Indexes are also available in electronic format on CD with file format documentation.

The price of the Index on paper is \$38 plus 50¢ per thousand names (minimum order is 50¢). The price for the CD is \$39. Each candidate or his/her campaign committee may purchase up to two copies of the Index. (Elections Code §2184)

Orders placed for Indexes must be paid for at the time of the order. Allow one full working day for completion of the order.

CDs

- 1) Master Voter File of any district or precinct
 - a. With voter history - \$40
 - b. Without voter history - \$34
- 2) Voters who requested a Vote By Mail ballot in the last countywide election - \$30

NOTE: California Code of Regulations. Title 2. Division 7. Chapter 1. Article 1. §19005.

No person who obtains voter registration information from a source agency shall make any such information available under any terms, in any format, or for any purpose, to any person without receiving prior written authorization from the source agency. The source agency shall issue such authorization only after the person to receive such information has executed the written agreement set forth in §19008.

The application for voter registration information is signed under penalty of perjury. Perjury is punishable by imprisonment pursuant to subdivision (h) of Section 1170. (Penal Code §126)

VOTE BY MAIL CDs

Beginning on Tuesday, October 9, 2018, the Ventura County Elections Division will provide CDs of the voters and the status of returned ballots processed up to the date of the order. The cost is \$30 and the CD order must be placed and paid for by 10:00 a.m. of the pick-up day. The information ordered will be available for pick up from 1:00 p.m. to 5:00 p.m., Monday through Friday.

*Mail Ballot precinct voters and permanent Vote By Mail voters are included in the first daily. (Mail Ballot precinct voters are not assigned to a polling place and are automatically issued a Vote By Mail ballot.)

ELECTION CALENDAR

General Municipal Election

November 6, 2018

**JULY 16
through
AUGUST 10
E – 113-88**

DECLARATION OF CANDIDACY AND NOMINATION PAPERS

During this period, a *Declaration of Candidacy* and nomination papers for Council Members may be obtained from the City Clerk's Office and filed with the City Clerk's Office not later than 5:00 p.m. on the 88th day before the election.

(E.C. §§10220, 10227)

**JULY 16
through
AUGUST 10
E – 113-88**

NOTE TO CANDIDATES REGARDING CANDIDATE'S STATEMENT OF QUALIFICATIONS FOR NONPARTISAN OFFICES

Each candidate for elective office in any local agency, city, county, or district may prepare a *Candidate Statement* to be printed in the County Voter Information Guide on an appropriate form which will be provided and explained at the time the candidate obtains nomination papers. The *Statement* may contain no more than 200 words. The *Statement* in finalized form must be filed at the time nomination papers are filed. It may be withdrawn, but not changed during the period for filing nomination papers, and until 5:00 p.m. on the next working day after the close of nomination period for that office.

(E.C. §13307)

Such *Statements* will not be available for public inspection until after the close of the filing period.

(E.C. §13311)

**JULY 16
through
AUGUST 10
E – 113-88**

STATEMENT OF ECONOMIC INTERESTS

All candidates seeking offices designated by G.C. §87200 must file a statement disclosing his/her investments and interests in real property and any income received during the immediately preceding 12 months at the time the *Declaration of Candidacy* is filed. Such statement is not required if the candidate has filed, within 60 days prior to the filing of his/her *Declaration of Candidacy*, a statement for the same jurisdiction.

(G.C. §§87200, 87201, 87500)

**AUGUST 8
through
NOVEMBER 6
E – 90-
ELECTION DAY**

LATE CONTRIBUTIONS REPORT AND LATE INDEPENDENT EXPENDITURE REPORT

Between these dates each candidate or committee that makes or receives a late contribution (as defined in G.C. §82036) or a late independent expenditure (as defined in G.C. §82036.5) must report the late contribution or late independent expenditure within 24 hours.

(G.C. §§84203, 84204)

**AUGUST 10
5:00 P.M.
E – 88**

NOMINATION DOCUMENTS (DEADLINE)

Last day to file all nomination papers with the City Clerk's Office for filing or examination.

(E.C. §10224)

CANDIDATE WITHDRAWAL

No candidate whose *Declaration of Candidacy* or nomination petition has been filed may withdraw after this date.

(E.C. §10510)

August 11 through August 15 E – 87-83	<p>EXTENSION OF NOMINATION PERIOD IF INCUMBENT DOES NOT FILE</p> <p>If nomination documents for an incumbent officer of a county are not delivered by 5:00 p.m. on August 10, 2018 any person other than the person who was the incumbent on August 10, 2018 shall have until 5:00 p.m. on Wednesday, August 15, 2018 to file nomination documents for the elective office.</p> <p>This section is not applicable where there is no incumbent eligible to be elected. (Elections Code §10225)</p>
August 11 through August 20 E – 87-78	<p><u>PUBLIC REVIEW FOR CANDIDATE STATEMENTS OF QUALIFICATIONS AND BALLOT DESIGNATIONS</u></p> <p>During this period, candidate statements of qualifications and ballot designations will be available for public examination. These statements and ballot designations will be available at the City Clerk’s office. (Elections Code §13313)</p>
AUGUST 13 5:00 P.M. E – 85	<p>Last day to withdraw <i>Candidate Statement</i> by candidates that are subject to August 10, 2018 close of filing. (E.C. §13307)</p>
AUGUST 16 5:00 P.M. E – 82	<p><u>RANDOM ALPHA DRAWING</u></p> <p>Secretary of State draws random alphabet to determine order of candidates who will appear on the ballot. (E.C. §§13111, 13112 (b), 13114)</p>
AUGUST 16 5:00 P.M. E – 82	<p><u>CANDIDATE STATEMENT WITHDRAWAL</u></p> <p>Last day to withdraw <i>candidate statement</i> by candidates that are subject to extended August 15, 2018 close of filing. (E.C. §13307)</p>
AUGUST 16 through AUGUST 25 (E – 82-73)	<p><u>PUBLIC REVIEW FOR CANDIDATES' STATEMENTS OF QUALIFICATIONS AND BALLOT DESIGNATIONS IF NOMINATION PERIOD HAS BEEN EXTENDED</u></p> <p>Public review period for <i>candidate statements</i> and ballot designations filed during the extended filing period. (G.C. §13313)</p>
SEPTEMBER 10 through OCTOBER 23 E – 57-14	<p><u>STATEMENT OF WRITE-IN CANDIDACY AND NOMINATION PAPERS</u></p> <p>During this period, all write-in candidates must file their statement of write-in candidacy and nomination papers with the Office of the City Clerk. (E.C. §8601)</p>
SEPTEMBER 27 (Date fixed by law) E – 40	<p><u>1st PRE-ELECTION CAMPAIGN STATEMENT</u></p> <p>The last day to file a campaign statement for candidates and committees for the period January 1 through September 22, 2018. (G.C. §§84200.5, 84200.8 (a))</p>
SEPTEMBER 27 through OCTOBER 16 E – 40-21	<p><u>COUNTY MAILS VOTER INFORMATION GUIDES</u></p> <p>Between these dates, the county elections official shall mail a polling place notice and an appropriate County Voter Information Guide to each registered voter. The polling place notice shall state whether the polling place is accessible to the physically handicapped. (E.C. §§13300,13303,13304)</p>

- OCTOBER 8 through OCTOBER 30 E – 29-7** **VOTE BY MAIL APPLICATIONS**
Between these dates, any registered voter may apply to the county elections official for a Vote By Mail ballot. Applications received before October 8, 2018, shall be held and processed during this application period. (E.C. §§3001, 3003)
- A request for a Vote By Mail ballot after the period for requesting by mail must be done in a written statement, signed under penalty of perjury, and may authorize a representative to deliver said ballot to voter. (E.C. §3021)
- OCTOBER 21 through NOVEMBER 5 E – 16-1** **24-HOUR STATEMENT OF ORGANIZATION FILING REQUIREMENT**
Between these dates, a committee which qualified as defined by G.C. §82013 (a) in connection with this election shall file by guaranteed overnight delivery, within 24 hours, a Statement of Organization. (G.C. §84101)
- OCTOBER 22 E – 15** **LAST DAY TO REGISTER TO VOTE**
Last day to register or re-register for change of residence to be eligible to vote at the Gubernatorial General Election. (E.C. §§2102, 2119)
- OCTOBER 23 E – 14** **WRITE-IN CANDIDATE DECLARATION DEADLINE**
Every person who desires to have his/her name as written on the ballots counted for a particular office must file a declaration stating he/she is a write-in candidate for the particular office and submit a sponsor's certificate as required per E.C. §8062 for that office with the City Clerk's Office not later than the 14th day prior to the election. (E.C. §§8600, 15341)
- OCTOBER 25 E – 12** **2nd PRE-ELECTION CAMPAIGN STATEMENT**
The last day to file a campaign statement for candidates and committees for the period September 23 through October 20, 2018. (G.C. §§84200.5, 84200.7(a))
- OCTOBER 30 E – 7** **VOTE BY MAIL BALLOTS – DEADLINE TO MAIL**
Last day to request a Vote By Mail ballot by mail. (E.C. 3001)
- OCTOBER 31 through NOVEMBER 6 E – 6- ELECTION DAY** **VOTE BY MAIL BALLOTS - LATE CONDITIONS**
Between these dates, any voter may apply in writing or in person for a Vote By Mail ballot if he or she will be absent or unable to go to the polls on Election Day. The voter may designate any authorized representative to obtain and return the Vote By Mail ballot. (E.C. §3021)
- NOVEMBER 6 Election Day** **VOTE BY MAIL BALLOTS RETURNED IN PERSON**
The last day county elections officials may receive Vote By Mail ballots in person. Vote By Mail ballots must be received by 8:00 p.m. at any polling place in the county or at the Ventura County Elections Division. (E.C. §§3017, 3020)
- NOVEMBER 6 Election Day** **GUBERNATORIAL GENERAL ELECTION**
Polls open 7:00 a.m. to 8:00 p.m. (E.C. §14212)
- Semi-official canvass commences upon the first returns from the precincts and continues until completed. (E.C. §§10262, 15150, 15151)
- NOVEMBER 8 E + 2** **OFFICIAL CANVASS**
The last day for the county elections official to begin the official canvass of the precinct returns. (E.C. §§10263, 15301)

- NOVEMBER 9** **VOTE BY MAIL BALLOTS RETURNED BY MAIL**
E + 3 Last day County Elections Official may receive Vote By Mail ballots by mail. Ballots must be postmarked on or before the date of the election. Vote By Mail ballots must be received by 5:00 p.m. at the Ventura County Elections Division.
(E.C. § 3020)
- DECEMBER 6** **OFFICIAL CANVASS - END**
E + 30 No later than this date, the county elections official must complete the canvass, certify its results, and submit it to the Board of Supervisors. (E.C. § 15372)
- JANUARY 31** **SEMI-ANNUAL CAMPAIGN STATEMENT**
(Date fixed by law) The last day to file semi-annual campaign statements, if required, by candidates and committees for the day after the closing date of the last statement or July 1, 2018 through December 31, 2018.
(G.C. §84200)