

COUNTY OF SANTA BARBARA SCHOOL AND SPECIAL DISTRICT OFFICES CANDIDATE FILING GUIDE



NOVEMBER 8, 2022
GENERAL ELECTION

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1 (800) SBC-VOTE

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WWW.SBCVOTE.COM

Rev. 6.2022

IMPORTANT NOTICE

This guide is not final and is subject to additional updates and revisions. The final draft of this guide will be posted prior to the candidate filing period which opens on July 18, 2022.

At this time, the list of offices to be filled for each district is tentative due to the ongoing redistricting process. Candidates **should contact the district for the office sought for the most up-to-date information** regarding current district board members and the status of the district's redistricting process. Local school and special district contact information is available at the end of this section. Once all districts have reported the offices to be filled, this guide will be updated accordingly.

NOTICE TO CANDIDATES AND COMMITTEES

This guide has been prepared to provide important candidate related information for school and special district offices coming to election at the November 8, 2022, General Election. Qualifications, terms of office, proper filing authorities, and deadlines are outlined in the following pages. Prospective candidates' participation and compliance with the timelines and filing requirements are the keys to success in the candidate nomination process. This guide provides general information for candidates. It is intended to be a resource and is not legally sufficient. In case of conflict, the law, regulation, or rule will apply.

Candidates must meet the qualifications to hold the office. The Declaration of Candidacy, which each candidate must sign under penalty of perjury, states that the candidate must meet the statutory and/or constitutional qualifications for office (including but not limited to: citizenship, residency, etc.).

While staff has attempted to be as informative as possible in compiling this information, and appreciate the opportunity to address questions not answered in the guide, the law prohibits employees from answering questions of a legal nature. This guide is not intended as a substitute for legal counsel. **The County of Santa Barbara Elections Division strongly urges prospective candidates to consult an attorney.**

For additional election-related information, please contact our office Monday through Friday from 8:00 a.m. to 5:00 p.m., excluding holidays at **1 (800) SBC-VOTE** or **(805) 568-2200**.

SIX STEPS TO CANDIDATE FILING FOR SCHOOL AND SPECIAL DISTRICT OFFICES

STEP 1: RESEARCH

Before beginning the candidate filing process, prospective candidates are encouraged to review this candidate filing guide. The candidate filing guide provides an overview of the offices up for election, the qualifications to run and hold office, filing deadlines, applicable filing fees, and an overview (with form samples) of the required and optional candidate filing forms that must be filed in order to qualify as a candidate.

To receive a printed copy of the guide, please contact the Elections Division Office by email at candidatefiling@countyofsb.org or by calling **(805) 696-8957**.

STEP 2: APPLY TO BE A CANDIDATE

Once you have reviewed the candidate filing guide and determined the office you would like run for and that you meet the qualifications, you are ready to apply to be a candidate!

You may apply to be a candidate online at www.sbcvote.com. Please note: The online candidate application will be available beginning Monday, July 18, 2022. If you have any questions, please call **(805) 696-8957**.

STEP 3: BE ISSUED CANDIDATE FILING FORMS

When applying online, a candidate will have the option to receive their candidate filing forms:

- **Electronically*** - Requires access to a printer; or
- **In-person.** Pick-up appointments are available at the Santa Barbara County Elections Division Main Office or at the Santa Maria Elections Division Branch Office.

Candidates unable to apply online may call (805) 696-8957 to make an in-person registration appointment at which they will be issued candidate filing forms.

*Candidates receiving their candidate filing forms electronically will be able to access all forms except the Declaration of Candidacy. The printed original Declaration of Candidacy will remain in the County of Santa Barbara Elections Division office and will be issued to a candidate in person during their candidate filing appointment where they will also file all their other required and optional forms. Samples of Declaration of Candidacies may be found in Appendix II.

Authorized Agents:

A candidate may authorize another person (authorized agent) to pick-up the necessary candidate filing forms on their behalf. An Authorization to Receive and/or File Candidate Nomination Documents form (Agent Authorization Form) must be filed with the County of Santa Barbara Elections Division prior to or at the time of the pick-up appointment. The Agent Authorization Form is available at www.sbcvote.com.

STEP 4: COMPLETE CANDIDATE FILING FORMS

With the exception of the Declaration of Candidacy, all required and optional candidate filing forms should be completed prior to submission to the County of Santa Barbara Elections Division. During a filing appointment, candidates will be instructed to complete and sign their Declaration of Candidacy.

You are encouraged to use the candidate filing guide and filing checklist to assist you when completing your candidate filing forms. If you should have any questions regarding completing your forms, please contact the Elections Division by email at candidatefiling@countyofsb.org or by calling **(805) 696-8957**.

SIX STEPS TO CANDIDATE FILING FOR SCHOOL AND SPECIAL DISTRICT OFFICES

STEP 5: MAKE A CANDIDATE FILING APPOINTMENT

In-person candidate filing appointments are available at the Santa Barbara Elections Division Main Office and Santa Maria Elections Division Branch Office.

To make a candidate filing appointment in the Santa Barbara Elections Division Main Office, please visit: <https://candidatefiling.as.me/SantaBarbaraOffice>

To make a candidate filing appointment in the Santa Maria Elections Division Branch Office, please visit: <https://candidatefiling.as.me/SantaMariaOffice>

Candidate filing appointments may also be made by calling **(805) 696-8957**.

STEP 6: FILE CANDIDATE FILING FORMS

In-Person Candidate Filing Appointments:

With the exception of the Declaration of Candidacy, all required and optional candidate filing forms should be completed prior to arriving at your appointment. All required and optional forms, along with any applicable payment for the candidate statement fee, will be collected and filed at the time of your appointment. Your Declaration of Candidacy will be issued, and you will be instructed to complete and sign the form in the presence of an Elections Clerk.

A check-list version of the **SIX STEPS TO CANDIDATE FILING FOR SCHOOL AND SPECIAL DISTRICT OFFICES** is available at www.sbcvote.com.

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APPENDIX II – CANDIDATE FILING FORM EXAMPLES

APPENDIX III – BALLOT DESIGNATION REGULATIONS

APPENDIX IV – FPPC SCHEDULES, CAMPAIGN ACTIVITY FAQ, & FORM EXAMPLES

CODE REFERENCE KEY

EDUCATION CODE	ED.C.
ELECTION CODE	E.C.
GOVERNMENT CODE	G.C.
HEALTH AND SAFETY CODE	H.S.C
INSURANCE CODE	I.C.
PUBLIC RESOURCE CODE	P.R.C
PUBLIC UTILITY CODE	P.U.C
WATER CODE	W.C.

Please Note: Portions of this guide are composed to address candidate filing requirements for multiple offices and election types. Please refer to footnotes for clarification on which offices or election types the information or code reference applies.

ELECTION CONTACT INFORMATION

COUNTY OF SANTA BARBARA - REGISTRAR OF VOTERS

Santa Barbara Elections Main Office

4440-A Calle Real
Santa Barbara, CA 93110

Mailing Address

P.O. Box 61510
Santa Barbara, CA 93160-1510

Santa Maria Elections Branch Office

511 E. Lakeside Parkway, Suite 134
Santa Maria, CA 93455

Election information is also available at www.sbcvote.com.

For further information or questions regarding this candidate filing guide, please call (805) 568-2200 or 1(800) SBC-VOTE (1-800-722-8683).

CITY OFFICES

For information regarding City candidates and measures, please contact the City Clerks' offices at the phone numbers listed below:

CITY OFFICES	PHONE NUMBER
Buellton	(805) 688-5177
Carpinteria	(805) 755-4403
Goleta	(805) 961-7505
Guadalupe	(805) 356-3891
Lompoc	(805) 875-8241
Santa Barbara	(805) 564-5309
Santa Maria	(805) 925-0951 ext. 2307
Solvang	(805) 688-5575

ADDITIONAL RESOURCES

State and Local Campaign Filing Information

Fair Political Practices Commission (FPPC)	www.fppc.ca.gov	(866) 275-3772
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State Franchise Tax Board

Elections	www.ftb.ca.gov	(800) 852-5711
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CANDIDATE FILING APPOINTMENTS

SANTA BARBARA ELECTIONS MAIN OFFICE

Appointments are required for candidate filing at this location. Appointments are available 8:30 a.m. to 4:00 p.m. Monday through Friday, excluding holidays.

To make a candidate filing appointment in the Santa Barbara Elections Division Main Office, please visit:
<https://candidatefiling.as.me/SantaBarbaraOffice>

Candidate filing appointments may also be made by calling **(805) 696-8957**.

SANTA MARIA ELECTIONS BRANCH OFFICE

Appointments are required for candidate filing at this location. Appointments are available 8:30 a.m. to 11:00 a.m. and 1:30 p.m. to 4:00 p.m. Monday through Friday, excluding holidays.

To make a candidate filing appointment in the Santa Maria Elections Division Branch Office, please visit:
<https://candidatefiling.as.me/SantaMariaOffice>

Candidate filing appointments may also be made by calling **(805) 696-8957**.

LOMPOC ELECTIONS BRANCH OFFICE

Candidate Filing **will not** be available at this office location.

POLITICAL SUBDIVISIONS

FEDERAL AND STATE SUBDIVISIONS

The County of Santa Barbara and the other counties listed below are comprised of the following political subdivisions:

DISTRICT	COUNTY OVERLAP
24 th Congressional	San Luis Obispo, Ventura
21 st State Senate	San Luis Obispo, Ventura
37 th State Assembly	San Luis Obispo
2 nd State Board of Equalization	Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Sonoma, Trinity, Ventura

LOCAL SUBDIVISIONS

The County of Santa Barbara is additionally composed of the following local districts and departments:

DISTRICT/DEPARTMENT	QUANTITY
Supervisory Districts	5
Superior Court Departments	21
School Districts (Includes County Board of Education)	22
Special Districts	27
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VOTER, PRECINCT, AND DISTRICT DATA AND MAPS

IMPORTANT NOTICE: Local redistricting and voter registration data requests that reflect new precinct and district information will not be available until after July 18, 2022. Map data that reflects new precinct and district information, will not be available until after August 1, 2022.

Voter Registration Data, Walking Lists, and/or Vote by Mail Extracts for candidates are available for purchase from the County of Santa Barbara Elections Office. All applicants must complete and submit an *Application to Purchase or Use Voter Registration Information*, which is subject to review prior to approval. The *Application to Purchase or Use Voter Registration Information* is available at the Santa Barbara Elections Division Main Office and Santa Maria Elections Division Branch Office, and online at www.sbcvote.com.

Precinct and District maps and reference reports are available online at www.sbcvote.com.

For additional information or questions regarding available voter, precinct, and district data, please call (805) 696-8957.

CONTACT INFORMATION FOR LOCAL DISTRICTS AND SCHOOLS

School District Name	Phone Number	Website
Allan Hancock Joint Community College District	(805) 922-6966	https://www.hancockcollege.edu/
Ballard School District	(805) 688-4812	http://www.ballardschool.org/
Blochman Union School District	(805) 937-1148	https://www.blochmanusd.org/
Buellton Union School District	(805) 686-2767	http://www.buelltonusd.org/
Carpinteria Unified School District	(805) 684-4511	https://www.cusd.net/
Cold Spring School District	(805) 969-2678	https://coldspringschool.net/
College School District	(805) 686-7300	https://collegeschooldistrict.org/
Cuyama Joint Unified School District	(661) 766-2293	https://cuyamaunified.org/
Goleta Union School District	(805) 681-1200	https://www.goleta.k12.ca.us/
Guadalupe Union School District	(805) 343-2114	https://www.guadusd.org/
Hope School District	(805) 563-2974	https://www.hopeschooldistrict.org/
Lompoc Unified School District	(805) 742-3300	https://www.lusd.org/
Los Olivos School District	(805) 688-4025	http://www.losolivosschool.org/
Montecito Union School District	(805) 969-3249	https://www.montecitou.org/
Orcutt Union School District	(805) 938-8900	http://www.orcuttschools.net/
Santa Barbara Community College District	(805) 965-0581	https://www.sbcc.edu/
Santa Barbara County Board of Education	(805) 964-4711	https://www.sbceo.org/
Santa Barbara Unified School District	(805) 963-4338	https://www.sbunified.org/
Santa Maria Joint Union High School	(805) 922-4573	http://www.smjuhsd.k12.ca.us/
Santa Ynez Valley Union High School District	(805) 688-6487	https://www.syvuhsd.org/
Santa Maria-Bonita School District	(805) 928-1783	https://www.smbbsd.org/
Solvang School District	(805) 688-4810	https://www.solvangschool.org/
Vista Del Mar Union School District	(805) 686-1880	https://vista-vdm-ca.schoolloop.com/

Special District Name	Phone Number	Website
Carpinteria Valley Water District	(805) 684-2816	https://cvwd.net/
Carpinteria Sanitary District	(805) 684-7214	http://carpsan.com/
Carpinteria-Summerland Fire Protection District	(805) 684-4591	https://www.carpfire.com/
Casmalia Community Services District	(805) 937-6151	
Cuyama Community Services District	(661) 766-2780	
Cuyama Valley Recreation District	(661) 766-2270	
Embarcadero Municipal Improvement District	(805) 968-5885	https://emidsb.org/
Goleta Sanitary District	(805) 967-4519	https://goletasanitary.org/
Goleta Water District	(805) 964-6761	https://cp.goletawater.com/

CONTACT INFORMATION FOR LOCAL DISTRICTS AND SCHOOLS

Special District Name	Phone Number	Website
Goleta West Sanitary District	(805) 968-2617	https://goletawest.org/
Isla Vista Recreation and Park District	(805) 968-2017	http://www.ivparks.org/
Isla Vista Community Services District	(805) 770-2752	https://islavistacsd.ca.gov/
Lompoc Valley Medical Center	(805) 737-3300	https://lompocvmc.com/
Los Alamos Community Services District	(805) 344-4195	http://www.losalamoscscsd.com/
Los Olivos Community Services District	(805) 500-4098	https://www.losolivoscscsd.com/
Mission Hills Community Services District	(805) 733-4366	http://www.mhcsd.org/
Montecito Fire Protection District	(805) 969-7762	https://www.montecitofire.com/
Montecito Sanitary District	(805) 969-4200	https://www.montsan.org/
Montecito Water District	(805) 969-7261	https://www.montecitowater.com/
Santa Maria Public Airport District	(805) 922-1726	http://www.santamariaairport.com/
Santa Maria Valley Water Conservation District	(805) 925-5212	https://smvwcd.org/
Santa Rita Hills Community Services District		
Santa Ynez Community Services District	(805) 688-3008	https://www.sycsd.com/
Santa Ynez River Water Conservation District	(805) 693-1156	https://www.syrwd.org/
Santa Ynez River Water Conservation District, Improvement District No. 1	(805) 688-6015	https://www.syrwd.org/
Summerland Sanitary District	(805) 969-4344	http://summerlandscsd.org/
Vandenberg Village Community Services District	(805) 733-2475	http://www.vvcscd.org/

SECTION 1

OFFICES TO BE FILLED

OFFICES TO BE FILLED

Due to the ongoing redistricting process, this list of offices to be filled for each district is tentative and only includes the number of full-term (4 year) offices to be filled. Prospective candidates should **contact the district for the office sought for the most up-to-date information** regarding current district board members, the status of the district's redistricting process and district map information. Contact information is available for local school and special districts on pages 4 and 5. Once all districts have reported the offices to be filled, including any short-term (2 year) offices to be filled at the November 8, 2022, General Election, this section will be updated.

School Districts

District	Offices to be Filled on District's Governing Board	Term Start Date
Allan Hancock Joint Community College District	Trustee Area 3 – 1 Seat Trustee Area 5 – 1 Seat	December 9, 2022
Ballard School District	Trustee Area 1 – 1 Seat Trustee Area 2 – 1 Seat	December 9, 2022
Blochman Union School District	2 Seats Elected At-Large	December 9, 2022
Buellton Union School District	Trustee Area 1 – 1 Seat Trustee Area 3 – 1 Seat Trustee Area 4 – 1 Seat	December 9, 2022
Carpinteria Unified School District	Trustee Area 1 – 1 Seat Trustee Area 2 – 1 Seat Trustee Area 5 – 1 Seat	December 9, 2022
Cold Spring School District	3 Seats Elected At-Large	December 9, 2022
College School District	Trustee Area 1 – 1 Seat Trustee Area 4 – 1 Seat Trustee Area 5 – 1 Seat	December 9, 2022
Cuyama Joint Unified School District	2 Seats Elected At-Large	December 9, 2022
Goleta Union School District	Trustee Area 1 – 1 Seat Trustee Area 3 – 1 Seat Trustee Area 5 – 1 Seat	December 9, 2022
Guadalupe Union School District	Trustee Area 1 – 1 Seat Trustee Area 3 – 1 Seat Trustee Area 4 – 1 Seat	December 9, 2022
Hope School District	Trustee Area 2 – 1 Seat Trustee Area 4 – 1 Seat Trustee Area 5 – 1 Seat	December 9, 2022
Lompoc Unified School District	2 Seats to be elected by Trustee Areas. Trustee Areas up for election to be determined	December 9, 2022
Los Olivos School District	2 Seats Elected At-Large	December 9, 2022

OFFICES TO BE FILLED

Due to the ongoing redistricting process, this list of offices to be filled for each district is tentative. Prospective candidates should **contact the district for the office sought for the most up-to-date information** regarding current district board members, the status of the district's redistricting process and district map information. Contact information for local school and special districts is available on pages 4 and 5. Once all districts have reported the offices to be filled, including any short-term (2 year) offices to be filled at the November 8, 2022, General Election, this section will be updated.

School Districts

District	Offices to be Filled on District's Governing Board	Term Start Date
Montecito Union School District	3 Seats Elected At-Large	December 9, 2022
Orcutt Union School District	Trustee Area 3 – 1 Seat Trustee Area 4 – 1 Seat Trustee Area 5 – 1 Seat	December 9, 2022
Santa Barbara Community College District	Trustee Area 1 – 1 Seat Trustee Area 5 – 1 Seat Trustee Area 6 – 1 Seat Trustee Area 7 – 1 Seat	December 9, 2022
Santa Barbara County Board of Education	Trustee Area 1 – 1 Seat Trustee Area 5 – 1 Seat Trustee Area 7 – 1 Seat	December 9, 2022
Santa Barbara Unified School District	Trustee Area 1 – 1 Seat Trustee Area 4 – 1 Seat	December 9, 2022
Santa Maria Joint Union High School District	Trustee Area 2 – 1 Seat Trustee Area 4 – 1 Seat Trustee Area 5 – 1 Seat	December 9, 2022
Santa Maria-Bonita School District	Trustee Area 1 – 1 Seat Trustee Area 2 – 1 Seat	December 9, 2022
Santa Ynez Valley Union High School District	TBD	December 9, 2022
Solvang School District	TBD	December 9, 2022
Vista Del Mar Union School District	1 Seat Elected At-Large	December 9, 2022

OFFICES TO BE FILLED

Due to the ongoing redistricting process, this list of offices to be filled for each district is tentative. Prospective candidates should **contact the district for the office sought for the most up-to-date information** regarding current district board members, the status of the district's redistricting process and district map information. Contact information for local school and special districts is available on pages 4 and 5. Once all districts have reported the offices to be filled, including any short-term (2 year) offices to be filled at the November 8, 2022, General Election, this section will be updated.

Special Districts

District	Offices to be Filled on District's Governing Board	Term Start Date
Carpinteria Sanitary District ^{VENT}	District 2 District 3	December 2, 2022
Carpinteria Valley Water District	Division 1 – 1 Seat Division 3 – 1 Seat Division 5 – 1 Seat	December 2, 2022
Carpinteria-Summerland Fire Protection District	3 Seats Elected At-Large	December 2, 2022
Casmalia Community Services District	3 Seats Elected At-Large	December 2, 2022
Cuyama Community Services District	3 Seats Elected At-Large	December 2, 2022
Cuyama Valley Recreation District	2 Seats Elected At-Large	December 2, 2022
Embarcadero Municipal Improvement	3 Seats Elected At-Large	December 2, 2022
Goleta Sanitary District	District 1 District 2	December 2, 2022
Goleta Water District	District 1 District 2	December 2, 2022
Goleta West Sanitary District	3 Seats Elected At-Large	December 2, 2022
Isla Vista Community Services District	2 Seats Elected At-Large for a 4-year Term 1 Seat Elected At-Large for a 2-year Term	December 2, 2022
Isla Vista Recreation and Park District	2 Seats Elected At-Large	December 2, 2022
Lompoc Valley Medical Center	3 Seats Elected At-Large	December 2, 2022

OFFICES TO BE FILLED

Due to the ongoing redistricting process, this list of offices to be filled for each district is tentative. Prospective candidates should **contact the district for the office sought for the most up-to-date information** regarding current district board members, the status of the district's redistricting process and district map information. Contact information for local school and special districts is available on pages 4 and 5. Once all districts have reported the offices to be filled, including any short-term (2 year) offices to be filled at the November 8, 2022, General Election, this section will be updated.

Special Districts

District	Offices to be Filled on District's Governing Board	Term Start Date
Los Alamos Community Services District	2 Seats Elected At-Large	December 2, 2022
Los Olivos Community Services District	3 Seats Elected At-Large	December 2, 2022
Mission Hills Community Services District	2 Seats Elected At-Large	December 2, 2022
Montecito Fire Protection District	2 Seats Elected At-Large	December 2, 2022
Montecito Sanitary District	2 Seats Elected At-Large	December 2, 2022
Montecito Water District	3 Seats Elected At-Large	December 2, 2022
Santa Maria Public Airport District	Division 2 – 1 Seat Division 4 – 1 Seat	December 2, 2022
Santa Maria Valley Water Conservation District	Division 5 – 1 Seat	December 2, 2022
Santa Ynez Community Services District	2 Seats Elected At-Large	December 2, 2022
Santa Ynez River Water Conservation District	Division 1 – 1 Seat Division 4 – 1 Seat	December 2, 2022
Santa Ynez River Water Conservation District Improvement District No. 1	1 Seat Elected At Large Division 2 – 1 Seat Division 3 – 1 Seat	December 2, 2022
Summerland Sanitary District	2 Seats Elected At-Large	December 2, 2022
Vandenberg Village Community Services District	2 Seats Elected At-Large	December 2, 2022

SECTION 2

QUALIFICATIONS TO RUN AND HOLD PUBLIC OFFICE

QUALIFICATIONS TO RUN AND HOLD PUBLIC OFFICE

GENERAL QUALIFICATIONS E.C. §§ 20, 201; G.C. §§ 1020, 1021, 24001:

The following qualifications apply to all school and special district offices listed below:

- Must be at least 18 years old and a citizen of the State at the time of his or her election;
- Must be a registered voter of the district in which the duties of the office are to be exercised at the time that nomination papers are issued to the person or at the time of the appointment of the person;
- Cannot be convicted of designated crimes as specified in the Constitution and laws of the State; and,
- Cannot be convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury or conspiracy to commit any of these crimes. *

* For purposes of this section, "conviction of a felony" includes a conviction of a felony in this state and a conviction under the laws of any other state, the United States, or any foreign government or country of a crime that, if committed in this state, would be a felony, and for which the person has not received a pardon from the Governor of this state, the governor or other officer authorized to grant pardons in another state, the President of the United States, or the officer of the foreign government or country authorized to grant pardons in that foreign jurisdiction.

E.C. § 20

Please see Appendix I for additional district specific qualifications and requirements.

INCOMPATIBILITY OF OFFICES

A person's legal right to hold more than one office at the same time is governed by the common law doctrine of incompatible offices. Government Code Section 1099 became effective on January 1, 2006, to codify this common law rule. This section states a) An officer shall not simultaneously hold two public offices that are incompatible, as defined; and b) When two public offices are incompatible, a public officer shall be deemed to have forfeited the first office upon acceding to the second.

Additionally, pursuant to Elections Code Section 8003(b), no person may file Nomination Papers for a party nomination and an independent nomination for the same office, or for more than one office at the same election.

For questions regarding whether two public offices would be considered incompatible, contact the California Attorney General's Office at (916) 445-9555 or visit their website, www.oag.ca.gov.

For further information about conflicts of interest or incompatibility of offices, contact the Fair Political Practices Commission's website at www.fppc.ca.gov, or call them at (866) 275-3772.

SECTION 3

CALENDAR OF EVENTS

CALENDAR OF EVENTS

NOVEMBER 8, 2022, GENERAL ELECTION

CANDIDATE KEY DATES AND EVENTS

For more information, see Section 4

EVENT	DEADLINE
Candidate Filing Period (ALL candidates <u>must</u> file a Declaration of Candidacy and other required forms)	July 18, 2022 – August 12, 2022 (E-113 to E-88)
Candidate Statement Period for County Voter Information Guides	July 18, 2022 – August 12, 2022 (E-113 to E-88)
Candidate Statement Withdrawal Deadline Last day a candidate may withdraw their candidate statement. This deadline does not apply to offices in extension.	August 15, 2022 (E-85)
Candidate Statement Public Exam Period 10-day public exam period of filed candidate statements. Does not include statements for offices in extension.	August 13, 2022 – August 22, 2022 (E-87 to E-78)
Candidate Filing Extension Period Occurs in the event an incumbent fails to file their Declaration of Candidacy by 5pm on the filing normal deadline.	August 13, 2022 – August 17, 2022 (E-87 to E-83)
Candidate Statement Withdrawal Extension Deadline Last day a candidate for an office in extension may withdraw their candidate statement.	August 18, 2022 (E-82)
Determination of school and special district offices to be on or off ballot If by 5pm on this day, there is only one candidate or an insufficient number of candidates for an office to be filled, and no petition is filed, it may be determined that the office will be off the ballot.	August 17, 2022 (E-83)
Candidate Statement Public Exam Period - Extended Offices 10-day public exam period of filed candidate statements for offices in extension.	August 18, 2022 – August 27, 2022 (E-82 to E-73)
Randomized Alphabet Drawing (Secretary of State's Office & County Elections Division)	11am on August 18, 2022 (E-82)
Write-In Candidate Filing Period	September 12, 2022 – October 25, 2022 (E-57 to E-14)

*Date falls on a weekend or state holiday; and the deadline does not move forward to the next business day.

**Date falls on a weekend or state holiday; and moves forward to the next business day.

CALENDAR OF EVENTS

NOVEMBER 8, 2022, GENERAL ELECTION

CAMPAIGN DISCLOSURE KEY DATES AND EVENTS

For more information, see Section 7

EVENT	DEADLINE
Semi-Annual Campaign Disclosure Statement Filing (Form 460)	August 1, 2022
24hr Campaign Disclosure-Contribution Report Filing period (Election cycle reports file Form 497 within 24hrs)	August 10, 2022 – November 8, 2022
1st Pre-Election Campaign Disclosure Statement Deadline (Form 460 or 470) Reporting period July 1 to September 24	September 29, 2022
2nd Pre-Election Campaign Disclosure Statement Deadline (Form 460) Reporting period September 25 to October 22	October 27, 2022
Semi-Annual Campaign Disclosure Statement Filing (Form 460)	January 31, 2023

VOTER KEY DATES AND EVENTS

For additional information, visit www.sbcvote.com

EVENT	DEADLINE
Military and Overseas Voter Mailing of Official Ballots Period	September 9, 2022 – September 24, 2022 (E-60 to E-45)
County and State Voter Information Guide Mailing Period	September 29, 2022 – October 29, 2022 (E-40 to E-10)
Mailing of Official Ballots (Mailed no later than November 1, 2022, but may be mailed earlier and before the County Voter Information Guide)	October 10, 2022 (E-29)
Close of Registration	October 24, 2022 (E-15)
Conditional Voter Registration Period	October 25, 2022 – November 8, 2022 (E-14 to Election Day)
Last Day to Request Vote by Mail Ballot	November 1, 2022 (E-7)
Election Day	November 8, 2022 Polls open 7am to 8pm

*Date falls on a weekend or state holiday; and the deadline does not move forward to the next business day.

**Date falls on a weekend or state holiday; and moves forward to the next business day.

CALENDAR OF EVENTS

NOVEMBER 8, 2022, GENERAL ELECTION

CANVASS KEY DATES AND EVENTS

For more information, visit www.sbcvote.com

EVENT	DEADLINE
Canvass Begins	November 10, 2022 (E+2)
1% Manual Tally Drawing	11am on November 10, 2022 (E+2)
Postmarked Vote by Mail Ballot Deadline	November 15, 2022 (E+7)
Unsigned and Non-Matching Signature Statement Deadline	Must be received two days prior to certification
Official Canvass Deadline	December 8, 2022 (E+30)

*Date falls on a weekend or state holiday; and the deadline does not move forward to the next business day.

**Date falls on a weekend or state holiday; and moves forward to the next business day.

SECTION 4

CANDIDATE FILING REQUIREMENTS

OVERVIEW

All candidates **must** file a Declaration of Candidacy in order to qualify as a candidate for a school or special district office. At the time of filing the Declaration of Candidacy, candidates are also responsible for filing other required and optional forms.

Forms to be filed **with the Declaration of Candidacy** include:


- The Ballot Designation Worksheet (optional; however, it must be filed if requesting a ballot designation)
- Form 700 (required)
- Candidate's Statement of Qualifications (optional)
- Code of Fair Political Practices Form (optional)

Candidates are also subject to filing certain campaign financial disclosure forms. Please see **Section 7** for information regarding campaign financial disclosure filing requirements.

It is the obligation of the candidate to ensure that all filing requirements and deadlines are met. Prospective candidates are encouraged to obtain the necessary candidate filing forms from the County of Santa Barbara Elections Division and file the candidate filing forms as soon as possible so any irregularities may be corrected before the filing deadline. Candidates may obtain the necessary filing forms from the Elections Division as early as July 18, 2022.

If the Declaration of Candidacy is found “not sufficient,” no additions or corrections may be made after 5:00 p.m., **August 12, 2022**, or in the event of an extension, 5:00 p.m., **August 17, 2022**.

DECLARATION OF CANDIDACY

	County of Santa Barbara DECLARATION OF CANDIDACY School District November 3, 2020, Presidential General Election (Elections Code §§ 20, 200, 1602, 10512, 13107, 18202, 18203)																																	
For County Elections Official Use ONLY	Official Filing Form <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> _____ <i>Chairman/Chairwoman, Board of Directors</i> <i>County Elections Official</i> By: _____ Date Submitted: _____ </div>	<div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> Filed in County of _____ <i>County/Parishes</i> _____ <i>Chairman/Chairwoman, Board of Directors</i> <i>County Elections Official</i> By: _____ Date Registered: _____ </div>																																
<p>I hereby declare myself as a candidate for election to the governing board of the <u>County of Santa Barbara</u> of the <u>County of Santa Barbara</u>. I am a registered voter, if elected, I will qualify and serve to the best of my ability.</p>																																		
Candidate Name, and Office	My name is _____ <div style="display: flex; justify-content: space-between; margin-top: 10px;"> First Middle/Initial (optional) Last </div>																																	
Ballot Information and ballot designation to appear on the ballot	<div style="border: 2px solid black; padding: 10px; text-align: center;"> <h1 style="margin: 0;">REQUIRED</h1> <p style="font-size: 0.8em; margin-top: 5px;">Print Your Name for Use on the Ballot</p> <p style="font-size: 0.8em; margin-top: 5px;">Print Ballot Designation Requested</p> <p style="font-size: 0.8em; margin-top: 5px;"> <input type="checkbox"/> I have a character based name; would like to use instead of a phonetic transliteration. (Please complete Character Based Name Form.) </p> </div>																																	
IMPORTANT NOTE: The County of Santa Barbara Elections Office will publish one of the addresses below in the Notice to Candidates, Official Contact List of Candidates, and on the County of Santa Barbara Elections Office website. 1 Please check the appropriate box to indicate which address you wish to be used for publishing purposes. 2 FRODO BAGGINS, the first address below, is provided below as an example. 3 If a last name, middle name, FAX number, email address, or website is provided, that information will also be published. 4 For many telephone numbers a provided, and a different than day telephone number, will not be published and will be for the County of Santa Barbara Elections Office use only.																																		
Address, Telephone, Fax, Email, and Website	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Postal</td> <td style="width: 40%;"><input type="checkbox"/> _____ Address Address _____</td> <td style="width: 20%;"></td> <td style="width: 20%; text-align: right;">Appt or Unit # _____</td> </tr> <tr> <td></td> <td>City _____</td> <td>State _____</td> <td>Zip Code _____</td> </tr> <tr> <td>Postal</td> <td>Business Address (Optional) _____</td> <td></td> <td>Appt or Unit # _____</td> </tr> <tr> <td></td> <td>City _____</td> <td>State _____</td> <td>Zip Code _____</td> </tr> <tr> <td>Postal</td> <td>Business Address _____</td> <td></td> <td>Appt or Unit # _____</td> </tr> <tr> <td></td> <td>City _____</td> <td>State _____</td> <td>Zip Code _____</td> </tr> <tr> <td></td> <td>Telephone Numbers: Day _____ Evening _____ Fax _____</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Email _____</td> <td>Website _____</td> <td></td> </tr> </table>		Postal	<input type="checkbox"/> _____ Address Address _____		Appt or Unit # _____		City _____	State _____	Zip Code _____	Postal	Business Address (Optional) _____		Appt or Unit # _____		City _____	State _____	Zip Code _____	Postal	Business Address _____		Appt or Unit # _____		City _____	State _____	Zip Code _____		Telephone Numbers: Day _____ Evening _____ Fax _____				Email _____	Website _____	
Postal	<input type="checkbox"/> _____ Address Address _____		Appt or Unit # _____																															
	City _____	State _____	Zip Code _____																															
Postal	Business Address (Optional) _____		Appt or Unit # _____																															
	City _____	State _____	Zip Code _____																															
Postal	Business Address _____		Appt or Unit # _____																															
	City _____	State _____	Zip Code _____																															
	Telephone Numbers: Day _____ Evening _____ Fax _____																																	
	Email _____	Website _____																																
IMPORTANT: Reverse Side of Page Must be Completed																																		

All candidates **must** file a Declaration of Candidacy in order for their name to be printed on the ballot. The Declaration of Candidacy is the form on which a candidate declares their candidacy, provides their ballot designation, attests that they meet the qualifications to run and hold office, and takes an oath of office. The Declaration of Candidacy will remain in the office of the county elections official once it is issued to a candidate.

Information provided on the Declaration of Candidacy includes:

1. Name of office sought.
2. Name of candidate.
3. Name and ballot designation as desired on the ballot.
4. Residential address.
5. Business address (if applicable).
6. Phone number (fax, email and website are optional).

Prospective candidates who do not file a Declaration of Candidacy by the deadline will not qualify to appear on the ballot.

Once filed, the Declaration of Candidacy is public information and available for public viewing only at the Elections Office.

IMPORTANT: The deadline to file a Declaration of Candidacy and required forms is 5:00 p.m. on August 12, 2022, or in the event of an extension, 5:00 p.m. on August 17, 2022.

CANDIDATE FILING REQUIREMENTS

BALLOT DESIGNATION WORKSHEET

California Secretary of State
BALLOT DESIGNATION WORKSHEET
(Elections Code §§ 13107, 13107.3, 13107.5; California Code of Regulations § 20111)

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

Candidate Information

Candidate Name (or other name authorized to act on your behalf) _____
Office (optional, for transition use only) _____
Email _____
Home Address _____
City _____ State _____ Zip _____
County _____

Attorney Information

Attorney Name (or other person authorized to act on your behalf) _____
Attorney Address _____
City _____ State _____ Zip _____
County _____

You may designate your ballot for one or more of the following offices:

(a) Your current principal profession(s), vocation(s), or occupation(s) (maximum total of three words, separated by a slash (/)).
(b) The list title of the public office you currently occupy and to which you were elected.
(c) "Appointed for state of public office" if you currently serve by appointment in an elective public office and are seeking election to the same office or to some other office.
(d) "Elected" if you were elected (or, if you were appointed to the same office that you held) to your current public office and seek election to the same office.
(e) "Appointed incumbent" if you were appointed to the same office that you held to the same office.

Proposed Ballot Designation(s)

Proposed Ballot Designation(s) 1 _____
Proposed Ballot Designation(s) 2 _____
Proposed Ballot Designation(s) 3 _____
Proposed Ballot Designation(s) 4 _____
Proposed Ballot Designation(s) 5 _____

In the spaces provided describe your ballot designation.

(a) Describe why you believe you are entitled to use the proposed ballot designation.
(b) If your proposed ballot designation contains one or more slashes (/) separating words in your ballot designation for separate principal profession(s), vocation(s), or occupation(s) (collectively known as "PVOCs"), complete a justification section for each separate PVOC.
(c) Attach any documents or exhibits that you believe support your proposed ballot designation.
(d) If using the title of an elective office, attach a copy of your certificate of election or appointment.
(e) Any supporting documents will not be returned to you. Do not submit originals.

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

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

Rev 08/2019

A ballot designation describes a candidate's current profession, vocation, occupation or incumbency status. The ballot designation will appear below the candidate's name on the ballot.

A ballot designation is optional. However, candidates selecting to have a ballot designation must file a **Ballot Designation Worksheet** and include their chosen ballot designation on their Declaration of Candidacy. **All fields** on the Ballot Designation Worksheet must be completed. For more information regarding ballot designations, please see **Section 5** of this guide.

STATEMENT OF ECONOMIC INTERESTS — FORM 700 G.C. §§87201, 87202, 87203, 91000 et seq

CALIFORNIA FORM 700
STATEMENT OF ECONOMIC INTERESTS
A PUBLIC DOCUMENT
COVER PAGE

Name of Filer: LAST, FIRST, MIDDLE _____
Date Initial Filing Received (Month/Day/Year) _____

1. Office, Agency, or Court (check at least one box)

Agency Name (Do not use acronym) _____
Division, Branch, Department, District, if applicable _____ Your Position _____
Agency _____ Position _____

2. Jurisdiction of Office (check at least one box)

☐ State ☐ Judge or Court Commissioner (between Jurisdiction)
☐ Local ☐ Other _____
☐ Other _____

3. Type of Office (check at least one box)

☐ Assumed Office: Date assumed _____ (Check one)
☐ The period covered is from January 1, 2016, through the date of assuming office.
☐ Assuming Office: Date assumed _____ The period covered is from January 1, 2016, through the date of assuming office.
☐ Candidate: Election year _____ and office sought, if different than Part 1 _____

4. Schedule Summary (must complete) ➔ Total number of pages including this cover page: _____

Schedules attached

☐ Schedule A-1 - Investments - schedule attached
☐ Schedule A-2 - Investments - schedule attached
☐ Schedule B - Real Property - schedule attached
☐ Schedule C - Income, Loans, & Business Profits - schedule attached
☐ Schedule D - Income - Gifts - schedule attached
☐ Schedule E - Income - Gifts - Travel Payments - schedule attached
☐ None - No reportable interests on any schedule

5. Verification

Signature of Filer _____ Date _____
Signature of Spouse or Spouse Address Recipient (Public Document) _____ Date _____
Signature of Attorney-in-Fact _____ Date _____

I have read and understand the contents of this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

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

Date Signed _____ Signature _____
Date Signed _____ Signature _____

FPAC Form 700 (01/04/2016)
FPAC Address Email: info@fpac.ca.gov
FPAC Toll-Free Helpline: 866/275-5772 www.fpac.ca.gov

Any candidate running for an office designated in a conflict of interest code, and all elected offices listed in Government Code Section 87200, must file a Statement of Economic Interests (Form 700).

Candidates and elected offices for those offices listed in Government Code Section 87200 are required to file a Form 700 at full disclosure. Those elected offices not listed in Government Code Section 87200 must file a Form 700 at the disclosure level specified in the jurisdiction's Conflict of Interest Code.

Each candidate must file a Form 700 when they file their Declaration of Candidacy. The "Candidate" Form 700 should include disclosure information for the 12-month period prior to the date of filing.


A "Candidate" Form 700 is not required if the candidate has filed, within 60 days prior to the filing of his or her Declaration of Candidacy, a Form 700 for the same jurisdiction.

Elected Candidates must also file an Assuming Office Statement (Form 700) within 30 days of assuming office.

Any person who knowingly or willfully violates any provision of this act is guilty of a misdemeanor. Violation of this article is punishable by prosecution, injunction or late penalties.

As required, original Candidate Form 700 for multi-county district candidates will be sent to the Fair Political Practices Commission and the Elections Division will retain a copy.

CANDIDATE FILING REQUIREMENTS



COUNTY OF SANTA BARBARA
CANDIDATE'S STATEMENT OF QUALIFICATIONS - TEMPLATE
 November 3, 2020 Presidential General Election

CANDIDATE NAME:

FOR THE OFFICE OF
 (please indicate and/or office number):

ESTIMATED COST: \$ _____

INSTRUCTIONS: In the space below please type in upper and lower case letters your statement of more than the minimum number of words dictated for the office sought (see reverse side for word limit). The template below represents the approximate amount of space allotted for candidate statements published in the County Voter Information Guide. It is recommended that statements are type in 8 pt. Arial narrow font. This statement, with your signature, must be delivered to the Elections Office with payment (if requested) for the estimated cost. Please to go on the day of filing, please email me electronic copy email the electronic copy of the information to the following email address: candidateinfo@co.santa-barbara.ca.us.

NAME: _____ **AGE (approx):** _____

OCCUPATION: _____

THIS AREA IS FOR THE CANDIDATE TO TYPE IN UPPER AND LOWER CASE LETTERS ONLY. NO PUNCTUATION.

EDUCATION AND QUALIFICATIONS

O P T I O N A L

By signing below, pursuant to Elections Code §§ 13307 and 13308, I state that I prepared the above statement which is to be printed in the County Voter Information Guide and released to each registered voter of my district. I further state that I understand that the cost of printing is the responsibility of the candidate, and will pay for my printed cost of the statement at such time as instructed by the officer conducting the election. I understand that the candidate statement may be reprinted but not changed (during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period).

 (PRINT NAME)

 (PRINT SIGNATURE OF CANDIDATE)

 (PRINT ADDRESS OF CANDIDATE)

 (DATE)


PLEASE PRINT BOTH SIDES OF THIS FORM.

Filing a Candidate's Statement of Qualifications (candidate statement) is **optional** and **subject to a filing fee**. If a candidate chooses to file a candidate statement, the hardcopy of the statement and the required filing fee are due at the time the Declaration of Candidacy is filed.

Filed candidate statements may be withdrawn, but not changed, up until 5:00 p.m. on August 15, 2022.

In the event a qualified incumbent does not file by the candidate filing deadline, the extension deadline to file the Declaration of Candidacy and other filing forms including the candidate statement is 5:00 p.m. on August 17, 2022.

More information about candidate's statement of qualifications may be found in **Section 6** of this guide.

	<p>California Secretary of State</p> <p>CODE OF FAIR CAMPAIGN PRACTICES</p> <p>(Elections Code § 34442)</p>
<p>There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of California has a moral obligation to observe and uphold in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their constitutional right to a free and untrammeled choice and the will of the people may be fully and clearly expressed on the issues.</p>	
<p>THEREFORE:</p>	
<ol style="list-style-type: none"> (1) I SHALL CONDUCT my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing without fear or favor the record and policies of my opponents or political parties that merit such criticism. (2) I SHALL NOT USE OR PERMIT the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or his or her personal or family life. (3) I SHALL NOT ENGAGE IN ANY FORM OF DISCRIMINATION ON THE BASIS OF RACE, COLOR, SEX, RELIGION, NATIONALITY, ANCESTRY, OR ETHNIC ORIGIN, OR ANY COMBINATION THEREOF, OR ON THE BASIS OF SEXUAL ORIENTATION, IN MY CAMPAIGN ACTIVITIES. I WILL NOT ENGAGE IN ANY FORM OF DISCRIMINATION ON THE BASIS OF RACE, COLOR, SEX, RELIGION, NATIONALITY, ANCESTRY, OR ETHNIC ORIGIN, OR ANY COMBINATION THEREOF, OR ON THE BASIS OF SEXUAL ORIENTATION, IN MY CAMPAIGN ACTIVITIES. I WILL NOT ENGAGE IN ANY FORM OF DISCRIMINATION ON THE BASIS OF RACE, COLOR, SEX, RELIGION, NATIONALITY, ANCESTRY, OR ETHNIC ORIGIN, OR ANY COMBINATION THEREOF, OR ON THE BASIS OF SEXUAL ORIENTATION, IN MY CAMPAIGN ACTIVITIES. (4) I SHALL NOT USE OR PERMIT any dishonest or unethical practice that tends to corrupt or undermine our American system of free elections, or that hampers or prevents the full and true expression of the will of the voters including active interference to hinder or prevent any eligible person from registering to vote, enrolling to vote, or voting. (5) I SHALL NOT coerce election help or campaign contributions for myself or for any other candidate from my employees. (6) I SHALL IMMEDIATELY AND PUBLICLY RENEGULATE support deriving from any individual or group that supports, on behalf of my candidacy or in opposition to that of my opponent, to the methods and tactics that I consider. I shall accept responsibility to take firm action against any subordinate who violates any provision of this code or the laws governing elections. (7) I SHALL DEFEND AND UPHOLD the right of every qualified American voter to full and equal participation in the electoral process. 	
<p>I, the undersigned, candidate for election to public office in the State of California as treasurer or chairperson of a committee making any independent expenditures, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices.</p>	
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Print Name	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Office

Rev-ED2010

The filing of the “Code of Fair Campaign Practices” form is **optional**.

By signing this form, the candidate agrees to conduct a fair campaign openly and publicly, not use character defamation, libel, slander, or dishonest and unethical practice.

Once filed, the “Code of Fair Campaign Practices” is public record and open for public inspection.

An overview of the campaign financial disclosure forms that candidates are subject to filing can be found in **Section 7** of this guide.

AGENT AUTHORIZATION

AGENT AUTHORIZATION TO PICK UP AND/OR FILE NOMINATION DOCUMENTS

Candidates may authorize an agent to pick up all or any of their candidate filing forms, including their Declaration of Candidacy, by completing the Authorization to Pick-Up and/or File Nomination Documents (Agent Authorization) request form. The Authorization to Pick/Up and/or File Nomination Documents is available on the County of Santa Barbara Elections Division website at www.sbcvote.com or by contacting the Elections Division at 805-696-8957.

If a candidate is unable to be present in the Elections Office to file their Declaration of Candidacy, a candidate may designate, by use of the authorization form, an agent to pick-up and deliver the document to the candidate to be executed. The completed Declaration of Candidacy must be received by the County of Santa Barbara Elections Office (by hand or certified mail) by 5:00 p.m. on the filing deadline of August 12, 2022, unless the office goes into extension due to a qualified incumbent not filing by 5:00 p.m. In this event, the filing deadline will move to 5:00 p.m. on August 17, 2022. **Postmarks will not be accepted.**

E.C. § 8028(b)

Election law does not specifically prohibit another person from filing a Declaration of Candidacy for a candidate. However, the County of Santa Barbara Elections Office staff strongly recommends that **candidates file in person** for the following reasons:

1. The oath, or affirmation, which is a part of the Declaration of Candidacy form, must be administered by an Elections Office clerk or a California notary public. It is much easier for a candidate to file in person and have the oath administered at the time they file; and,
2. The signature of the candidate (as well as other information) is required on many documents involved in the nomination process. If through an oversight the Declaration of Candidacy is incomplete, the problem can easily be rectified when the candidate files in person.

DEPLOYED ACTIVE MILITARY - AGENT AUTHORIZATION E.C. § 202

A person who is deployed on active military service outside of the State and is unable to appear in person to file a Declaration of Candidacy, Nomination Papers, or any other paper necessary to run for office may have their forms completed and filed by an attorney-in-fact who is commissioned and empowered in writing for that purpose through a power of attorney.

At the time of filing the Declaration of Candidacy, the attorney-in-fact shall present the original power of attorney duly signed by the deployed person. The power of attorney shall state the office that the deployed person is seeking, including the district number, if any, and shall include a declaration that the deployed person meets the statutory and constitutional qualifications for office that they are seeking and that if nominated the deployed person will accept the nomination and will not withdraw. The power of attorney shall further state that the power of attorney is solely for the purpose of authorizing the attorney-in-fact to file a declaration or papers necessary to run for office. The original or a copy of the power of attorney shall be filed with and attached to the declaration or papers.

CANDIDATE FILING CHECKLIST

In addition to this filing check-list, an expanded check-list will be available on the candidate filing portal page to aid candidates in completion of their candidate filing forms.

DOCUMENT		FOR MORE DETAILS	FILING PERIOD OR DEADLINE	FILED
Declaration of Candidacy	Required	See page 18	July 18, 2022 to August 12, 2022 Filed at the time the Declaration of Candidacy is filed.	
Ballot Designation Worksheet	Optional (Required if requesting a Ballot Designation)	See page 19 and Section 5		
Statement of Economic Interests (Form 700)	Required	See page 19		
Code of Fair Campaign Practices Form	Optional	See page 20		
Candidate Statement of Qualifications	Optional	See Section 6	July 18, 2022 to August 12, 2022 If filed, filed at the time the Declaration of Candidacy.	
Candidate Intention Statement (Form 501)	Refer to Instructions on Form	See Section 7 and Appendix IV	Must be filed before a candidate solicits or receives any contributions or before they make expenditures from personal funds on behalf of their candidacy.	
Campaign Disclosure Statements (Form 410 or 470)	Refer to Instructions on Form			
Pre-Election Campaign Statements (Form 460)	Refer to Instructions on Form		1 st September 29, 2022 2 nd October 27, 2022	
Late Contribution & Independent Expenditures (Form 497 & Form 496)	Refer to Instructions on Form			

SECTION 5

CANDIDATE NAME ON BALLOT AND BALLOT DESIGNATION

CANDIDATE NAME ON BALLOT

RULES FOR PRINTING CANDIDATE NAMES ON THE BALLOT

A candidate's name will be printed on the official ballot **exactly as it appears on the Declaration of Candidacy**. A candidate's ballot name should be recognized as the name under which the candidate is registered; however, the following name variations are permitted:

- First, middle, and last names. Example: John James Doe or John Doe
- First and middle initials and last name. Example: John J. Doe, J.J. Doe, or J. James Doe
- A short version of the first name. Example "Jim" for James or "Katie" for Kathryn
- A nickname designated with parentheses () or quotation marks "". Example John "Jon-Jon" Doe

Legal name changes within one year of any election may only appear on the ballot if the change was made by marriage or court decree.

E.C. § 13104

No degrees or titles are allowed in the ballot name, such as Mr., Ms., Dr., or PhD.

E.C. § 13106

ORDER OF CANDIDATE NAMES ON THE BALLOT

KEY DATES		
Randomized Alphabet Drawing	E-82 at 11:00 a.m.	August 18, 2022

RANDOMIZED ALPHABET DRAWING

The Secretary of State shall conduct a drawing of the letters of the alphabet, the result of which is known as a **randomized alphabet**. The resulting randomized alphabet determines the order of all candidates' names on the ballot. If two or more candidates for the same office have the same first letter in their last name, the subsequent letters in the last name will determine the order. For example, if two candidates with the surnames Campbell and Carlson are running for the same office, their order on the ballot will depend on the order in which the letters M and R were drawn in the randomized alphabet drawing.

E.C. §§ 13112, 13113

BALLOT DESIGNATION

OVERVIEW E.C. § 13107 et al.; Cal Code Reg. §§ 20710-20719

The ballot designation is the wording that appears below a candidate's name on the ballot. Candidates may choose a designation that describes their current profession, vocation, occupation or incumbency status (if applicable).

A ballot designation is **optional**. Candidates selecting to have a ballot designation must include this information on their Declaration of Candidacy, and file a **Ballot Designation Worksheet**. If a Ballot Designation Worksheet is not filed by a candidate wishing to have a ballot designation, no designation will appear on the ballot.

The Ballot Designation Worksheet must be filed the same time a candidate files their Declaration of Candidacy with the Elections Division. Candidates are encouraged to attach any documents or exhibits that support their proposed ballot designation. For example, if using the title of an elective office, a candidate may attach a copy of the certificate of election or appointment; or if using "Teacher," a candidate may attach a copy of their credential(s) or certificate(s).

Upon filing, the Ballot Designation Worksheet becomes public record, and may not be changed by the candidate after the filing deadline. Candidates and other interested persons may view or request a copy of a filed Ballot Designation Worksheet from the Elections Division.

If no ballot designation is desired, the candidate will be instructed to print "NONE" and initial in the space provided on the Declaration of Candidacy. Candidates electing to not have a ballot designation are not required to file the Ballot Designation Worksheet.

BALLOT DESIGNATION CATEGORIES AND EXAMPLES

1. **Elected Office Title:** Words describing a currently held elected position may be used as a ballot designation.

Example A: Director, XYZ Sanitary District

Example B: School Board Member, ABC School District

2. **Incumbent:** The word "Incumbent" may be used if the candidate is a candidate for the same office, which they hold at the time of filing the Declaration of Candidacy, and was elected to that office by a vote of the people.

3. **Appointed Incumbent:** The phrase "Appointed Incumbent" may be used if a candidate was appointed to the office they currently hold and are seeking election to the same office. The candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed." A candidate may also use the word "appointed" and the office title if seeking election to the same office or different office.

Example A: Appointed Incumbent

Example B: Appointed Director, ABC District

4. **Current Occupation:** No more than **three words** to describe either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of the Declaration of Candidacy. Geographical names and hyphenated words that have appeared in the dictionary within 10 years preceding the election are considered one word. Forward slashes must be used to distinguish between separate professions, vocations, or occupations of the candidate.

Example A: Small Business Owner

Example B: Attorney/Author/Teacher

BALLOT DESIGNATION

UNACCEPTABLE BALLOT DESIGNATIONS AND REJECTION PROCESS

Pursuant to Elections Code Section 13107(e) ballot designations will not be accepted if the designation:

1. Misleads the voter.
2. Suggests an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
3. Abbreviates the word “retired” or places it following any other word or words, which it modifies.
4. Uses a word or prefix, such as “former” or “Ex-,” which means a prior status. The exception is the use of the word “retired.”
5. Uses the name of any political party, whether or not it has qualified for the ballot.
6. Uses a word or words referring to a racial, religious, or ethnic group.
7. Refers to any activity prohibited by law.

Additionally, ballot designations that include commercial identification information such as trademarks or designations that include specific business, foundation, or organization names cannot be accepted. Candidates are encouraged to review the California Administrative Code of Regulations sections 20710-20719 for additional applicable ballot designation requirements.

If the selected ballot designation is in violation of any of the restrictions set forth by Elections Code, the candidate will be notified by the county elections official by registered or certified mail with return receipt requested. The notice will be mailed to the candidate at the mailing address provided on the candidate’s Ballot Designation Worksheet.

The candidate shall, within three days, excluding Saturday, Sunday and state holidays, from the date of receipt of the notice, appear before the county elections official and provide an alternate designation. If an alternate designation is not provided within the time allowed, no designation will appear on the ballot.

E.C. § 13107(f)

FORMAT STANDARDS

Candidates are strongly encouraged to consider ballot space limitations when considering a longer ballot designation that may otherwise be permitted by law.

In most cases, the selected ballot designation will be printed in 8-point roman uppercase and lowercase type. If the ballot designation is so long that it would conflict with the space requirements of Election Code Sections 13207 and 13211, the Elections Division may use a type size sufficiently smaller to meet these requirements.

See **Appendix II** and **Appendix III** of this guide for a sample of the Ballot Designation Worksheet and applicable ballot designation Elections Codes. To review the California Code of Regulations, please visit the Secretary of State’s website at www.sos.ca.gov.

SECTION 6

CANDIDATE STATEMENT OF QUALIFICATIONS

CANDIDATE'S STATEMENT OF QUALIFICATIONS

Filing a Candidate's Statement of Qualifications (candidate statement) is **optional and subject to a filing fee**. If a candidate chooses to file a candidate statement, the hardcopy of the statement and the required filing fee are due at the time the Declaration Candidacy is filed.

Filed candidate statements may be withdrawn, but not changed, up until 5:00 p.m. on August 15, 2022. In the event a qualified incumbent does not file by the candidate filing deadline, the extension deadline to file the Declaration of Candidacy and other filing forms including the candidate statement is 5:00 p.m. on August 17, 2022. Filed candidate statements remain confidential until the close of the candidate filing period. Following the close, filed candidate statements are subject to a 10-day public exam period.

COST AND WORD LIMITS

Cost and word limits will be determined at a later date prior to the opening of the candidate filing period.

HOW THE FEE IS CALCULATED E.C. § 13307

The fee to file a candidate statement in the County Voter Information Guide is determined by the County of Santa Barbara Elections Division, and it is an estimated cost based on various factors. These factors include printing costs, the number of guides printed for each ballot type, and the number of voters registered in the jurisdiction reported to the Secretary of State prior to the close of the candidate filing period. Additionally, pursuant to the Federal Voting Rights Act, the County of Santa Barbara is required to print all voter information in English and Spanish. The estimated cost includes the approximate fee to translate and print the candidate statement in both English and Spanish.

The estimated cost is determined prior to all information being available and the actual cost may vary depending on the final number of filed candidate statements for each office. Approximately 30 days following the election, candidates may be billed for additional cost or receive a refund of surplus money collected.

INDIGENT STATUS E.C. § 13309

If a candidate alleges to be indigent and unable to pay in advance the fee for submitting a candidate statement, the candidate may submit a statement of financial worth with their candidate statement. If it is determined that the candidate is indigent, the candidate statement will be printed in the County Voter Information Guide, and payment arrangements will be made. If the determination is made that the candidate is not indigent, the candidate shall withdraw the statement or pay the requisite fee within three days of notification, excluding Saturdays, Sundays and State holidays.

For more information regarding filing for indigent status, please call **(805) 696-8955**.

CANDIDATE'S STATEMENT OF QUALIFICATIONS

CONTENT STANDARDS

Candidate statements may include the name, age (optional), occupation (may vary from the ballot designation), and a brief description of the candidate's education and qualifications.

A candidate statement is **limited to a recitation of the candidate's own personal background and qualifications**. The statement shall **"not make in any way reference to other candidates for that office or to another candidate's qualifications, character, or activities."** For Non-Partisan offices, the statement shall not include the party affiliation of the candidate, or membership or activity in partisan political organizations.

E.C. §§ 13307(a), 13307.5, 13308

Once the candidate statement is filed, no changes can be made. The candidate statement may be withdrawn, but not changed, up until 5:00 p.m. of the next working day after the close of the candidate filing period.

E.C. § 13307(a)(3)

Pursuant to Elections Code Section 13308, improper language that makes any reference to another candidate or to another candidate's qualifications, character, or activities will be removed. In such instances, the candidate will be notified and the improper language will not be included in the printed candidate statement.

FORMAT AND STYLE STANDARDS

Candidates choosing to submit a candidate statement must file an **electronic** and **signed hard copy** of the statement on the form provided by the county elections official. The electronic copy may be emailed or put on a CD. USB memory devices are not accepted. **The original signed hard copy of the candidate statement is the filed original. Submitted electronic copies will be edited to match the original hard copy prior to publication in the County Voter Information Guide.**

The candidate statement **must** be typed and printed in uniform type, size, spacing, and darkness. Additionally, statements **must** be in first person, singled spaced, and in **block paragraph format**.

The following **are not** permitted:

- Handwritten statements
- Copies from a fax machine
- Extra exclamation points!!!
- Stars, bullets, or asterisks*
- Graphics or *Italics*
- Underlining or **Bolding**
- ALL UPPER CASE

Candidate statements must fit on one-quarter of a County Voter Information Guide page (8 ½ by 11-inch page). Submitted candidate statements that do not fit within this limitation will be adjusted by the County of Santa Barbara Elections Division staff to fit within the space allotted.

CANDIDATE'S STATEMENT OF QUALIFICATIONS

WORD COUNTING GUIDELINES E.C. §9

The counting of words is governed by Elections Code Section 9 and is listed below:

1. Punctuation is not counted.
2. Each word shall be counted as one word except as specified in this section.
3. All proper nouns, including geographical names, shall be considered as one word; for example, "City of San Francisco" and "County of San Francisco" shall each be counted as one word.
4. Each abbreviation for a word, phrase, or expression shall be counted as one word.
5. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
6. Dates shall be counted as one word.
7. Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as "one," shall be considered as a separate word or words. "One" shall be counted as one word whereas "one hundred" shall be counted as two words. "100" shall be counted as one word.
8. Telephone numbers shall be counted as one word.
9. Internet website addresses shall be counted as one word.

IMPORTANT: The County of Santa Barbara Elections Division does not proof for spelling, punctuation and grammar errors; therefore, candidates are advised to carefully check their statements prior to filing. Candidate statements are printed exactly as submitted, including errors.

CANDIDATE STATEMENT WITHDRAWAL PROCESS

Once the candidate statement is filed, no changes can be made. The statement may be withdrawn, but not changed, during the candidate filing period and up until 5:00 p.m. of the next working day after the close of the candidate filing period.

E.C. § 13307(a)(3)

Candidates who choose to withdraw their filed candidate statement must complete and file a Candidate Statement Withdrawal Request form by the deadline. The Candidate Statement Withdrawal Request form is available upon request from the County of Santa Barbara Elections Division, and may be submitted in person, by fax, or by email. Refund checks for the candidate statement fee collected at the time of filing will be issued approximately 30 to 45 days following the close of the nomination period. Refund checks will be mailed to the mailing address indicated on the candidate's Candidate Statement Filing Acknowledgement and Receipt.

CANDIDATE STATEMENT OF QUALIFICATIONS

EXAMPLE OF ACCEPTABLE AND UNACCEPTABLE STATEMENTS

ACCEPTABLE STATEMENT	
<p>STATEMENT OF CANDIDATE FOR OFFICE Jurisdiction/District</p> <p>Jane Doe Age: 21</p> <p>Occupation: Incumbent, Businessperson, Entertainer</p> <p>Education and Qualifications:</p> <p>Word count begins here. The candidate may wish to mention education and qualifications and then continue with the candidate statement of up to 200 words.</p> <p>The candidate statement is printed in 'block' paragraphs, which means that the paragraph will be aligned to both left and right margins as shown in this example. Special indentations are not allowed. If a list is to be printed (accomplishments, clubs, goals, etc.), it will appear as shown in the following paragraph:</p> <p>I belong to the following organizations: PTA, Chamber of Commerce, Zoological Society and Bridge Club. If elected, I will:</p> <ol style="list-style-type: none"> 1) lower taxes; 2) increase income; 3) be your faithful servant. 	<p>→ Age is optional. If a candidate's age is not provided, the word, "Age" will not appear in the statement.</p>
UNACCEPTABLE STATEMENT	
<p>STATEMENT OF CANDIDATE FOR OFFICE Jurisdiction/District</p> <p>Jane Doe Age: 21</p> <p>Occupation: Incumbent, Businessperson, Entertainer</p> <p>Education and Qualifications:</p> <p>Word count begins here. <u>The candidate may wish to mention education and qualifications</u> and then continue with the candidate statement of up to 200 words.</p> <p>The candidate statement is printed in 'block' paragraphs, which means that the paragraph will be aligned to both left and right margins. The example shown below is unacceptable.</p> <ul style="list-style-type: none"> • Special indentations, bullets, asterisks, etc. are not allowed. • If a list is to be printed (accomplishments, clubs, goals, etc.), it should not appear as shown in the following paragraph: <p>I belong to the following organizations: PTA, Chamber of Commerce, Zoological Society and Bridge Club. If elected, I will:</p> <ol style="list-style-type: none"> 1) Lower taxes; 2) Increase income; 3) Be your faithful servant. 	<p>BOXED ITEMS INDICATE ISSUES</p> <p>Use of underlining.</p> <p>Use of indentations, bullets, asterisks, etc.</p> <p>Use of bold text.</p> <p>Listing of items.</p>

For questions about candidate statements, please contact the County of Santa Barbara Elections Division at:
(805) 696-8955

SECTION 7

CAMPAIGN FINANCIAL DISCLOSURE

CAMPAIGN FINANCIAL DISCLOSURE

The Political Reform Act of 1974, as amended, requires all candidates for elected offices, all elected officeholders, and all committees supporting or opposing candidates, measures or petition drives to file campaign disclosure statements disclosing contributions received and expenditures made.

G.C. §§ 84100 – 84108

Copies of the Fair Political Practices Commission (FPPC) Campaign Disclosure Manuals are available at the Santa Barbara County Elections Division Office and online at www.fppc.ca.gov. Candidates and/or committee treasurers should obtain the manual as soon as possible and make certain that all persons involved in the financial aspect of the campaign are fully aware of their responsibilities under the law.

G.C. §§ 81010, 83113

The FPPC website contains instructional tools including a video to assist candidates and treasurers with navigating the filing and reporting requirements of the Political Reform Act. Candidates may view the webinar and the toolkit by visiting www.fppc.ca.gov.

CAMPAIGN DISCLOSURE FORMS

The following grid outlines general instructions for the most commonly filed Campaign Financial Disclosure forms. Please see form instructions and FPPC manuals for more comprehensive filing instructions.

FORM 501 – CANDIDATE INTENTION STATEMENT		
Who Files	A candidate for state or local office must file this form for each election, including reelection to the same office. Exception: Candidates for county central committee that do not raise or spend \$2,000 or more in a calendar year are not required to file a Form 501.	
When to File	Must be filed prior to soliciting or receiving any contributions, or making any expenditures from personal funds on behalf of a candidate's campaign.	
Where to File	State Candidates (including Judges) Secretary of State.	Local Candidates County of Santa Barbara Elections Division Office.
FORM 410 – STATEMENT OF ORGANIZATION		
Who Files	<p>Persons (including an officeholder or candidate), organizations, groups, or other entities that raise contributions totaling \$2,000 or more in a calendar year to spend on California elections.</p> <p>Use of personal funds by candidates that seek an elective office are considered contributions and count toward the \$2,000 threshold with the exception of expenditures made from personal funds for candidate filing or candidate's statements of qualification fees.</p> <p>"Contributions" include monetary payments, loans and non-monetary goods and services received or made for a political purpose.</p>	

CAMPAIGN FINANCIAL DISCLOSURE

FORM 410 – STATEMENT OF ORGANIZATION (Continued)

When to File	Must be filed within 10 days of receiving \$2,000 in contributions. A \$50 fee, payable to the Secretary of State is due at the time of filing. An initial Form 410 may be filed prior to raising or spending \$2,000 and then amended within 10 days of reaching the \$2,000 threshold.	
Where to File	<u>All committees</u> Signed original to Secretary of State.	<u>Local Committees</u> Also file a copy with the County of Santa Barbara Elections Division.

FORM 460 – RECIPIENT COMMITTEE CAMPAIGN STATEMENT

Who Files	All recipient committees including Candidate/Officeholder controlled committees and Primarily Formed Candidate/Officeholder Committees who have filed a Form 410 and have raised or spent \$2,000 or more in a calendar year.	
When to File	Filed according to the applicable schedule, see Appendix IV of this guide for filing schedules.	
Where to File	<u>State Candidates</u> Secretary of State – See form instructions and FPPC manual for filing instructions. Also, file a copy with the county of residence.	<u>Local Committees</u> One original [with “wet ink” signature(s)] and one copy with County of Santa Barbara Elections Division Office.

FORM 470 – CANDIDATE CAMPAIGN STATEMENT (SHORT FORM)

Who Files	<p>Filed by officeholders and candidates who do not have a controlled committee, do not anticipate receiving contributions totaling \$2,000 or more during the calendar year; and/or do not anticipate spending \$2,000 or more during a calendar year.</p> <p>Exceptions:</p> <ul style="list-style-type: none"> • Candidates for county central committee offices that do not raise or spend \$2,000 or more in a calendar year; • Officeholders whose salaries are less than \$200 per month and judicial candidates who have not made or received contributions or made expenditures during non-election years; and • Judges who do not receive contributions and who make personal expenditures of less than \$1,000 in non-election years. 	
When to File	Must be filed no later than the first pre-election filing deadline. See Appendix IV of this filing guide for filing schedules.	
Where to File	<u>State Candidates (Including Judges)</u> Secretary of State Also, file a copy with the county of residence.	<u>Local Candidates/Officeholders</u> County of Santa Barbara Elections Division Office.

FORM 496 – 24-HR INDEPENDENT EXPENDITURE REPORT

Who Files	<p>Must be filed within 24 hours of making an Independent Expenditure that totals \$1,000 (in aggregate) or more within the 90 days before Election Day (not applicable to candidates who make expenditures from their committee in support of their own election or in opposition to an opponent).</p> <p>“Independent Expenditures” are defined as expenditures made in connection with a communication (e.g. mailing or advertisement) that supports or opposes the election or defeat of a candidate.</p>	
When to File	Within 24-hours of a committee making an Independent Expenditure in the 90 days before Election Day.	
Where to File	<u>State Committees</u> Secretary of State.	<u>Local Committees</u> County of Santa Barbara Elections Division.

CAMPAIGN FINANCIAL DISCLOSURE

FORM 497 – 24-HR CONTRIBUTION REPORT

Who Files	All candidates who give or receive contributions that total in aggregate of \$1,000 or more to or from a single source in the 90 days before Election Day.	
When to File	Within 24-hours of a committee making or receiving contribution(s) that total in aggregate of \$1,000 or more in the 90 days before Election Day.	
Where to File	<u>State Committees</u> Secretary of State.	<u>Local Committees</u> County of Santa Barbara Elections Division Office.

ATTENTION SANTA BARBARA COMMUNITY COLLEGE DISTRICT CANDIDATES:

In 2020, Santa Barbara Community College District adopted additional campaign contribution limits and reporting requirements for candidates and officeholders. Please see Appendix IV for a copy of the resolution. Please contact the President's office at 805-730-4011 for more information.

ELECTRONIC CAMPAIGN DISCLOSURE

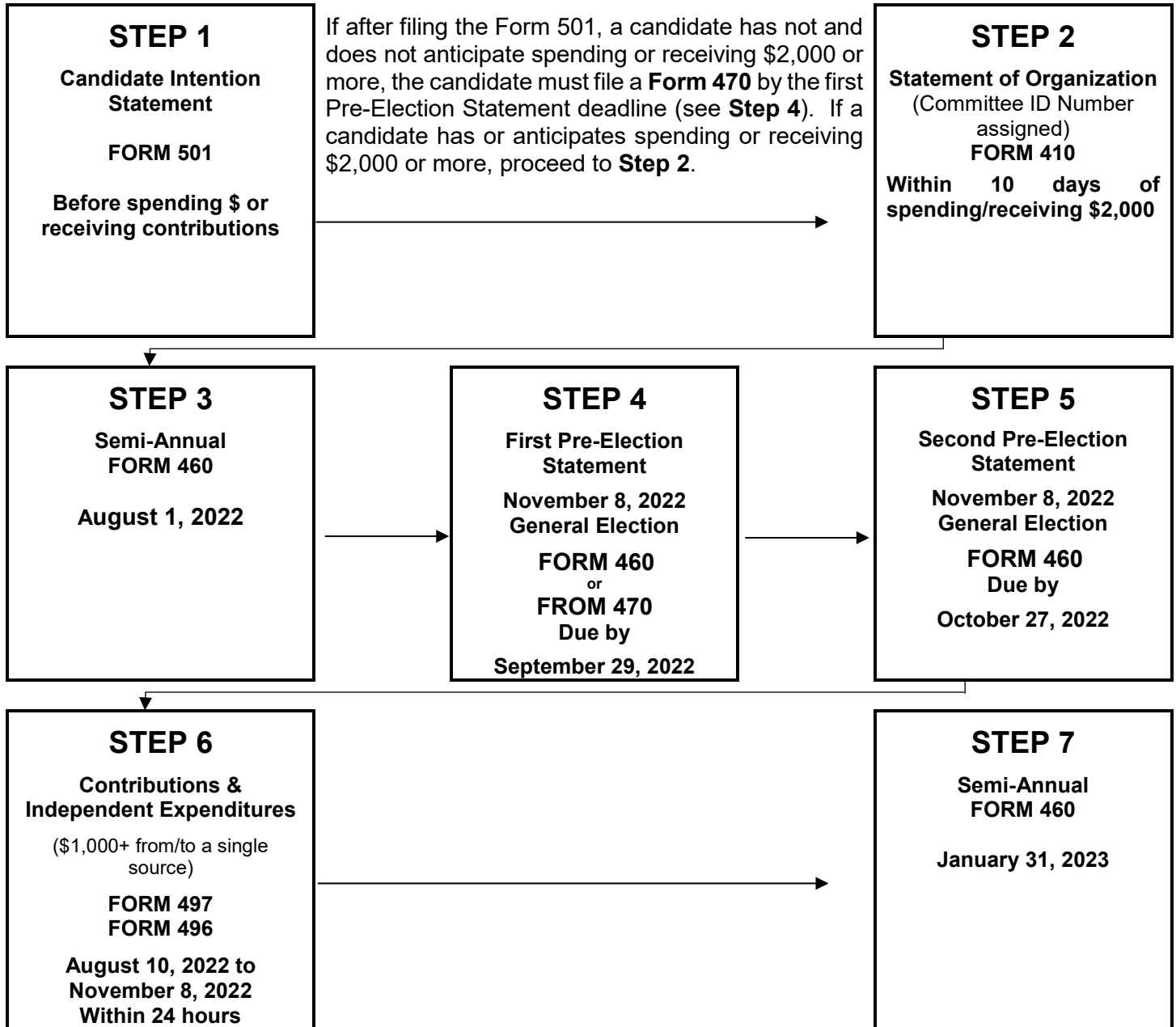
In January 2022, the County of Santa Barbara adopted Ordinance 5147, which authorized electronic filing of campaign disclosure statements with the County of Santa Barbara Elections Division. Pursuant to Ordinance 5147, during the 2022 filing year, electronic filing will be optional for campaign committees required to file campaign statements with the County of Santa Elections Division. Starting January 1, 2023, campaign committees will be required to file campaign statements electronically.

To learn more about Ordinance 5147 and electronic campaign disclosure, please visit the Campaign Finance section of www.sbcvote.com or call (805) 696-8957.

The electronic filing system used by the County of Santa Barbara is free of charge. Candidates and treasurers interested in signing up to start filing electronically are encouraged to contact the Elections Division by email at CampaignDocs@countyofsb.org or by phone at (805) 696-8957.

CAMPAIGN FINANCIAL DISCLOSURE

FILING TIMELINE - NOVEMBER 8, 2022, GENERAL ELECTION



The filing officer with whom the statement is required to be filed may assess a fine of up to \$10 for each day that the statement is late. In addition, filing officers are required by law to refer non-filers to an enforcement authority. If a matter is referred to the FPPC's Enforcement Division for failure to file, the fine may increase up to a maximum of \$5,000 per violation. (See **Appendix IV** for filing deadlines).

SECTION 8

POLITICAL CAMPAIGN LAWS AND REGULATIONS

ELECTION LAWS AND REGULATIONS

The code references below are provided as a resource and may not be complete and final information. In case of conflict, the law, regulation, or rule will apply.

A copy of the Elections Code is available for viewing at the County of Santa Barbara Elections Office or may be found by visiting the Official California Legislative Information site at <http://leginfo.legislature.ca.gov>. A copy of the Business Professionals Code and the Government Code may also be found at this website. A copy of the United States Constitution may be found on various government websites including the United States Senate official website at www.senate.gov/civics/constitution_item/constitution.htm.

1. Election campaigns

- Endorsements of Candidates: E.C. §§ 20000 - 20010
- Political Corporations: E.C. § 20100
- Solicitation: E.C. §§ 20200 - 20203
- Limitations on the Use of Surplus Campaign Funds: E.C. § 20301
- Code of Fair Campaign Practices: E.C. §§ 20440 - 20444
- Libel and Slander: E.C. §§ 20500 - 20502
- Representations to the Public and Advertising: B.P.C § 17538.41

2. Simulated Ballot Requirements E.C. § 20009

3. Electioneering near A Polling Place E.C. § 18370

4. Electioneering during Vote By Mail Voting E.C. § 18371

5. Slate Mailers G.C. §§ 82048.3, 82048.4, 84305.7

6. Mass Mailing Advertising G.C. §§ 82041.5, 84305, 89001

7. "Online Platform Disclosed Advertisements" G.C. § 84504.6

8. Temporary Political Signs

[Section 5405.3 of the State of California Outdoor Advertising Act](#)

Nothing in this chapter, including, but not limited to, Section 5405, shall prohibit the placing of temporary political signs, unless a federal agency determines that such placement would violate federal regulations. However, no such sign shall be placed within the right-of-way of any highway or within 660 feet of the edge of and visible from the right-of-way of a landscaped freeway. A temporary political sign is a sign which:

- a) Encourages a particular vote in a scheduled election.
- b) Is placed not sooner than 90 days prior to the scheduled election and is removed within 10 days after that election.
- c) Is no larger than 32 square feet.
- d) Has had a statement of responsibility filed with the department (Caltrans) certifying a person who will be responsible for removing the temporary political sign and who will reimburse the department for any cost incurred to remove it.

9. Placement of Political Signs may be regulated by the state, county, or city depending upon the location of the signs:

- **State** – Refer to the Department of Transportation website at www.dot.ca.gov or by phone at (916) 654-5266
- **County** – Refer to Chapter 35, Article 1, of the County of Santa Barbara Code by going to this link: https://library.municode.com/ca/santa_barbara_county/codes/code_of_ordinances
Candidates should speak with the County Zoning Administrator to be certain that signs comply with county requirements: (805) 568-2090.
- **Cities** – If the sign is placed within city boundaries, please contact the City Attorney's Office for the city in which the sign would be placed.

REPORTING CAMPAIGN COMPLAINTS

The County of Santa Barbara Elections Office is not an enforcement agency and is therefore unable to investigate any violations. Individuals who would like to report a violation(s) will be referred to one of the agencies listed below.

The following is a list of resources that may be contacted regarding possible election violations or fraud:

1. **Fair Political Practices Commission:** www.fppc.ca.gov or (866)275-3772 to contact the Enforcement Division for violations of the Political Reform Act, (e.g. mass mailing requirements, slate mailers, campaign disclosure, proper use of campaign funds, and disclosure of economic interests).
2. **California Secretary of State:** www.sos.ca.gov or (916) 657-2166 for election fraud.
3. **California State Attorney General:** <http://www.oag.ca.gov> or (800) 952-5225 or the local District Attorney at (805) 568-2300 for open meeting laws, unlawful use of public funds, violations of the California Elections Code, the Penal Code, or any laws other than those governed by the Political Reform Act.
4. **Federal Election Commission:** www.fec.gov or (800) 424-9530 for federal campaign complaints (e.g. Congressional, U.S. Senate, and President of the United States).
5. **County of Santa Barbara District Attorney:** (805) 568-2300 for election fraud, enforcement of local ordinances, vandalism, or requirements concerning campaign signs.

If the violation has occurred within city boundaries contact the **City Attorney's Office** for that city.

There is no agency enforcement that deals with false or misleading campaign materials. These issues must be handled through the local court system.

SECTION 9

WRITE-IN CANDIDATE FILING INFORMATION

WRITE-IN CANDIDATE FILING INFORMATION

A person who has not filed to be a candidate during the candidate filing period, may still be elected to office as a Write-In Candidate. The Write-In period will only apply to school and special district contests that will appear on the ballot.

WRITE-IN CANDIDATE FILING PERIOD		
General Election		
September 12, 2022, to October 25, 2022	E-57 - E-14	First and last day of the Write-In Candidate Filing period. Write-In Candidates must submit the Statement of Write-In Candidacy and other required forms to the County of Santa Barbara Election Office by 5:00 p.m. on October 25, 2022.

WRITE-IN CANDIDATE FILING REQUIREMENTS

There is no filing fee for Write-In Candidates. In order to qualify as a certified Write-In Candidate at the district election, the prospective candidate must file a Statement of Write-In Candidacy.

E.C. §§ 8600, 8604

STATEMENT OF WRITE-IN CANDIDACY

The Statement of Write-In Candidacy shall include the following information:

1. Candidate's name.
2. Residence address.
3. A declaration stating that they are a Write-In Candidate.
4. The title of the office for which they are seeking.
5. The date of the election.

ADDITIONAL FILING REQUIREMENTS

Write-In Candidates are also subject to filing the following required and optional documents:

- **Statement of Economic Interests - Form 700** (Required) – See **Section 4** for more information
- **Code of Fair Campaign Practices** (Optional) - See **Section 4** for more information.
- **Campaign Finance Disclosure Statements** - See **Section 4** for more information.

APPENDIX I

QUALIFICATIONS TO RUN AND HOLD OFFICE

COMING SOON!

APPENDIX II

CANDIDATE FILING FORM EXAMPLES



County of Santa Barbara
DECLARATION OF CANDIDACY
School District

November 8, 2022, General Election (Elections Code §§ 20, 200, 10602, 10512, 13107, 18202, 18203, 18204; CCP 2015.5)

For County
Elections
Official USE
ONLY

TO BE COMPLETED BY ELECTIONS
OFFICE CLERK

Official Filing Form

Filed in County of Santa Barbara

Joseph E. Holland, Registrar of Voters

Joseph E. Holland, Registrar of Voters

County Elections Official

County Elections Official

By: _____

By: _____

Date Issued: _____

Date Received: _____

Candidate
Name, and
Office

1

I hereby declare myself as a candidate for election to the governing board of the **ABC School District** of the County of Santa Barbara; I am a registered voter; if elected, I will qualify and serve to the best of my ability.

My name is Jane Doe.
First Middle/Initial (optional) Last

Ballot
Information
Name and
ballot
designation to
appear on the
ballot

2

IMPORTANT NOTE: A ballot designation is optional. If one is requested, a completed **BALLOT DESIGNATION WORKSHEET** must be submitted. If no ballot designation is requested, write "NONE" and initial in the box. (Elections Code §§ 13107, 13107.1)

I request my name be placed on the official ballots of the district for the election to be held on November 8, 2022, and that my name and ballot designation appear on the ballot as follows:

Jane Doe
Print Your Name for Use on the Ballot
Board Member, ABC School District
Print Ballot Designation Requested

Candidate initials below if NO
ballot designation is preferred:

Date Received: _____

☐ → I have a character-based name and I would like to use instead a phonetic transliteration. (Please complete Character-Based Name Form.)

IMPORTANT NOTE: The County of Santa Barbara Elections Office will print one of the addresses below on the Official List of Candidates, and on the County of Santa Barbara Election Office website.

- ! Please check the appropriate box to indicate which address you wish to be used for publishing purposes.
- ! If **NO BOX IS CHECKED**, the first address listed and provided below will be published.
- ! If a day telephone number, FAX number, email address, or website is provided, that information will also be published.
- ! If an evening telephone number is provided, and is different from day telephone number, it will not be published and it is for the **County of Santa Barbara Elections Office use only**.

Addresses,
Telephone,
Fax, Email,
and Website

3

BY: _____

Publish ☐ → Mailing Address: _____ Apt or Unit #: _____
City: _____ State: _____ Zip Code: _____

Publish ☒ → Residence Address (Required): 4440 Calle Real Apt or Unit #: A
City: Santa Barbara State: CA Zip Code: 93110

Publish ☐ → Business Address: _____ Apt or Unit #: _____
City: _____ State: _____ Zip Code: _____

Telephone Numbers: Day 805-568-2200 Evening _____ Fax _____

Email: JDoeforABCSchoolDistrict@gmail.com Website: _____

IMPORTANT: Reverse Side of Page Must Be Completed

Candidate Statement

Candidate: Sign here ONLY if you are NOT filing a candidate statement.

4

I do **NOT** elect to file a statement of qualifications as permitted by Elections Code §§ 13307-13312.

X

Signature of Candidate

Qualifications

5

I am aware that any person who files or submits for filing a declaration of candidacy knowing that it or any part of it has been made falsely is punishable by a fine or imprisonment, or both, as set forth in Section 18203 of the Elections Code.

I have not been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on 7/13/2022
Date

Santa Barbara
Place of execution

X

Jane Doe

Signature of Candidate

By:

Oath of Office

6

I, Jane Doe, solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

X

Jane Doe

Signature of Candidate

Notary

7

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of _____

Subscribed and sworn to (or affirmed) before me on this _____ day of _____, 20____, by _____, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

(Seal)

PUBLIC

Signature _____

Examined and certified by me this _____ day of _____, 20____.

County Elections Official _____

WARNING: Every person acting on behalf of a candidate is guilty of a misdemeanor who deliberately fails to file at the proper time and in the proper place any declaration of candidacy in his or her possession that is entitled to be filed under the provisions of the Elections Code. (Elections Code § 18202.)



California Secretary of State
BALLOT DESIGNATION WORKSHEET

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

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

**Candidate
Information**

1

Candidate Name: _____ Gender (optional, for translation use only): _____
Office: _____ Email: _____
Home Address: _____
Mailing Address: _____
Business Address: _____
Phone Number(s) _____
Business: _____ Home/Mobile: _____ Fax: _____

**Attorney
Information**

2

Attorney Name (or other person authorized to act on your behalf): _____
Address: _____
Phone Number(s) _____
Business: _____ Mobile: _____ Fax: _____

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

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

**Proposed
Ballot
Designation(s)**

3

Proposed Ballot Designation(s): _____
Alternate Ballot Designation(s) 1: _____
Alternate Ballot Designation(s) 2: _____

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

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

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

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



California Secretary of State
BALLOT DESIGNATION WORKSHEET
Page 2

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

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

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

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

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

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

X

Jane Doe

7 / 13 / 2022

Candidate's Signature

Date Signed:

Month

Day

Year

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



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

Justification for
Alternate Ballot
Designation(s) 1

A

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

Justification for
Alternate Ballot
Designation(s) 2

B

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

COVER PAGE

A PUBLIC DOCUMENT

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

1. Office, Agency, or Court

Agency Name (Do not use acronyms)

Division, Board, Department, District, if applicable

Your Position

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: Position:

2. Jurisdiction of Office (Check at least one box)

- ☐ State ☐ Judge, Retired Judge, Pro Tem Judge, or Court Commissioner (Statewide Jurisdiction)
- ☐ Multi-County ☐ County of
- ☐ City of ☐ Other

3. Type of Statement (Check at least one box)

- ☐ **Annual:** The period covered is January 1, 2019, through December 31, 2019.
- ☐ **Leaving Office:** Date Left / / (Check one circle.)
- ☐ **Assuming Office:** Date assumed / /
- ☐ **Candidate:** Date of Election and office sought, if different than Part 1:

4. Schedule Summary (must complete) ► Total number of pages including this cover page: _____

Schedules attached

- ☐ **Schedule A-1 - Investments** – schedule attached ☐ **Schedule C - Income, Loans, & Business Positions** – schedule attached
- ☐ **Schedule A-2 - Investments** – schedule attached ☐ **Schedule D - Income – Gifts** – schedule attached
- ☐ **Schedule B - Real Property** – schedule attached ☐ **Schedule E - Income – Gifts – Travel Payments** – schedule attached

-or- ☐ **None - No reportable interests on any schedule**

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE
(Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER EMAIL ADDRESS
()

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

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

Date Signed (month, day, year)

Signature *Jane Doe*
(File the originally signed paper statement with your filing official.)



County of Santa Barbara
CANDIDATE'S STATEMENT OF QUALIFICATIONS - TEMPLATE

November 8, 2022, General Election

CANDIDATE NAME: Jane Doe
FOR THE OFFICE OF School Board Member, ABC School District
(Include district and/or office number):
ESTIMATED COST: \$ 500 WORD LIMIT: 200

INSTRUCTIONS: In the space below please type in upper and lower case letters your statement of no more than the maximum number of words allotted for the office sought. This statement, with a wet signature, must be delivered to the Elections Office with payment (if required) for the estimated cost, at the time of filing your Declaration of Candidacy. Prior to or on the day of filing, please email an electronic copy of the statement to the following email address: candidatefiling@co.santa-barbara.ca.us

NAME: Jane Doe AGE (OPTIONAL): _____
OCCUPATION: School Board Member/Parent
(OPTIONAL) (MAY BE MORE DESCRIPTIVE THAN WHAT WILL APPEAR ON THE BALLOT)

EDUCATION AND QUALIFICATIONS:

Word count begins here. The candidate may wish to mention education and qualifications and then continue with the candidate statement of up to 200 words.

The candidate statement is printed in 'block' paragraphs, which means that the paragraph will be aligned to both left and right margins as shown in this example. Special indentations are not allowed. If a list is to be printed (accomplishments, clubs, goals, etc.), it will appear as shown in the following paragraph:

I belong to the following organizations: PTA, Chamber of Commerce, Zoological Society and Bridge Club. If elected, I will: 1) lower taxes; 2) increase income; 3) be your faithful servant.

By signing below, pursuant to Elections Code §§ 13307 and 13308, I state that I prepared the above statement which is to be printed in the County Voter Information Guide and mailed to each registered voter of my district. I further state that I understand that the cost of printing is the responsibility of the candidate, and I will pay for my prorated cost of this statement at such time as instructed by the officer conducting the election. I understand that this candidate statement may be withdrawn but not changed during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

Jane Doe
(PRINT NAME)

Jane Doe
(SIGNATURE OF CANDIDATE)

4440A Calle Real, Santa Barbara, CA 93110
(ADDRESS OF CANDIDATE)

07/13/2022
(DATE)



California Secretary of State

CODE OF FAIR CAMPAIGN PRACTICES

(Elections Code § 20440)

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

THEREFORE:

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

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

Jane Doe

Print Name

7/13/2022

Date

Jane Doe

Signature

School Board Member, ABC School District

Office

APPENDIX III

BALLOT DESIGNATION REGULATIONS



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(1) It would mislead the voter.



California Secretary of State
BALLOT DESIGNATION WORKSHEET
Page 5

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

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

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

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

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

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

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

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

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

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

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

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

(a) A candidate who submits a ballot designation pursuant to subdivision (a) of Section 13107 shall file a ballot designation worksheet that supports the use of that ballot designation by the candidate, in a format prescribed by the Secretary of State.

(b) The ballot designation worksheet shall be filed with the elections official at the same time that the candidate files his or her declaration of candidacy.

(c) In the event that a candidate fails to file a ballot designation worksheet in accordance with subdivision (a), no designation shall appear under the candidate's name on the ballot.

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

(a) A candidate's ballot designation as "community volunteer" shall constitute a valid principal vocation or occupation for purposes of subdivision (a) of Section 13107, if not otherwise in violation of any of the restrictions set forth in that section, and subject to the following conditions:

(1) A candidate's community volunteer activities constitute his or her principal profession, vocation, or occupation.

(2) A candidate is not engaged concurrently in another principal profession, vocation, or occupation.

(3) A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation, or occupation designation.

(b) The Secretary of State shall by regulation define what constitutes a community volunteer for purposes of this section.

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

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

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



California Secretary of State
BALLOT DESIGNATION WORKSHEET
Page 6

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

- (1) The candidate's name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number;
- (2) A designation of the office for which the candidate is seeking election;
- (3) The name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number of the attorney representing the candidate or for any other person to be contacted in the event the Secretary of State requires further information regarding the proposed ballot designation;
- (4) The proposed ballot designation submitted by the candidate;
- (5) The candidate may submit one or more proposed alternate ballot designations ranked in order of the candidate's preference;
- (6) A brief statement identifying the factual basis upon which the candidate claims the proposed ballot designation and each proposed alternate ballot designation, including the following:
 - (A) If the candidate holds elected office and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently occupies and may attach a copy of his or her Certificate of Election;
 - (B) If the candidate is a judicial officer and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently holds and may attach either (A) a copy of his or her Certificate of Election or (B) a copy of his or her commission or certificate of appointment, issued at the time the candidate was appointed to the judicial office which he or she currently occupies;
 - (C) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(3), the candidate shall indicate:
 - (i) The title of the position or positions which he or she claims supports the proposed ballot designation;
 - (ii) The dates during which the candidate held such position;
 - (iii) A description of the work he or she performs in the position;
 - (iv) The name of the candidate's business or employer;
 - (v) The name and telephone number of a person or persons who could verify such information; and
 - (vi) A statement that the professions, vocations or occupations relied upon to support the proposed ballot designation constitute the primary, main or leading professions, vocations or occupations of the candidate, in accordance with the definition of the term "principal" as set forth at § 20714, subdivision (b).
- (D) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(4), the candidate shall indicate the date on which he or she was appointed to the office for which he or she is an appointed incumbent.
- (d) The candidate may attach or append any supporting documents or other exhibits to his or her Ballot Designation Worksheet which he or she believes support his or her proposed ballot designation. Such attached documents or other exhibits shall be deemed to be incorporated by reference as part of the candidate's Ballot Designation Worksheet and shall be considered as such by the Secretary of State.
- (e) If a candidate requests a change of his or her ballot designation pursuant to Elections Code § 13107(e), that request shall be accompanied by a Ballot Designation Worksheet.

APPENDIX IV

FPPC SCHEDULES AND ADDITIONAL INFORMATION

Candidate Intention Statement

Date Stamp

CALIFORNIA
FORM

501

For Official Use Only

Check One: ☐ Initial ☐ Amendment (Explain) _____

1. Candidate Information:

NAME OF CANDIDATE (Last, First Middle Initial)

DAYTIME TELEPHONE NUMBER

FAX NUMBER (optional)

EMAIL (optional)

STREET ADDRESS

CITY

STATE

ZIP CODE

OFFICE SOUGHT (POSITION TITLE)

AGENCY NAME

DISTRICT NUMBER, if applicable.

☐ NON-PARTISAN OFFICE

OFFICE JURISDICTION

PARTY PREFERENCE:

(Check one box, if applicable.)

☐ State (Complete Part 2.)

☐ PRIMARY / GENERAL

☐ City

☐ County

☐ Multi-County:

(Name of Multi-County Jurisdiction)

(Year of Election)

☐ SPECIAL / RUNOFF

2. State Candidate Expenditure Limit Statement:

(CalPERS and CalSTRS candidates, judges, judicial candidates, and candidates for local offices do not complete Part 2.)

(Check one box)

☐ I accept the voluntary expenditure ceiling for the election stated above.

☐ I do not accept the voluntary expenditure ceiling for the election stated above.

Amendment:

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

(Mark if applicable)

☐ On ____/____/____, I contributed personal funds in excess of the expenditure ceiling for the election stated above.

3. Verification:

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

Executed on _____
(month, day, year)

Signature Jane Doe
(Candidate)

Statement of Organization Recipient Committee

Statement Type

☐ Initial☐ Not yet qualified
or☐ Date qualification threshold met
____/____/____☐ AmendmentDate qualification threshold met
____/____/____☐ Termination – See Part 5Date of termination
____/____/____

Date Stamp

**CALIFORNIA
FORM****410**

For Official Use Only

1. Committee Information

I.D. Number
(if applicable)

NAME OF COMMITTEE

STREET ADDRESS (NO P.O. BOX)

CITY

STATE

ZIP CODE

AREA CODE/PHONE

FULL MAILING ADDRESS (IF DIFFERENT)

E-MAIL ADDRESS (REQUIRED) / FAX (OPTIONAL)

COUNTY OF DOMICILE

JURISDICTION WHERE COMMITTEE IS ACTIVE

2. Treasurer and Other Principal Officers

NAME OF TREASURER

STREET ADDRESS (NO P.O. BOX)

CITY

STATE

ZIP CODE

AREA CODE/PHONE

NAME OF ASSISTANT TREASURER, IF ANY

STREET ADDRESS (NO P.O. BOX)

CITY

STATE

ZIP CODE

AREA CODE/PHONE

NAME OF PRINCIPAL OFFICER(S)

STREET ADDRESS (NO P.O. BOX)

CITY

STATE

ZIP CODE

AREA CODE/PHONE

Attach additional information on appropriately labeled continuation sheets.

3. Verification

I have used all reasonable diligence in preparing this statement and to the best of my knowledge the information contained herein is true and complete. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on

DATE

By

Jane Doe

SIGNATURE OF TREASURER OR ASSISTANT TREASURER

Executed on

DATE

By

John Doe

SIGNATURE OF CONTROLLING OFFICEHOLDER, CANDIDATE, OR STATE MEASURE PROPONENT

Executed on

DATE

By

SIGNATURE OF CONTROLLING OFFICEHOLDER, CANDIDATE, OR STATE MEASURE PROPONENT

Executed on

DATE

By

SIGNATURE OF CONTROLLING OFFICEHOLDER, CANDIDATE, OR STATE MEASURE PROPONENT

FPPC Form 410 (August/2018)

FPPC Advice: advice@fppc.ca.gov (866/275-3772)www.fppc.ca.gov

**Officeholder and Candidate
Campaign Statement -
Short Form**

Date of election if applicable: (Month, Day, Year) _____	<input type="checkbox"/> Amendment (Explain Below) _____ _____	Date Stamp	CALIFORNIA FORM 470
		For Official Use Only	

1. Statement Covers Calendar Year 20 _____ .

2. Officeholder or Candidate Information

NAME OF OFFICEHOLDER OR CANDIDATE

STREET ADDRESS

CITY

STATE

ZIP CODE

AREA CODE/DAYTIME PHONE NUMBER

OPTIONAL: FAX / E-MAIL ADDRESS

3. Office Sought or Held

OFFICE SOUGHT OR HELD

JURISDICTION (LOCATION)

DISTRICT NUMBER
(IF APPLICABLE)

4. Committee Information

List all committees of which you have knowledge that are primarily formed to receive contributions or to make expenditures on behalf of your candidacy.

COMMITTEE NAME AND I.D. NUMBER	COMMITTEE ADDRESS	NAME OF TREASURER

5. Verification

I declare under penalty of perjury that to the best of my knowledge I anticipate that I will receive less than \$2,000 and that I will spend less than \$2,000 during the calendar year and that I have used all reasonable diligence in preparing this statement. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on _____
DATE

By Jane Doe
SIGNATURE OF OFFICEHOLDER OR CANDIDATE

Fair Political Practices Commission

Filing Schedule for Candidates and Controlled Committees for Local Office Who Will be Voted Upon at the November 8, 2022 Election

Deadline	Period	Form	Notes
Aug 1, 2022 <i>Semi-Annual</i>	* – 6/30/22	460	<ul style="list-style-type: none"> All committees must file this statement.
Within 24 Hours <i>Contribution Reports</i>	8/10/22 – 11/8/22	497	<ul style="list-style-type: none"> File if a contribution of \$1,000 or more in the aggregate is received from a single source. File if a contribution of \$1,000 or more in the aggregate is made to or in connection with <i>another</i> candidate or measure being voted upon November 8, 2022. The recipient of a non-monetary contribution of \$1,000 or more in the aggregate must file a Form 497 within 48 hours from the time the contribution is received. File by personal delivery, e-mail, guaranteed overnight service, or fax. The committee may also file online, if available.
Sep 29, 2022 <i>1st Pre-Election</i>	7/1/22 – 9/24/22	460 or 470	<ul style="list-style-type: none"> Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
Oct 27, 2022 <i>2nd Pre-Election</i>	9/25/22 – 10/22/22	460	<ul style="list-style-type: none"> All committees must file this statement. File by personal delivery or guaranteed overnight service. The committee may also file online, if available.
Jan 31, 2023 <i>Semi-Annual</i>	10/23/22 – 12/31/22	460	<ul style="list-style-type: none"> All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before December 31, 2022.

Additional Notes:

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

Fair Political Practices Commission

- **Form 470:** Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2022 and do not have an open committee may file Form 470 on or before September 29, 2022. If, later during the calendar year, the candidate raises or spends \$2,000 or more, a Form 470 Supplement and a Form 410 must be filed.
- **Independent Expenditures:** Committees making independent expenditures totaling \$1,000 or more to support or oppose other candidates or ballot measures also file:
 - **Form 496:** This form is due within 24 hours if made in the 90-day, 24-hour reporting period of the candidate's or measure's election. Refer to the applicable filing schedule. Form 496 is filed with the filing officer in the jurisdiction of the affected candidate or measure.
 - **Form 462:** This verification form must be e-mailed to the FPPC within 10 days. Once the California Access Replacement System (CARS) system is live, this report will be eliminated, and the information captured on other reports.
- **After the Election:** Reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open. See [Campaign Disclosure Manual 2](#) for additional information.
- **Public Documents:** All statements and reports are public documents.
- **Resources:** Campaign manuals and other instructional materials are available on the [Campaign Rules](#) page. Or, visit www.fppc.ca.gov > Learn > Campaign Rules.

Frequently Asked Questions: Campaign Activity

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The FAQs listed below are selected from questions people frequently ask the FPPC about campaign-related activity under the Political Reform Act (“Act”). All efforts have been made to provide helpful, easy to understand, answers to common questions. Please note that this fact sheet cannot address all of the unique variables and circumstances related to campaign activity. For more information, see the FPPC’s campaign disclosure manuals or contact the FPPC with specific questions.

Getting Started Questions

1. Q. When must a committee file a Statement of Organization (Form 410) with the Secretary of State’s office?
 - A. The Form 410 is required to be filed within 10 days of raising \$2,000 or more, which is the threshold for qualifying as a committee.
2. Q. Is it possible for a committee to receive a committee ID number prior to meeting the \$2,000 threshold?
 - A. Yes. The Secretary of State will issue a committee ID number upon receipt of the Form 410, even if \$2,000 or more has not yet been raised. The “Not Yet Qualified” box should be marked and once the \$2,000 threshold is met, an amendment must be filed within 10 days to report the date the committee qualified.
3. Q. Is there a fee to register as a committee?
 - A. Yes. Committees are required to pay a \$50 fee to the Secretary of State within 15 days of filing the Form 410. In addition, a \$50 fee is required to be paid to the Secretary of State by January 15 of each year until the committee terminates.
4. Q. Who must be identified on the Form 410?
 - A. The name and contact information of the treasurer and principal officers, if any, must be provided, in addition to any candidate controlling the committee. If the committee will have an assistant treasurer, his or her contact information must be also included.
5. Q. Are there any specific accounting qualifications for someone to serve as a committee’s treasurer?
 - A. No. However, no individual should accept the position as a mere figurehead. To adequately perform the duties, the treasurer must have a basic understanding of the campaign finance laws and the responsibilities of a committee treasurer.

6. Q. May a candidate serve as his or her committee's treasurer?
- A. Yes.
7. Q. Who is considered the principal officer for a non-candidate controlled committee?
- A. The principal officer(s) is the individual or individuals responsible for approving the political activities of a committee, including: 1) authorizing the content of committee communications; 2) authorizing the committee's expenditures; and, 3) determining the committee's campaign strategy. The principal officer must ensure that accurate records are maintained and may be held liable for violations. A committee may have several principal officers. If there are more than three individuals serving as principal officers, only three must be identified on the Form 410. If no individual other than the treasurer is a principal officer, the treasurer must be identified as both the treasurer and the principal officer.
8. Q. After filing a Form 410, what is the next form required to be filed?
- A. Typically, the Form 497 (24-Hour Contribution Report) is the next required form. In fact, the Form 497 may be required to be filed *before* the Form 410 is required if the committee qualifies within the 90 days before the election or on the date of the election. During this period, a committee must file a Form 497 within 24 hours each time it receives contributions that total in the aggregate \$1,000 or more from a single source.
9. Q. What are the requirements for naming a candidate's committee or a committee primarily formed to support or oppose a ballot measure?
- A. For a candidate's campaign committee, the name must include the candidate's last name, office sought, and year of the election. For example, "Wallace for Supervisor 2020" or "Re-Elect Rosa in 2020 for Water Board" would meet the naming requirements.
- For a primarily formed ballot measure committee, the name must include:
- The measure's designation (e.g., Proposition 124; Measure BB);
 - The committee's position (support or oppose) on the measure;
 - If sponsored, the name(s) of the sponsor(s) (e.g., "sponsored by the Auto Dealers Association");
- For a comprehensive list of all committee naming requirements, see the Form 410 instructions.
10. Q. May a committee use an electronic recordkeeping system or are records required to be kept on paper?
- A. Electronic records are permitted so long as all of the required information is collected and recorded in a timely and uniform manner that ensures the information is accurate and reliable. Committees are responsible for ensuring that electronic records can be read and/or printed for auditing purposes during the required retention period – four years from the date the campaign statement was filed.

11. Q. Is a committee required to have a tax ID number?

- A. The FPPC does not require a tax ID number; however, some banks may require one in order to open a campaign bank account. A tax ID number may be requested through the Internal Revenue Service website, www.irs.gov.

Ballot Measure Committee Questions

12. Q. A group has raised \$2,000 to circulate petitions for a ballot measure. When does the group trigger reporting obligations?

- A. Reporting obligations begin when proponents start gathering signatures (initiative) or when a legislative body acts to place the proposal on the ballot (referendum). Certain contributions received and expenditures made are required to be disclosed even if they were received or made before the proposal became a measure. (See Campaign Disclosure Manual 3 for details.)

13. Q. May a candidate control a ballot measure committee? If so, is the candidate required to file a Form 501 (Candidate Intention Statement)?

- A. Yes, a candidate may control a ballot measure committee so long as the committee's funds are not used to support the candidate's election or to support or oppose other candidates. The candidate's last name must be included in the committee name and the Form 410 requires specified information to be disclosed related to the measure or measures for which the committee is formed. A Form 501 is not required.

14. Q. Are there any special reporting requirements for ballot measure committees controlled by a candidate?

- A. Ballot measure committees controlled by a **state** officeholder (e.g., Governor, legislator) or a candidate for elective **state** office have additional disclosure requirements when reporting expenditures. For each expenditure of \$100 or more, the committee must identify the measure or potential measure associated with the expenditure. For example, a payment to a campaign consultant for research or polling on a specific measure in a local jurisdiction could state: Research/polling for Measure B, City of Sacramento. A committee's expenditures for operating costs, administrative overhead, fundraising, travel, compliance costs and attorney fees do not require the itemization if the payment cannot be attributed to a specific measure or potential measure.

15. Q. During the 90 days before an election, a local primarily formed ballot measure committee for Measure A made a \$10,000 contribution to another primarily formed ballot measure committee for Measure A. Does this contribution trigger the filing of a 24-hour Contribution Report (Form 497)?

- A. Yes, both committees are required to file a Form 497, even if they are both formed to support the same ballot measure.

16. Q. During the 90 days before an election, supporters of a ballot measure, in coordination with the primarily formed ballot measure committee, will be paying for phone banks. The payments will be considered nonmonetary contributions to the primarily formed ballot measure committee. Rather than file several reports, may the committee file one Form

497 estimating the value of all nonmonetary contributions anticipated to be received from this source during the 90-day period before the election and on the date of the election?

- A. Yes. The committee may make a good faith estimate of the value that will be contributed during the period. The Form 497 must be filed within 48 hours of receiving the initial \$1,000 in nonmonetary contributions. If the actual value differs from the estimated amount by 20 percent or more, an amendment must be filed within 24 hours of determining the correct amount.

17. Q. If a non-profit organization makes a contribution to a primarily formed ballot measure committee, what are the campaign reporting requirements for the non-profit organization?

- A. Depending on the amount of the contribution and several other factors, the organization may be required to register as a recipient committee and file campaign reports disclosing its donors or the organization may instead qualify as a major donor committee and be required to file the Form 461. To determine the applicable reporting requirements, see the detailed information in the [Multipurpose Organizations Reporting Political Spending fact sheet](#).

Fundraising Questions

18. Q. If a committee receives two monetary contributions of \$99 from one contributor, must the contributor be itemized?

- A. Yes. When a person's contributions, including monetary, non-monetary, and loans, aggregate to \$100 or more in a calendar year, the contributor must be itemized on all applicable schedules of the Form 460.

19. Q. A committee is hosting a dinner fundraiser. The committee is charging \$100 per person, but the actual cost of the event to the committee will be \$25 per person. When a person purchases a ticket to attend, what amount is considered as the contribution received?

- A. The contribution received is \$100. The entire cost of the ticket for the fundraiser is the amount of the contribution – the actual costs to the committee are not subtracted from the ticket price.

20. Q. A committee is going to charge \$50 per person at their next fundraiser. May an attendee pay with a \$100 bill?

- A. No. Even if change is immediately provided, a committee may not accept \$100 or more in cash from a single source. The payment must be made by personal check, debit card, or credit card.

21. Q. Is volunteer work provided by some people considered a nonmonetary contribution because of the volunteer's profession, such as free legal advice provided by a lawyer or bookkeeping done by a CPA?

- A. No. Volunteer personal services, regardless of the profession of the individual, are not reportable, so long as the individual providing the services is not paid by a third party.

22. Q. An individual is hosting a fundraising event in her home for a friend who is running for city council. She will spend \$425 to provide tea, coffee, wine, cheese, and fruit. Is the amount she pays for the event considered a nonmonetary contribution to the candidate?
- A. No. So long as she does not spend more than \$500, the event meets the home/office fundraiser exception. **Note:** The home/office fundraiser exception does not apply to a state lobbyist (or a cohabitant of a lobbyist) or a lobbying firm.
23. Q. May a private service, such as PayPal, be used to collect contributions electronically?
- A. Yes, so long as for each contribution of \$100 or more, (a) the service is able to provide the name of the contributor, and (b) the committee reports all the information needed to meet the statutory recordkeeping requirements, including the name, address, occupation, and employer of individual contributors of \$100 or more. Even if the company deducts a fee from the amount of the contribution, the entire amount of the contribution must be disclosed. The fees charged by the private service are reported as expenditures.
24. Q. May a committee accept a contribution in the form of bitcoin, a type of digital currency?
- A. No. Contributions may not be made or received in cryptocurrency.
25. Q. If a committee receives a contribution of \$100 from an individual, but the individual did not provide the required occupation and employer information, what should the committee do?
- A. The individual contributor should be contacted to obtain the occupation and employer information. If the committee is required to report the contribution before the information is received, the committee should indicate on its campaign statement that the information has been requested and the statement will be amended when the information is received. However, if an individual's occupation and employer information is not received within 60 days of receiving the contribution, the contribution must be returned.
26. Q. A business donated the use of an employee to work on two ballot measure campaigns during the month before the election. The employee spent a total of seven percent of her compensated time working on one measure and seven percent of her compensated time on the other measure. Since more than 10 percent of her compensated time was not spent on a single campaign, is her compensated time required to be reported as a nonmonetary contribution to the ballot measure committees from her employer?
- A. Yes. If an employee spends more than 10 percent of his or her compensated time working on campaign activity (one or multiple campaigns) in a calendar month, a nonmonetary contribution from the business must be reported. In this situation, each ballot measure committee must report a nonmonetary contribution in the amount of seven percent of the employee's compensated time. The value of the nonmonetary contribution is based on her gross salary; standard benefits (i.e., retirement and health care) do not need to be counted.

27. Q. If a committee receives a large contribution from an individual or entity, are there any special noticing requirements?
- A. Yes. Generally, if a committee receives a contribution of \$5,000 or more from an individual or entity, the committee must notify the contributor in writing *within two weeks* that he or she may need to file a major donor report. In the 90 days before an election, if a contribution of \$10,000 or more is received, the notification must be sent *within one week*. Language for the notice is found in the applicable campaign disclosure manual. An individual or entity qualifies as a major donor if contributions totaling \$10,000 or more are made in a calendar year to California (state and local) candidates and committees.

Expenditure Questions

28. Q. How does a committee report printing expenses of \$100 or more paid for with the committee's credit card?
- A. The name and address of the credit card company and the amount paid must be listed on Schedule E or F of the Form 460, and the printing vendor's name and address must be listed underneath with the amount paid to that vendor. Another example of "subvendor" reporting is when a campaign consultant purchases television advertisements, the names of the stations that air the advertisements must be listed. The campaign disclosure manuals contain examples of how to report subvendors on the Form 460.
29. Q. Is it permissible for a committee to have an agreement with an independent contractor (e.g., committee fundraiser) to pay additional money if fundraising goals are surpassed?
- A. Yes, under the Act, a contingency agreement may be made, such as a committee paying a bonus to a contractor if fundraising goals are met or a committee not paying a contractor unless a particular outcome is achieved. The arrangement should be made as part of a written contract. (Note that the Act strictly prohibits contingency fees to a lobbyist for the outcome of legislation or to a placement agent for securing an investment from a state retirement board.)
30. Q. Is it permissible to purchase gifts using campaign funds?
- A. Campaign funds may be used to purchase a gift only if the payment is *directly related* to a political, legislative, or governmental purpose. Detailed information on the permissible use of campaign funds may be found in the [campaign disclosure manuals](#). In addition, there are special reporting rules for candidate controlled committees when reporting expenditures for gifts, meals, and travel. (See Question #57 below.)

Communications Questions

31. Q. What are the disclosure requirements for a mass mailing sent by a candidate?
- A. When a candidate sends a mass mailing (more than 200 pieces of the same or similar mail in a calendar month), the words “paid for by” and the name and address of the candidate’s committee must appear on the outside of the mailing in no less than six-point type and in a color that contrasts with the background. If two or more candidate controlled committees pay for the mailer, the name and address of at least one of the committees must be shown on the outside and the names and addresses of all committees must appear on at least one insert. The committee ID number is not required to be included, but the FPPC recommends that committees include the committee ID number on all public campaign materials.
32. Q. If a committee has more than one address, may any of the addresses be used on mass mailings?
- A. Any address that is on the committee’s Statement of Organization (Form 410) on file with the Secretary of State’s office may be used.
33. Q. Are emails sent by a candidate’s committee required to include an advertisement disclaimer statement?
- A. Yes. Mass mailings, including emails, must include a “paid for by” disclaimer (e.g., “Paid for by Jones for Supervisor 2020”).
34. Q. How does a committee report payments made to a person to provide favorable or unfavorable content on an Internet site about a candidate or ballot measure?
- A. For each payment of \$100 or more, use the code “WEB” and report the amount of the payment, the payee, the name of the individual providing content, and the website name or URL on which the communication is published in the first instance.
35. Q. Does a candidate or committee incur reporting obligations if an unpaid blogger or other individual endorses his or her candidacy in their Internet communications?
- A. No. Uncompensated Internet activity, including blogging, social networking, sending or forwarding an email, or providing a link to a website, does not trigger a reporting obligation.
36. Q. Does the FPPC have a summary of the requirements for disclaimers on advertisements?
- A. Yes, a summary of the requirements, as well as charts for each type of committee are available [here](#).

24-Hour Contribution (Form 497) Report Questions

37. Q. If a contribution of \$1,000 or more is made to one of a candidate’s campaign committees (e.g., legal defense, ballot measure, past election), but not to the committee that is formed for the election triggering the 90-day reporting, are the candidate and/or the donor required to file a Form 497?

- A. Yes. When a candidate is in a 90-day reporting period, each contribution of \$1,000 or more to any of his or her committees requires the Form 497 to be filed by both the candidate and the donor.
38. Q. During the 90-day reporting period, must a candidate file a Form 497 if a contribution of \$500 is received by one of the candidate's campaign committees (e.g., legal defense, ballot measure, past election) and another contribution of \$500 from the same donor is received by the committee that is formed for the election triggering 90-day reporting?
- A. No. Because a single committee did not receive \$1,000 or more, the candidate is not required to file a Form 497. The donor is also not required to file a Form 497 as the donor did not make a contribution of \$1,000 or more to a single committee.
39. Q. A candidate received \$500 from a donor for the special primary election a few days before the election, and another \$500 from the same donor a few days after the primary election when the candidate moved to the special general election. Both contributions were received during the 90 days before the general election. Is a Form 497 required to be filed by the donor and/or the candidate?
- A. No. Because \$1,000 or more was not received in connection with one election, the Form 497 is not required to be filed.
40. Q. Must a candidate file a Form 497 if, during the 90 days before the election or on the date of the election, he or she makes a contribution of \$1,000 or more from personal funds to his or her campaign?
- A. Yes. The candidate's personal funds are contributions and subject to reporting in the same manner as other contributions received.
41. Q. What are the 24-hour contribution report (Form 497) requirements for contributions received by a political party committee?
- A. A political party must report each contribution of \$1,000 or more received within 90 days of **any** state election or on the date of a state election (including a special election). If the contributor is a committee, the contributor must also file the Form 497 within 24 hours.

Enforcement Question

42. Q. If a campaign statement is filed late, what are the potential consequences?
- A. The filing officer with whom the statement is required to be filed may assess a fine of up to \$10 for each day that the statement is late (or up to \$20 per day for a statement and a copy). In addition, filing officers are required by law to refer non-filers to an enforcement authority. If a matter is referred to the FPPC's Enforcement Division for failure to file, the fine may increase up to a maximum of \$5,000 per violation. In 2017, 149 committees were fined by the FPPC for failing to timely file campaign statements.

Candidate Questions

43. Q. When may a candidate begin to solicit and raise funds for an election?
- A. Upon filing a Candidate Intention Statement (Form 501), a candidate may begin to solicit and receive contributions. The Form 501 is considered filed when it is personally delivered or placed in the mail to the filing officer.

44. Q. Is a candidate required to file a Form 501 when running for reelection to the same office?
- A. Yes. A separate Form 501 is required for each election, including reelection to the same office.
45. Q. If a candidate does not intend to raise any funds from others and will be spending personal funds only for the filing fee and ballot statement fee, is the candidate required to file a Form 501 and open a campaign bank account?
- A. No, the candidate is not required to file a Form 501 or open a bank account; only the Form 470 (Campaign Statement – Short Form) is required.
46. Q. If a candidate does not intend to raise funds from others, but will be spending \$2,000 or more of his or her personal funds on his or her campaign (in addition to the filing fees and ballot statement fees), is the candidate required to open a bank account?
- A. Yes. Even if a candidate does not raise funds from others, if he or she spends \$2,000 or more on the campaign (not counting personal funds spent on filing fees and ballot statement fees), he or she qualifies as a committee and must open a campaign bank account. Campaign funds may not be commingled with personal funds.
47. Q. What are the rules related to a candidate spending personal funds on his or her own campaign?
- A. Except for payments for the filing fee, ballot statement fee, and \$50 Secretary of State annual committee fee, a candidate must deposit personal funds into the campaign bank account before making campaign expenditures, even if he or she does not want to be reimbursed. Personal funds may be reported as loans or monetary contributions. Personal funds may not be commingled with campaign funds and campaign expenditures may not be made from a personal account.
48. Q. Prior to learning that it was not permitted, a candidate starting up his campaign used personal funds to pay for some campaign expenses. How is this reported on the Form 460?
- A. So that the activity is properly disclosed, the amount of personal funds used should be reported on Schedule A as a contribution and the expenditure is reported on Schedule E. If the candidate has not yet been reimbursed by the committee, the amount may be reported on Schedule F as an accrued expense. Non-disclosure of the payments is a violation of the Act. All future payments must be made from the campaign bank account; personal funds must be deposited into the account before making expenditures.
49. Q. May a campaign worker use personal funds to make campaign expenditures and be reimbursed by the committee?
- A. Yes. Anyone other than the candidate may use personal funds to make campaign expenditures, such as purchasing printing, and be reimbursed after providing a receipt or invoice to the campaign. However, if the campaign does not reimburse the individual who made the expenditure within 45 days, the committee must report the amount expended as a nonmonetary contribution received.

50. Q. What are the contribution limits for local elections?
- A. The Act does not impose contribution limits on local elections. However, many local jurisdictions have adopted campaign finance ordinances that include contribution limits. Contact the city clerk or county elections office to determine if there are local contribution limits. The FPPC's website also posts local campaign ordinances.
51. Q. If a candidate occasionally uses his or her personal vehicle to attend campaign events and meet with voters, is the use of the vehicle reportable even if the candidate does not want to be reimbursed for the mileage?
- A. Incidental use of a candidate's personal vehicle for campaign purposes is not considered a contribution or expenditure and is not reportable. However, if the use of the vehicle is directly related to a political, legislative or governmental purpose, and the candidate would like to be reimbursed by the committee, the reimbursement must be made at the rate approved by the Internal Revenue Service pursuant to Section 162 of the Internal Revenue Code.
52. Q. If a candidate makes long-distance calls using his or her home phone to request support from organizations statewide, may committee funds be used to pay the phone bill?
- A. Committee funds may be used for the campaign portion of the bill; however, the non-campaign portion must be paid with personal funds.
53. Q. If a candidate is defeated in a local election, may the leftover funds be used to run again in the next local election?
- A. Yes, if specified requirements are met. An unsuccessful candidate who plans to run for the *same office* in a future election must file a new Form 501 and an amended Form 410 **before** the funds become surplus. Leftover funds become surplus 90 days after an official leaves office (incumbents) or 90 days after the end of the post-election reporting period, whichever is later. The end of the post-election reporting is June 30 for elections held between January 1 and June 30, and December 31 for elections held between July 1 and December 31. (Note: Candidates should check with the local jurisdiction to determine if there is a local ordinance that does not allow a candidate to use the same committee for a future election.)
- An unsuccessful candidate who plans to run for a *different office* must file a new Form 501, a new Form 410, and open a new campaign bank account and transfer the funds **before** the funds become surplus as described above.
54. Q. If a candidate receives a refund for a filing fee after his or her committee has already been terminated, must the committee and bank account be reopened in order to accept the refund?
- A. No. Candidates are allowed to accept refunds from a governmental entity without reopening the committee and campaign bank account.
55. Q. If a candidate controls a ballot measure committee, must the ballot measure committee file a preelection statement when the candidate's committee is required to?
- A. Yes. If a candidate has multiple controlled committees, each of the committees are required to file on the dates the candidate is required to file preelection statements in connection with his or her election to office. (See Regulation 18405.)

56. Q. May a law enforcement officer, who is running for city council, wear his or her uniform at campaign events or when appearing in political advertisements for his or her campaign?

- A. The Political Reform Act does not contain restrictions related to a candidate wearing a law enforcement uniform; however, other laws may apply. The candidate should contact the District Attorney or City Attorney.

57. Q. What are the special reporting requirements for expenditures made by a candidate controlled committee when purchasing gifts, travel, and meals?

- A. Itemized expenditures made by a candidate controlled committee for gifts, meals, or travel, must be further explained in the "Description of Payment" column, whether or not an expenditure code is used, as described below.

Gifts: Briefly describe the political, legislative, or governmental purpose of the expenditure, and provide the date of the gift and a description of the gift. If the gift was made to an individual recipient, the name of the recipient must be included. If a gift was made to a group of recipients, the name of each recipient who received a benefit of \$50 or more is required. When the recipient of a gift with a value of \$50 or more is not known at the time the payment is required to be reported, the committee must report that the gift was for an "undetermined recipient." Once the gift has been given to the recipient, the campaign statement must be amended within 45 calendar days to disclose the name of the recipient.

Meals: Briefly describe the political, legislative, or governmental purpose of the expenditure, and provide the date of the meal, the number of individuals who were present at the meal, and whether the candidate, a member of his or her household, or an individual with authority to approve expenditures of campaign funds was present at the meal. It is not necessary to include the names of individual attendees on the report. However, the names of the attendees must be maintained in the committee's records. For meals reported as an itemized expenditure for travel, the reporting rules below apply.

Travel Payments (including lodging and meals): Briefly describe the political, legislative, or governmental purpose of the expenditure, and provide the date or dates of the travel, the destination, and the goods or services purchased. The description must also include the number of individuals for whom the payment was made and whether the trip included the candidate, a member of his or her household, or an individual with the authority to approve expenditures of campaign funds. The names of individuals who traveled are not required to be disclosed on the report. However, the names of the travelers must be maintained in the committee's records.

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JUN 22 2020

SANTA BARBARA COUNTY
ELECTIONS

**RESOLUTION
OF THE GOVERNING BOARD OF THE
SANTA BARBARA COMMUNITY COLLEGE DISTRICT**

WHEREAS, members of the Board of Trustees of the Santa Barbara Community College District serve in a nonpartisan elected role setting policy for the District in furtherance of its educational mission; and

WHEREAS, there is a broad diversity of students who enroll at the District reflecting diversity of thought as well as individual backgrounds and characteristics and the District seeks to support the success of all of its students; and

WHEREAS, the District is a diverse community with many talented and experienced residents who could become excellent trustees and diversity of thought and experience among the trustees can assist the Board in its policy-making role; and

WHEREAS, Section 1 of Chapter 566 Statutes of 2019 (AB 571) states, in part, that "The Legislature finds and declares.... (d) In counties and cities in this state that have not imposed limitations on contributions, candidates for elective office in those jurisdictions sometimes raise 40 percent or more of their total campaign funds from a single contributor. (e) A system allowing unlimited contributions to a candidate for elective county or city office creates the risk and the perception that elected officials in those jurisdictions are beholden to their contributors and will act in the best interest of those contributors at the expense of the people"; and

WHEREAS, in recent years there has been a very significant increase in the amounts of money contributed to campaigns, including trustee campaigns, and many potential trustee candidates can be deterred from running for office by the prospect of having to raise large amounts of money; and

WHEREAS, each District trustee is Serves for a term of four years and is elected from one of seven areas within the District with approximately equal populations and approximately 10,000 to 12,000 registered voters; and

WHEREAS, the California Political Reform Act of 1974 (Gov. Code § 81000 et seq.) ("Political Reform Act"), was amended by the voters in 1988, to impose contribution limitations for statewide offices, and authorized local jurisdictions to enact contribution limits or other prohibitions;

WHEREAS, in 2021, the Legislature amended the Political Reform Act to impose contribution limitations on local elective offices in jurisdictions that have not enacted their own contribution limits, but that bill does not apply to school districts; and

WHEREAS, Education Code section 72029 authorizes the Board to limit, by resolution, campaign contributions in elections to district offices; and

WHEREAS, the Board of Trustees of the Santa Barbara Community College District believes it is in the public's and the District's interest to encourage broader participation in the political process and to prevent corruption and the appearance of corruption by limiting source and amount of contributions that may be made to, and coordinated expenditures on behalf of, committees controlled by candidates for Trustee; and

WHEREAS, the Board has consulted with legal counsel and reviewed numerous local and special district campaign contribution provisions posted on the website of the Fair Political Practices Commission including contribution limits for jurisdictions with 10,000 to 12,000 registered voters ranging from \$200 to \$1000; and

WHEREAS, it is the intent of the Board that this Resolution limiting contributions comply with the free speech clauses of the United States and California Constitutions and the decisional law by the federal and state courts.

NOW THEREFORE, BE IT RESOLVED THAT the Board wishes to encourage qualified candidates to run for the nonpartisan office of trustee without the barrier of raising large sums of money to compete in such an election and without the perception that any candidate is beholden to any contributor or contributors; and

IT IS FURTHER RESOLVED that all of the following limits shall hereby apply to all candidates for trustee, and all sitting trustees in the Santa Barbara Community College District:

1. Unless otherwise defined in this Resolution, or the contrary is stated or clearly appears from the context, the definitions of the Political Reform Act and the definitions contained in the regulations adopted by the Fair Political Practices Commission shall govern the interpretation of this Resolution.
2. No person (as defined in the Political Reform Act) and including an individual, corporate or other entity, or affiliated entity, including a small contributor committee, a controlled committee, a political party committee or Political Action Committee, may contribute more than [\$200.00] cash or In Kind Services to the campaign of a candidate seeking to be elected as a trustee for this District. No foreign entity or individual may contribute any amount to a campaign for District trustee.
3. No candidate shall solicit or accept any amount of money or In Kind Services for their campaign for trustee are in violation of the limitations in this Resolution including all funds raised before or after the candidate has formally filed as a candidate during the relevant filing period, and after the election, and also including funds previously raised by the candidate and transferred from another controlled committee for the election.
4. The contribution limit of [\$200.00] applies to and includes the fair market value of the provision of In Kind Services and/or benefits such as printing, professional election

advice or the inclusion on a "slate" or "doorhanger", media advertisement, or other literature together with other candidates (collectively "In Kind Services"), with fair market value calculated by the actual cost to the candidate if they had purchased or produced, paid for and distributed such In Kind Services entirely at their own expense. A public forum or debate to which all candidates are invited, and press coverage or endorsements where all trustee candidates are eligible, are not a campaign contribution subject to the [\$200.00] limit.

5. In Kind Services do not include the activities of independent groups communicating with their members provided that the activity or In Kind Service is not communicating with the general public or nonmembers, for example, through media advertisements, or doorhangers or flyers distributed to nonmembers.
6. The campaign contribution limit of [\$200.00] does not apply to the candidate's own monetary contribution to his or her campaign and any loan to the candidate or by the candidate to the campaign, except to the extent limited by the Political Reform Act.
7. The contribution limit set by this Resolution shall be increased in proportion to the cumulative change in the Consumer Price Index (CPI), for all urban consumers for the Los Angeles area, published by the United States Department of Labor using the CPI most recently available prior to April 1st of each year; provided, however, that an adjustment shall be based upon the cumulative change in the CPI since enactment of this measure, but each adjustment shall be rounded down to the nearest increment of \$50.00.
8. Each candidate for trustee may prepare a candidate's statement that may include the name, age, and occupation of the candidate and a brief description, of no more than 400 words, of the candidate's education and qualifications expressed by the candidate himself or herself. The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations, nor shall the statement criticize another candidate.
9. Each trustee candidate shall, in addition to filing all required financial campaign reports with the State and County shall provide a copy of all such reports to the Superintendent/President of the college as well as a separate report by the 6th day of each month listing all contributions in the previous month, their source and amount and all In Kind Services and specifically demonstrating compliance with this Resolution. The Superintendent/President shall publish this Resolution, the candidates' statements and all financial campaign reports on the college website in a location easily accessible to the public. The District shall hold and publicize at least one public forum and invite all trustee candidates.
10. The District may contract with the Fair Political Practices Commission for enforcement of this Resolution.
11. The Superintendent/President shall transmit copies of this Resolution and its limitations on campaign contributions to the Santa Barbara County Elections Office and the County

Superintendent of Schools together with the Order of Elections Resolution for each Trustee election.

RESOLVED that in the event that any part of this Resolution is found by the courts to be unconstitutional, that language shall be deleted and all other parts shall remain in effect.

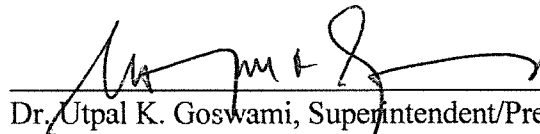
PASSED AND ADOPTED by the Board of Trustees of the SANTA BARBARA COMMUNITY COLLEGE DISTRICT this 14th day of May, 2020 by the following vote:

Ayes: Trustee Gallardo, Trustee Nielsen, Trustee Haslund, Trustee Croninger

Noes: Trustee Abboud, Trustee Parker, Trustee Miller, Student Trustee Igbechi (advisory vote)

Absent: None

Concur: None



Dr. Utpal K. Goswami, Superintendent/President and
Secretary/Clerk to the Board of Trustees