



# **CITY OF OXNARD CANDIDATE HANDBOOK**

**Office of the City Clerk  
November 3, 2020  
Municipal General Election**

# **GENERAL QUALIFICATIONS TO RUN FOR AND HOLD PUBLIC OFFICE**

## **QUALIFICATIONS**

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)

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 13 THROUGH **AUGUST 6**, 2020

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 **6:00 p.m. on Thursday, August 6,** 2020. (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 12, 2020.** (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)

- Only ONE circulator for the nomination paper.
- Voters must print and sign in their own writing.

# BALLOT NAME AND DESIGNATION

## CANDIDATE'S NAME ON BALLOT

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).

**Restrictions:** The rules governing ballot designations can be the subject of confusion.

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 13, 2020** through **August 6, 2020** or if the nomination period is extended, from **August 8, 2020** through **August 12, 2020**.

# CANDIDATE'S STATEMENT

## CANDIDATE'S STATEMENT CONTENT

Each agency has previously determined the maximum number of words permitted in the *Candidate's 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's 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'S STATEMENT

The *Candidate's 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's 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's 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's 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. The *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. the next working day after the close of the nomination period.

**NOTE:** All *Statements* must be filed with all other nomination documents no later than **6:00 p.m. on Thursday, August 6, 2020**, or August 12, 2020 in the event of a nomination period extension.

## **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 or 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.

*Candidate Statements* shall be filed in each county no later than **6:00 p.m. on Thursday, August 6, 2020**, or August 12, 2020 in the event of a nomination period extension. (Government Code §§85600-85601)

***\* Refer to Reso. 15,335 for  
complete Candidate Statement rules!***



RESOLUTION NO. 15,335

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD  
ADOPTING REGULATIONS PERTAINING TO CANDIDATE STATEMENTS  
SUBMITTED TO THE VOTERS FOR THE MUNICIPAL GENERAL  
ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2020

WHEREAS, Section 13307 of the Elections Code of the State of California provides that the governing body of any local agency shall adopt regulations pertaining to materials prepared by any candidate for a municipal election, including costs of the candidate statement.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF OXNARD does resolve, declare, determine, and order as follows:

**SECTION 1. GENERAL PROVISIONS.** Pursuant to Section 13307 of the Elections Code of the State of California, each candidate for elective office to be voted for at an Election to be held in the City of Oxnard on November 3, 2020 may prepare a candidate statement on the appropriate form provided by the City Clerk.

A. The statement may include the name, age, and occupation of the candidate and a brief description of no more than 200 words of the candidate's education and qualifications; written in the first person and conforming to the word count and formatting guidelines provided with the form. The statement must be typewritten in 12-point type of any standard font, using block paragraphs and single space format, and is limited to 30 lines.

B. The statement shall not include the party affiliation of the candidate, nor the candidate's membership or activity in partisan political organizations, nor comments nor reference to any opponent or their qualifications, character, or activities (Elections Code §13308). The Elections Official will remove improper language from any statement and not allow it to be printed. The candidate will be notified of the improper language and its removal from the Statement.

C. 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. The candidate should check the statement for proper spelling and punctuation, as the elections official is not permitted to edit any material contained therein once the Candidate Statement has been filed.

D. The statement shall be filed in the office of the City Clerk at the time the candidate's nomination papers are filed. A signed hardcopy of the statement must be submitted in addition to an electronic version in the form of a Microsoft Word document, via email, CD, or USB drive. The signed hard copy of the statement is the official filed document. The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 6:00 p.m. of the next working day after the close of the nomination period.

E. Per Elections Code Section 18351, any candidate who knowingly makes a false statement of material fact in a candidate statement, with the intent to mislead the voters, is subject to punishment by a fine not to exceed \$1,000.

F. All candidate statements shall remain confidential until the nomination period closes.

G. Filing a candidate statement is optional. If a candidate statement is not filed, the candidate shall submit a signed blank candidate statement form with his/her completed nomination papers.

**SECTION 2. PAYMENT.** The Elections Official shall estimate the total cost of printing, handling, translating, and mailing the candidate statement files pursuant to this section, including costs incurred as a result of complying with the Voting Rights Act of 1965 (as amended).

A. Each candidate filing a statement shall be required to pay a deposit in advance for the estimated pro rata share of printing costs per candidate. The deposit amount for Mayoral, City Clerk, and City Treasurer candidates is \$1,700.00; the deposit amount for City Council candidates is \$750.00. The candidate shall deposit this estimated cost, payable to the City of Oxnard, at the time of submission of the candidate statement.

B. The candidate authorizes printing of a candidate statement with the clear understanding that the final printing cost will depend on the actual number of candidates filing statements. Therefore the deposit paid may ultimately be significantly more or less than the actual final cost, and the candidates shall pay the balance of the cost incurred. In the case of overpayment, the clerk shall refund the excess amount to the candidate.

**SECTION 3. ADDITIONAL MATERIALS.** No candidate will be permitted to include additional materials in the Voter Information Guide.

**SECTION 4.** The City Clerk shall provide each candidate a copy of this resolution at the time nominating petitions are issued.

**SECTION 5.** The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED, and ADOPTED, this 2nd day of June, 2020 by the following vote:

AYES: Councilmembers Basua, Flynn, Lopez, MacDonald, Madrigal, Perello and Ramirez.

NOES: None.

ABSTAIN: None.

ABSENT: None.

  
Tim Flynn, Mayor

ATTEST:

  
Michelle Ascencion, City Clerk

APPROVED AS TO FORM:

  
Stephen M. Fischer, City Attorney

**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**

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.

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.

**PTA, 2000 – 2010  
City Council, 1990 – 1994  
American Heart Association, 1994 – 1996**

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

**Thank you for your vote** *J.S.*

Statements should be written in first person.

Correct any typos and initial, Prior to filing.

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.

No: Bolding, Underlining, or Centering.

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

**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.

# POLITICAL REFORM ACT / FAIR POLITICAL PRACTICES COMMISSION (“FPPC”) REQUIREMENTS

## FPPC FORM 700: STATEMENT OF ECONOMIC INTEREST

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 Office of 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 470: CANDIDATE CAMPAIGN STATEMENT - SHORT FORM

Alternative form for those spending up to \$2,000 of their own money only (not including candidate statement deposit)

## 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 committee 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 3, 2020, 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 3, 2020 FILING SCHEDULE

<u>TYPE OF STATEMENT</u>	<u>PERIOD COVERED</u>	<u>FILING DEADLINE</u>	<u>METHOD OF DELIVERY</u>
First Pre-Election	07/01/20 - 09/19/20	September 24, 2020	Personal Delivery First Class Mail
Late Contribution & Late Independent Expenditure (Form 497)	08/05/20 – 11/03/20	24 Hours	Personal Delivery Guaranteed Overnight Service, fax, or email
Second Pre-Election	09/20/20 - 10/17/20	October 22, 2020	Personal Delivery Guaranteed Overnight Service
Semi-Annual	* - 12/31/20	February 1, 2021	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.

***\* Refer to Ord. 2976 for  
Campaign Contribution Limits!***

***Mayor/Clerk/Treasurer: \$750 - individuals, \$1500 - PACs***

***City Council: \$500 - individuals, \$1000 - PACs***

**Section 2-243. Contribution Limitations for Members of the City Council.**

A. Contributions. No person shall make, and no candidate for elective office or campaign treasurer shall solicit or accept, any contribution which would cause the total amount contributed by that person to that candidate, including contributions or loans to all political committees or broad-based political committees controlled by the candidate and in-kind contributions, to exceed five hundred dollars (\$500) for any election. No political action committee shall make, and no candidate for elective office, or campaign treasurer, shall solicit or accept any contribution which would cause the total amount contributed by that political action committee to that candidate, including contributions or loans to all political committees or broad-based political committees controlled by the candidate and in-kind contributions, to exceed one thousand dollars (\$1,000) for any election. For purposes of Section 2-243 a "political action committee" shall mean any "general purpose committee" or "city general purpose committee" as those terms are defined by Government Code Section 82027.5. The limits set forth in this subsection shall be adjusted every two (2) years by resolution of the City Council pursuant to Section 2-245.

B. Loans. No person shall make, and no candidate for elective office or campaign treasurer shall solicit or accept, any loan which would cause the candidate, including loans to all political committees or broad-based political committees controlled by the candidate, to exceed five hundred dollars (\$500) for any election. The limit set forth in this subsection shall be adjusted every two years by resolution of the City Council pursuant to Section 2-245.

C. Anonymous Contributions. No person shall make an anonymous contribution or contributions to a candidate, political committee or broad-based political committee or any other person totaling one hundred dollars (\$100) or more for any election period. An anonymous contribution of one hundred dollars (\$100) or more received by a candidate or such a committee shall not be kept by the intended recipient, but instead shall be paid promptly to the California Secretary of State for deposit in the General Fund of the state. This limit on single source anonymous contributions shall not be adjusted except for relevant changes in state law.

D. Extension of Credit. No person shall extend credit, and no candidate for elective office, or campaign treasurer, or political committee or broad-based political committee controlled by the candidate shall solicit or accept, any extension of credit which will extend beyond ninety (90) days from the date upon which the debt is incurred by the candidate, or political committee controlled by the candidate.

**Section 2-244. Contribution Limitations for Mayor, City Clerk and City Treasurer.**

A. Contributions. No person shall make, and no candidate for elective office or campaign treasurer shall solicit or accept, any contribution which would cause the total amount contributed by that person to that candidate, including contributions or loans to all political committees or broad-based political committees controlled by the candidate and in-kind contributions, to exceed seven hundred fifty dollars (\$750) for any election. No political action committee shall make, and no candidate for elective office, or campaign treasurer, shall solicit or accept any contribution which would cause the total amount contributed by that political action

committee to that candidate, including contributions or loans to all political committees or broad-based political committees controlled by the candidate and in-kind contributions, to exceed fifteen hundred (\$1,500) for any election. For purposes of Section 2-244 a "political action committee" shall mean any "general purpose committee" or "city general purpose committee" as those terms are defined by Government Code Section 82027.5. The limit set forth in this subsection shall be adjusted every two years by resolution of the City Council pursuant to Section 2-245.

B. Loans. No person shall make, and no candidate for elective office, or campaign treasurer, shall solicit or accept any loan which would cause the candidate, including loans to all political committees or broad-based political committees controlled by the candidate, to exceed five hundred dollars (\$500) for any election. The limit set forth in this subsection shall be adjusted every two years by resolution of the City Council pursuant to Section 2-245.

C. Anonymous Contributions. No person shall make an anonymous contribution or contributions to a candidate, political committee or broad-based political committee or any other person totaling one hundred dollars (\$100) or more for any election period. An anonymous contribution of one hundred dollars (\$100) or more received by a candidate or such a committee shall not be kept by the intended recipient, but instead shall be paid promptly to the California Secretary of State for deposit in the General Fund of the state. This limit on single source anonymous contributions shall not be adjusted except for relevant changes in state law.

D. Extension of Credit. No person shall extend credit, and no candidate for elective office, or campaign treasurer, or political committee or broad-based political committee controlled by the candidate shall solicit or accept, any extension of credit which will extend beyond ninety (90) days from the date upon which the debt is incurred by the candidate, or political committee controlled by the candidate.

#### **Section 2-245. Adjusting for Cost of Living Changes.**

A. Adjustment. The campaign contribution limits and loan limits set forth in Sections 2-243 and 2-444, shall be adjusted by the City in February at two year intervals beginning in 2023 to reflect annual changes in the Consumer Price Index (CPI) over the previous two-year period. The City Clerk shall use the annual percent change in the Consumer Price Index for All Urban Consumers (CPI-U) for the selected area that includes Ventura County to determine the appropriate rate of increase. The City Clerk shall compute the adjustment for each year separately, adding the adjustment for each year to the prior year's limit. The City Clerk shall then adjust the total amount for the two-year period as specified in subsection B. The new limit representing the rounded total adjustments for the previous two-year period shall be presented to the City Council for approval by resolution.

B. If the last two digits of the total adjusted limit under Subsection A for the two-year period is a number between one and 49, then the limit shall be rounded down to the next lowest multiple of 100. If the last two digits of the total adjusted limit for the two-year period is a number between 50 and 99, then the limit shall be rounded up to the next highest multiple of 100.



# 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:

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### **"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)

# California Fair Political Practices Commission

## Political Advertisement Disclaimers

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Under California's Political Reform Act (the "Act"), committees must include "paid for by" disclaimers on campaign advertising, including campaign mailers, radio and television ads, telephone robocalls, and electronic media ads. The questions below relate to disclaimer requirements for committees that purchase advertisements or circulate communications supporting or opposing a state or local candidate or ballot measure in California. This fact sheet is informational only and contains only highlights of selected provisions of the law. It does not carry the weight of the law. For further information, consult the Act and its corresponding regulations, advice letters and opinions.

### Who Must Use a Disclaimer?

A candidate's campaign committee, a political action committee, a ballot measure committee, a political party committee, a major donor, and a person or entity making independent expenditures on candidates or ballot measures in California are all types of committees that are subject to disclaimer rules. In general, a person or entity qualifies as a *committee* under the Act if they receive contributions from others for political purposes of \$2,000 or more per year; if they make independent expenditures on California candidates or ballot measures of \$1,000 or more per year; or if they make contributions to California candidates or ballot measures of \$10,000 or more per year.

### General Questions

1. Q. What is an advertisement?

- A. An advertisement is a communication that is made for the purpose of supporting or opposing a candidate or ballot measure. Advertisements include mass mailings (including emails), paid telephone calls, newspaper, radio and television ads, billboards, yard signs, and electronic media ads.

2. Q. What is a disclaimer?

- A. A "disclaimer" is the portion of a political message that identifies the person or entity who paid for or authorized the communication. "Paid for by *committee name*" is the basic disclaimer required by the Act on most campaign communications sent by a *committee*.

3. Q. Are the Act's disclaimer rules the same for all committees and all ads?

- A. No. Basic disclaimer rules apply to campaign materials disseminated by a candidate for their own election campaign because it is generally clear to the public that the candidate is sending the communication. Stricter disclaimer rules apply to ballot measure advertisements and independent expenditure advertisements on candidates and ballot measures, because it is less clear to the public who is responsible for these ads.

4. Q. Must a disclaimer appear on ALL printed materials or campaign items?

A. No. A disclaimer is not required on the following items:

- Campaign buttons smaller than 10 inches in diameter, pins, bumper stickers smaller than 60 square inches, and magnets
- Pens, pencils, rulers, mugs, potholders, key tags, golf balls and similar small campaign promotional items where a disclaimer cannot be conveniently printed
- T-shirts, caps, hats, and other articles of clothing
- Skywriting and airplane banners
- Committee checks and receipts
- An electronic media communication for which inclusion of the disclosures required by the Act is impracticable or would severely interfere with the committee's ability to convey the intended message because of the nature of the technology used to make the communication

5. Q. What must the disclaimer state?

A. The basic disclaimer must state: "Paid for by *committee name*." In most cases, any recipient committee except a candidate committee or a political party committee must also list top three contributors of \$50,000 or more. An advertisement supporting or opposing a candidate that is paid for by an independent expenditure shall include a statement that it was not authorized by a candidate or a committee controlled by a candidate. If the advertisement was authorized or paid for by a candidate for another office, the expenditure shall instead include a statement that "This advertisement was not authorized or paid for by a candidate for this office or a committee controlled by a candidate for this office."

6. Q. How must the disclaimer appear?

A. Written disclaimers must be printed clearly and legibly. Spoken disclaimers must be clearly audible. **Specific requirements for color contrast, font, print size and time appearing on screen or read during a telephone or radio advertisement are listed in FPPC disclaimer charts.**

7. Q. If a committee's top contributor changes, must advertisement disclaimers be updated?

A. Yes. Television, radio, telephone, electronic billboard, or other electronic media advertisement shall be updated to reflect the new top contributors within five business days. Print media advertisement, including nonelectronic billboards, shall be updated to reflect the new top contributors before placing a new or modified order for additional printing of the advertisement.

8. Q. What are the rules for disclaimers on communications in a language other than English?
- A. Disclaimers on political advertisements must be written or spoken in the same language used in the advertisement, except for the name of the committee and the top contributors to the committee, if any.
9. Q. Must a disclaimer appear on communications from an organization to its members?
- A. For political party communications, yes. For communications from other organizations to their members, a disclaimer is not required.

### **Mass Mailing Questions**

10. Q. On mass mailings, what must the disclaimer state?
- A. A mass mailing – over 200 substantially similar pieces of mail – must include on the outside of the envelope: “Paid for by” and the name and address of the candidate or committee sending the mailing.
- If a mass mailing is paid for by more than one candidate or committee, the name and address of the candidate or committee who is paying the greatest share of the mass mailing (including costs for designing, postage, and printing) must be placed on the outside of each piece of mail. If two or more candidates or committees pay equally for the mailer, the name and address of at least one of the candidates or committees must be shown on the outside, and the names and addresses of all candidates or committees paying for the mailer must appear on at least one insert.
11. Q. On emails, what must the disclaimer state?
- A. When over 200 substantially similar emails are sent by a candidate or committee, the email must include “Paid for by and the committee name.” The committee’s street address is not required on mass emails sent by a committee, but may be included.

### **Advertising Issues Not Under FPPC’s Jurisdiction**

12. Q. What are the rules about when and where political signs may be placed?
- A. The Act does not contain rules about when and where signs may be placed. You may visit the [California Department of Transportation website](http://www.cdtd.ca.gov) for information about the State Outdoor Advertising Act and additional restrictions on political sign placement. You should also check with your local jurisdiction as there may be local laws that restrict or prohibit the placement of campaign signs at certain times and in specified places.

13. Q. Can the FPPC check the truth or accuracy of the political communication?

A. No. The Act does not regulate the truth or accuracy of the content of political communications. You may wish to call the Secretary of State's Investigative Services Unit at (916) 653-4245 for information on how to file a complaint.

14. Q. Where can I get information about the National Do Not Call Registry?

A. For information about the National Do Not Call Registry, administered by the Federal Trade Commission (FTC), go to [www.donotcall.gov](http://www.donotcall.gov).

## Political Advertising Disclaimers

### 1. Communications by Candidate Committees for their own Election

**The disclaimer must include, unless otherwise noted:** “Paid for by *committee name*”

Examples:       “Paid for by Jones for Assembly 20XX”  
                      “Paid for by Friends of Smith for Mayor 20XX”

Communication	Disclaimer and Manner of Display
<b>All mass mailings</b> – more than 200 substantially similar pieces of mail sent within a calendar month	<ul style="list-style-type: none"><li>• <b>Candidate’s committee name and address</b> (on file with Form 410) on outside of mailing (if no Form 410 on file, use candidate’s name and address)</li><li>• <b>“Paid for by”</b> must be in the same color and font as the committee name and address and immediately in front of or above the name and address</li><li>• If sent by more than one candidate or committee:<ul style="list-style-type: none"><li>○ Also on at least one insert in the mailing</li></ul></li><li>• No less than 6-point type and in a contrasting print or color</li><li>• Return envelopes (if included in solicitation) – committee’s name, address and ID number are recommended but not required</li></ul>
<b>All mass electronic mail</b> – more than 200 substantially similar emails sent within a calendar month	<ul style="list-style-type: none"><li>• <b>“Paid for by [name of candidate or committee]”</b> must be in at least the same size font as a majority of the text (no address is required on mass electronic mailings)</li></ul>
<b>Newspaper ads</b>	<ul style="list-style-type: none"><li>• Refer to the Elections Code for newspaper ad disclaimer requirements</li></ul>

## Candidate Committee Communications for their own Election

Communication	Disclaimer and Manner of Display
<b>Telephone calls advocating candidate's own election -</b> 500 or more calls similar in nature and made by: <ul style="list-style-type: none"> <li>• Vendors ("robo" calls); or</li> <li>• Paid individuals other than the candidate, campaign manager or volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Must identify the candidate's committee that authorized or paid for the call or an organization authorizing the call that files campaign reports</li> <li>• Must state that the call is "paid for by" or "authorized by" the identified candidate or organization                             <ul style="list-style-type: none"> <li>○ <i>Examples: This call was paid for by Senator Jones;</i> <i>This call was authorized by [name of committee]</i></li> </ul> </li> <li>• Any time during the call</li> <li>• No ID required on telephone calls personally dialed by candidate, campaign manager or volunteers</li> </ul>
<b>Radio and television ads</b>	<ul style="list-style-type: none"> <li>• <b>Radio:</b> "Ad paid for by" followed by name of committee as it appears on most recent Form 410 at the beginning or end of advertisement read in a clearly spoken manner with pitch and tone substantially similar to the rest of advertisement</li> <li>• <b>Television:</b> "Ad paid for by" followed by name of committee as it appears on most recent Form 410 shown for at least four seconds. Letters must be in a type size greater than or equal to four percent of the height of the screen</li> </ul>
<b>Electronic Media ads</b> (Websites, blogs, Twitter feeds, social media pages – e.g., Facebook)	<ul style="list-style-type: none"> <li>• "Paid for by <i>committee name</i>" and committee ID number are recommended but not legally required</li> </ul>
<b>Billboards, signs (including yard signs), faxes, business cards, door hangers, flyers, and posters</b>	<ul style="list-style-type: none"> <li>• "Paid for by <i>committee name</i>" and committee ID number are recommended but not legally required</li> </ul>

**The information on this chart does not carry the force of law. If there are any discrepancies between the chart and the Act or its corresponding regulations and opinions, the Act and its regulations and opinions will control. Communications made by a candidate to support or oppose a ballot measure or other candidates are not addressed in this chart.**

References: [Government Code Sections](#): 82041.5, 84305, 84310, 84502, 84504.2, 84504.3, 84504.4  
[Title 2 Regulations](#): 18435, 18440



# 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/](http://www.amlegal.com/codes/client/oxnard_ca/))

<b>Election signs may be posted beginning:</b>	<b>Friday, September 4</b>
<b>Election signs must be removed by:</b>	<b>Friday, November 13</b>

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 Code Compliance at (805) 385-7940 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 VENTURA COUNTY ELECTION DIVISION

All requests for voter registration information must be made in accordance with 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 USB drive with file format documentation.

The price of the Index on paper is \$36 plus 50¢ per thousand names (minimum order is 50¢). The price for the USB drive is \$67. 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.

## USBs

- 1) Master Voter File of any district or precinct
  - a. With voter history - \$36
  - b. Without voter history - \$36
- 2) Voters who requested a Vote By Mail ballot in the last countywide election - \$36

**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 USBs

Beginning on Tuesday, October 5, 2020, the Ventura County Elections Division will provide USB drives of the voters and the status of returned ballots processed up to the date of the order. The cost is \$36 and the USB drive 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 3, 2020**

**JULY 13**  
**through**  
**AUGUST 7**  
**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 no later than 5:00 p.m. on the 88<sup>th</sup> day before the election.

(E.C. §§10220, 10227)

**JULY 13**  
**through**  
**AUGUST 7**  
**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's 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 13**  
**through**  
**AUGUST 7**  
**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 5**  
**through**  
**NOVEMBER 3**  
**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 7**  
**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. §10225)

<b>AUGUST 8 through AUGUST 12 E – 87-83</b>	<b>EXTENSION OF NOMINATION PERIOD IF INCUMBENT DOES NOT FILE</b> If nomination documents for an incumbent officer of a city are not delivered by 5:00 p.m. on August 7, 2020 any person other than the person who was the incumbent on August 7, 2020 shall have until 5:00 p.m. on Wednesday, August 12, 2020 to file nomination documents for the elective office. This section is not applicable where there is no incumbent eligible to be elected. (Elections Code §10225)
<b>AUGUST 8 through AUGUST 17 E – 87-78</b>	<b><u>PUBLIC REVIEW FOR CANDIDATE STATEMENTS OF QUALIFICATIONS AND BALLOT DESIGNATIONS</u></b> 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)
<b>AUGUST 10 5:00 P.M. E – 85</b>	Last day to withdraw <i>Candidate's Statement</i> by candidates that are subject to August 7, 2020 close of filing. (E.C. §13307)
<b>AUGUST 13 11:00 A.M. E – 82</b>	<b><u>RANDOM ALPHA DRAWING</u></b> Secretary of State draws random alphabet to determine order of candidates who will appear on the ballot. (E.C. §§13111, 13112 (b), 13114)
<b>AUGUST 13 11:00 A.M. E – 82</b>	<b><u>CANDIDATE STATEMENT WITHDRAWAL</u></b> Last day to withdraw <i>candidate statement</i> by candidates that are subject to extended August 12, 2020 close of filing. (E.C. §13307)
<b>AUGUST 13 through AUGUST 22 (E – 82-73)</b>	<b><u>PUBLIC REVIEW FOR CANDIDATE STATEMENTS OF QUALIFICATIONS AND BALLOT DESIGNATIONS IF NOMINATION PERIOD HAS BEEN EXTENDED</u></b> Public review period for <i>candidate statements</i> and ballot designations filed during the extended filing period. (E.C. §13313)
<b>SEPTEMBER 7* through OCTOBER 20 E – 57-14</b>	<b><u>STATEMENT OF WRITE-IN CANDIDACY AND NOMINATION PAPERS</u></b> 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)
<b>SEPTEMBER 24 (Date fixed by law) E – 40</b>	<b><u>1<sup>st</sup> PRE-ELECTION CAMPAIGN STATEMENT</u></b> The last day to file a campaign statement for candidates and committees for the period January 1 through September 19, 2020. (G.C. §§84200.5, 84200.8 (a))
<b>SEPTEMBER 24 through OCTOBER 13 E – 40-21</b>	<b><u>COUNTY MAILS VOTER INFORMATION GUIDES</u></b> 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)

\* Federal holiday; city offices will be closed.

- OCTOBER 5 through OCTOBER 27 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 5, 2020, 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 20 through NOVEMBER 2 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 19 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 Presidential General Election. (E.C. §§2102, 2119)
- OCTOBER 20 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, 8601, 15341)
- OCTOBER 22 E – 12** **2<sup>nd</sup> PRE-ELECTION CAMPAIGN STATEMENT**  
The last day to file a campaign statement for candidates and committees for the period September 20 through October 17, 2020. (G.C. §§84200.5, 84200.8(a))
- OCTOBER 27 E – 7** **VOTE BY MAIL BALLOTS – DEADLINE TO MAIL**  
Last day to request a Vote By Mail ballot by mail. (E.C. 3001)
- OCTOBER 28 through NOVEMBER 3 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 3 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 3 ELECTION DAY** **PRESIDENTIAL 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 5 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 6**    **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 3**    **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)
- FEBRUARY 1,**    **SEMI-ANNUAL CAMPAIGN STATEMENT**  
**2021**            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, 2020 through December 31, 2020. (G.C. §84200)  
**(Date fixed by law)**