

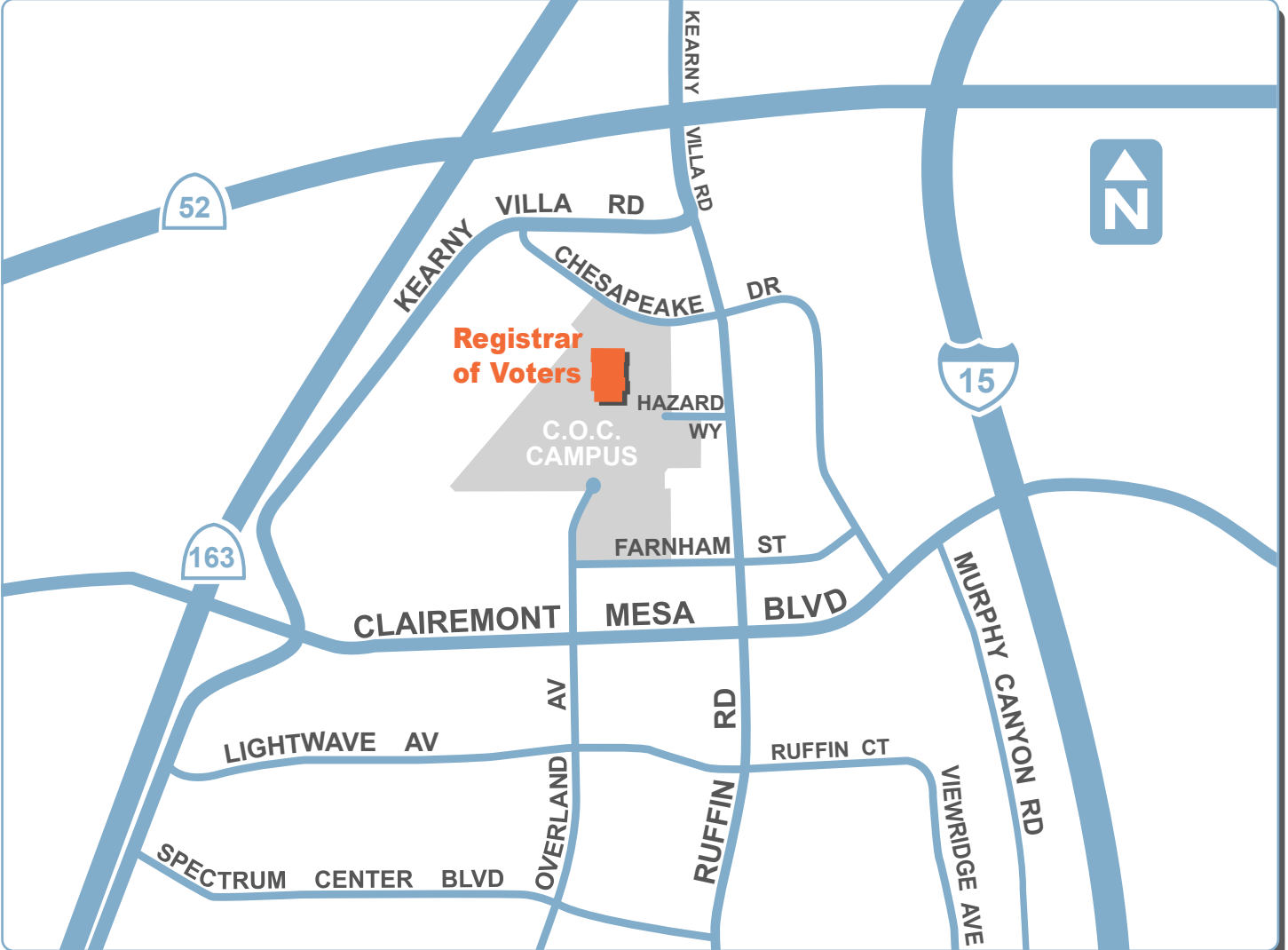
**November 5th
2024**

Candidate Filing Guide

Presidential General Election



Compiled by:
San Diego County Registrar of Voters
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5600 Overland Avenue San Diego, CA 92123
sdvote.com



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**Registrar
of Voters**

C.O.C.
CAMPUS

KEARNY
VILLA RD

KEARNY
VILLA RD

CHESAPEAKE
DR

HAZARD
WY

FARNHAM
ST

CLAIREMONT
MESA
BLVD

LIGHTWAVE
AV

OVERLAND
AV

RUFFIN
RD

RUFFIN CT

SPECTRUM
CENTER
BLVD

MURPHY
CANYON
RD

VIEWRIDGE
AVE



County of San Diego

REGISTRAR OF VOTERS

County Operations Center Campus

5600 Overland Avenue, Suite 100, San Diego, California 92123-1278

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CYNTHIA L. PAES
Registrar of Voters

SHAWN K. BROM
Assistant Registrar of Voters

July 3, 2024

Dear Candidates & Campaigns,

The 2024 election cycle is upon us and if you are looking through this Guide, you have decided, or are considering, running for office.

Running for office can be a daunting task and after making the big decision, there are a number of steps to take to guarantee a place on the ballot. Here at the San Diego County Registrar of Voters Office, we are dedicated to administering fair, transparent, accurate, and secure elections and in so doing, it is our mission to help all qualified candidates have their names placed on the ballot. We strive to make the experience as straightforward as possible. And, as you continue on this campaign path, I hope you will find particularly helpful our Candidate and Campaign Services Team, who have prepared months in advance to the start of this election season. This starts with putting together this Candidate Filing Guide.

The Guide has been prepared to summarize major provisions of the California Elections Codes and other laws to assist you in preparing for the November 5, 2024 Presidential General Election. It is not all encompassing; it merely summarizes the major provisions related to candidates running for office in our county. Candidates, political committees, and anyone interested in elective office should not rely solely on the Guide but should contact my office at (858) 505-7260 for more detailed information or seek a consultant or legal counsel.

It also contains a variety of candidate services we offer to help you in managing the campaign. From registered voter and mail ballot voter data to customized maps, you will find some of the fundamental necessities to run an effective campaign.

After reviewing the Guide, if you have questions or require any type of clarification, know that you can count on us to answer your questions or refer you to the proper individual or organization who will be best able to assist you.

Sincerely,

CYNTHIA L. PAES
Registrar of Voters

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CHAPTER 1

FAQs & Calendar of Events

FILING GUIDE INFORMATION

FAQs

CALENDAR OF EVENTS



COUNTY OF SAN DIEGO - REGISTRAR OF VOTERS

5600 Overland Avenue
San Diego, California 92123

(858) 565-5800

sdvote.com

Office Hours: 8 a.m. to 5 p.m.; Monday through Friday (excluding state/county holidays)

FILING GUIDE INFORMATION

This Guide has been prepared to summarize major provisions of the California Elections Code and other laws. It is not all encompassing; however, it does provide the fundamentals to run for office. Highlighting a few of these, you will find a condensed overview of the qualifications needed to run for an office and the types of forms that are required to be filled out. Additionally, you will find a Calendar of Events which provides important milestones of the election cycle. It also contains important campaign finance disclosure reporting information and a variety of candidate services (e.g., voter data, maps, etc.) we offer to assist in managing the campaign.

Please note that it is not within the purview of this office to determine whether a candidate meets the requirements for holding office. Individuals with questions concerning their own or other candidate qualifications or other related matters should seek legal counsel.

No duty is imposed upon the Registrar of Voters to determine whether a candidate meets the requirements for holding office. The Declaration of Candidacy that each candidate must sign states that the candidate meets the statutory and/or constitutional qualifications for office including, but not limited to, citizenship, residency, and party preference, if applicable.

Candidates and others using this Guide must bear full responsibility to make their own determinations as to all legal standards, duties and factual material contained therein.

FAQs

Q: How do I apply to run for office?

A: Visit Campaign Services Section located on the 2nd Floor or call 858-505-7260 for information on the offices up for election, qualifications, filing dates, and to determine if you are eligible to run for office. If you are interested in a city office, please visit the respective city clerk's office, or view the city's website.

Q: How do I find my voting districts?

A: Visit sdvote.com and enter your voter information to check your voting districts.

Q: Does it cost anything to run for office?

A: There is no filing fee required of candidates running for school board or special district offices. (The only cost a candidate may incur is for the optional Candidate's Statement.)

Q: May I have someone pick up my paperwork?

A: Yes. However, we require the Authorization Form signed by the candidate. If the authorized person is also filing the candidate's nomination documents, the Declaration of Candidacy must be notarized.

Q: What are the office hours to obtain nomination documents?

A: The Registrar of Voters Office will be open between 8 a.m. to 5 p.m., Monday through Friday, except on holidays. To make an appointment, please call 858-505-7260 or email CandidateFiling@sdcounty.ca.gov.

Q: How long will it take to complete documents?

A: The time frame varies and depends on how accurately the candidate completes required documents. To avoid delays especially on the deadline to file nomination forms, we recommend candidates file their documents early.

Q: May I fax or email my official candidate filing documents?

A: No. The Registrar of Voters Office requires original signed forms.

Q: Is it possible to correct the wording or spelling on a candidate statement after submission?

A: No. The statement may be withdrawn, but not changed. During the nomination filing period, you will be required to submit a signed written statement to withdraw your original statement then file a new statement. If you wish to withdraw your statement and not submit a new statement, you have until 5 p.m. of the next working day after the close of the nomination period. After this period, your statement cannot be withdrawn.

Q: Can a candidate change their mind about running for office after filing nomination documents?

A: A candidate running for a school, community college or special district may not withdraw their declaration of candidacy after 5 p.m. on the 88th day prior to the general election.

Q: What is the order of the candidates' names on the ballot?

A: The order of candidate names is determined by the "randomized alphabet" that is drawn by the Secretary of State on August 15, 2024. If the office overlaps more than one county, they will follow the respective county randomized alphabet.

Q: Will I be able to find out who is running for office?

A: Yes. The Registrar of Voters Office will publish a daily list of candidates who have been issued and have filed nomination documents via our website at sdvote.com which will be updated by 6 p.m. daily (Monday through Friday). The list of qualified candidates will be final upon receipt of the Certified List of Candidates from the Secretary of State by August 29, 2024.

FAQs (Continued)

Q: If a contest does not appear on the ballot due to an insufficient number of candidates, can a candidate statement fee be refunded?

A: Yes. A candidate statement fee will be refunded if the contest does not require an election.

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

A: No. Our office is federally mandated to print our County Voter Information Pamphlets in five languages: Chinese, English, Filipino, Spanish, and Vietnamese.

Q: Where can I research the contributions and/or expenditures of a committee?

A: You may visit sdvote.com and review the Campaign Disclosure Public Access portal for the County. Specific campaign finance disclosure forms are required to report election campaign contribution and expenditure activities. To view federal disclosure, please visit the Federal Election Commission's website (fec.gov). To view state disclosure, please visit the Secretary of State's website (sos.ca.gov). To view City disclosure, please view the City's website.

Q: Can I e-File my financial forms with your office?

A: Yes. For information on our eCampaign portal, you may contact the Campaign Services Section by calling 858- 505-7260. This free online service is available to any local committee that is required to file campaign disclosure documents with our office.

Q: Any helpful resources?

A: Yes. Candidates should familiarize themselves with resources found at the following sites: The California Secretary of State: sos.ca.gov, the Fair Political Practices Commission: fppc.ca.gov, the Federal Voting Assistance Program: fvap.gov, and the California Elections Code (CA Legislative Information): leginfo.legislature.ca.gov.

Q: Can I request voter information?

A: Yes, voter registration information can be provided to any candidate for federal, state, or local office. An application, valid photo ID and payment are required. You may contact the Campaign Services Section for cost information by phone at 858-505-7260 or by email at rovmail.rov@sdcountry.ca.gov

Q: How do I find out the election results?

A: On Election Night, results are available at sdvote.com. After Election Day, updated results will be posted on a schedule published by the Registrar of Voters. All results are unofficial until completion of the official canvass.

Q: Payment Option - Credit Card Payments?

A: As a convenience for local candidates, the Registrar of Voters offers the option of paying by credit card. Using our public computers, you can charge the type of transaction you are paying for. Please note that there is a 2.19 percent fee for each transaction.

Q: What is the Levine Act?

A: 2 C.C.R. §§ 18438-18438.8 sometimes referred to as the Levine Act, requires elected officials to recuse themselves in some circumstances from matters involving licenses, permits, or other entitlements for use if the official has accepted, solicited, or directed contributions of \$250 or more in the previous year from a participant in the license, permit, or entitlement for use or their agent. Candidates for elected office should scrupulously keep track of contributions over \$250 that they received, including the donor's identity and affiliations. Candidates should familiarize themselves with 2 C.C.R. §§ 18438-18438.8 and the Fair Political Practices Commission's interpretive regulations.

CALENDAR OF EVENTS

DATE	DAYS BEFORE ELECTION	EVENT
July 15, 2024	113	NOMINATION PERIOD – FIRST DAY First day nomination forms for local districts may be issued. (E.C. § 10407, 10510)
July 30, 2024	98	BALLOT DESIGNATION - RUN-OFF CANDIDATES Last day for candidates involved in a run-off election from the March Primary to submit a change in ballot designation. (E.C. § 13107 (h))
August 7, 2024 - November 5, 2024	90-0	24 Hours – CONTRIBUTION REPORTS Within 24 hours of receiving or making contribution of \$1,000 or more. (Gov. Code § 82036, 82036.5)
August 9, 2024	88	FINANCIAL AND CAMPAIGN DISCLOSURE Last day to submit Statement of Economic Interest – Form 700. This filing is not required if the candidate has filed this statement within the past 60 days. (Gov. Code § 87200, 87500)
August 9, 2024	88	NOMINATION PERIOD – LAST DAY No later than 5 p.m. on this day, all candidates must file their declaration of candidacy, ballot designation worksheet and optional candidate statement. (E.C. § 10407, 10510, 10603, BOS Policy I-1)
August 9, 2024	88	CANDIDATE WITHDRAWAL No candidate who has filed may withdraw after 5 p.m. on this date. (E.C. § 10510, 10603)
August 9, 2024	88	LOCAL MEASURES – RESOLUTION DEADLINE Last day to receive a resolution from local jurisdictions for a measure to appear on the ballot. (E.C. § 10403, Ed. Code § 5322)
August 9, 2024	88	RUN-OFF CANDIDATE STATEMENT OF QUALIFICATIONS Last day for local candidates involved in a run-off election from the March Primary to submit a new statement of qualifications. (E.C. Sec 13307)
August 10, 2024 - August 19, 2024	87-78	REVIEW PERIOD FOR CANDIDATE STATEMENTS OF QUALIFICATIONS AND BALLOT DESIGNATIONS During this period, Candidate Statements of Qualifications and Ballot Designations will be available for public review at the Registrar of Voters’ Office. During this timeframe, any person may file a writ of mandate or an injunction to require any or all the material in a Candidate’s Statement to be amended or deleted. For candidate ballot designation a writ may also be filed. (E.C. § 13313, 13314)
August 10, 2024	87	CANDIDATE STATEMENT OF QUALIFICATIONS WITHDRAWAL For jurisdictions where candidate filing ended on August 9, statements may be withdrawn, but not changed, until 5 p.m. of the next business day. Withdrawal request must be in writing and signed by the candidate. (E.C. § 13307)
August 14, 2024	83	NOMINATION PERIOD – EXTENSION Last day of extension for filing nomination documents if incumbent has not filed by August 9. Extension does not apply to Community Planning Groups. (E.C. §10516, 10604, BOS Policy I-1)
August 14, 2024	83	CANDIDATE WITHDRAWAL – EXTENSION No candidate who has filed may withdraw after this date. This date is applicable only in districts with a 5-day extension of the filing period because an incumbent did not file. (E.C. §10516, 10604)

CONTINUED NEXT PAGE

CALENDAR OF EVENTS (Continued)

DATE	DAYS BEFORE ELECTION	EVENT
August 14, 2024	83	FILE PETITION TO HOLD ELECTION Last day to file a petition signed by 10% of the voters or 50 voters, whichever is less, requesting that a general district election be held if nominees do not exceed the number of offices to be filled. (E.C. § 10515, Ed. Code § 5326)
August 14, 2024	83	POLITICAL PARTY ENDORSEMENTS Last day for a State Chair of a qualified political party to submit to the county elections official a list of all candidates for voter-nominated office who will appear on any ballot in the county in question, and who have been endorsed by the party. The county elections official shall print any such list that is timely received in the county voter information pamphlet. (E.C. § 13302 (b))
August 15, 2024	82	CANDIDATE STATEMENT OF QUALIFICATIONS WITHDRAWAL - EXTENSION For offices with a 5-day extension, statements may be withdrawn, but not changed, until 5 p.m. of the next business day. Withdrawal request must be in writing and signed by the candidate. (E.C. § 13307)
August 15, 2024	82	RANDOM ALPHABET There shall be a random drawing of the alphabet at 11 a.m. to determine the order in which candidates' names appear on the ballot. (E.C. § 13112)
August 16, 2024	81	CANDIDATE LIST – INCORPORATED CITIES Last day for a City Clerk to file with the Registrar of Voters a list of the names and ballot designations of city candidates to appear on the ballot. (E.C. § 10403)
August 30, 2024	67	ALL LEGAL CHALLENGES RESOLVED
September 9, 2024	57	WRITE-IN CANDIDATES – FIRST DAY First day for a person desiring to be a qualified write-in candidate to file the required documents with the Registrar of Voters. (E.C. § 8601)
September 21, 2024	45	MILITARY AND OVERSEAS VOTERS Last day for county elections official to transmit ballots to military and overseas voters. (E.C. § 3114)
September 26, 2024	40	CAMPAIGN DISCLOSURE – 1st PRE-ELECTION DEADLINE Each candidate listed on the ballot must file Form 460 or Form 470.
September 26, - October 26, 2024	40-10	VOTER INFORMATION PAMPHLETS MAILINGS Between these dates the county elections official shall mail a Voter Information Pamphlet with a list of Voter Center and Ballot Drop Box locations. (E.C. § 13300 – 13304)
October 7, 2024	29	VOTE BY MAIL First day vote by mail ballots are available. All active registered voters will be mailed a Ballot. (E.C. § 3001)
October 8, 2024	28	BALLOT DROP BOX LOCATIONS OPEN Official Ballot Drop Boxes locations open through Election Day, November 5. A list of ballots drop box locations and hours of operation will be printed in the County Voter Information Pamphlets and posted at sdvote.com .
October 21, 2024	15	VOTER REGISTRATION DEADLINE Last day to register to vote in the November General Election. After this date, individuals wishing to vote may register conditionally and vote provisionally. (E.C. § 2102)

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CALENDAR OF EVENTS (Continued)

DATE	DAYS BEFORE ELECTION	EVENT
October 22, 2024	14	WRITE-IN CANDIDATES – LAST DAY Last day for a person desiring to be a qualified write-in candidate to file the required documents with the Registrar of Voters. (E.C. § 8601)
October 22 - November 5, 2024	14 - 0	CONDITIONAL VOTER REGISTRATION Conditional Voter Registration Period – Voters who miss the registration deadline may register conditionally and vote provisionally at the Registrar of Voters or beginning on October 26 at any vote center. See details at sdvote.com . (E.C. § 2170)
October 24, 2024	12	CAMPAIGN DISCLOSURE – 2nd PRE-ELECTION DEADLINE All committees must file Form 460.
October 26 - November 5, 2024	10 - 0	VOTE CENTERS OPEN Starting October 26, select Vote Centers open daily from 8 a.m. to 5 p.m. On November 2, all Vote Centers open daily from 8 a.m. to 5 p.m. until Election Day, November 5, when voting hours change to 7 a.m. to 8 p.m. See details at sdvote.com .
November 5, 2024	0	ELECTION DAY All Vote Centers, Official Ballot Drop Boxes, and the Registrar of Voters office open from 7 a.m. to 8 p.m. (E.C. § 14212)
December 5, 2024	+30	ELECTION CERTIFICATION The Registrar is required to certify the November 5 General no later than 30 days after the election. (E.C. § 15372)

CHAPTER 2

Office Qualifications & Information

GENERAL AND SPECIFIC QUALIFICATIONS

INCOMPATIBILITY OF OFFICES

LIST OF OFFICES TO BE ELECTED

SCHOOL DISTRICTS

SPECIAL DISTRICTS

RUN-OFF ELECTIONS



GENERAL QUALIFICATIONS TO RUN FOR AND HOLD PUBLIC OFFICE

Anyone seeking to hold office must meet certain qualifications. While there are minimum requirements that apply to every office, some offices may require additional qualifications. Candidates are responsible for determining whether or not they are eligible to hold public office.

AGE/ CITIZENSHIP	A person is eligible to hold an elective civil office if, at the time of election, the person is 18 years of age and a citizen of the state. <i>(Gov. Code § 1020 (a))</i>
REGISTERED VOTER/ DISTRICT RESIDENT	Unless otherwise specifically provided, no person is eligible to be elected or appointed to an elective office unless that person is a registered voter and otherwise qualified to vote for that office at the time that nomination papers are issued to the person or at the time of the person's appointment. <i>(E.C. § 201)</i>
CONVICTION OF CRIMES	A person is disqualified from holding any office upon conviction of designated crimes as specified in the Constitution and laws of the State. <i>(Gov. Code § 1021)</i>
NONPARTISAN OFFICE	If a candidate is a candidate for a nonpartisan office, all reference to party affiliation shall be omitted on all forms required to be filed. <i>(E.C. § 8002)</i>

SPECIFIC QUALIFICATIONS

CALIFORNIA WATER DISTRICTS	Cuyamaca Water Wynola Water (Water Code § 34000 et seq.) These are landowner's districts.	Each director shall be one of the following: (a) A holder of title to land within the district. (b) The legal representative of a holder of title to land within the district in accordance with Section 34030. ("Legal representative" means either of the following: (a) A duly appointed and acting guardian, executor, or administrator of the estate of a holder of title to land. (b) A person duly authorized to act for, and on behalf of, a holder of title to land that is not a natural person.) (c) A representative designated by a holder of title to land within the district, if the holder has filed with the district written evidence of that designation. Term begins: December 6, 2024 <i>(E.C. § 10554, Water Code § 35100)</i>
	Borrego Water	Each director shall be a resident voter, not a landowner. Term begins: November 25, 2024 – Borrego Water <i>(Water Code § 35203, 35204)</i>
COMMUNITY PLANNING GROUPS	Each member shall be a registered voter residing within the community or subregional area (if applicable). <i>(Board of Supervisors Policy I-1; See Page 72-85)</i> Term begins: January 6, 2025 <i>(Board of Supervisors Policy I-1)</i>	
COMMUNITY SERVICES DISTRICTS	Each director shall be a registered voter residing within the district. Term begins: December 6, 2024 <i>(E.C. § 10554)</i>	
COUNTY WATER DISTRICTS	Each director shall be a registered voter residing within the district. Term begins: December 6, 2024 <i>(E.C. § 10554)</i>	
	Exception: Canebroke County Water District candidates shall be either a voter of the district or an owner of land within the district. <i>(Water Code § 30513)</i>	
FIRE PROTECTION DISTRICT	Each member of a district board shall be a registered voter and a resident of the district. <i>(Health & Safety Code § 13841)</i> Term Begins: December 6, 2024 <i>(E.C. § 10554, Health & Safety Code § 13843)</i>	

SPECIFIC QUALIFICATIONS (Continued)

HOSPITAL DISTRICTS	<p>Each member shall be a registered voter residing in the district.</p> <p>(a) Except as provided in subdivision (d), no person who is a director, policymaking management employee, or medical staff officer of a hospital owned or operated by a district shall do either of the following:</p> <p>(1) Possess any ownership interest in any other hospital serving the same area as that served by the district hospital of which the person is a director, policymaking management employee, or medical staff officer.</p> <p>(2) Be a director, policymaking management employee, or medical staff officer of any hospital serving the same area as the area served by the district hospital.</p> <p>(b) For the purposes of this section, a hospital shall be considered to serve the same area as a district hospital when more than 5 percent of the hospital's patient admissions are residents of the district.</p> <p>(c) For purposes of this section, the possession of an ownership interest, including stocks, bonds, or other securities by the spouse or minor children or any person shall be deemed to be the possession or interest of the person.</p> <p>(d) No person shall serve concurrently as a director or policymaking management employee of a district and as a director or policymaking management employee of any other hospital serving the same area as the district, unless the boards of directors of the district and the hospital have determined that the situation will further joint planning, efficient delivery of health care services, and the best interest of the areas served by their respective hospitals, or unless the district and the hospital are affiliated under common ownership, lease, or any combination thereof.</p> <p>(e) Any candidate who elects to run for the office of member of the board of directors of a district, and who owns stock in, or who works for any health care facility that does not serve the same area served by the district in which the office is sought, shall disclose on the ballot his or her occupation and place of employment. (<i>Health & Safety § 32110</i>)</p> <p>Term begins: December 6, 2024 (<i>E.C. § 10554, Health & Safety § 32100.5</i>)</p>
IRRIGATION DISTRICTS	<p>Each director... shall be a voter in the district and a resident of the division that he or she represents at the time of his or her nomination... and through his or her entire term. (<i>Water Code § 21100</i>)</p> <p>Term begins: December 6, 2024 (<i>Water Code § 21551, 21101</i>)</p> <p>Exception: Helix Water, Lakeside Water, and South Bay Water Districts have eliminated "Irrigation" from the district name. However, "Irrigation District" laws are applicable.</p>
MUNICIPAL WATER DISTRICTS	<p>Each director shall be a resident of the division from which he is elected. (<i>Water Code § 71250</i>)</p> <p>Term begins: December 6, 2024 (<i>Water Code § 71253, Gov. Code § 24200</i>)</p>
PUBLIC UTILITY DISTRICT	<p>Each director shall be a resident and qualified elector of the district. (<i>Public Utility Code § 15952</i>)</p> <p>Term begins: December 6, 2024 (<i>E.C. § 10554, Public Utility Code § 16152</i>)</p>
SCHOOL GOVERNING BOARDS	<p>Each member shall be a resident and registered voter of the school district and trustee area (if applicable) ... Notwithstanding any other provision of law, no person shall file nomination papers for more than one district office... at the same election. An employee of a school district may not be sworn into office as an elected or appointed member of that school district's governing board unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. (<i>E.C. § 10603, Ed. Code § 35107</i>)</p> <p>Term begins: December 13, 2024 (<i>Ed. Code § 5017</i>)</p>

INCOMPATIBILITY OF OFFICES

The Political Reform Act does not prohibit any office holder from holding multiple public offices or seeking more than one elective office. For example, a deputy district attorney can hold the office of city council member, or a water board director may also be elected to a park and recreation district. There are, however, instances of holding more than one office that are considered incompatible.

There is no single statute that defines “incompatibility of offices.” The common law doctrine of incompatibility of offices, however, prevents an elected official from holding two offices simultaneously ***if the offices have overlapping and conflicting public duties.***

The courts have defined this concept as follows: “One individual may not simultaneously hold two public offices where the functions of the offices concerned are inherently inconsistent, as where there are conflicting interests, or where the nature of the duties of the two offices is such as to render it improper due to considerations of public policy for one person to retain both.”

The California Attorney General’s Office has issued opinions of common incompatible offices.

Here are six examples of incompatible offices:

- The offices of city councilmember and school district board member where the city and the school district have territory in common;
- Fire chief of a county fire protection district and member of the board of supervisors of the same county;
- High school district trustee and trustee of an elementary school district which is wholly within the geographic boundaries of the high school district;
- Water district director and a city council member,
- Water district director and a school district trustee having territory in common; and
- Deputy Sheriff and county supervisor.

If you have a question about whether two public offices which you hold or seek to hold would be considered incompatible, please contact the Attorney General’s office at (916) 324-5437 or visit their website, oag.ca.gov.

For further information about conflict of interest or incompatibility of offices, contact the Fair Political Practices Commission toll free at 1-866-275-3772 or visit their website at fppc.ca.gov.

OFFICES TO BE ELECTED

SCHOOL DISTRICTS

COMMUNITY COLLEGE	UNION/UNIFIED/SCHOOL		
MiraCosta Palomar Southwestern	Alpine Union Bonsall Unified Borrego Springs Unified Cajon Valley Union	Jamul-Dulzura Union Julian Union La Mesa-Spring Valley Lakeside Union Lemon Grove Mountain Empire Unified	San Pasqual Union San Ysidro Santee Solana Beach South Bay Union Spencer Valley Vallecitos
HIGH SCHOOL	Cardiff Carlsbad Unified Chula Vista Elementary Coronado Unified Dehesa Del Mar Union Encinitas Union Escondido Union Fallbrook Union Elementary	National Oceanside Unified Poway Unified Ramona Unified Rancho Santa Fe San Marcos Unified	Valley Center-Pauma Unified Vista Unified Warner Unified

SPECIAL DISTRICTS

COMMUNITY PLANNING	COMMUNITY SERVICES	FIRE PROTECTION	HEALTHCARE	CALIFORNIA WATER	COUNTY WATER
Alpine Boulevard Campo - Lake Morena Crest/Dehesa/ Granite Hills/ Harbison Cyn. Descanso Fallbrook Jamul/Dulzura Julian Lakeside Pine Valley Potrero Rainbow Ramona San Dieguito Spring Valley Sweetwater Valle De Oro Valley Center	Descanso Community Water Fairbanks Ranch Jacumba Julian Majestic Pines Morro Hills Pauma Valley Rancho Santa Fe Rincon Ranch Whispering Palms	Alpine Bonita-Sunnyside Deer Springs Lakeside Lower Sweetwater North County Rancho Santa Fe San Miguel Consolidated Valley Center Vista	Fallbrook Regional Grossmont Palomar Health Tri-City	Borrego Cuyamaca (Landowner) Wynola (Landowner) IRRIGATION Helix Lakeside Santa Fe South Bay Vista	Canebrake County Coachella Valley Leucadia Wastewater Vallecitos PUBLIC UTILITY Fallbrook
			MUNICIPAL WATER		
			Mootamai Olivenhain Otay Padre Dam Pauma Questhaven	Rainbow Ramona Rincon del Diablo San Luis Rey Valley Center Yuima	

SCHOOL DISTRICTS

POSITIONS TO BE FILLED AND ESTIMATED COST OF CANDIDATE STATEMENTS

DISTRICT/INCUMBENT	POSITIONS TO BE FILLED		CANDIDATE STATEMENT OF QUALIFICATIONS	
	4-year	2-year	No. of Words	Cost
ALPINE UNION Travis Lyon Joseph Perricone	2	—	200	\$644
BONSALL UNIFIED Trustee Area C - Larissa Anderson Trustee Area E - Eric Ortega	2	—	200	Area C: \$545 Area E: \$545
Elections by-trustee areas for Governing Board Members. Candidates must live in and be registered to vote in the Trustee Area.				
BORREGO SPRINGS UNIFIED Steve Dunn Steve Riehle Ramien Shalizi	3	—	200	\$536
CAJON VALLEY UNION Trustee Area 4 - Karen Mejia Trustee Area 5 - James P. Miller *Trustee Area 3 - Emily C. Schworm	2	1	200	Area 4: \$671 Area 5: \$716 Area 3: \$635
Elections by-trustee areas for Governing Board Members. Candidates must live in and be registered to vote in the Trustee Area.				
CARDIFF Nancy Orr Rhea Stewart	2	—	200	\$599
CARLSBAD UNIFIED Trustee Area 2 - Elisa Williamson Trustee Area 3 - Ray Pearson	2	—	200	Area 2: \$617 Area 3: \$626
Elections by-trustee areas for Governing Board Members. Candidates must live in and be registered to vote in the Trustee Area.				
CHULA VISTA ELEMENTARY Seat No. 2 - Lucy Ugarte Seat No. 4 - Kate Bishop	2	—	400	\$3,961
Candidates must declare a seat number but are voted on "at large" (by the voters of the district).				
CORONADO UNIFIED Whitney Antrim Renee Cavanaugh	2	—	200	\$626
DEHESA Sharon Pham Richard White	2	—	200	\$536
DEL MAR UNION Erica Halpern Gee Wah Mok *Alan Kholos	2	1	200	\$806
ENCINITAS UNION Marlon Taylor Jodie Williams *Tom Morton	2	1	200	\$1,004
ESCONDIDO UNION HIGH Trustee Area 3 - Christi Knight Trustee Area 4 - Ryan Williams	2	—	200	Area 3: \$698 Area 4: \$707
Elections by-trustee areas for Governing Board Members. Candidates must live in and be registered to vote in the Trustee Area.				
ESCONDIDO UNION Trustee Area 1 - Doug Paulson Trustee Area 3 - Mark Olson	2	—	200	Area 1: \$617 Area 3: \$698
Elections by-trustee areas for Governing Board Members. Candidates must live in and be registered to vote in the Trustee Area.				

* 2-year term

SCHOOL DISTRICTS (Continued)

POSITIONS TO BE FILLED AND ESTIMATED COST OF CANDIDATE STATEMENTS

DISTRICT/INCUMBENT	POSITIONS TO BE FILLED		CANDIDATE STATEMENT OF QUALIFICATIONS	
	4-year	2-year	No. of Words	Cost
FALLBROOK UNION ELEMENTARY Trustee Area 2 - Suzanne Lundin Trustee Area 3 - Ricardo Favela *Trustee Area 1 - Frank Golbeck *Trustee Area 4 - Constance Fish	2	2	200	Area 2: \$554 Area 3: \$563 Area 1: \$545 Area 4: \$608
	Elections by-trustee areas for Governing Board Members. Candidates must live in and be registered to vote in the Trustee Area.			
FALLBROOK UNION HIGH Trustee Area 4 - Oscar Caralampio Trustee Area 5 - Eddie Jones *Trustee Area 2 - Vacant	2	1	200	Area 4: \$563 Area 5: \$617 Area 2: \$527
	Elections by-trustee areas for Governing Board Members. Candidates must live in and be registered to vote in the Trustee Area.			
GROSSMONT UNION HIGH Trustee Area 1 - Chris Fite Trustee Area 2 - Elva Salinas	2	—	200	Area 1: \$1,031 Area 2: \$1,076
	Elections by-trustee areas for Governing Board Members. Candidates must live in and be registered to vote in the Trustee Area.			
JAMUL-DULZURA UNION Trustee Area 2 - Greg Wall Trustee Area 4 - Pete Reichert	2	—	200	Area 2: \$536 Area 4: \$536
	Elections by-trustee areas for Governing Board Members. Candidates must live in and be registered to vote in the Trustee Area.			
JULIAN UNION HIGH Erik Fleet Chris Sanders	2	—	200	\$554
JULIAN UNION Bryce Fender Kirsten Fleet	2	—	200	\$545
LA MESA-SPRING VALLEY Trustee Area 4 - Nathaniel Allen Trustee Area 5 - Minerva Martinez Scott	2	—	200	Area 4: \$680 Area 5: \$662
	Elections by-trustee areas for Governing Board Members. Candidates must live in and be registered to vote in the Trustee Area.			
LAKESIDE UNION Trustee Area 2 - Autumn Ellenson Trustee Area 3 - Lara Hoefer Moir	2	—	200	Area 2: \$572 Area 3: \$572
	Elections by-trustee areas for Governing Board Members. Candidates must live in and be registered to vote in the Trustee Area.			
LEMON GROVE Yajaira Preciado Cheryl Robertson *Jasmin Smith	2	1	200	\$716
MIRACOSTA COMMUNITY COLLEGE Trustee Area 3 - Jacqueline Simon Trustee Area 4 - Frank Merchat Trustee Area 5 - George McNeil *Trustee Area 7 - Heather Conklin	3	1	200	Area 3: \$914 Area 4: \$878 Area 5: \$869 Area 7: \$815
	Elections by-trustee areas for Governing Board Members. Candidates must live in and be registered to vote in the Trustee Area.			
MOUNTAIN EMPIRE UNIFIED Trustee Area 2 - Heidi Estrada Trustee Area 6 - Tina Heimerdinger Trustee Area 7 - Chris Anderson	3	—	200	Area 2: \$536 Area 6: \$536 Area 7: \$536
	Elections at-large for Governing Board Members. Candidates must live in and be registered to vote in the Trustee Area.			
NATIONAL Michelle Gates Rocina Lizarraga	2	—	200	\$770
OCEANSIDE UNIFIED Trustee Area 2 - Eleanor Evans Trustee Area 5 - Mike Blessing	2	—	200	Area 2: \$680 Area 5: \$671
	Elections by-trustee areas for Governing Board Members. Candidates must live in and be registered to vote in the Trustee Area.			

* 2-year term

SCHOOL DISTRICTS (Continued)

POSITIONS TO BE FILLED AND ESTIMATED COST OF CANDIDATE STATEMENTS

DISTRICT/INCUMBENT	POSITIONS TO BE FILLED		CANDIDATE STATEMENT OF QUALIFICATIONS	
	4-year	2-year	No. of Words	Cost
PALOMAR COMMUNITY COLLEGE Trustee Area 2 - Cassandra Shaeg Trustee Area 3 - Roberto Rodriguez Trustee Area 4 - Michelle Rains	3	—	200	Area 2: \$1,193 Area 3: \$1,391 Area 4: \$1,535
	Elections by-trustee areas for Governing Board Members. Candidates must live in and be registered to vote in the Trustee Area.			
POWAY UNIFIED Trustee Area A - Darshana Patel Trustee Area E - Cindy Sytsma	2	—	200	Area A: \$761 Area E: \$752
	Elections by-trustee areas for Governing Board Members. Candidates must live in and be registered to vote in the Trustee Area.			
RAMONA UNIFIED Trustee Area 3 - Dawn Perfect Trustee Area 4 - Daryn Drum	2	—	200	Area 3: \$572 Area 4: \$572
	Elections by-trustee areas for Governing Board Members. Candidates must live in and be registered to vote in the Trustee Area.			
RANCHO SANTA FE Rosemarie Rohatgi Annette Ross John Tree	3	—	200	\$563
	Elections by-trustee areas for Governing Board Members. Candidates must live in and be registered to vote in the Trustee Area.			
SAN DIEGUITO UNION HIGH Trustee Area 2 - Katrina Young Trustee Area 4 - Michael Allman	2	—	200	Area 2: \$770 Area 4: \$752
	Elections by-trustee areas for Governing Board Members. Candidates must live in and be registered to vote in the Trustee Area.			
SAN MARCOS UNIFIED Trustee Area A - Carlos Ulloa Trustee Area B - Sarah Ahmad Trustee Area D - Jaime Chamberlin	3	—	200	Area A: \$680 Area B: \$671 Area D: \$653
	Elections by-trustee areas for Governing Board Members. Candidates must live in and be registered to vote in the Trustee Area.			
SAN PASQUAL UNION Trustee Area 1 - Kami Goe Trustee Area 5 - Angie Baker	2	—	200	Area 1: \$527 Area 5: \$527
	Elections by-trustee areas for Governing Board Members. Candidates must live in and be registered to vote in the Trustee Area.			
SAN YSIDRO Antonio Martinez Rosaleah Pallasigue	2	—	200	\$716
	Elections by-trustee areas for Governing Board Members. Candidates must live in and be registered to vote in the Trustee Area.			
SANTEE Seat 2 - Diane El-Hajj Seat 4 - Elana Levens-Craig	2	—	200	\$887
	Candidates must declare a seat number, but are voted on "at large" (by the voters of the district)			
SOLANA BEACH Trustee Area 2 - Dana King Trustee Area 5 - Julie Union *Trustee Area 3 - Katherine Suel	2	1	200	Area 2: \$581 Area 5: \$581 Area 3: \$572
	Elections by-trustee areas for Governing Board Members. Candidates must live in and be registered to vote in the Trustee Area.			
SOUTH BAY UNION Trustee Area 3 - Cheryl Quinones Trustee Area 5 - Jannet Medina *Trustee Area 4 - Manuel Esparza	2	1	200	Area 3: \$599 Area 5: \$608 Area 4: \$599
	Elections by-trustee areas for Governing Board Members. Candidates must live in and be registered to vote in the Trustee Area.			
SOUTHWESTERN COMMUNITY COLLEGE Trustee Area 2 - Kristine Galicia Brown Trustee Area 3 - Roberto Alcantar	2	—	200	Area 2: \$1,031 Area 3: \$1,049
	Elections by-trustee areas for Governing Board Members. Candidates must live in and be registered to vote in the Trustee Area.			

* 2-year term

SCHOOL DISTRICTS (Continued)

POSITIONS TO BE FILLED AND ESTIMATED COST OF CANDIDATE STATEMENTS

DISTRICT/INCUMBENT	POSITIONS TO BE FILLED		CANDIDATE STATEMENT OF QUALIFICATIONS	
	4-year	2-year	No. of Words	Cost
SPENCER VALLEY Carol Frausto	1	—	200	\$527
SWEETWATER UNION HIGH Trustee Area 2 - Adrian Arancibia Trustee Area 4 - Nicholas Segura	2	—	200	Area 2: \$1,103 Area 4: \$1,040
Elections by-trustee areas for Governing Board Members. Candidates must live in and be registered to vote in the Trustee Area.				
VALLECITOS Trustee Area 1 - Vacant Trustee Area 2 - Terese Kristensen *Trustee Area 5 - Ritsa Chanthabandith	2	1	200	Area 1: \$527 Area 2: \$527 Area 5: \$527
Elections by-trustee areas for Governing Board Members. Candidates must live in and be registered to vote in the Trustee Area.				
VALLEY CENTER-PAUMA UNIFIED Trustee Area 1 - Paul Behneman Trustee Area 5 - Elisha Worthy	2	—	200	Area 1: \$554 Area 5: \$563
Elections by-trustee areas for Governing Board Members. Candidates must live in and be registered to vote in the Trustee Area.				
VISTA UNIFIED Trustee Area 1 - Rosemary Smithfield Trustee Area 4 - Cipriano Vargas Trustee Area 5 - Julie Kelly	3	—	200	Area 1: \$698 Area 4: \$653 Area 5: \$716
Elections by-trustee areas for Governing Board Members. Candidates must live in and be registered to vote in the Trustee Area.				
WARNER UNIFIED Gene Doxey Melissa Krogh Melody Sees	3	—	200	\$536

* 2-year term

SPECIAL DISTRICTS

POSITIONS TO BE FILLED AND ESTIMATED COST OF CANDIDATE STATEMENTS

DISTRICT/INCUMBENT	POSITIONS TO BE FILLED		CANDIDATE STATEMENT OF QUALIFICATIONS	
	4-year	2-year	No. of Words	Cost
ALPINE COMMUNITY PLANNING Seat 1 - Mary Kay Borchard Seat 3 - Angela May Seat 5 - Travis Lyon Seat 7 - Richard Saldano Jr. Seat 9 - Roger Garay Seat 11 - Michael M. Milligan Seat 13 - Colby Ross Seat 15 - Kippy A. Thomas	8	—	200	\$658
Seat numbers are for identification purposes only. Candidates are voted on "at large" (by all voters in the district). The eight candidates with the most votes will be elected and given seat numbers at the organizational meeting.				
ALPINE FIRE PROTECTION Tim Mehrer Steve Taylor	2	—	200	\$638
BONITA-SUNNYSIDE FIRE PROTECTION Division 3 - Mark Scott	1	—	200	\$618
BORREGO WATER Tammy Baker Diane Johnson	2	—	200	\$538
BOULEVARD COMMUNITY PLANNING Seat 1 - Manuel O. Casanova Jr. Seat 3 - Kevin M. Keane Seat 5 - Melanie Zardeneta-Hayden Seat 7 - Nancy Good	4	—	200	\$538
Seat numbers are for identification purposes only. Candidates are voted on "at large" (by all voters in the district). The four candidates with the most votes will be elected and given seat numbers at the organizational meeting.				
CAMPO-LAKE MORENA COMMUNITY PLANNING Seat 1 - Vacant Seat 3 - Billie Jo Jannen Seat 5 - Rob Romero Seat 7 - Nicholas Ewing-Pistelak	4	—	200	\$548
Seat numbers are for identification purposes only. Candidates are voted on "at large" (by all voters in the district). The four candidates with the most votes will be elected and given seat numbers at the organizational meeting.				
CANEBRAKE COUNTY WATER Jerry Bucheit Mark Robinson	2	—	200	\$528
Canebrake County Water District candidates shall be either a voter of the district or an owner of land within the district. (<i>Water Code § 30513</i>)				
CREST/DEHESA/GRANITE HILLS/ HARBISON CANYON COMMUNITY PLANNING Seat 1 - Michael P. Rich Seat 3 - Ron Nehring Seat 5 - Darin L. Wessel Seat 7 - Vacant Seat 9 - Mary Louise Manning Seat 11 - Vacant Seat 13 - Vacant Seat 15 - Timothy B. Lucas	8	—	200	\$598
Seat numbers are for identification purposes only. Candidates are voted on "at large" (by all voters in the district). The eight candidates with the most votes will be elected and given seat numbers at the organizational meeting.				
CUYAMACA WATER Dave Hilfiker Paul Turner	2	—	200	\$528
Candidates and voters must be landowners.				
DEER SPRINGS FIRE PROTECTION Mark Jackson Bret Sealey	2	—	200	\$618
DESCANSO COMMUNITY PLANNING Seat 1 - Kerry Forrest Seat 3 - Wayne Hay Seat 5 - Mark Gassert Seat 7 - Vacant	4	—	200	\$538
Seat numbers are for identification purposes only. Candidates are voted on "at large" (by all voters in the district). The four candidates with the most votes will be elected and given seat numbers at the organizational meeting.				

SPECIAL DISTRICTS (Continued)

POSITIONS TO BE FILLED AND ESTIMATED COST OF CANDIDATE STATEMENTS

DISTRICT/INCUMBENT	POSITIONS TO BE FILLED		CANDIDATE STATEMENT OF QUALIFICATIONS	
	4-year	2-year	No. of Words	Cost
DESCANSO COMMUNITY WATER Hadley Johnson Maureen Phillips	2	—	200	\$528
FAIRBANKS RANCH COMMUNITY SERVICES Rick Heymann Dan La Bouve	2	—	200	\$538
FALLBROOK COMMUNITY PLANNING Seat 1 - Thomas Gerald Harrington Seat 3 - Roy Moosa Seat 5 - Stephani Baxter Seat 7 - Ross L. Pike Seat 9 - James Loge Seat 11 - Lee J. De Meo Seat 13 - Jacqueline Kaiser Seat 15 - Michele McCaffery	8	—	200	\$828
Seat numbers are for identification purposes only. Candidates are voted on "at large" (by all voters in the district). The eight candidates with the most votes will be elected and given seat numbers at the organizational meeting.				
FALLBROOK REGIONAL HEALTH Zone 2 - Mike Stanicek Zone 4 - Barbara A. Mroz *Zone 5 - Howard Salmon	2	1	200	Zone 2: \$558 Zone 4: \$608 Zone 5: \$618
Candidates shall be a voter in the district and a resident of the zone area. Registered voters of the zone area will vote for candidates in that zone area only.				
FALLBROOK PUBLIC UTILITY Division 1 - Dave Baxter Division 3 - Jennifer DeMeo Division 4 - Don McDougal	3	—	200	Div. 1: \$568 Div. 3: \$548 Div. 4: \$568
Candidates shall be a voter in the district and a resident of the division. Registered voters of the division will vote for candidates in that division only.				
GROSSMONT HEALTHCARE Zone 1 - Virginia Hall Zone 3 - Michael Emerson Zone 5 - Robert "Bob" Ayres	3	—	200	Zone 1: \$1,188 Zone 3: \$1,178 Zone 5: \$1,068
Candidates shall be a voter in the district and a resident of the zone area. Registered voters of the zone area will vote for candidates in that zone area only.				
HELIX WATER (IRRIGATION) Division 1 - Dan H. McMillan Division 3 - Mark Gracyk Division 5 - Joel A. Scalzitti	3	—	400	Div. 1: \$1,442 Div. 3: \$1,498 Div. 5: \$1,470
Candidates shall be a voter in the district and a resident of the division. Registered voters of the division will vote for candidates in that division only.				
JACUMBA COMMUNITY SERVICES Vacant Vacant	2	—	200	\$528
JAMUL/DULZURA COMMUNITY PLANNING Seat 1 - Dan Neirinckx Seat 3 - Preston F. Brown Seat 5 - Vacant Seat 7 - Paul A. Dombkowski Seat 9 - Courtney Etnyre Seat 11 - Eve Nasby Seat 13 - Vacant Seat 15 - Steve Wragg	8	—	200	\$598
Seat numbers are for identification purposes only. Candidates are voted on "at large" (by all voters in the district). The eight candidates with the most votes will be elected and given seat numbers at the organizational meeting.				
JULIAN COMMUNITY PLANNING Seat 1 - Barbara Nigro Seat 3 - William T. Everett Seat 5 - Romulo Smith Seat 7 - Rebecca Hope Morales Seat 9 - Kiki Skagen Munshi Seat 11 - Eric Jones	6	—	200	\$548
Seat numbers are for identification purposes only. Candidates are voted on "at large" (by all voters in the district). The six candidates with the most votes will be elected and given seat numbers at the organizational meeting.				

* 2-year term

SPECIAL DISTRICTS (Continued)

POSITIONS TO BE FILLED AND ESTIMATED COST OF CANDIDATE STATEMENTS

DISTRICT/INCUMBENT	POSITIONS TO BE FILLED		CANDIDATE STATEMENT OF QUALIFICATIONS	
	4-year	2-year	No. of Words	Cost
JULIAN COMMUNITY SERVICES TBD	2	—	200	\$528
LAKESIDE COMMUNITY PLANNING Seat 1 - Elizabeth Higgins Ruhrup Seat 3 - Ron Kasper Seat 5 - Carol Hake Seat 7 - Samuel McGovern Seat 9 - Connie K. O'Donnell Seat 11 - Anthony Santo Seat 13 - Daniel Moody Seat 15 - Tiffany Maple	8	—	200	\$1,008
Seat numbers are for identification purposes only. Candidates are voted on "at large" (by all voters in the district). The eight candidates with the most votes will be elected and given seat numbers at the organizational meeting.				
LAKESIDE FIRE PROTECTION Division 3 - James Bingham Division 4 - Paul Moscoso	2	—	200	Div. 3: \$618 Div. 4: \$608
Candidates shall be a voter in the district and a resident of the division. Registered voters of the division will vote for candidates in that division only.				
LAKESIDE WATER (IRRIGATION) Division 1 - Eileen Neumeister Division 4 - Steve Robak Division 5 - Steve Johnson	3	—	200	Div. 1: \$578 Div. 4: \$558 Div. 5: \$558
Candidates shall be a voter and a landowner in the district and a resident of the division. Registered voters of the division will vote for candidates in that division only.				
LEUCADIA WASTEWATER Division 1 - Christopher Roesink Division 3 - Donald Omsted Division 5 - Robert Pacilio	3	—	200	Div. 1: \$608 Div. 3: \$608 Div. 5: \$618
Candidates shall be a voter in the district and a resident of the division. Registered voters of the division will vote for candidates in that division only.				
LOWER SWEETWATER FIRE PROTECTION Rodolfo Gonzalez Kurt Worden *Vacant	2	1	200	\$538
MAJESTIC PINES COMMUNITY SERVICES Gary Darnell Robert Markart Patti Thornburgh	3	—	200	District Pays
MOOTAMAI MUNICIPAL WATER Division 1 - Norma Larios Division 4 - William J. Schell *Division 2 - Vacant *Division 5 - Vacant	2	2	200	Div. 1: \$528 Div. 4: \$528 Div. 2: \$528 Div. 5: \$528
Candidates shall be a voter in the district and a resident of the division. Registered voters of the division will vote for candidates in that division only.				
MORRO HILLS COMMUNITY SERVICES Thomas Harrington Patrick Meehan Bill Weber *Charlene Weber *Jeanine Roskos	3	2	200	\$528
NORTH COUNTY FIRE PROTECTION Division 1 - Ross Pike Division 4 - Jeff Egkan Division 5 - Vacant	3	—	200	Div. 1: \$558 Div. 4: \$618 Div. 5: \$598
Candidates shall be a voter in the district and a resident of the division. Registered voters of the division will vote for candidates in that division only.				
OLIVENHAIN MUNICIPAL WATER Division 2 - Lawrence A. Watt Division 3 - Christy Guerin Division 5 - Neal Meyers	3	—	200	Div. 2: \$628 Div. 3: \$628 Div. 5: \$618
Candidates shall be a voter in the district and a resident of the division. Registered voters of the division will vote for candidates in that division only.				

* 2-year term

SPECIAL DISTRICTS (Continued)

POSITIONS TO BE FILLED AND ESTIMATED COST OF CANDIDATE STATEMENTS

DISTRICT/INCUMBENT	POSITIONS TO BE FILLED		CANDIDATE STATEMENT OF QUALIFICATIONS	
	4-year	2-year	No. of Words	Cost
OTAY WATER Division 2 - Ryan Keyes Division 4 - Jose Lopez Division 5 - Mark Robak	3	—	200	Div. 2: \$788 Div. 4: \$818 Div. 5: \$838
Candidates shall be a voter in the district and a resident of the division. Registered voters of the division will vote for candidates in that division only.				
PADRE DAM MUNICIPAL WATER Division 2 - Suzanne Till Division 4 - Ivan Andujar	2	—	200	Div. 2: \$668 Div. 4: \$678
Candidates shall be a voter in the district and a resident of the division. Registered voters of the division will vote for candidates in that division only.				
PALOMAR HEALTH Division 2 - Terry Corrales Division 4 - Laura Barry Division 6 - Jeff Griffith	3	—	200	District Pays
Candidates shall be a voter in the district and a resident of the division. Registered voters of the division will vote for candidates in that division only.				
PAUMA MUNICIPAL WATER Division 1 - Donald G. Armstrong Division 2 - Warren C. Lyall Division 4 - Jon E. Hoxter *Division 3 - Vacant	3	1	200	Div. 1: \$528 Div. 2: \$528 Div. 4: \$528 Div. 3: \$528
Candidates shall be a voter in the district and a resident of the division. Registered voters of the division will vote for candidates in that division only.				
PAUMA VALLEY COMMUNITY SERVICES Michael Esparza (Appt.) Roland Skumawitz (Appt.) *Larry Curtis (Appt.) *Vacant	2	2	200	\$528
PINE VALLEY COMMUNITY PLANNING Seat 1 - Story Richard Vogel Seat 3 - Ryan K. Shafer Seat 5 - Rita Walker Seat 7 - Dorothy M. Haskins Seat 9 - Mary Ellen Hayward Seat 11 - Jennifer Corona Seat 13 - Nica Katherine Knite	7	—	200	\$538
Seat numbers are for identification purposes only. Candidates are voted on "at large" (by all voters in the district). The seven candidates with the most votes will be elected and given seat numbers at the organizational meeting.				
POTRERO COMMUNITY PLANNING Seat 1 - Christopher Harms Seat 3 - Mary S. Hall Seat 5 - Roberto (Bob) D. Uribe Jr. Seat 7 - Janet Warren Seat 9 - Daniel Barger	5	—	200	\$528
Seat numbers are for identification purposes only. Candidates are voted on "at large" (by all voters in the district). The five candidates with the most votes will be elected and given seat numbers at the organizational meeting.				
QUESTHAVEN MUNICIPAL WATER Division 2 - Felice Reynolds Division 4 - Dan Willis	2	—	200	District Pays
Candidates shall be a voter and a resident of the division. Registered voters of the division will vote for candidates in that division only.				
RAINBOW COMMUNITY PLANNING Seat 1 - Jon C. Gorr Seat 3 - Vacant Seat 5 - Mark C. DiVecchio Seat 7 - Paul Thomas Georgantas Seat 9 - Greg Doud Seat 11 - Ronald Ehrler	6	—	200	\$538
Seat numbers are for identification purposes only. Candidates are voted on "at large" (by all voters in the district). The six candidates with the most votes will be elected and given seat numbers at the organizational meeting.				
RAINBOW MUNICIPAL WATER Division 1 - Julie Johnson Division 2 - Claude "Hayden" Hamilton Division 5 - Michael Mack *Division 3 - Cari Dale	3	1	200	Div. 1: \$558 Div. 2: \$558 Div. 5: \$558 Div. 3: \$568
Candidates shall be a voter and a resident of the division. Registered voters of the division will vote for candidates in that division only.				
RAMONA COMMUNITY PLANNING Seat 1 - Debra Foster Seat 3 - Michelle M. Rains Seat 5 - Andrew Charles Simmons Seat 7 - Paul Stykel Seat 9 - Matt Rains Seat 11 - Dan Summers Seat 13 - Casey Robert Lynch Seat 15 - Torry Brean	8	—	200	\$778
Seat numbers are for identification purposes only. Candidates are voted on "at large" (by all voters in the district). The eight candidates with the most votes will be elected and given seat numbers at the organizational meeting.				

* 2-year term

SPECIAL DISTRICTS (Continued)

POSITIONS TO BE FILLED AND ESTIMATED COST OF CANDIDATE STATEMENTS

DISTRICT/INCUMBENT	POSITIONS TO BE FILLED		CANDIDATE STATEMENT OF QUALIFICATIONS	
	4-year	2-year	No. of Words	Cost
RAMONA MUNICIPAL WATER Division 1 - Jeffrey Lawler Division 3 - James Piva Division 5 - Gary Hurst	3	—	200	Div. 1: \$558 Div. 3: \$578 Div. 5: \$578
Candidates shall be a voter in the district and a resident of the division. Registered voters of the division will vote for candidates in that division only.				
RANCHO SANTA FE COMMUNITY SERVICES Deborah Plummer John Salazar	2	—	200	\$588
RANCHO SANTA FE FIRE PROTECTION James Ashcraft Nancy Hillgren Randall Malin	3	—	200	\$768
RINCON DEL DIABLO MUNICIPAL WATER Division 2 - David Drake Division 5 - Inki Kim Welsh *Division 4 - Evan R. Wahl	2	1	400	Div. 2: \$1,156 Div. 5: \$1,166 Div. 4: \$1,216
Candidates shall be a voter in the district and a resident of the division. Registered voters of the division will vote for candidates in that division only.				
RINCON RANCH COMMUNITY SERVICES Craig Childs Ron Ellis Skip Lanfried	3	—	200	\$528
SAN DIEGUITO COMMUNITY PLANNING Seat 1 - Donald E. Willis Seat 3 - Philip J. Fisch Seat 5 - Joe Zagara Seat 7 - Susan Williams Seat 9 - Nicholas Christenfeld Seat 11 - Douglas S. Dill Seat 13 - Vacant	7	—	200	\$768
Seat numbers are for identification purposes only. Candidates are voted on "at large" (by all voters in the district). The seven candidates with the most votes will be elected and given seat numbers at the organizational meeting.				
SAN LUIS REY MUNICIPAL WATER Division 2 - Victor Pankey Division 4 - Vacant	2	—	200	Div. 2: \$528 Div. 4: \$528
Candidates shall be a voter and a resident of the division. Registered voters of the division will vote for candidates in that division only.				
SAN MIGUEL CONSOL. FIRE PROTECTION Division 1 - Jeff Nelson Division 2 - Kim Raddatz Division 4 - Christopher Pierce Division 6 - Jesse A. Robles	4	—	200	Div. 1: \$638 Div. 2: \$658 Div. 4: \$618 Div. 6: \$618
Candidates shall be a voter in the district and a resident of the division. Registered voters of the division will vote for candidates in that division only.				
SANTA FE IRRIGATION Division 1 - Ron Magnaghi Division 2 - Dana Frieauf	2	—	200	Div. 1: \$558 Div. 2: \$548
Candidates shall be a voter in the district and a resident of the division. Registered voters of the division will vote for candidates in that division only.				
SOUTH BAY WATER Division 2 - Paulina Martinez-Perez Division 3 - Manny Delgado (Appt.) Division 5 - Josie Calderon-Scott	3	—	200	Div. 2: \$668 Div. 3: \$698 Div. 5: \$688
Candidates shall be a voter in the district and a resident of the division. Registered voters of the division will vote for candidates in that division only.				
SPRING VALLEY COMM. PLANNING Seat 1 - Tiffany Gonzalez Seat 3 - Jesse A. Robles Seat 5 - Angelica Wallace Seat 7 - Vacant Seat 9 - Rodney Gibbons Seat 11 - Jim Custeau Seat 13 - Edward A. Woodruff Seat 15 - Timothy Snyder	8	—	200	\$908
Seat numbers are for identification purposes only. Candidates are voted on "at large" (by all voters in the district). The eight candidates with the most votes will be elected and given seat numbers at the organizational meeting.				

* 2-year term

SPECIAL DISTRICTS (Continued)

POSITIONS TO BE FILLED AND ESTIMATED COST OF CANDIDATE STATEMENTS

DISTRICT/INCUMBENT	POSITIONS TO BE FILLED		CANDIDATE STATEMENT OF QUALIFICATIONS	
	4-year	2-year	No. of Words	Cost
SWEETWATER COMM. PLANNING Seat 1 - Elizabeth L. Stonehouse Seat 3 - Uwe U. Werner Seat 5 - Mark Kukuchek Seat 7 - Michael Garrod Seat 9 - Diane Carter Seat 11 - Stephen M. Stonehouse Seat 13 - Judith Tieber Seat 15 - Penni Wilson-Neely	8	—	200	\$618
Seat numbers are for identification purposes only. Candidates are voted on “at large” (by all voters in the district). The eight candidates with the most votes will be elected and given seat numbers at the organizational meeting.				
TRI-CITY HEALTHCARE Zone 1 - Adela Sanchez Zone 3 - Gigi Gleason Zone 5 - Marvin Mizell Zone 7 - Nina Chaya	4	—	200	Zone 1: \$908 Zone 3: \$868 Zone 5: \$878 Zone 7: \$948
Candidates shall be a voter in the district and a resident of the zone area. Registered voters of the zone area will vote for candidates in that zone area only.				
VALLE DE ORO COMM. PLANNING Seat 1 - Charles R. Kossman Seat 3 - Danielle Weizman Seat 5 - Michael Herron Seat 7 - Karibia Baillargeon Seat 9 - Allison M. Henderson Seat 11 - Cody Charfauros Seat 13 - Vacant Seat 15 - Oday Yousif	8	—	200	\$808
Seat numbers are for identification purposes only. Candidates are voted on “at large” (by all voters in the district). The eight candidates with the most votes will be elected and given seat numbers at the organizational meeting.				
VALLECITOS WATER Division 1 - James Pennock Division 4 - Erik Groset Division 5 - Tiffany Boyd-Hodgson	3	—	200	Div. 1: \$668 Div. 4: \$678 Div. 5: \$658
Candidates shall be a voter in the district and a resident of the division. Registered voters of the division will vote for candidates in that division only.				
VALLEY CENTER COMM. PLANNING Seat 1 - S. Michelle Bothof Seat 3 - Dori Rattray Seat 5 - Delores Chavez Harnes Seat 7 - Kevin Smith Seat 9 - Lawrence F. Schmidt Seat 11 - Christopher Barber Seat 13 - Lisa H Adams Seat 15 - Julia Feliciano	8	—	200	\$688
Seat numbers are for identification purposes only. Candidates are voted on “at large” (by all voters in the district). The eight candidates with the most votes will be elected and given seat numbers at the organizational meeting.				
VALLEY CENTER FIRE PROTECTION Division 2 Division 4 Division 5	3	—	200	Div. 2: \$558 Div. 4: \$548 Div. 5: \$548
Candidates shall be a voter in the district and a resident of the division. Registered voter of the division will vote for candidates in that division only.				
VALLEY CENTER MUNICIPAL WATER Division 1 - Alysha M. Stehly Division 4 - Enrico P. Ferro	2	—	200	Div. 1: \$568 Div. 4: \$558
Candidates shall be a voter in the district and a resident of the division. Registered voters of the division will vote for candidates in that division only.				
VISTA FIRE PROTECTION Division A - Daniel Gomez Division B - Robert Fougner Division C - John Ploetz	3	—	200	Div. A: \$548 Div. B: \$548 Div. C: \$548
Candidates shall be a voter in the district and a resident of the division. Registered voters of the division will vote for candidates in that division only.				

SPECIAL DISTRICTS (Continued)

POSITIONS TO BE FILLED AND ESTIMATED COST OF CANDIDATE STATEMENTS

DISTRICT/INCUMBENT	POSITIONS TO BE FILLED		CANDIDATE STATEMENT OF QUALIFICATIONS	
	4-year	2-year	No. of Words	Cost
VISTA IRRIGATION Division 2 - Richard L. Vasquez Division 4 - Patrick H. Sanchez Division 5 - Jo MacKenzie	3	—	200	Div. 2: \$638 Div. 4: \$688 Div. 5: \$668
Candidates shall be a voter in the district and a resident of the division. Registered voters of the division will vote for candidates in that division only.				
WHISPERING PALMS COMM. SERVICES Byron Hanchett Douglas Manatt Edgar Munsch	3	—	200	\$548
WYNOLA WATER Jim Madaffer Sandi McCann	2	—	200	\$528
Candidates and voters must be landowners.				
YUIMA MUNICIPAL WATER Division 2 - Roland Simpson Division 3 - Bruce Knox Division 5 - Don Broomell *Division 1 - Laura Kariya	3	1	200	Div. 2: \$528 Div. 3: \$528 Div. 5: \$528 Div. 1: \$528
Candidates shall be a voter in the district and a resident of the division. Registered voters of the division will vote for candidates in that division only.				

* 2-year term

RUN-OFF ELECTIONS

PURPOSE	Top two candidates are involved in run-off elections, after being successful in the Primary Election. Those involved are listed below.
VOTER-NOMINATED OFFICES	Voter-nominated offices voted on at the Primary Elections will appear on the General Election ballot. Candidates will include the top two nominees who were nominated at the Primary Election. (E.C. § 15451)

RUN-OFF ELECTIONS – TOP TWO VOTER-NOMINATED OFFICES

CONGRESS			
48 TH District	49 TH District	50 TH District	
Darrell E. Issa (R) Stephen Houlahan (D)	Mike Levin (D) Matt Gunderson (R)	Scott Peters (D) Peter J. Bono (R)	
51 ST District		52 ND District	
Sara Jacobs (D) Bill Wells (R)		Juan Vargas (D) Justin Lee (R)	
MEMBER OF THE STATE SENATE			
39 TH District			
Bob Divine (R) Akilah Weber (D)			
MEMBER OF THE STATE ASSEMBLY			
74 TH District	75 TH District	76 TH District	77 TH District
Laurie Davies (R) Chris Duncan (D)	Carl DeMaio (R) Andrew Hayes (R)	Kristie Bruce-Lane (R) Darshana Patel (D)	Tasha Boerner (D) James Browne (R)
78 TH District	79 TH District	80 TH District	
Chris Ward (D)	Colin Parent (D) LaShae Sharp-Collins (D)	David A. Alvarez (D) Michael W. Williams (R)	

NONPARTISAN OFFICES

SAN DIEGO COMMUNITY COLLEGE DISTRICT – DISTRICT D		
Andrew Gomez II Mariah Jameson		
GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT – TRUSTEE AREA 4		
Elena Adams Lee Quinn		
SAN DIEGO UNIFIED SCHOOL DISTRICT		
District A	District D	District E
Sabrina Bazzo Crystal Trull	Richard Barrera	Sharon D. Whitehurst-Payne
COUNTY OF SAN DIEGO - BOARD OF SUPERVISORS		
District 1	District 2	District 3
Nora Vargas Alejandro Galicia	Joel Anderson Gina Jacobs	Terra Lawson-Remer Kevin L. Faulconer
COUNTY OF SAN DIEGO - BOARD OF EDUCATION		
District 1	District 2	District 4
Gregg Robinson	Guadalupe Gonzalez	Erin Evans Sarah Song

CHAPTER 3

Filing Procedures

NOMINATION PROCESS

CANDIDATE FILING DOCUMENTS

CANDIDATE STATEMENT OF QUALIFICATIONS

PUBLIC REVIEW PERIOD

WRITE-IN CANDIDATES



NOMINATION PROCESS

All candidates desiring to have their name placed on the ballot are required to complete the nomination process.

CHECK QUALIFICATIONS	It is the candidate's responsibility to be certain he/she meets the qualifications for holding a particular office.				
CANDIDATE MUST BE A REGISTERED VOTER	No person is eligible to be elected or appointed to an elective office unless that person is a registered voter and otherwise qualified to vote for that office at the time nomination papers are issued or at the time of the person's appointment. (In some districts, the candidate must be a landowner. See "Specific Qualifications.")				
WHERE TO OBTAIN DOCUMENTS	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">COMMUNITY PLANNING GROUPS SCHOOL DISTRICT</td> <td>All documents are available ONLY from the Registrar of Voters Office.</td> </tr> <tr> <td>UNIFORM DISTRICTS (UDEL) (aka: SPECIAL DISTRICTS)</td> <td>All documents are available from the Registrar of Voters Office; OR from the District Office.</td> </tr> </table>	COMMUNITY PLANNING GROUPS SCHOOL DISTRICT	All documents are available ONLY from the Registrar of Voters Office.	UNIFORM DISTRICTS (UDEL) (aka: SPECIAL DISTRICTS)	All documents are available from the Registrar of Voters Office; OR from the District Office.
	COMMUNITY PLANNING GROUPS SCHOOL DISTRICT	All documents are available ONLY from the Registrar of Voters Office.			
	UNIFORM DISTRICTS (UDEL) (aka: SPECIAL DISTRICTS)	All documents are available from the Registrar of Voters Office; OR from the District Office.			
<p>Only the official documents may be used. Candidates or their authorized representatives will be given instructions on the procedures to be followed at the time nomination papers are issued.</p> <p>The documents must be filed ONLY with the Registrar of Voters Office, no matter where they were obtained, by the filing deadline August 9, 2024.</p>					
NOMINATION PERIOD	<p>July 15 - August 9 Nomination documents must be obtained and filed between these dates.</p> <p>August 9 Last day to file nomination documents. Must be RECEIVED in the Office of the Registrar of Voters by 5 p.m. (<i>E.C. § 10510, 10603, B/S Policy I-1</i>) A postmark or scanned/faxed copies are NOT acceptable.</p> <p>August 14 If the incumbent has failed to file by 5 p.m. on August 9, any qualified person other than the person who was the incumbent on the 88th day (August 9) shall have until 5 p.m. on the 83rd day (August 14) before the election to file nomination documents for the elective office. This section is not applicable where there is no incumbent eligible to be elected. (<i>E.C. § 10516</i>) The extension DOES NOT apply to Community Planning Groups.</p>				
CANDIDATE WITHDRAWAL	A candidate may withdraw until 5 p.m. on the last day of filing. The withdrawal must be in writing; no phone calls.				
FILING FEE	There is no filing fee required to become a candidate in the General Election.				
CANDIDATE STATEMENT FEE	There is a fee if a candidate chooses to submit an optional candidate statement of qualifications. See pages 13 - 23 of this Guide for specific costs for each district.				
APPLY EARLY	It is advisable for candidates to obtain nomination papers early during the filing period and to file them well in advance of the filing deadline so that any potential problems may be corrected within the deadlines.				

CANDIDATE FILING DOCUMENTS

<p>AUTHORIZATION FORM FOR CANDIDATE'S REPRESENTATIVE</p>	<p>The Authorization Form for Candidate's Representative is a document on which the candidate may authorize another person to act as his/her representative to obtain the required nomination documents. The candidate may use the Registrar of Voters authorization form or prepare their own as long as the following information is provided: name, residence address, phone number, office sought, and language indicating that the candidate is aware that the nomination documents must be completed and filed no later than August 9. <i>(E.C. § 8028)</i></p> <p>Elections Code Section 202 permits a person who is deployed on active military service outside of the state to have a declaration of candidacy, nomination paper, or any other paper necessary to run for office filed by an attorney-in-fact who is commissioned and empowered in writing for that purpose through a power of attorney.</p>
<p>DECLARATION OF CANDIDACY</p>	<p>The document on which the candidate:</p> <ol style="list-style-type: none"> 1. Declares himself/herself a candidate for a particular office, 2. Provides his/her name and occupational designation as to appear on the ballot, 3. Provides his/her address and phone number, and 4. States he/she is qualified and will accept the office, if elected. <i>(E.C. § 10511)</i> <p>This form must be witnessed by either a notary or with a Registrar of Voters deputy. See page 28.</p>
<p>BALLOT DESIGNATION WORKSHEET</p>	<p>This form is REQUIRED for all candidates who want to have a "ballot designation" printed under their name on the official ballot. On this form the candidate will provide justification and documents (if any) to justify the specific designation requested. <i>(E.C. § 13107.3)</i></p> <p>Ballot Designation can be different from what the candidate includes on a candidate statement of qualifications which is optional. See page 30.</p>
<p>CODE OF FAIR CAMPAIGN PRACTICES</p>	<p>A voluntary document a candidate may sign and file with the Registrar of Voters. As stated in Elections Code § 20440, "The purpose in creating the Code of Fair Campaign Practices is to give voters guidelines in determining fair play and to encourage candidates to discuss issues instead of untruths or distortions."</p>
<p>FINANCIAL FORMS</p>	<p>Please follow the instruction given in the manuals and forms available from the Campaign and Financial Disclosure Section of the Registrar of Voters Office. There are additional details beginning on page 45.</p> <p>Forms can also be downloaded from the Fair Political Practices Commission website: fppc.ca.gov (click on "View All Forms").</p>
<p>CANDIDATE STATEMENT OF QUALIFICATIONS</p>	<p>The document on which a candidate may write an optional statement to be mailed to the voters. The statement will be included in the San Diego County Voter Information Pamphlet. Please see the instructions in a separate section of this Guide and the costs on the information page for each office. See page 36. <i>(E.C. § 13307)</i></p>

CANDIDATE FILING DOCUMENTS (Continued)

DECLARATION OF CANDIDACY

The Declaration of Candidacy Form is a two-sided form used to declare your candidacy, provide your ballot designation, and take the oath of office. This form contains the candidate's name as it will appear on the ballot. Once filed, these forms are public information. A prospective candidate must execute the Declaration of Candidacy and file it with the Registrar of Voters. **THIS FORM MUST BE WITNESSED BY EITHER A NOTARY OR WITH A REGISTRAR OF VOTERS DEPUTY.**

1. Fill in your name and designation (occupation) to appear on the ballot, not to exceed 32 characters for name and 48 characters for designation (occupation). The Ballot Designation Worksheet form is required if a designation is requested. If no ballot designation is requested, write the word "NONE" and place your initials in the space provided.
2. Fill in your residence address (and mailing address if applicable). Select which address you would like published.
3. Providing telephone numbers and an email address is optional.
4. Sign name under penalty of perjury that information is true and correct.
5. Print name in space provided in "Oath of Office" and sign.

DECLARATION OF CANDIDACY
(Elections Code §§ 10511, 10902)
(This form must be received by the Registrar of Voters, 5030 Cleveland Ave. San Diego, CA 92123, no later than 5 p.m., August 10, 2018.)

Received By: _____

I, _____, do hereby declare myself as a candidate for election to the governing body of the following:
District Name: _____
Division No./Trustee Area/Seat No.: _____ (if applicable)

CHECK ONE: Full Term OR Short Term (initial here _____ if the office for which you are running is for the balance of an unexpired (aka: Short term).

I am a registered voter. If elected, I will qualify and accept the office and serve to the best of my ability. I request my name be placed on the official ballot of the district for the election to be held on November 8, 2018, and that my name and occupational designation appear as follows:

Candidate Name: (ALL CAPITAL LETTERS)	First Name _____	Middle (if used) _____	Last Name _____
Occupation: (Upper & Lower Case)	Note: A ballot designation is optional. If no ballot designation is requested, write the word "NONE" and initial in the box (right, "NONE" and initial appropriate for the district).		Register's initials if preferring no designation _____
Important:	I understand that a ballot designation will not be printed on the ballot unless this Declaration of Candidacy is accompanied by a "Ballot Designation Worksheet" (Elections Code Sec. 13107.3).		

The above occupational designation is true and in accordance with the requirements of Elections Code Section 13107.

Note: One of the following addresses can be published and listed on the candidates' list on the San Diego County Registrar of Voters' website. Please check the appropriate box below to indicate which address you wish to be used for this purpose.

Residence Address: _____ CA _____ State _____ Zip Code _____

Mailing: _____ City _____ State _____ Zip Code _____

Telephone: _____ Daytime _____ Evening _____

E-Mail: _____ E-Mail _____

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 Elections Code Section 18203.

Note: **Cavebrake County Water District:** Candidates/directors must be landowners or a registered voter within the district. If a candidate for this district, I certify that I am a landowner. (Water Code Section 30513)

Cuyamaca and Wynola Water Districts: Candidates/directors must be one of the following: (i) a holder of title to land within the district; (ii) the legal representative of a holder of title to land within the district in accordance with Sec. 34050; (iii) a representative designated by a holder of title to land within the district, if the holder has filed with the district written evidence of that designation. (Water Code Sec. 34700)

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

Date

Signature of Candidate

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/her possession which is entitled to be filed under the provisions of Elections Code Section 18202.

CANDIDATE FILING DOCUMENTS (Continued)

CANDIDATE’S NAME ON BALLOT

The candidate’s name as provided by the candidate on the Declaration of Candidacy will appear on the ballot. It **CANNOT** be changed after the nomination period has ended.

A CANDIDATE <u>MAY</u>:	<ul style="list-style-type: none"> ◆ Use first, middle and last names. ◆ Use initials only and last name. ◆ Omit the middle name. ◆ Use a nickname in quotation marks, provided the given name or initials and last name are shown. ◆ Use a shortened familiar form of the given name. Such as “Bill” for William, “Dick” for Richard, “Kathy” for Kathleen, “Pat” for Patricia, “Sue” for Susan or “Terry” for Theresa.
A CANDIDATE <u>MAY NOT</u>:	<ul style="list-style-type: none"> ◆ Use titles such as “Miss,” “Mrs.,” “Dr.,” “Col.,” “Rev.,” “RN”. No title or degree shall appear either before or after a candidate’s names on the ballot. (E.C. § 13106) ◆ Change his/her name within one year prior to the election. If a candidate changes his/her name within one year of any election, the new name shall not appear on the ballot unless the change was made by marriage or by decree of any court. (E.C. § 13104)

ORDER OF CANDIDATE NAMES ON THE BALLOT

WHEN DETERMINED	<p>On August 15, the Secretary of State will conduct a random drawing of the alphabet and the Registrar of Voters will follow this same alphabet. Names of candidates will be arranged on the ballot in accordance with the random alphabet. (E.C. § 13112)</p> <p>Exception:</p> <p>If the office is that of State Senator or Member of the Assembly, and the district includes more than one county, the Registrar of Voters in each county shall conduct a drawing of the alphabet. The results of the drawing shall be known as a county randomized ballot and shall be used only to arrange the names of the candidates when the district includes more than one county. (E.C. § 13111)</p> <p>Those interested in observing the local random drawing are invited to the Registrar of Voters Office: Thursday, August 15, at 11 a.m.</p>
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CANDIDATE FILING DOCUMENTS (Continued)

BALLOT DESIGNATION WORKSHEET

The Ballot Designation Worksheet Form is a two-sided form required for all candidates who want their occupation printed under their name on the ballot. It is filed at the same time as the Declaration of Candidacy. On this form the candidate will provide justification and documents (if any) to justify the specific designation requested. The listing of a designation on the ballot is OPTIONAL. Once filed, these forms are public information. If the candidate fails to file a Ballot Designation Worksheet, no designation shall appear under the candidate's name on the ballot. **DO NOT LEAVE ANY RESPONSE SPACES BLANK.**

1. Fill in your name, office title you are running for and contact information.
2. Fill in your attorney's contact information.
3. Fill in the Proposed Ballot Designation not to exceed 48 characters, which shall match the designation on the Declaration of Candidacy, and two alternatives.
4. Fill in the justification for use of the proposed ballot designation, job title, employer, and information of person(s) that can verify this information.
5. Answer the 12 questions (if the answer to any of the questions is "yes", your designation is likely to be rejected).
6. Sign and date under penalty of perjury that information is true and correct.

Ballot Designation Worksheet	
<p>Pursuant to California Elections Code section 13107.3 and California Code of Regulations section 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.</p>	
Candidate Information	Candidate Name: _____
	Office: _____
	Home Address: _____ E-Mail: _____
	Business Address: _____
	Mailing Address: _____
	Phone Number(s) Business: _____ Home/Mobile: _____ Fax: _____
Gender (optional, for translation use only): _____	
Attorney Information	Attorney Name (or other person authorized to act in your behalf): _____
	Address: _____
	Home Address: _____ E-Mail: _____
	Business Address: _____
	Mailing Address: _____
	Phone Number(s) Business: _____ Home/Mobile: _____ Fax: _____
Proposed Ballot Designation: _____	
1 st Alternative: _____	
2 nd Alternative: _____	
You may select as your ballot designation:	
(a) Your current principal profession(s), vocation(s), or occupation(s) [maximum total of three words, separated by a "-"]	
(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	
In the space provided on the next page or on an attachment sheet, describe why you believe you are entitled to use the proposed ballot designation. Attach any documents or exhibits that you believe support your proposed ballot designation. If using the title of an elective office, attach a copy of your certificate of election or appointment. These documents will not be returned to you. Do not submit originals.	
1	
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.	
Remember, it is your responsibility to justify your proposed ballot designation and to provide all requested details. For your reference, attached are Elections Code sections 13107 and 13107.3, and 2 California Code of Regulations (CCR) section 20711. You may also wish to consult Elections Code section 13107.5 ("community volunteer") and 2 CCR sections 20712 - 20719 (found at www.sos.ca.gov).	
Justification for use of proposed ballot designation: _____	
Current or Most Recent Job Title: _____ Start/End Dates: _____	
Employer Name or Business: _____	
Person(s) who can verify this information:	
Name(s): _____ Phone Number: _____ E-Mail: _____	
Name(s): _____ Phone Number: _____ E-Mail: _____	
Before signing below, answer the following questions.	
Does your proposed ballot designation:	
1) Use any portion of the name of your current elected office? Yes <input type="checkbox"/> No <input type="checkbox"/>	
2) Use only the word "Incumbent" for an elective office (other than Superior Court Judge) to a candidate's election? Yes <input type="checkbox"/> No <input type="checkbox"/>	
3) Use more than three words for your principal professions, vocations or occupations? Yes <input type="checkbox"/> No <input type="checkbox"/>	
4) Suggest an evaluation of you, such as outstanding, leading, expert, virtuous, or eminent? Yes <input type="checkbox"/> No <input type="checkbox"/>	
5) Refer to a status (Veteran, Activist, Founder, Scholar), rather than a profession, vocation or occupation? Yes <input type="checkbox"/> No <input type="checkbox"/>	
6) Abbreviate the word "retired"? Yes <input type="checkbox"/> No <input type="checkbox"/>	
7) Place the word "retired" after the words it modifies? Example: Accountant, retired Yes <input type="checkbox"/> No <input type="checkbox"/>	
8) Use any word or prefix (except "retired") such as "former" or "ex-" to refer to a former profession, vocation or occupation? Yes <input type="checkbox"/> No <input type="checkbox"/>	
9) Use the word "retired" along with a current profession, vocation, or occupation? Example: Retired Firefighter/Teacher Yes <input type="checkbox"/> No <input type="checkbox"/>	
10) Use the name of a political party or political body? Yes <input type="checkbox"/> No <input type="checkbox"/>	
11) Refer to a racial, religious, or ethnic group? Yes <input type="checkbox"/> No <input type="checkbox"/>	
12) Refer to any activity prohibit by law? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If the answer to any of these questions is "Yes," your proposed ballot designation is likely to be rejected.	
Candidate's Signature _____ Date _____	
2	

CANDIDATE FILING DOCUMENTS (Continued)

BALLOT DESIGNATION

There are just **THREE** choices for a ballot designation:

PICK ONE

1. Words designating a **currently held elected position**; more than three words are allowed.
Acceptable: Member, ABC Water District
Governing Board Member, ABC School District
Not Acceptable: Governing Board Member/Parent
(Too many words; "Parent" is not part of elected position)
Governing Board President, ABC School District
(Too many words; "President" is not an elected position; "Member" is)
2. **"Incumbent"** or **"Appointed Incumbent"** or "Appointed" and the title of the office (if applicable).
It cannot be combined with any other designation.
Acceptable: Incumbent
Appointed Member, ABC Fire District
Not Acceptable: Incumbent/Businesswoman
Appointed Incumbent/Educator
3. **No more than three words** designating the current principal profession, vocation, or occupation, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. Geographical names are considered one word.
Acceptable: Board Member/Educator
Attorney/Small Businessman
Not Acceptable: Business Manager/Educational Consultant/Educator
(Too many words)

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.

BALLOT DESIGNATION (continued)

(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.

(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.

BALLOT DESIGNATION (continued)

(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.

(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:

BALLOT DESIGNATION (continued)

- (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.

CANDIDATE FILING DOCUMENTS (Continued)

PROVISIONS OF THE CODE OF FAIR CAMPAIGN PRACTICES

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

CHAPTER 5. Fair Campaign Practices

ARTICLE 1. General Intent

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

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

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

ARTICLE 2. Definitions¹

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

ARTICLE 3. Code of Fair Campaign Practices

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

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

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

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

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

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

1304. “Campaign advertising or communication” means a communication authorized by a candidate or a candidate’s controlled committee, as defined in Section 82016 of the Government Code, or by a committee making independent expenditures, as defined in Section 82031 of the Government Code, or by a committee formed primarily to support or oppose a ballot measure, as defined in Section 82047.5 of the Government Code, for the purpose of advocating the election or defeat of a qualified candidate or ballot measure through any broadcasting station, newspaper, magazine, outdoor advertising facility, direct mailing, or any other type of general, public, political advertising.

305. (c) “Candidate for public office,” as used in Chapter 5 (commencing with Section 20400) of Division 20, means an individual who has qualified to have his or her name listed on the ballot of any election, or who has qualified to have written votes on his or her behalf counted by election officials, for nomination for, or election to, any state, regional, county, municipal, or district office which is filled at an election.

CANDIDATE STATEMENT OF QUALIFICATIONS GUIDELINES

(Elections Code Section 13307 Excerpts)

FILING PERIOD	The statement shall be filed in the Registrar of Voters Office when nomination documents are returned for filing. Statement fee is due when statement is filed. Check, money order, or credit card is accepted. (<i>E.C. § 13307(2)</i>)		
WHERE	Registrar of Voters 5600 Overland Ave., Suite 100 San Diego, CA 92123		
CONTENTS	The statement may contain the name, age and occupation of the candidate and a brief description of no more than 200 words of the candidate's education and qualifications expressed by the candidate. (Some districts have increased the statement to 250 or 400 words; please see the requirements for each office in a separate section of this Guide.)		
CONTENT RESTRICTIONS	Candidate statements shall be limited to a recitation of the candidate's own personal background and qualifications and shall not in any way make reference to other candidates or to another candidate's qualifications, character, or activities. The candidate statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations. Candidate photographs are not permitted. The Registrar of Voters shall not print or circulate any statement which violates Election Code Sections 13307 or 13308.		
PUBLIC REVIEW PERIOD	During the 10-calendar-day examination period following the deadline for submission of the statement any voter of the jurisdiction, or the Registrar of Voters, may seek a writ of mandate or an injunction requiring any or all of the material to be amended or deleted.		
LIABILITY	Nothing in this section shall be deemed to make any such statement or the authors thereof free or exempt from any civil or criminal action or penalty because of any false, slanderous or libelous statements offered for printing or contained in the Voter Information Pamphlet.		
FORMAT	<p>Candidates are asked to TYPE their statement SINGLE SPACED in BLOCK PARAGRAPHS on a form provided by the Registrar of Voters.</p> <p>The following WILL NOT be permitted:</p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ◆ Handwritten statement ◆ Copy from a fax machine ◆ Bold ◆ Extra exclamation points ◆ Multiple punctuation ◆ Lists </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ◆ Stars, bullets, graphics ◆ <i>Italics</i> ◆ ALL CAPITAL LETTERS ◆ <u>Underlines</u> ◆ Tables </td> </tr> </table> <p>All statements must be submitted on or attached to the candidate statement form provided. San Diego Registrar of Voters requires you to email or bring your printed candidate statement in electronic format (email Word doc). If there are any discrepancies between the hard copy and the electronic copy, the hard copy will prevail.</p> <p>CANDIDATES ARE THEREFORE ADVISED TO CAREFULLY CHECK THEIR STATEMENTS FOR ERRORS IN SPELLING, PUNCTUATION AND GRAMMAR.</p> <p>The Registrar of Voters is authorized to make corrections only to the format of the statement to fit into the Voter Information Pamphlet template.</p>	<ul style="list-style-type: none"> ◆ Handwritten statement ◆ Copy from a fax machine ◆ Bold ◆ Extra exclamation points ◆ Multiple punctuation ◆ Lists 	<ul style="list-style-type: none"> ◆ Stars, bullets, graphics ◆ <i>Italics</i> ◆ ALL CAPITAL LETTERS ◆ <u>Underlines</u> ◆ Tables
<ul style="list-style-type: none"> ◆ Handwritten statement ◆ Copy from a fax machine ◆ Bold ◆ Extra exclamation points ◆ Multiple punctuation ◆ Lists 	<ul style="list-style-type: none"> ◆ Stars, bullets, graphics ◆ <i>Italics</i> ◆ ALL CAPITAL LETTERS ◆ <u>Underlines</u> ◆ Tables 		

CANDIDATE STATEMENT OF QUALIFICATIONS GUIDELINES (Continued)

WITHDRAWAL	The statement may be withdrawn, but not changed, until 5 p.m. of the next business day after the close of the nomination period. <i>(E.C. § 13307 (3))</i>
CONFIDENTIAL	The candidate statements shall remain confidential until the close of the nomination period. <i>(E.C. § 13311)</i>
SPANISH, FILIPINO, VIETNAMESE & CHINESE TRANSLATION	<p>All Voter Information Pamphlet text, including candidate statements, are translated into Spanish, Filipino, Vietnamese and Chinese. In addition to receiving an English Voter Information Pamphlet, registered voters may also request a pamphlet in Spanish, Filipino, Vietnamese or Chinese.</p> <p>Registered voters who were born in Spanish or Chinese speaking countries, the Philippines, or Vietnam, will also receive a pamphlet in the language of the country in which they were born in. This is in compliance with the Federal Voting Rights Act.</p> <p>On voting days, Spanish, Filipino, Vietnamese and Chinese Voter Information Pamphlets will be available at every vote center.</p>
COST	<p>Candidate statements are paid for at the time they are filed. All money is held in a Trust Fund and if, for any reason, the statement is not printed, the money will be refunded.</p> <p>The cost is calculated to recover expenses for translation into four languages, typesetting, printing, addressing, labor and mailing, of the candidate statements.</p>
INDIGENT CANDIDATES	<p>When payment is required for a candidate statement, but the candidate alleges to be indigent and unable to pay the required amount in advance, the candidate must submit to the county elections official a statement of financial worth to be used in determining whether or not candidate is eligible to submit a candidate's statement without advance payment. The Statement of Financial Worth forms are available at the county elections official's office and will be furnished upon request. The Statement of Financial Worth form should be filed with a copy of the candidate's most recent federal income tax returns, candidate's employer, income, real estate holdings, tangible personal property and financial obligations. The candidate will certify under penalty of perjury under the laws of the State of California that the contents of the statement are true and correct.</p> <p>If the county elections official determines that the candidate is indigent, the statement will be printed and mailed without advance payment. If the county elections official determines that the candidate is not indigent the candidate has three days to withdraw the candidate's statement or pay the cost. The Registrar of Voters is not obligated to print and mail the statement if payment is not received.</p> <p>An Indigent candidate will be invoiced and must pay the cost of the candidate's statement following the election. The "Statement of Financial Worth" is a public record and is available for review. <i>(EC 13309)</i></p>

CANDIDATE STATEMENT OF QUALIFICATIONS (Continued) FOR RUN-OFF CANDIDATES

DEADLINE AND COSTS	A new statement and payment must be received no later than August 9, 2024 , for local candidates. Statements are limited to no more than 200 words, unless otherwise indicated. There are strict guidelines concerning the format of the statements; please see a separate section of this Guide. The costs are as follows:	
	OFFICE	COST
	Congress, State Assembly and State Senate	See next page
	Board of Supervisors	District 1: \$3,398 District 2: \$3,654 District 3: \$3,878
	Board of Education	District 1: \$3,598 District 2: \$3,494 District 4: \$3,878
	Grossmont-Cuyamaca Community College District San Diego Community College District	Trustee Area 4: \$1,130 District D: \$7,026
	San Diego Unified School District	District A: District pays. District D: District pays. District E: District pays.
BALLOT DESIGNATIONS	<p>If a change in ballot designation (occupation) is desired, the written request must be received by the election official no later than July 30.</p> <p>Candidates for the following offices file an original request with the Secretary of State and a copy to the Registrar of Voters:</p> <ul style="list-style-type: none"> ◆ Congress, ◆ State Assembly and State Senate. <p>Candidates for the following offices file an original request with the Registrar of Voters:</p> <ul style="list-style-type: none"> ◆ Board of Supervisors, District 1, 2 & 3, ◆ Board of Education, Districts 1, 2 & 4, ◆ Grossmont-Cuyamaca Community College District – Trustee Areas 4, ◆ San Diego Community College District D, ◆ San Diego Unified School Districts A, D & E. 	

CANDIDATE STATEMENT OF QUALIFICATIONS (Continued) FOR CONGRESS, STATE SENATE AND STATE ASSEMBLY

Candidates for Congress, State Senate and State Assembly are allowed to submit a 250-word Candidate Statement of Qualifications for inclusion in the Voter Information Pamphlet. Candidates for **State Senate** and **State Assembly** must agree to the voluntary spending limits of Prop 34 and indicate this by checking the appropriate box on Form 501 in order to have a statement in the Voter Information Pamphlet.

In addition, all candidates must agree to:

1. Format guidelines and other criteria as explained in this Guide.
2. Submit and pay the cost of the statement no later than **August 9, 2024**.
3. File the statement with the Registrar of Voters of each county in which the jurisdiction appears. The statement is not required to be printed in each county.

Multi-County Offices: if you are a candidate for an office to be elected in more than one county, and you wish to submit a Candidate Statement of Qualifications; it is your responsibility to contact each county.

Jurisdiction	County	Contact Information
48 th Congress & 74 th Assembly	Orange	(714) 567-7600
49 th Congress	Riverside	(951) 486-7200

THE COST FOR EACH STATEMENT IS SHOWN BELOW

DISTRICT	COST (San Diego County Cost Only)
48th Congress	\$3,129
49th Congress	\$3,041
50th Congress	\$4,209
51st Congress	\$4,073
52nd Congress	\$3,937
39th Senate	\$5,297
74th Assembly	\$2,211
75th Assembly	\$3,671
76th Assembly	\$3,361
77th Assembly	\$3,761
78th Assembly	\$3,641
79th Assembly	\$3,231
80th Assembly	\$3,541

SAN DIEGO UNIFIED SCHOOL DISTRICT CANDIDATE STATEMENT EXCEPTIONS

LIMITATIONS	Candidates are limited to the paragraph format restrictions as explained in the Candidate Statement of Qualifications Guidelines.
PHOTOGRAPH	Candidates can have their photograph printed in the Voter Information Pamphlet, along with the statement. For best results, this should be a 5" x 7" black & white glossy (color does not reproduce well), showing just the head and shoulders of the candidate. Anything else submitted will be cropped to fit. The photograph will then be reduced to fit in the pamphlet.
COST	The candidate shall pay the cost to have the statement printed in a Primary Election and the District shall pay the cost in a General Election. This is in accordance with a Board Resolution dated September 14, 1982.

NOTICE TO CANDIDATES REGARDING USE OF QUOTATIONS AND NAMES IN STATEMENT OF CANDIDATE QUALIFICATIONS

San Diego Municipal Code Section 27.0620 provides instructions about the Statement of Candidate's Qualifications.

Subsection (c) provides that the statement may include the use of a quotation from an individual, an organization, and publications. Use of the quotation requires written authorization from the individual, as well as the organization. The consent of an organization must be signed by an officer or other duly authorized representative of the organization. If the quotation is from a publication, a copy of the publication may be provided instead of a letter. All authorizations must be filed at the same time as the statement of qualifications, or the quotation will not be permitted in the statement.

Subsection (d) provides that the statement may include the names of family members and that any other names included in the statement must be authorized in writing by the individual or organization whose name is included in the statement, and that such authorization shall be filed at the same time that the statement is filed.

The City Clerk's Office interprets this section to mean that the use of another individual's name in the statement, if not that of a family member, must be accompanied by a letter of authorization. The use of an organization's name, if included as an endorsement, must also be accompanied by a letter. Organizational names included in the statement as biographical information – such as the business names of former or current employers, colleges and universities attended, organizational memberships, affiliations or awards, and similar references – will not be subject to the authorization requirement.

Candidates are further reminded that the statement is a description of the candidate's qualifications. References to other candidates, officeholders and opponents are prohibited by Section 27.0621 of the San Diego Municipal Code.

The City Attorney has reviewed this interpretation and finds it to be a reasonable interpretation of these code sections.

Note:

The required documentation must be filed at the same time as the Candidate Statement.

WORD COUNT GUIDELINES

(Elections Code Chapter 1, General Provisions, Section 9)

The following guidelines are used by the Registrar of Voters Office for counting words on candidate statements. The guidelines do not apply to ballot designations for candidates. If the text exceeds the specified 200-, 250- or 400-word limit, the author will be asked to delete words or change the text until the statement conforms to the requirements.

9. (a) Counting of words, for purposes of this code, shall be as follows:

- (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.
- (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, including a generally available standard reference dictionary published online, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
- (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 Web site addresses shall be counted as one word.

(b) This section shall not apply to counting words for ballot designations under Section 13107.

CANDIDATE STATEMENT OF QUALIFICATIONS EXAMPLE

This is an example of an acceptable format to be used in a candidate's statement of qualifications. Please review the guidelines for the content of the statement.

JURISDICTION NAME IN CAPITAL LETTERS Division/District/Office No. in Upper & Lower Case	
CONNOR STARK Artist*	Age: ## <i>(Optional)</i>
<p>I am running for the governing board of the Washington Unified School District because I feel I can bring a balance to the board. I attended local schools, graduating from Washington High School in 1980. I am married and currently have two children attending schools in the district, have a private dental practice and oversee the daily operation and finances of our family-owned business.</p> <p>I own and operate my own small business, so I am well aware of the need to operate within a budget. With proper distribution of resources and educational materials, I am convinced we can offer quality education to all students within the district.</p> <p>I am looking forward to serving you on the Washington Unified School District Governing Board. Thank you for your vote.</p>	
CS-999-9	SD 000-00

***Does not have to match ballot designation if one is provided on the Declaration of Candidacy.**

IMPORTANT NOTICE
PUBLIC REVIEW PERIOD SET
FOR THE
November 5, 2024
GENERAL ELECTION

State law provides for a “public review period” of all candidates’ statements of qualifications, and other materials before printing the Voter Information Pamphlet.

The California Elections Code further defines this review period, with a distinct period for each document filed with the Registrar of Voters.

During this period, any voter who believes any portion of these materials to be false, misleading, or inconsistent with state law may seek a writ of mandate or injunction requiring any or all of the material to be amended or deleted.

Any court challenges must be resolved 67 days (**August 30, 2024**) before Election Day in order to prevent any delays in printing the ballot and impacting the administration of the election.

The public review periods are as follows:

Ballot Occupational Designations for Local Candidates*

August 10 - August 19	Candidates filed by August 9
August 15 - August 26	Candidates filed by August 14, (during the 5-day extension)

Candidate Statement of Qualifications for Local Offices*

August 10 - August 19	Statements filed by August 9
August 15 - August 26	Statements filed by August 14, (during the 5-day extension)

***The following offices should contact the Secretary of State for deadlines:
Congress, State Senate, and State Assembly**

NOTE:

The dates for any of the incorporated/charter cities may be different (PLEASE CONTACT CITY CLERK FOR DETAILS).

All documents will be available for public review at the Registrar of Voters office during regular business hours.

WRITE-IN CANDIDATES

Candidates who desire to be a write-in candidate and have his or her name written on the ballot of an election shall fulfill the requirements of Part 3 of the Elections Code, commencing at Section 8600.

FILING REQUIREMENTS	<p>Every person who desires to be a write-in candidate and have his or her name counted for a particular office shall file:</p> <p>1. A statement of write-in candidacy which contains the following:</p> <ul style="list-style-type: none"> ◆ Candidate's name, ◆ Candidate's residential address, ◆ A declaration stating that he or she is a write-in candidate, ◆ The title of the office which he or she seeks, ◆ The date of the election, <p>If applicable, the requisite number of signatures on the nomination papers for that office, and a circulator's affidavit. Signers and circulators must meet the same qualifications as for regular nomination papers. <i>(E.C. § 8602, 8603)</i></p> <p>A person may not be a write-in candidate at the general election for a voter-nominated office or run-off contest.</p>
FILING FEE	No fee or charge shall be required of a write-in candidate . . . <i>(E.C. § 8604)</i>
FILING PERIOD	<p>September 9 to October 22</p> <p>The statement and nomination papers shall be available on the 57th day prior to the election and shall be filed with the Registrar of Voters not later than the 14th day prior to the election. <i>(E.C. § 8601)</i></p> <p>Financial Disclosure:</p> <p>Please refer to Financial and Campaign Disclosure Information starting on page 45 for reporting requirements.</p>
ELECTION RESULTS	<p>Write-in election results are not determined until the canvass is completed. California election law allows a prescribed number of days for the conduct of the official canvass. During the official canvass, write-in ballots must be individually reviewed to determine if the write-in vote is for a qualified/unqualified write-in candidate and whether a voter has overvoted. Write-in votes are counted and certified in an election only if qualified candidates have filed the required nomination documents with the elections official.</p>

CHAPTER 4

Financial Disclosure

CANDIDATE/TREASURER WEBINAR

CAMPAIGN DISCLOSURE SCHEDULE

FINANCIAL AND CAMPAIGN DISCLOSURE INFORMATION

WHERE TO FILE CAMPAIGN DISCLOSURE STATEMENTS





Candidate / Treasurer Webinar



Presented by the Fair Political Practices Commission

The California Fair Practices Commission and the County of San Diego Registrar of Voters invite you to attend a *free* webinar for Candidates & Treasurers.

FPPC presenters will explain candidate, political treasurer, and committee duties as defined by the Political Reform Act. The training will cover topics including initial campaign forms and filing schedules, contribution, and expenditure rules, reporting obligations, advertising disclaimers, and post-election activities.

Date & Time

Tuesday

August 13, 2024

6:00 pm - 8:00 pm

RSVP Contact

FPPC

seminars@fppc.ca.gov

**Please access the FPPC's
Website to register for the webinar!**

www.fppc.ca.gov

CAMPAIGN DISCLOSURE SCHEDULE

Filing Schedule for Candidates and Controlled Committees for Local Office

DEADLINE/ TYPE OF STATEMENT	PERIOD COVERED BY STATEMENT	FORM	NOTES
July 31, 2024** <i>Semi-Annual</i>	* - 6/30/24	460	✓ All committees must file this statement.
Within 24 Hours <i>Election Cycle Reports</i>	8/7/2024 - 11/5/2024	497	✓ 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 listed on the November 5, 2024, ballot. ✓ 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, email, guaranteed overnight service or fax. The committee may also file online, if available.
September 26, 2024 <i>1st Pre-Election</i>	7/1/24 - 9/21/24	460 or 470	✓ Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
October 24, 2024 <i>2nd Pre-Election</i>	9/22/24 - 10/19/24	460	✓ All committees must file this statement. ✓ File by personal delivery or guaranteed overnight service. The committee may also file online, if available.
January 31, 2025 <i>Semi-Annual</i>	10/20/24 - 12/31/24	460	✓ All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before December 31, 2024.

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.
- **Form 470:** Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2024 and do not have an open committee may file Form 470 on or before **September 26, 2024**. If the candidate raises or spends \$2000 or more, later during the calendar year, a Form 470 Supplement and a Form 410 must be filed.
- **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 instructional materials are available at fppc.ca.gov. Click on Learn > Campaign Rules.
- **Independent Expenditures:** Committees making independent expenditures totaling \$1,000 or more to support or oppose other candidates or ballot measures also file:
 - **462:** This verification form must be e-mailed to the FPPC within 10 days.
 - **496:** This form is due within 24 hours if made in the 90-day, 24-hour reporting period of the candidate's or measure's election. Refer to the applicable filing schedule. Form 496 is filed with the filing officer in the jurisdiction of the affected candidate or measure.

FINANCIAL AND CAMPAIGN DISCLOSURE INFORMATION

**THIS SECTION IS FOR GENERAL INFORMATION ONLY
AND DOES NOT HAVE THE EFFECT OF LAW, REGULATION OR RULE.**

In case of conflict, the law, regulation, or rule will apply. This section is not comprehensive and does not detail all filing requirements and obligations. For comprehensive information, refer to your legal advisor, consult a Fair Political Practices Commission (FPPC) manual, or contact the FPPC at 866-275-3772, if you prefer, you can email them for advice at advice@fppc.ca.gov.

The following information is meant to help candidates, officeholders, and political committees comply with federal, state, and local political finance laws. Read it carefully and use the resources prescribed before you begin any financial activity that might be considered political in nature.

Failure to file appropriate statements and reports in compliance with the election laws described below can result in substantial criminal, civil, and administrative penalties. Failure to file within the prescribed deadlines can lead to late filing penalties for each day the statement is late.

<p>ALL CANDIDATES</p>	<p>The Federal Election Campaign Act (2 U.S.C. Section 441b) prohibits contributions from foreign nationals, national banks, or national corporations in connection with any local, state, or federal election for political office.</p> <p>The Political Reform Act (Title 9 of the Government Code) was adopted by voter initiative in 1974 and has been periodically amended by state legislation and through ballot initiatives. The Act, in part, provides that:</p> <ul style="list-style-type: none"> ◆ Receipts and expenditures in election campaigns should be fully and truthfully disclosed in order that the voters may be fully informed and improper practices may be inhibited. (<i>Gov. Code Sec. 81002 (a)</i>) ◆ Assets and income of public officials which may be materially affected by their official actions should be disclosed and in appropriate circumstances the officials should be disqualified from acting in order that conflicts of interest may be avoided. (<i>Gov. Code Sec. 81002 (c)</i>) <p>The Political Reform Act is administered by the Fair Political Practices Commission (FPPC) which provides the Registrar of Voters with information manuals, instruction sheets, and disclosure forms that must be used in order for candidates, officeholders, and committees to comply with the Act.</p> <p>The Registrar of Voters provides these items in financial information packets available to all candidates, officeholders, and committees that might have filing obligations with the Registrar of Voters. Please obtain and refer to those packets for information and guidelines regarding financial disclosure requirements of the Act.</p> <p>Note: Some disclosure requirements must be met prior to the solicitation or receipt of any contribution or loan, and prior to use of any of the candidate's personal funds in support of their campaign. Please examine materials provided carefully so that compliance with the law is made.</p>
<p>LOCAL REQUIREMENTS</p>	<p>Local jurisdictions may adopt local ordinances that impose requirements on officeholders, candidates, and committees active only in their jurisdictions. Local jurisdictions may also impose contribution limitations in elections within their jurisdictions. These requirements and limitations are in addition to state requirements. A local campaign ordinance, however, never preempts state law.</p> <p>All city, county and state officeholders, candidates and committees must report contributions and expenditures on the FPPC's forms and comply with disclosure requirements/filing deadlines set forth in the Political Reform Act.</p> <p>Adjusted 2023 County Contribution Limit = \$1000 per county primary & general election. County Offices Only (Board of Supervisors, Assessor/Recorder/County Clerk, District Attorney, Sheriff, Treasurer/Tax Collector and County Board of Education). For the County Election Campaign Finance & Control Ordinance, please go to sdvote.com.</p> <p>San Diego County Registrar of Voters is pleased to announce an online filing feature for the campaign financial disclosure website. This feature provides the capability for a filer to complete and submit campaign finance disclosure forms online. This free online service is available to any local elected official, candidate, or committee required to file campaign disclosure documents with the County. Online filing becomes mandatory once the \$10,000 threshold is met; please go to sdvote.com for more information.</p>

FINANCIAL AND CAMPAIGN DISCLOSURE INFORMATION (Continued)

FEDERAL REQUIREMENTS	<p>Provisions of the Political Reform Act (described under "ALL CANDIDATES") DO NOT apply to elections for federal office, including seats in the U.S. Senate or House of Representatives. Candidates for federal office and committees that participate in federal campaigns are subject to federal disclosure requirements.</p> <p>Assistance for federal candidates and committees may be obtained from the Federal Election Commission at the address and telephone number shown below.</p>	
IMPORTANT ADDRESSES, TELEPHONE NUMBERS, AND WEBSITES	<p>SAN DIEGO COUNTY Registrar of Voters Campaign Services 5600 Overland Ave., Suite 100 San Diego CA 92123 Phone: (858) 505-7260 Fax: (858) 505-6876 Internet: sdvote.com</p> <ul style="list-style-type: none"> • Local Committees and Candidates • Forms and Manuals • Filing Schedules • Review and Copy Filed Reports 	<p>SECRETARY OF STATE Political Reform Division 1500 11th Street, Room 495 Sacramento CA 95814 Phone: (916) 653-6224 Fax: (916) 653-5045 Internet: sos.ca.gov</p> <ul style="list-style-type: none"> • Committee Identification Numbers • Termination of Committees
	<p>FEDERAL ELECTIONS COMMISSION 999 E Street NW Washington DC 20463 Phone: (800) 424-9530 Internet: fec.gov</p> <ul style="list-style-type: none"> • Federal Campaign Disclosure • Contributions prohibited from National Banks, National Corporations and Foreign Nationals 	<p>FAIR POLITICAL PRACTICES COMMISSION 1102 Q Street, Suite 3000 Sacramento CA 95811 Phone: (866) 275-3772 (Toll Free) Fax : (916) 322-0886 Internet : fppc.ca.gov</p> <ul style="list-style-type: none"> • Campaign Disclosure • State Contribution Limits • Conflict of Interest Disclosure • Lobbying Disclosure • Conflict of Interests Disqualification • Proper Use of Campaign Funds <p style="text-align: center;">To Report a Violation (Anonymous calls are accepted) (866) 275-3772 (Toll Free)</p>
	<p>STATE FRANCHISE TAX BOARD (800) 338-0505 Internet: ftb.ca.gov</p> <ul style="list-style-type: none"> • Committee Tax Status • Tax Deductible Contributions • Charitable Non-Profit Groups • Any Other Tax-Related Questions 	
	<p>INTERNAL REVENUE SERVICE (800) 829-1040 Internet : irs.gov</p> <ul style="list-style-type: none"> • Federal Taxpayer I.D. Numbers • Any Other Tax Related Questions 	

For information on campaign disclosure requirements, please contact:

Fair Political Practices Commission
 (866) 275-3772
 (Toll Free)

OR

Campaign Services
 Registrar of Voters
 County of San Diego
 (858) 505-7260

FINANCIAL AND CAMPAIGN DISCLOSURE INFORMATION (Continued)

<p>Campaign Statement Filing Requirements</p>	<p>The Political Reform Act of 1974 requires all candidates for state and local elective office, all state and local elected officeholders, proponents of state ballot measures who control a ballot measure committee, and committees supporting or opposing state and local candidates, all measures, and petition circulation drives to file campaign disclosure statements disclosing contributions received and expenditures made.</p> <p>Candidates who anticipate receiving less than \$2,000 during the entire calendar year, exclusive of the costs of the filing fee and/or Statement of Qualifications if paid from personal funds, may reduce their filing obligation by filing a Form 470 (Officeholder and Candidate-Short Form). If there are any contributions or expenditures, a Form 501 (Candidate Intention Statement), must be filed and records of contributions and expenditures must be maintained. No further campaign statements need be filed for this election unless the \$2,000 threshold is reached. (<i>Gov. Code Sec. 84206</i>)</p> <p>If, after filing a Form 470, the candidate's or officeholder's total contributions or total expenditures for the calendar year reach \$2,000, a Form 470 Supplemental must be filed and notification must be provided to the other candidates for the same office.</p> <p>Additionally, a Form 410 (Statement of Organization), needs to be filed and a Form 460 (Recipient Committee Statement <i>Long Form</i>), must be filed for the appropriate reporting periods.</p>
<p>Termination of Filing Requirements</p>	<p>Candidates, officeholders, and committees DO NOT automatically terminate their filing requirements when activity ceases or when an officeholder vacates the office. An individual who qualifies as a candidate maintains that status until any potential campaign activity which may be required to be disclosed ceases.</p> <p>After the election, a candidate's future filing obligations usually are determined by whether he or she won or lost. A primarily formed committee will often choose to close (terminate) its committee. However, the law does not require any local candidate or committee to terminate.</p> <p>A defeated candidate who filed the campaign statement short form, Form 470, has no further reporting obligations after the election as long as less than \$2,000 was raised or spent during the calendar year. Defeated candidates with committees who wish to use the money remaining in the campaign bank account for a future election to the same office, must:</p> <ul style="list-style-type: none"> • File a new Form 501 (Candidate Intention Statement), and • Amend the Form 410 (Statement of Organization). <p>To use the funds for a future election for a different office, the candidate must:</p> <ul style="list-style-type: none"> • File a new Form 501 • Open a new campaign bank account, and • File a new Form 410 for the future election. <p>In either event, this must be done no later than 90 days from the closing date for the postelection filing period or within 90 days from the date of leaving office (defeated incumbents), whichever occurs last, or the funds will become "surplus" campaign funds and will be subject to restrictions.</p> <p>Please refer to the appropriate Fair Political Practices Commission manual for reporting requirements for successful candidates, defeated candidates, primarily formed committees, and the guidelines for terminating a campaign committee.</p>
<p>Campaign Expenditures From a Candidate's Personal Funds</p>	<p>All money intended for use in the campaign, including personal funds, must be deposited in a campaign account. All campaign expenditures for the specific office must be made from the specified bank account. The funds in the account may not be used in connection with any other office sought.</p>
<p>Statements are Public Record</p>	<p>All statements filed are a matter of public record. Redacted statements may be viewed online at sdvote.com. Un-redacted statements may be inspected at the Registrar of Voters Office by anyone, and copies can be purchased at ten cents (.10) per page.</p>
<p>Audits</p>	<p>Chapter 10 of the Political Reform Act provides the guidelines for an ongoing program of mandatory audits. The program encompasses campaign statements filed by all candidates for elective office, from statewide office to special local jurisdictions. The majority of the audits are conducted by a special unit of the Franchise Tax Board.</p>

FINANCIAL AND CAMPAIGN DISCLOSURE INFORMATION (Continued)

<p>Late Fees/ Fines/ Penalties</p>	<p>Filing after a deadline may lead to late filing penalties of \$10 for each day the statement is late. Committees that fail to file are subject to administrative penalties of up to \$5,000 per violation. With the exception of the 2nd pre-election statement (which must be hand delivered or guaranteed overnight delivery), statements must be hand delivered or postmarked as first-class mail by the due date. Certified mail is recommended but not a requirement. (Gov. Code Sec. 81007 & 91013)</p> <p>Violations of the campaign disclosure law may result in criminal prosecution by the State Attorney General, County District Attorney or civil action by the Fair Political Practices Commission, the District Attorney, or a private citizen. (Gov. Code Section 91001 et seq.)</p> <p>It is the responsibility of candidates and/or committees to be aware of and to file the required campaign disclosure statements in a correct and timely manner. As a courtesy, the County of San Diego Registrar of Voters mails reminder notices to candidates who, based on nomination documents, appear to have a campaign disclosure filing requirement.</p> <p>If a candidate and/or committee with a campaign disclosure filing obligation fails to file in a timely manner, the non-receipt of a reminder notice <u>MAY NOT</u> be utilized (or rationalized) as the reason for late or non-filing.</p> <p style="text-align: center;">FILING IS THE RESPONSIBILITY OF THE CANDIDATE AND/OR COMMITTEE!</p>
<p>Late Contribution and/or Late Independent Expenditure Reports</p>	<p>Each candidate or committee that makes or receives a late contribution (including a loan) of \$1,000 or more or makes a late independent expenditure of \$1,000 or more between August 7, 2024, and November 5, 2024, shall report it WITHIN 24 HOURS by personal delivery, fax, email, guaranteed overnight service or online, if available. (Gov. Code Sec. 84203 (b))</p>
<p>Campaign Funds</p>	<p>All contributions must be segregated and shall not be commingled with personal funds of the recipient or any other person. (Gov. Code Sec. 84307)</p>
<p>Contributions/ Expenditures</p>	<p>No monetary contribution of \$100 or more shall be made or received in cash. No expenditure of \$100 or more shall be made in cash. (Gov. Code Sec. 84300 (a), (b))</p>
<p>“Candidate”</p>	<p>“Candidate” means an individual who is listed on the ballot or who has qualified to have write-in votes on his or her behalf counted by election officials, for nomination or for election to any elective office, or who receives a contribution or makes an expenditure or gives his or her consent for any other person to receive a contribution or make an expenditure with a view to bringing about his or her nomination or election to any elective office, whether or not the specific elective office for which he or she will seek nomination or election is known at the time the contribution is received or the expenditure is made and whether or not he or she has announced his or her candidacy or filed a declaration of candidacy at such time. An individual who becomes a candidate shall retain his or her status as a candidate until such time as that status is terminated pursuant to Section 84214. (Gov. Code Sec. 82007)</p>
<p>“Committee”</p>	<p>“Committee” means any person or combination of persons who directly or indirectly does any of the following:</p> <ul style="list-style-type: none"> a) Receives contributions totaling \$2,000 or more in a calendar year. b) Makes independent expenditures totaling \$1,000 or more in a calendar year; or c) Makes contributions totaling \$10,000 or more in a calendar year to or at the behest of candidates or committees. <p>The term “contribution” includes monetary payments, loans and non-monetary goods or services. A person or combination of persons that becomes a committee shall retain its status as a committee until such time as that status is terminated pursuant to Section 84214. (Gov. Code Sec. 82013)</p> <p>A committee receiving \$2,000 or more must file a Form 410 (Statement of Organization) within ten days of receipt.</p>
<p>“Controlled Committee”</p>	<p>“Controlled Committee” means a committee that is controlled directly or indirectly by a candidate or state measure proponent or that acts jointly with a candidate, controlled committee, or state measure proponent in connection with the making of expenditures. A candidate or state measure proponent controls a committee if he or she, his or her agent, or any other committee he or she controls has a significant influence on the actions or decisions of the committee. (Gov. Code Sec. 82016)</p>

FINANCIAL AND CAMPAIGN DISCLOSURE INFORMATION (Continued)

FORM 410	Statement of Organization/Termination. For use in organizing a committee, amending a Form 410, or termination of a committee.
FORM 460	Recipient Committee Campaign Statement – Long Form. For use by recipient committees which receive a cumulative contribution of \$100 or more from a single source and/or officeholder not eligible to file a Form 470 or who is filing jointly with one or more controlled committees. A controlled committee is one which is controlled directly or indirectly by a candidate, or which acts jointly with a candidate or controlled committee in connection with the making of expenditures.
FORM 470	Officeholder and Candidate Campaign Statement – Short Form. For use if less than \$2,000 has been raised or spent by or on behalf of the candidate, and he/she anticipates raising or spending less than \$2,000 for his/her candidacy for the entire calendar year.
FORM 470 Supplement	Officeholder and Candidate Campaign Statement – Supplement. For use only if the candidate filed a Form 470 stating they would raise or spend less than \$2,000 and then later exceeds the limit.
FORM 496	24 Hour Independent Expenditure Report. For use by committees that make an “independent” expenditure during the 90 days immediately preceding the election. The (aggregated) expenditure must expressly advocate the election, nomination, or defeat of a clearly identified candidate, or the qualification, passage, or defeat of a clearly identified measure. Furthermore, this expenditure cannot be made to or at the behest of the affected candidate or committee. If it is, the expenditure is then an “In-Kind Contribution.”
FORM 497	Late Contribution Report. For use by candidates or committees that receive within the 90 days before an election or on the date of the election, a contribution (including loans or any combination of monetary and non-monetary contributions) that totals \$1,000 or more from a single source.
FORM 501	Candidate Intention Statement. For use by candidates prior to solicitation or receipt of any contributions, or expenditure of any personal funds used for the election, with the exception of filing fees and/or a candidate statement of qualifications.
FORM 700	Statement of Economic Interests. For use to publicly disclose personal assets and income. Candidates must file this form with their nomination papers. Once elected ALL “office holders” must file this report annually.
All the forms above may be downloaded from the Fair Political Practices Commission at: fppc.ca.gov	

COMMON FILING REQUIREMENTS

Candidates and committee treasurers are encouraged to become familiar with all the disclosure requirements and FPPC forms. However, many local candidates and committees raise and spend money only in connection with a particular election and then terminate their filing obligations. These candidates and committees are likely to file only a few of the FPPC’s many campaign forms.

A list of these forms is provided below:

<p>Candidates who spend <u>LESS than \$2,000</u></p> <ul style="list-style-type: none"> • Form 501 – Candidate Intention Statement • Form 470 – Officeholder/Candidate Campaign Statement - Short Form 	<p>Candidates who spend <u>\$2,000 or MORE</u></p> <ul style="list-style-type: none"> • Form 501 – Candidate Intention Statement • Form 410 – Statement of Organization (also used for “Termination”) • Form 460 – Recipient Committee Campaign Statement • Form 497 – Late Contribution Report (used for “24-hour reporting” requirement)
<p>Primarily Formed Committees for Local Candidates</p> <ul style="list-style-type: none"> • Form 410 – Statement of Organization (also used for “Termination”) • Form 460 – Recipient Committee Campaign Statement • Form 496 – Late Independent Expenditure Report • Form 497 – Late Contribution Report 	

WHERE TO FILE CAMPAIGN DISCLOSURE STATEMENTS

* This chart applies to Local candidates ONLY, not Federal or State offices.

Form Number	When to File:	Original Filed Here:	Copies Filed Here:
501	Before any money is raised or spent	San Diego County Registrar of Voters	N/A
410	Within 10 days of receiving \$2,000 in contributions	Secretary of State's Office Political Reform Division 1500 11 th Street, Room 495 Sacramento, CA 95814-5701	San Diego County Registrar of Voters
Amended 410	Within 10 days of whenever changes on the original 410 need to be made		
460	According to the schedule on page 47	San Diego County Registrar of Voters	N/A
470	On or before the due date for the First Pre-Election Report; September 26, 2024		
470 Supplement	Within 48 hours of receiving a contribution or making an expenditure of \$2,000 (This form is required only if the candidate filed a Form 470 stating they would raise or spend less than \$2,000 and then later exceeds the limit.)		Sec. of State <u>and</u> Each opponent for same office
496	Within 24 hours of a \$1,000 independent expenditure being made during the 90 days immediately preceding the election		N/A
497	In the 90 days before an election or on the date of the election this form must be filed as follows: <ul style="list-style-type: none"> • <u>Within 24 hours of receiving or making contribution of \$1,000 or more.</u> OR <ul style="list-style-type: none"> • <u>Within 48 hours of receiving a late non-monetary or in-kind contribution</u> This is required when contributions cumulatively total \$1,000 or more from a single source.		
700	Candidates – Must file no later than August 9, 2024		
Filing procedures are different for Federal, Statewide, State Senate, and State Assembly candidates. <ul style="list-style-type: none"> • For filing requirements, candidates for “state” offices are encouraged to contact the Secretary of State’s Office and the Fair Political Practices Commission: sos.ca.gov or fppc.ca.gov • For filing requirements, candidates for Federal offices should contact the Federal Elections Commission: fec.gov 			

Note: Unsigned forms are incomplete and not considered filed until they are signed.

CHAPTER 5

Campaign Information

VOTING BY MAIL

POLITICAL ADVERTISEMENTS, MASS MAILINGS AND SIMULATED BALLOT REQUIREMENTS

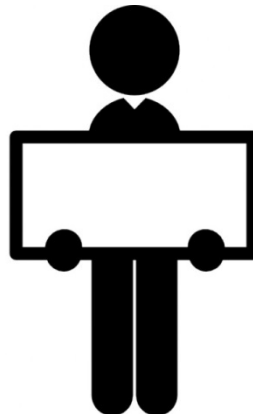
SERVICES

SIGN REGULATIONS

STATE INFORMATION

COUNTY INFORMATION

CITY CONTACT NUMBERS



VOTING BY MAIL

REGISTERED VOTERS WILL RECEIVE A BALLOT IN THE MAIL.

Per Assembly Bill 37 (2021), every registered voter in San Diego County will receive a ballot in the mail for the November 5, 2024, General Election.

Will there be Voter Centers on Election Day?

Yes. A complete list of Ballot Drop Box and Vote Center locations will be available in your Voter Information Pamphlet, and at sdvote.com.

SCHEDULE

October 7, 2024	Vote by Mail ballots are available by mail or in person from the Registrar of Voters.
November 5, 2024	Voted ballots must be received at the Registrar of Voters Office, or at any Ballot Drop Box or Voter Center locations in San Diego County, no later than 8 p.m. on Election Day or postmarked on or before Election Day and received no later than seven days after Election Day.

For further information on voting by mail, please call (858) 565-5800.

You will also be able to track your mail ballot every step of the way! You will know when it is mailed, received, and counted by the Registrar of Voters. All you need to do is sign up for **Where's My Ballot** at sdvote.com.

POLITICAL ADVERTISEMENT REQUIREMENTS

POLITICAL ADVERTISEMENT REQUIREMENTS	<p>Any paid political advertisement that refers to an election or to any candidate for state or local elective office and that is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the advertisement or in 10-point roman type, whichever is larger, the words "Paid Political Advertisement." The words shall be set apart from any other printed matter.</p> <p>As used in this section "paid political advertisement" shall mean and shall be limited to, published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office. <i>(E.C. § 20008)</i></p>
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MASS MAILING OF CAMPAIGN LITERATURE

REGISTRAR OF VOTERS DUTIES	A copy of Section 84305 of the Government Code (see below) shall be provided by the Registrar to each candidate or his or her agent at the time of filing the declaration of candidacy . . . <i>(E.C. § 16)</i>
PUBLIC EXPENSE	No newsletter or other mass mailing shall be sent at public expense. <i>(Gov. Code § 89001)</i>
DEFINITION	"Mass mailing" means over 200 substantially similar pieces of mail but does not include a form letter or other mail which is sent in response to an unsolicited request, letter or other inquiry. <i>(Gov. Code § 82041.5)</i>

CALIFORNIA GOVERNMENT CODE SECTION 84305

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

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

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

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

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

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

CONTINUED NEXT PAGE

POLITICAL ADVERTISEMENT REQUIREMENTS (Continued)

CALIFORNIA GOVERNMENT CODE SECTION 84305

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

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

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

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

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

Slate mailer requirements (Gov. Code §84305.5)

(a) No slate mailer organization or committee primarily formed to support or oppose one or more ballot measures shall send a slate mailer unless:

(1) The name, street address, and city of the slate mailer organization or committee primarily formed to support or oppose one or more ballot measures are shown on the outside of each piece of slate mail and on at least one of the inserts included with each piece of slate mail in no less than 8-point roman type which shall be in a color or print which contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the street address of the slate mailer organization or the committee primarily formed to support or oppose one or more ballot measure is a matter of public record with the Secretary of State's Political Reform Division.

(2) At the top or bottom of the front side or surface of at least one insert or at the top or bottom of one side or surface of a postcard or other self-mailer, there is a notice in at least 8-point roman boldface type, which shall be in a color or print which contrasts with the background so as to be easily legible, and in a printed or drawn box and set apart from any other printed matter.

The notice shall consist of the following statement:

NOTICE TO VOTERS
THIS DOCUMENT WAS PREPARED BY (name of slate mailer organization or committee primarily formed to support or oppose one or more ballot measures), NOT AN OFFICIAL POLITICAL PARTY ORGANIZATION. Appearance in this mailer does not necessarily imply endorsement of others appearing in this mailer, nor does it imply endorsement of, or opposition to, any issues set forth in this mailer. Appearance is paid for and authorized by each candidate and ballot measure which is designated by an *.

(3) The name, street address, and city of the slate mailer organization or committee primarily formed to support or oppose one or more ballot measures as required by paragraph (1) and the notice required by paragraph (2) may appear on the same side or surface of an insert.

(4) Each candidate and each ballot measure that has paid to appear in the slate mailer is designated by an *. Any candidate or ballot measure that has not paid to appear in the slate mailer is not designated by an *.

CONTINUED NEXT PAGE

POLITICAL ADVERTISEMENT REQUIREMENTS (Continued)

CALIFORNIA GOVERNMENT CODE SECTION 84305

The * required by this subdivision shall be of the same type size, type style, color or contrast, and legibility as is used for the name of the candidate or the ballot measure name or number and position advocated to which the * designation applies except that in no case shall the * be required to be larger than 10-point boldface type. The designation shall immediately follow the name of the candidate, or the name or number and position advocated on the ballot measure where the designation appears in the slate of candidates and measures. If there is no slate listing, the designation shall appear at least once in at least 8-point boldface type, immediately following the name of the candidate, or the name or number and position advocated on the ballot measure.

(5) The name of any candidate appearing in the slate mailer who is a member of a political party differing from the political party which the mailer appears by representation or indicia to represent is accompanied, immediately below the name, by the party designation of the candidate, in no less than 9-point roman type which shall be in a color or print that contrasts with the background so as to be easily legible. The designation shall not be required in the case of candidates for nonpartisan office.

(b) For purposes of the designations required by paragraph (4) of subdivision (a), the payment of any sum made reportable by subdivision (c) of Section 84219 by or at the behest of a candidate or committee, whose name or position appears in the mailer, to the slate mailer organization or committee primarily formed to support or oppose one or more ballot measures, shall constitute a payment to appear, requiring the * designation. The payment shall also be deemed to constitute authorization to appear in the mailer.

Simulated Ballot Requirements (Elections Code § 20009)

Every simulated ballot or simulated county voter information guide shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the statement or words or in 10-point roman type, whichever is larger, in a printed or drawn box and set apart from any other printed matter, the following statement:

“NOTICE TO VOTERS
“(Required by Law)

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

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

This section shall not be construed as requiring this notice in any editorial or other statement appearing in a regularly published newspaper or magazine other than a paid political advertisement.

(b) A simulated ballot or simulated county voter information pamphlet referred to in subdivision (a) shall not bear an official seal or the insignia of a public entity, and that seal or insignia shall not appear upon the envelope in which it is mailed or otherwise delivered.

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

SERVICES

Listed below is a brief description of some of the services and materials available from the Registrar of Voters Office. Many of the items are to be used for specified purposes only, including political campaigns.

VOTER REGISTRATION INFORMATION	<p>Voter registration data and record layouts are furnished with each request. The format for all data is in tab delimited text file only. It is the Requester's responsibility to import/export, sort, and format this information for compatibility with their database.</p> <p>The purchaser will be required to:</p> <ol style="list-style-type: none"> 1. Provide a picture identification card copy (<i>E.C. 2188</i>) 2. Sign an application which states: <ul style="list-style-type: none"> ◆ the specific purpose for which the information will be used, and ◆ the data will not be used for unauthorized purposes. 3. Pay in advance. 		
DIGITAL GIS DATA	<p>GIS Shapefiles: Voter Home Precincts, Election Precincts and Voting Locations. This data is provided upon request through SanGIS at: sangis.org or call 858-874-7000. For other digital data inquires, call 858-505-7370 or 858-505-7369.</p>		
DISTRICT MAPS	<p>Maps of political districts may be viewed in the Maps and Vote Centers section of the Registrar of Voters during regular business hours. To view samples of the maps, visit sdvote.com. The following maps are available for purchase.</p> <ol style="list-style-type: none"> 1. Customer Ready Maps - Large format 36"x48" preprinted color maps are available for purchase for the following political districts: <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; vertical-align: top;"> <p>Countywide:</p> <ul style="list-style-type: none"> Congressional Districts State Assembly Districts State Senate Districts County Supervisorial Districts County Board of Education </td> <td style="text-align: center; vertical-align: top;"> <p>City of San Diego Citywide:</p> <ul style="list-style-type: none"> City Council Districts San Diego Unified School District </td> </tr> </table> 2. Custom Maps - Upon request, the Maps and Vote Centers staff can create custom maps for specific political districts with higher detail, precinct maps, local districts not listed in item 1, or other special requests. The price would be determined on a time and material basis. <p>To purchase maps or get more information on maps, visit our website sdvote.com or call 858-505-7389.</p>	<p>Countywide:</p> <ul style="list-style-type: none"> Congressional Districts State Assembly Districts State Senate Districts County Supervisorial Districts County Board of Education 	<p>City of San Diego Citywide:</p> <ul style="list-style-type: none"> City Council Districts San Diego Unified School District
<p>Countywide:</p> <ul style="list-style-type: none"> Congressional Districts State Assembly Districts State Senate Districts County Supervisorial Districts County Board of Education 	<p>City of San Diego Citywide:</p> <ul style="list-style-type: none"> City Council Districts San Diego Unified School District 		

SIGN REGULATIONS – STATE INFORMATION

DEPARTMENT OF TRANSPORTATION

DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM



Dear Candidate or Committee Member:

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

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

A Temporary Political Sign meets the following criteria:

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

A completed Statement of Responsibility must be submitted to:

Division of Traffic Operations
Outdoor Advertising Program
P.O. Box 942874, MS-36
Sacramento, CA 94274-0001

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

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

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

Enclosure

SIGN REGULATIONS (Continued) - STATE INFORMATION

DEPARTMENT OF TRANSPORTATION
DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM



STATEMENT OF RESPONSIBILITY FOR TEMPORARY POLITICAL SIGNS

Election Date: _____ March _____ November Other: _____

Candidate's Name: _____

Office sought or Proposition Number: _____

County where sign(s) will be placed: _____

Number of signs to be placed: _____

RESPONSIBLE PARTY:

Name: _____

Address: _____

Phone Number (Include Area Code) _____

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

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

SIGNATURE OF RESPONSIBLE PARTY

DATE

Mail Statement of Responsibility to:

Division of Traffic Operations
Outdoor Advertising Program
P.O. Box 942874, MS-36
Sacramento, CA 94274-0001



WILLIAM P. MORGAN, P.E.
INTERIM DIRECTOR

PUBLIC WORKS
5510 OVERLAND AVENUE, SUITE 410, SAN DIEGO, CALIFORNIA 92123-1237
(858) 694-2212

May 1, 2024

Dear Candidate:

ELECTION INFORMATION SIGN INSTALLATION REQUIREMENTS

The records of the Registrar of Voters indicate that you have filed for election to a public office in the County of San Diego. During your campaign, should you desire to utilize election information signs as one of your means of communication to the electorate, it is necessary that you be aware of the conditions under which such signs may be placed within or adjacent to County unincorporated area road rights-of-way. Attached for your information is a copy of "Guidelines for Installing Election Information Signs within County of San Diego Road Right-of-Way" and "Election Information Sign Installation Requirements."

You may apply for a temporary encroachment permit, which as of this writing has a non-refundable \$200.00 fee, at the Land Development Permits Counter located at 5510 Overland Avenue, San Diego, California, 92123, or call (858) 694-2055 for information. Attached for your convenience is an encroachment permit application and associated environmental review questionnaire. A sketch showing the number of election signs and approximate location of each sign shall be submitted with the completed application.

All signs placed within the County's right-of-way contrary to the provisions of the encroachment permit or remaining after Election Day will be removed by the County under the authority of Section 1460 of the California Streets and Highway Code. At the time a permit is applied for, the permittee shall agree to pay for the County's cost of removal of any such signs.

Your cooperation in complying with the guidelines and maintaining safe and litter-free roadways is appreciated. If you have any questions or need additional information, please contact the Land Development Permits Counter at (858) 694-2055.

Sincerely,

WILLIAM P. MORGAN, P.E.
Interim Director

Attachments

GUIDELINES FOR INSTALLING ELECTION INFORMATION SIGNS WITHIN COUNTY OF SAN DIEGO ROAD RIGHT-OF-WAY

PURPOSE:

These guidelines inform the public of the process of how to legally install Election Information Signs within County of San Diego road right-of-ways in a safe manner for all roadway users (motorists, bicyclists, equestrians, and pedestrians).

DEFINITIONS:

“Election Information Signs,” hereinafter referred to as “Election Signs” or “signs,” shall be defined as informational signs containing any ideological, political, or other non-commercial message that are constructed and placed up to three (3) months in a County road right-of-way per requirements defined in an Encroachment Permit and in conformance with the County’s Zoning Ordinance.

“County of San Diego road right-of-way,” hereinafter referred to as “County road right-of-way,” is defined as land the County of San Diego owns or has rights to for the improvement, maintenance, and operation of County maintained roads in the unincorporated portion of the County (i.e. outside the incorporated city areas of San Diego County). The following website may be used to determine if a road is County of San Diego maintained: <http://www.sdcounty.ca.gov/dpw/roads/maintroad.html>. **Note that signs to be placed on roads in an incorporated city may require a permit from the respective city, and it is the sign installer’s responsibility to verify this with the respective city. Also, temporary signs on state highways require a permit from Caltrans (<http://www.dot.ca.gov/hq/traffops/developserv/permits/>). Signs installed on private property in the unincorporated areas of the County require permission of the private property owner and shall comply with the County’s Zoning Ordinance.**

GUIDELINES:

Election Signs may be permitted within County road right-of-ways subject to the following procedures:

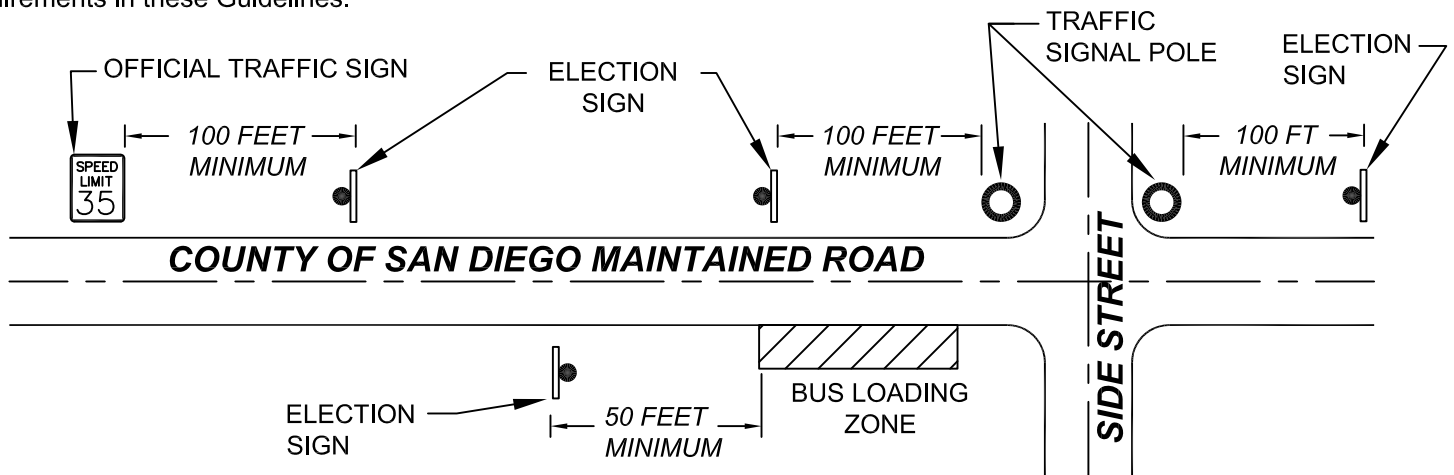
In order to prevent a danger to all roadway users due to confusion and distraction, which may be caused by the posting of Election Signs in certain locations where they compete with traffic safety signs or interfere with visibility, it shall be necessary for Election Sign installers to obtain a revocable Encroachment Permit from the Director of Public Works. The following requirements shall be placed in the Encroachment Permit and adhered to by the permittee:

- a) Election Signs may be placed up to three (3) months in the County road right-of-way and in conformance with the County’s Zoning Ordinance.
- b) Election Signs shall only be placed on wood posts or wood stakes having a cross-section equal to or less than 4 inches by 4 inches that are placed in soil. As required by California Government Codes 4216 through 4216.9, permittee shall contact DigAlert by calling 811 at least two (2) full working days prior to installing stakes or posts to insure no utility conflicts. Placement of signs shall conform to the attached “Election Information Sign Installation Requirements.”
- c) Each Election Sign shall (on the back) identify the Encroachment Permit number.
- d) Nothing in the permit shall be taken to imply County permission to place signs on the property of others.
- e) Election Signs shall not interfere with the sight distance of roadway users and shall not block the visibility of traffic control devices such as signs, signals, and flashers.
- f) Election Signs shall not interfere with the lawful and reasonable use of the County road right-of-way by roadway users (equestrians, pedestrians, bicyclists, and motorists) and utilities.
- g) The permittee is required to remove their signs at or before the permit expiration date, and shall authorize the County to remove, without notification, signs not so removed by permittee. The County shall charge for sign removal and the permittee shall, in signing his/her permit, agree to pay for County cost of removal of his/her signs.

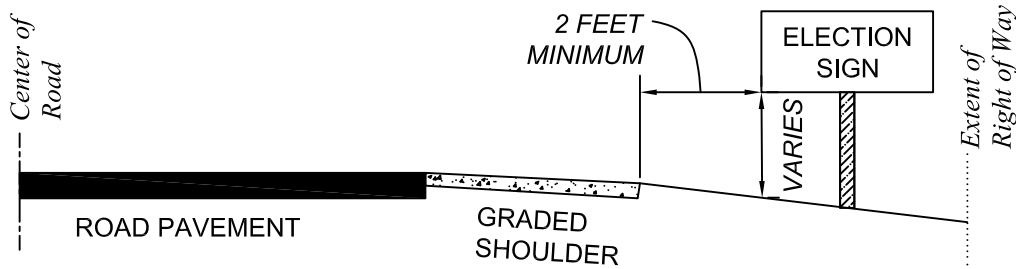
ELECTION INFORMATION SIGN INSTALLATION REQUIREMENTS

Instructions to Permittee:

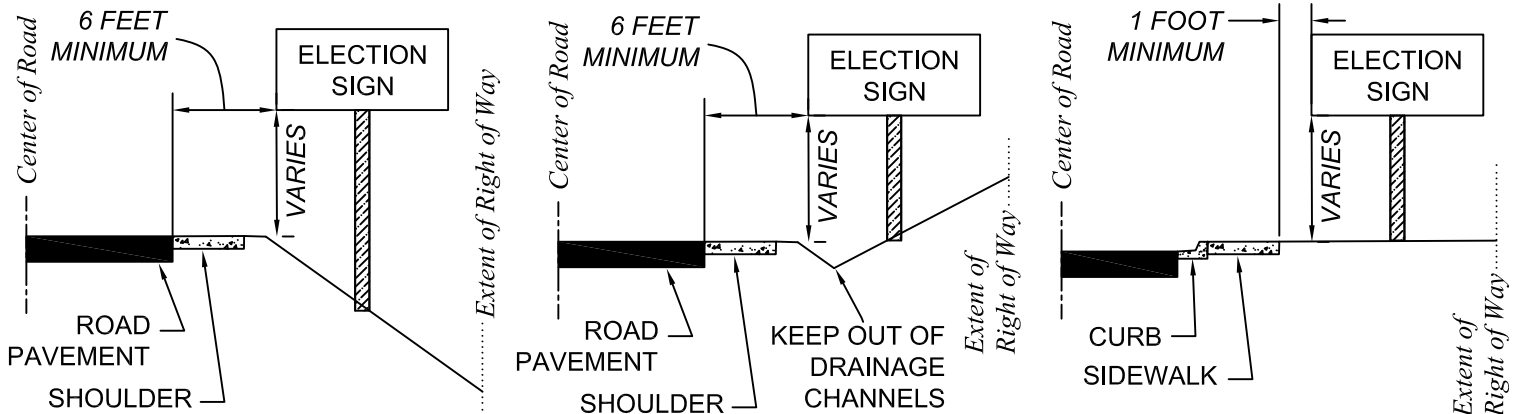
1. Election Information Signs (Election Signs) placed in the County of San Diego's road right-of-way shall be positioned in accordance with the below drawings. Signs shall not interfere with sight distance from intersecting side streets, driveways, alleys, and turn lanes. Signs shall not block the view of official traffic control devices (signs, signals, flashers, etc.).
2. Signs shall only be placed on wood posts or wood stakes having a cross-section equal to or less than 4 inches by 4 inches. Permittee shall contact DigAlert by calling 811 prior to installing stakes or posts to insure no utility conflicts. Signs shall not be fastened to any traffic signal poles, traffic signal cabinets, flasher poles, official traffic sign posts, street light poles, utility boxes and utility poles within the County of San Diego road right-of-way.
3. Number of Election Signs and location of each sign shall conform to information furnished at time of issuance of encroachment permit.
4. These Guidelines were developed to expedite the permitting process by establishing uniform standards for campaign informational signs. These Guidelines are not intended to limit in any way application for approval of a sign meeting any of the requirements for off-premise signs authorized by the Zoning Ordinance whether or not those signs conform to the requirements in these Guidelines.



POSITION WITH RELATION TO DIRECTION OF TRAFFIC



STANDARD ROADWAY LOCATION FOR ELECTION SIGNS



MOUNTAIN AND FOOTHILL LOCATIONS

SIDEWALK LOCATIONS

<i>FOR COUNTY USE ONLY</i>
RECORD ID: _____
DPW20 _____
RWENCP- _____

APPLICATION TO ENCROACH UPON COUNTY HIGHWAY
 GOVERNED BY CHAPTER 6, DIVISION 1
 TITLE 7 OF SAN DIEGO COUNTY CODE
 COUNTY OF SAN DIEGO
 DEPARTMENT OF PUBLIC WORKS
 5510 OVERLAND AVENUE, SUITE 110
 SAN DIEGO, CA 92123
 PHONE (858) 694-2055 • FAX (858) 279-7020
 E-mail ROWPERMITCOUNTER@SDCOUNTY.CA.GOV

Date _____

THOMAS BROTHERS		
YEAR	PAGE	COORD

Permit Owner _____ Telephone # _____

Last Name First

Mailing Address _____

Street City State Zip Code

Application Contact Name _____ Email Address _____ Telephone # _____

Is the work part of a larger project or program requiring multiple permits, or currently under review for permit? YES NO

If yes provide: Related Permits _____ Assessor Parcel # _____

Is this a utility relocation in connection with a County Capital Improvement Project? YES NO

If yes provide: Name of Project _____

Location of encroachment _____

Street Name and Number and nearest cross street

- Fencing Political Signs Scaffolding Storage Yard Other

Describe _____

Will encroachment interfere with the public use and maintenance of?

Travelled way Yes No Side path or sidewalk Yes No

Shoulder or parking lane Yes No Drainage structure or watercourse Yes No

Justification for Encroachment _____

Permit requested: 1 day 3 days 10 days indefinite _____ days Effective date _____ 12.01 a.m.

AGREEMENT

In consideration of the granting of this permit, the applicant agrees:

1. I hereby agree as a condition of the granting of this permit to provide defense and indemnification in accordance with Section 71.103 of the San Diego County Code of Regulatory Ordinances as follows: Permit Owner agrees to indemnify, hold harmless and defend the County and each of its officers and employees from any liability of responsibility for accident, loss or damage to persons or property arising by reason of the work done by Permit Owner, or Permit Owner's agents, employees or representatives.
2. To comply with all applicable laws in the establishment, maintenance and removal of the encroachment.
3. That the Permittee and any other person engaged in any work authorized by this permit shall conform to all due safety precautions for the protection of persons and property.
4. To remove or relocate any encroachment placed, changed or renewed under the authority of this permit; prior to its expiration or within 24 hours of notification to remove, if the duration is 10 days or less; or within 5 day of notification to remove, if the permit is of indefinite duration
5. After removing or relocation the encroachment, to restore the highway to the equivalent or better condition than it was prior to the date this permit became effective, or prior to the date the encroachment was first placed, whichever is earlier.

"I declare under penalty of perjury under the laws of the State of California that the statements made herein are true and correct."

Signed _____

Owner Date

ENVIRONMENTAL REVIEW QUESTIONNAIRE
 FOR WORK WITHIN THE COUNTY OF SAN DIEGO ROAD RIGHT OF WAY
 (TO BE FILLED OUT BY APPLICANT)

PERMITTEE NAME OR ORGANIZATION: _____

PROJECT NUMBER OR NAME: _____

PROJECT LOCATION: _____

Please Check YES or NO for the following statements. (Note: further environmental review may be required by applicant and/or County staff for a "Yes" answer.)

- | YES | NO | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | The project proposes grading, filling, or dredging within a creek or wetland area |
| <input type="checkbox"/> | <input type="checkbox"/> | The project will remove vegetation adjacent to a creek or wetland area |
| <input type="checkbox"/> | <input type="checkbox"/> | The project will harm or remove healthy, mature, or scenic trees |
| <input type="checkbox"/> | <input type="checkbox"/> | The project is located on a hazardous waste site per Section 65962.5 of Gov. Code |
| <input type="checkbox"/> | <input type="checkbox"/> | The project will degrade surface water quality |
| <input type="checkbox"/> | <input type="checkbox"/> | The project will impact groundwater quality or quantity |
| <input type="checkbox"/> | <input type="checkbox"/> | The project will have significant impact to aesthetics or visual resources |
| <input type="checkbox"/> | <input type="checkbox"/> | The project is located on a dedicated trail, or pathway |
| <input type="checkbox"/> | <input type="checkbox"/> | The project will impact historic, tribal cultural, or prehistoric resources |
| <input type="checkbox"/> | <input type="checkbox"/> | The project will conflict with the County Noise Ordinance
<small>(San Diego County Code of Regulatory Ordinances, Title 3, Division 6, Chapter 4)</small> |

The following language shall be placed on the project plans and will become permit conditions:

"If during the course of any ground disturbing activities any historic or pre-historic resources are identified, work will be ceased immediately in that area and the Department of Public Works notified. Work will commence once authorized by the Department of Public Works."

"To avoid harm to any mature trees, the applicant will not place any concrete, fill, or grade within the canopy of any tree with a diameter of 3 inches or greater unless only hand-tools are used or an arborist provides direction and certification that such activities would not cause harm to the tree."

"If existing landscaping is to be removed, the applicant will replace it in kind".

"As defined by the County Noise Ordinance, general sound levels will not exceed the limits defined in Section 36.404 of the Noise Ordinance. Further, construction Activities will not occur before 7 a.m or after 7 p.m. nor will any construction occur on Sundays or holidays without first obtaining a noise variance."

"No grading, fill, or any activities are permitted within a creek or wetland area."

I hereby certify the above answers are true and correct to the best of my knowledge:

SIGNATURE: _____

DATE: _____

CITIES SIGN CONTACT NUMBERS

Sign Ordinances for Incorporated Cities

Information on sign permits or complaints about illegal signs can be obtained from the numbers listed below.

INCORPORATED CITIES		
CITY	DEPARTMENT	TELEPHONE NUMBER
CARLSBAD	Sign Complaints/Questions-Code Enforcement	(760) 602-2703
CHULA VISTA	Code Enforcement	(619) 691-5280
CORONADO	Planning & Zoning	(619) 522-7326
DEL MAR	Code Enforcement	(858) 704-3651
EL CAJON	Community Development Planning Division	(619) 441-1742
ENCINITAS	Code Enforcement	(760) 633-2685
ESCONDIDO	Code Enforcement	(760) 839-4650
IMPERIAL BEACH	Code Compliance	(619) 628-1358
LA MESA	Planning Department	(619) 667-1177
LEMON GROVE	Code Compliance	(619) 825-3820
NATIONAL CITY	Code Enforcement	(619) 336-4364
OCEANSIDE	Sign Permits - Planning Division	(760) 435-3520
POWAY	Code Compliance - Complaints	(858) 668-4660
SAN DIEGO	Code Enforcement	(619) 236-5500
SAN MARCOS	Code Enforcement Office	(760) 744-1050
SANTEE	Development Services	(619) 258-4100
SOLANA BEACH	Community Development	(858) 720-2440
VISTA	Code Enforcement	(760) 639-6141

CHAPTER 6

Additional Information

VOTING DAYS

ELECTION INFORMATION

ELECTION VIOLATIONS

COUNTY OF SAN DIEGO POLICY I-1



VOTING DAYS

VOTING HOURS	Starting October 26, select Vote Centers open daily from 8 a.m. to 5 p.m. On November 2, all Vote Centers open daily from 8 a.m. to 5 p.m. until Election Day, November 5, when voting hours change to 7 a.m. to 8 p.m. (<i>E.C. § 14212</i>)
LIST OF VOTE CENTERS	This list will be printed in the County Voter Information Pamphlet and posted on sdvote.com .
CHANGE OF VOTE CENTERS	If a Vote Center location changes after the Voter Information Pamphlets are mailed to voters, the Registrar of Voters will update the list at sdvote.com .
POLL WATCHERS	<p>Any member of the public may be an observer. There are strict policies and procedures observers must follow.</p> <p>Observers may:</p> <ul style="list-style-type: none"> ◆ Observe the process of opening and closing the vote centers ◆ Inspect the roster of voters and street index at the convenience of vote center workers and voters ◆ Observe voting procedures throughout the voting days. <p>Observers may NOT:</p> <ul style="list-style-type: none"> ◆ Interfere with the voting process or with poll worker operations ◆ Photograph or videotape inside the polling place while the polls are open and while voters are present in the polls ◆ Touch any voting materials ◆ Sit at the poll worker table ◆ Discuss any ballot or political issue ◆ Be in the area where voters are casting their ballots
ELECTIONEERING	<p>“Electioneering” means the visible display or audible dissemination of information that advocates for or against any candidate or measure on the ballot within 100 feet of a polling place, an elections official’s office, or a satellite location under Section 3018. Prohibited electioneering information includes, but is not limited to, any of the following:</p> <p>(a) A display of a candidate’s name, likeness, or logo.</p> <p>(b) A display of a ballot measure’s number, title, subject, or logo.</p> <p>(c) Buttons, hats, pencils, pens, shirts, signs, or stickers containing electioneering information.</p> <p>(d) Dissemination of audible electioneering information. (<i>E.C. § 319.5</i>)</p> <p>No person, on election day, or at any time that a voter may be casting a ballot, shall, within 100 feet of a polling place, a satellite location under Section 3018, or an elections official’s office:</p> <p>(a) Circulate an initiative, referendum, recall, or nomination petition or any other petition.</p> <p>(b) Solicit a vote or speak to a voter on the subject of marking his or her ballot.</p> <p>(c) Place a sign relating to voters’ qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.</p> <p>(d) Do any electioneering as defined by Section 319.5.</p> <p>As used in this section, “100 feet of a polling place, a satellite location under Section 3018, or an elections official’s office” means a distance 100 feet from the room or rooms in which voters are signing the roster and casting ballots.</p> <p>Any person who violates any of the provisions of this section is guilty of a misdemeanor. (<i>E.C. § 18370</i>)</p>

ELECTION INFORMATION

VOTER INFORMATION PAMPHLETS (COUNTY PAMPHLET)	Voter Information Pamphlets are mailed five to two weeks before the election to each voter who registers by the 29 th day before the election, which is October 7. Voters who register after will receive either a Voter Information Pamphlet or a postcard notification.
CALIFORNIA VOTER INFORMATION GUIDE (STATE PAMPHLET)	This pamphlet is mailed to each registered voter household and contains all of the state measures, accompanying text (analyses, arguments, rebuttals, etc.) and statements of qualifications for candidates seeking statewide office.
VOTER REGISTRATION DEADLINE	October 21 is the last day to register to vote in the November 5 General Election.
CONDITIONAL VOTER REGISTRATION	Voters who miss the registration deadline may register conditionally and vote provisionally through Election Day. The ROV highly encourages individuals to not wait until Election Day to exercise this option as it may cause long lines.
CANDIDATE'S POLLING PLACE	Registrar of Voter's policy does not allow candidates or their family members to host a polling place or serve as a poll worker in the candidate's jurisdiction.
CANDIDATE'S EMPLOYMENT	Registrar of Voter's policy does not allow candidates or their family members to work as temporary employees for the Registrar of Voters Office during their candidacy.
ELECTION NIGHT ACTIVITIES	Shortly after the Vote Centers close at 8 p.m. the first report containing mail ballot voting results is released. As vote center ballots are returned to the Registrar of Voters Office for tabulation, vote results are updated. Updates occur periodically until all results are reported. Typically, the first vote center results are reported by 10 p.m. The ballot tabulation process is open for public viewing. All observers must wear badges.
ELECTION RESULTS	Election results are available on sdvote.com on election night beginning shortly after 8 p.m. until all vote centers are reported and the ballots counted. The next unofficial result updates will occur throughout the canvass period as timely and validly cast ballots, including mail and provisional ballots, are added into the count. Bulletins with these "add-on counts" are available at the front counter of the Registrar of Voters Office. The results on the website are updated after each "add-on count."
OFFICIAL CANVASS OF THE RETURNS	The Registrar of Voters must conduct the official canvass of the returns within 30 days after the election. When the canvass is completed, a certified statement of the results is submitted to the Secretary of State, the Board of Supervisors, and affected jurisdictions.

KNOW OF AN ELECTION VIOLATION?

HERE'S WHO TO CALL

In response to the many inquiries, we receive regarding possible election violations or fraud, a list has been compiled regarding who to contact for the various types of violations.

The San Diego County Registrar of Voters is **NOT** an enforcement agency and is therefore unable to investigate any violations. Reports of violations should be referred to the agencies listed below:

- **False or misleading campaign materials:** No agency enforcement; these issues are dealt with in court.
- **Violations of the Political Reform Act** (Title 9 of the California Government Code in Sections 81000 through 91015), i.e. mass mailing requirements; slate mailers; campaign disclosure; proper use of campaign funds; disclosure of economic interests: Contact the Fair Political Practices Commission at fppc.ca.gov, 866-275-3772.
- **Election Fraud:** Contact the District Attorney, 619-531-4051, or the California Secretary of State at sos.ca.gov, 916-657-2166.
- **Unlawful Use of Public Funds, violations of the Elections Code, the Penal Code, or any laws other than the Political Reform Act:** Contact the District Attorney, 619-531-4051, or the California State Attorney General at oag.ca.gov, 800-952-5225.
- **Federal Campaigns, Congress, U.S. Senate, President of the United States, etc.:** Contact the Federal Election Commission at fec.gov, 800-424-9530.
- **Open Meeting Laws (Brown Act):** Contact the District Attorney, 619-531-4051, or the California State Attorney General oag.ca.gov, 800-952-5225.
- **Local Ordinances:** Contact your local city attorney or the District Attorney, 619-531-4051.
- **Vandalism:** Contact your local police department or the sheriff, as appropriate.
- **Requirements Concerning Campaign Signs:** See pages 60-67 in this Guide.

FEDERAL / STATE / LOCAL ENFORCEMENT OFFICES	
<p>Fair Political Practices Commission 1102 Q Street, Suite 3000 Sacramento, CA 95811-6539 Phone: 866-275-3772 FAX: 916-322-0886 fppc.ca.gov</p>	<p>Secretary of State - Political Reform Division 1500 11th Street, Room 495 Sacramento, CA 95814-5701 Phone: 916-653-6224 FAX: 916-653-5045 sos.ca.gov</p>
<p>Federal Election Commission 999 E Street, NW Washington, DC 20463-0001 Phone: 800-424-9530 fec.gov For the hearing impaired, TTY 202-219-3336</p>	<p>Attorney General PO Box 944255 Sacramento, CA 94244-2550 Phone: 916-445-9555/800-952-5225 oag.ca.gov</p>
<p>San Diego County District Attorney's Office 330 West Broadway, Ste. 1020 San Diego, CA 92101-3827 Phone: 619-531-4051 FAX: 619-685-6689 sdcca.org</p>	<p>Federal Bureau of Investigation Federal Office Building 10385 Vista Sorrento Pkwy San Diego, CA 92121-2703 Phone: 858-320-1800 FAX: 858-587-2300</p>

COUNTY OF SAN DIEGO

POLICY I-1 PLANNING AND SPONSOR GROUP POLICIES AND PROCEDURES

Purpose

To establish policy and procedures for the establishment and operation of planning and sponsor groups. This Policy shall also establish procedures for the groups' primary responsibilities of updating the County of San Diego's (County) General Plan and reviewing discretionary regulatory projects.

Background

The County General Plan, adopted by the Board of Supervisors, meets the requirements of State law and provides broad guidelines for the proper development of the unincorporated county. An accepted method for refining and updating the General Plan is to prepare, adopt and implement local plans for the various unincorporated communities in the county.

Local planning is more responsive to local needs if there is a high level of citizen participation in the planning process. The policies and procedures that follow are intended to encourage citizen participation and to provide a uniform process in the preparation, revision and implementation of community and subregional plans for unincorporated areas of the county and for the creation of planning and sponsor groups. These groups work closely with the local citizenry and staff to help guide the course of growth in their respective planning areas.

Policy

It is the policy of the Board of Supervisors that:

Representative planning groups and sponsor groups be formed in the communities and subregions of the unincorporated area for the purpose of advising and assisting the Director of Planning & Development Services, the Zoning Administrator, the Planning Commission and the Board of Supervisors in the preparation, amendment and implementation of community and subregional plans.

The procedures set forth herein shall be followed in the establishment of community and subregional plan boundaries, the formation of planning and sponsor groups and in the preparation, amendment, and implementation of community and subregional plans. Further, the groups may advise the County of San Diego (County) on discretionary projects as well as on planning and land use matters important to their community.

Because planning and sponsor groups exist to advise the County, a planning and land use matter that does not require County of San Diego approval may be discussed if properly noticed, but the only action that the group may take is an action to advise the County of the group's perspective on the issue.

The procedures set forth herein shall also guide the operations of all planning and sponsor groups, including the consideration of planning business in public meetings and the administration of internal responsibilities that must be carried out by all planning and sponsor groups throughout the year.

COMMUNITY BOUNDARIES

The Department of Planning & Development Services shall maintain a map of the unincorporated area of San Diego County identifying the boundaries of all community and subregional plan areas, as well as sponsor group areas. The boundaries shall reflect commonality of interest, topography, access, and existing district boundaries to the greatest extent possible. If the boundaries of community and subregional plan areas are revised, voting precinct boundaries shall also be revised if necessary to conform to these new boundaries.

The boundaries of group areas shall be defined at the time a group is established by the Board. The map shall be reviewed periodically by LAFCO and SANDAG staff for consistency with regional planning efforts.

Each planning and sponsor group area and subregion shall be identified by name. The boundary map shall be reviewed periodically by the Planning Commission and the Board. During such review, boundaries may be changed for good cause by the Board after notification and comment by affected planning or sponsor groups. The Registrar of Voters shall be notified within 30 days of the Board of Supervisors' actions. There shall be no boundary changes within 180 days prior to an election.

POLICY I-1 PLANNING AND SPONSOR GROUP POLICIES AND PROCEDURES (CONTINUED)

SPONSOR GROUP FORMATION

The principal function of a sponsor group is to be an information linkage between the community and County on matters dealing with planning and land use.

A sponsor group may be formed through two different approaches by the Board of Supervisors. Any community organization in an area where there is no elected planning group may seek designation by the Board of Supervisors as a sponsor group upon obtaining the recommendation of the Supervisor(s) for their district. Formation of a sponsor group may also be initiated upon the recommendation to the Supervisor of the district in which the need for a group has been indicated.

Nominations for membership in a sponsor group may be solicited from the community-at-large, by departmental staff, and/or the staff of the Supervisor's office. Each sponsor group member must be appointed by the Board of Supervisors. A member cannot function as a sponsor group member until the Board has appointed the member and the member has completed the community planning/sponsor group training pursuant to Article III, Section IV of the Planning and Sponsor Group Bylaws contained in this Policy. Subsequent vacancies shall be filled in the manner specified in Article II, Section IV of the Planning and Sponsor Group Bylaws contained in this Policy. The term of membership for sponsor groups members is provided in Article II, Section III of said Bylaws.

The members of a sponsor group may, upon the recommendation of the Supervisor of their district and authorization by the Board, stand for election as members of a planning group, thus bringing to an end their sponsor group status.

COMMUNITY PLANNING GROUP FORMATION

The formation of community planning groups is authorized by the Board of Supervisors and the planning group members are elected by the registered voters in the community plan area.

Elections for planning groups that have been authorized by the Board of Supervisors will be conducted by the County Registrar of Voters the first Tuesday after the first Monday in November of each even-numbered year. Except as otherwise specifically provided herein, elections will be administered according to the California Elections Code. Sections 10500 through 10566 as they presently exist or may be amended in the future.

If by 5:00 p.m., on the 88th day prior to the election, the number of candidates does not exceed the number of positions to be filled, the Registrar of Voters shall not conduct an election of such planning group, but shall certify the qualified candidates to the Board of Supervisors for appointment. When the number of available positions equals or exceeds the number of qualified candidates, the Board of Supervisors shall, during a regular Board meeting, appoint qualified persons to the planning group as nominated by the Supervisor(s) of the applicable district(s). In either case, appointments shall become effective the first Monday after January 1 following the election date. Notwithstanding the foregoing, no person elected to membership on a planning group shall have, as against the County, the right to any specific term of membership and the County may call an election for any group whenever the Board of Supervisors deems appropriate.

Only registered voters living in the planning area are eligible to be candidates and to vote in the election of the planning group for that planning area. Candidates may obtain petition of nomination forms from the office of the Registrar of Voters beginning on the 113th day prior to the election. To be a qualified candidate, the completed forms must be filed with the Registrar of Voters office by 5:00 p.m., at least 88 days prior to the election. There shall be no 5-day extension for candidate filing if an incumbent fails to file by the 88th day before the election.

The Registrar of Voters shall number each seat on the planning group 1 up to 15. For the purpose of election and filling vacancies, each planning group member shall be designated as filling a numbered seat.

The specific number of seats up for re-election shall not appear on the ballot. Instead the ballot shall state "Vote for no more than Seven" or "Vote for no more than Eight" (with appropriate changes for subregional areas), depending on which terms are expiring. In cases where the Board of Supervisors makes appointments to the group due to an insufficient number of candidates, such appointments shall specify the seat number which the appointee is to fill.

In a newly authorized planning group, the 15 individuals receiving the highest number of votes shall become members of the planning group. The top eight will receive a 4-year term, and the remainder will receive a 2-year term. This rule will apply to the formation election only.

POLICY I-1 PLANNING AND SPONSOR GROUP POLICIES AND PROCEDURES (CONTINUED)

The successful individuals, as certified by the Registrar of Voters, shall become members of the planning group beginning on the first Monday after January 1 following the election. The Registrar of Voters shall provide each newly elected individual with a copy of the certified election results. Any person who fails to comply with any of the requirements as outlined by the Registrar of Voters shall be ineligible for membership on a planning group.

The recall of a planning group member shall be governed by the provisions of Division 11 of the California Elections Code, as it presently exists or may be amended in the future, regarding the recall of local officers. A planning group member shall be regarded as a local officer solely for the purpose of implementing the recall provisions of Division 11. The terms "governing board" and "governing body" referenced in Division 11 mean, for the purpose of implementing the recall provisions of Division 11, the community planning group whose member is the subject of a recall petition. The Registrar of Voters shall determine the method of conducting a recall election for a planning group member.

Subsequent vacancies shall be filled in the manner specified in Article II, Section IV of the Planning and Sponsor Group Bylaws contained in this Policy. The term of membership for planning group members is provided in Article II, Section III of the Bylaws.

Election of Planning Groups in Subregions

To ensure adequate neighborhood representation for each section in a subregion, the Board of Supervisors may identify sections of the subregion and determine the number of members and numbered seats to be filled from each section, at least 180 days in advance of the election, and direct the Registrar to so indicate on the ballot. Only registered voters living in a given section of a subregion are eligible to represent that section on the planning group. All registered voters in the subregion may vote to elect members for vacant seat(s) from each section. If the number of candidates does not exceed the number of vacancies in each section, the Registrar shall not conduct an election for that section but shall certify the qualified candidates to the Board of Supervisors for appointment.

If a planning group member changes his/her legal address to a different section of the subregion from that in which he/she was elected or appointed to represent, that group member shall immediately forfeit his/her position in the planning group. This vacancy may then be filled by a resident from that section of the subregional plan area where the vacancy occurred in accord with Article II of the Bylaws.

FINANCIAL DISCLOSURE

No person who is a candidate for membership on a community planning group shall accept or receive any campaign contribution which either: (1) is from a source other than a natural person; or (2) will cause the total amount contributed by the same person (other than the candidate himself or herself) with respect to a single election, including contributions to any agent or committee on behalf of the candidate, to exceed the sum of \$250.00.

Financial disclosure statements shall be filed as follows:

At the time of filing the petition for nomination with the Registrar of Voters, planning group candidates shall file, and within 30 days of assuming office sponsor group and planning group members shall file, financial disclosure statements disclosing all financial interests in disclosure categories 1, 2, 3 and 7 below (investments, interests in real property and business positions). Thereafter, sponsor group and planning group members shall file annually (no later than March 31 covering the preceding calendar year), and within 30 days of leaving office, financial disclosure forms disclosing all financial interests in all disclosure categories below. All statements by candidates for and members of planning groups shall be filed with the Registrar of Voters. All statements by members of sponsor groups shall be filed with the Clerk of the Board of Supervisors.

Financial disclosure statements shall be made on forms prescribed by the Fair Political Practices Commission (FPPC) and supplied by the Department of Planning & Development Services. The jurisdiction to which the financial disclosure requirements relate shall be the community planning or sponsor group area served by the group member, and real property shall be deemed "within the jurisdiction" if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction. (See Gov. Code § 82035) The members shall provide all financial information in respect to investments, real property and income relating to the jurisdiction required on the FPPC disclosure forms in the following disclosure categories:

1. Investments (other than those held by a business entity or trust).
2. Interests in Real Property (other than those held by a business entity or trust) "Interests in Real Property" does not include the principal residence of the filer for purposes of disclosures.

POLICY I-1 PLANNING AND SPONSOR GROUP POLICIES AND PROCEDURES (CONTINUED)

3. Interest in Real Property and Investments Held by Business Entities and Trusts.
4. Income (other than loans and gifts)
5. Income - Loans
6. Income - Gifts
7. Business Positions
8. Commission Income, Income and Loans to Business Entities and Income From Rental Property

In addition, candidates for membership of a planning group shall file with the Registrar of Voters campaign disclosure statements in accordance with the requirements of Chapter 4 of the Political Reform Act of 1974 (Gov. Code Section 84100 et. seq.).

Planning and sponsor group members who do not completely and accurately file financial disclosure statements pursuant to the provisions of this Policy shall not receive legal defense and indemnification from the County pursuant to Article VIII of the Bylaws contained in this Policy until financial disclosure statements are filed pursuant to the provisions of this Policy.

OPERATION OF PLANNING GROUPS AND SPONSOR GROUPS

Conduct and operation of the planning and sponsor groups is governed by this Policy, and the Brown Act, as well as by Bylaws and Standing Rules that may be adopted by the groups. Bylaws and Standing Rules may supplement this Policy but may not supersede it in any manner.

Planning and sponsor group members are not County decision makers. They act in an advisory capacity to the Director of Planning & Development Services, the Zoning Administrator, the Planning Commission, the Board of Supervisors, and others involved in the County land development process. Planning and sponsor groups are not empowered by ordinance or policy to render decisions of any kind on behalf of the County of San Diego or its appointed or elected officials. These groups are recognized as having a working relationship with the County on planning and land use matters. Community issues not related to planning or land use are not within the purview of these groups.

No planning or sponsor group member shall request any project proponent to make any contribution of money, goods, services or any other things of value to the community or to any person or organization within the community as a condition of or for receiving the favorable vote of the group or any of its members. Planning and sponsor groups and their members shall not make direct requests to project applicants for additional studies. This prohibition includes, but is not limited to, requests for further analysis of potential project impacts, additional studies and additional mitigation. These requests shall be made to the assigned County project manager, who will make a determination as to whether the requested study or mitigation is necessary. As part of a group's recommendation on a project, planning and sponsor groups can make recommendations for conditions of approval relating to a development proposal provided the recommended conditions of approval are consistent with State law and County ordinances.

Disqualification

No planning or sponsor group member shall make, participate in making, or in any way attempt to use his or her position on the planning or sponsor group to influence the making of any decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally as described in Article VII, Section II of the planning and sponsor group Bylaws contained in this Policy. Members shall disqualify themselves from group business in accordance with Article VII, Section III of the Bylaws, but may represent their personal interests in the manner specified in Article VII, Section IV of the Bylaws.

Planning and Sponsor Group Meetings

All group meetings shall be in accordance with the requirements of the Ralph M. Brown Act (Gov. Code Sections 54950 and following) and Article VI of the Planning and Sponsor Group Bylaws. All planning and sponsor group meeting agendas shall follow the meeting agenda template provided in Attachment A of this Policy. Group business, adjournments and other similar actions should not be heard by the group before agendaized Action Items.

Political Activity

The group will not endorse, take action on, or support any political activity (e.g. the support of any candidate for office). The group may, however, provide a public forum for the discussion of planning issues which are important to their community.

POLICY I-1 PLANNING AND SPONSOR GROUP POLICIES AND PROCEDURES (CONTINUED)

Legal Defense and Indemnification

Planning and sponsor group members may receive legal defense and indemnification through the Office of County Counsel if the criteria in Article VIII of the Planning and Sponsor Group Bylaws contained in this Policy are met. To be eligible to receive County Counsel assistance, a group member must make a written request to County Counsel for defense and indemnification within 5 business days of having been served with legal papers. The County of San Diego may decline to defend a group member under the circumstances specified in Article VIII of the Planning and Sponsor Group Bylaws contained in this Policy.

Planning and Sponsor Group Assistance

County staff is available to assist the planning and sponsor groups. The Department of Planning & Development Services (Department) shall coordinate staff support for the groups. Assistance may be requested for periodic training regarding areas of concern and for staff attendance at meetings to give additional information on selected projects.

The Department shall provide community planning/sponsor group training for new and seated members of the groups in accordance with Article III, Section IV of the Planning and Sponsor Group Bylaws contained in this Policy.

The Department shall interpret and recommend revisions of Policy I-1, recommend changes in planning area boundaries, recommend creation of new groups and provide general resolution of problems that may arise in the course of group activities. The Department shall coordinate the appointments and confirmation of new planning group and sponsor group members with the Board of Supervisors and the Registrar of Voters.

Planning and Sponsor Group Expenses

The Department shall cover authorized expenses incurred by the group while doing group business. The list of reimbursable expenses is below. Other expenses for which reimbursement is sought must be reviewed and approved by the Department prior to those expenses being incurred. The allocation of reimbursements among the groups shall be reviewed annually and shall reflect the workload of the group.

1. Posting Public Notices in Newspaper
2. Postage
3. Copying
4. Office Supplies:
 - a) Calendars
 - b) File Folders
 - c) Paper
 - d) Envelopes
 - e) Return Address Stamps
 - f) Name-Plates
 - g) Equipment under \$50.00
 - h) Other similar types of office supplies
5. Post Office Box Rentals
6. Meeting Hall Rentals not to exceed \$100.00/ hour
7. Letterhead (must be purchased through the Department of Planning & Development Services)
8. Mileage is a reimbursable expense for the group Chair or his/her designee at County stakeholder and steering committee meetings and public hearings for discretionary projects located within the Chair's or his/her designee's community.
9. Telephone calls from the Chair, the Chair's designee, and/or Secretary of the group when it is not possible to call using the Department's toll-free telephone number.

Each reimbursement request shall not exceed \$100.00 (except for meeting hall and post office box rentals) and must be received by the Department within three months of purchase or receipt of invoice.

POLICY I-1 PLANNING AND SPONSOR GROUP POLICIES AND PROCEDURES (CONTINUED)

PLAN PREPARATION

During the preparation or update of a community or subregional plan, the role of the planning or sponsor group is to advise and provide recommendations to the Planning Commission and Board of Supervisors on the proposed community or subregional plans. The group shall be assisted by County staff in preparing the community or subregional plan and related documents pursuant to this Policy.

Research and Analysis

During the research phase, staff may gather data on existing and needed public services, population, environmental constraints and other information related to the potential for development within the community or subregional plan area. A community conference may be sponsored by the planning or sponsor group to identify community needs, aspirations and issues.

During this stage of the program, the group should become familiar with the adopted County General Plan, and the existing Community Plan and Text. The needs of the community should be assessed, and the data prepared by staff should be reviewed by the group.

Goals and Policies

Based on the community conference, the adopted County General Plan, and other relevant planning policies, staff shall prepare draft goals and policies for the consideration of the group. The purpose of the draft goals and policies shall be to give direction to the subsequent more specific detailed planning that will be done to complete a preliminary plan. The draft goals and policies may address community preference with respect to the appropriate timing for annexation or incorporation of areas within the community or subregional plan area.

The planning or sponsor group shall review and revise the staff prepared goals and policies with staff assistance and approve a draft set of goals and policies for publication. Any conflicts between the preliminary goals and existing County policy or planning principles will be resolved at this time. The draft goals and policies shall be well publicized throughout the community and the group shall hold an open community meeting to discuss the draft. Subsequent to the meeting, acceptance of the final draft goals and policies will be by a majority vote of the authorized group membership.

Plan Formulation

Based on the accepted community goals and policies, staff will prepare a preliminary plan consisting of a land use map, proposed zoning and a text setting forth goals, policies, and standards. In the course of scheduled public meetings, staff proposals will be revised by the planning group. With the help of community input during these meetings, a revised preliminary plan, hereafter referred to as the proposed plan, will be prepared and approved by the group.

Staff will identify for the group, the Planning Commission and the Board of Supervisors any differences between the proposed plan and existing County policy, fundamental planning principles, or the accepted community goals and policies. Differences thus identified would result in a recommendation to either change County policy or the proposed plan.

There may be instances where staff and the group disagree on parts of the proposed plan in which case both proposals should be brought forward to the Planning Commission and the Board of Supervisors.

The expenditure of County funds is authorized to pay for the printing and distribution of a preliminary goals report and preliminary plan map and report for a community which has been duly authorized by the Board to prepare or update a community or subregional plan, subject to the existence of sufficient funds in the Department budget for such publication and distribution.

The preparation of a community or subregional plan or its update shall be completed within two years from the date of Board authorization, unless specifically modified or extended by action of the Board of Supervisors. The proposed plan shall then be processed with all due speed in compliance with applicable environmental review, public hearing notification and general plan amendment scheduling as determined by the Board of Supervisors.

PLAN ADOPTION

Planning Commission Hearing

Staff will prepare the necessary notice of public hearing and other documents as required by law. If feasible, the Planning Commission may hold its hearing in the planning area. It is the responsibility of the group to assist staff in presenting the proposed plan at the hearing.

POLICY I-1 PLANNING AND SPONSOR GROUP POLICIES AND PROCEDURES (CONTINUED)

The purpose of the public hearing is to assure everyone an opportunity to present testimony on the proposed plan and proposed zone reclassifications. Since every resident of the unincorporated county will be affected either directly or indirectly by the plan, the hearing is an important part of the democratic process. Upon completion of the hearing, the Planning Commission may approve the plan and recommend its adoption to the Board of Supervisors or may recommend revisions to the plan.

Board of Supervisors Hearing

The Board of Supervisors must also conduct an advertised public hearing. After closing the hearing, the Board may adopt the plan or direct that the plan be revised. In the latter case, the plan must be returned to the Planning Commission for a recommendation on any substantial proposed revisions not previously considered by the Planning Commission, prior to the final adoption of the plan by the Board of Supervisors.

PLAN AMENDMENTS

It is the role of the planning and sponsor groups to review and make recommendations on proposed amendments to the community or subregional plan. Staff shall present proposed amendments to the group prior to the plan amendment being transmitted to the Planning Commission and the Board of Supervisors.

PLAN REVISION

Upon authorization of the Board of Supervisors, a comprehensive revision to an existing community plan may be undertaken, in which case the provisions of this Policy related to Plan Preparation shall apply. Staff is not authorized to work on comprehensive plan revisions without specific Board authorization.

PLAN IMPLEMENTATION

Proponents of development are encouraged to submit their development proposals to the planning groups for a preliminary review prior to formal application to the County. This procedure could be more cost effective to the applicant and could result in earlier resolution of local concerns. Preliminary review does not eliminate or replace the group's formal review and/or appeal rights as a part of the normal application process.

The planning or sponsor group shall advise the Director of Planning & Development Services, the Zoning Administrator, the Planning Commission and the Board of Supervisors in the implementation of the adopted community or subregional plan. In carrying out this responsibility, the group shall advise on development proposals, rezones, general plan amendments, and similar matters which would impact their planning area. Planning and sponsor group comments on these proposals are strictly advisory. Group recommendations must be in writing and must represent a majority of the planning or sponsor group's authorized membership. Minority opinions may be provided and shall be accompanied by a statement identifying what portion of the group endorses the statement.

The group shall forward its recommendation to the Department pursuant to Form #534 (Attachment B), so that the recommendation can be included in correspondence to the project applicant and as part of the staff report for the appropriate hearing body or officer (the Director of Planning & Development Services, the Zoning Administrator, the Planning Commission and the Board of Supervisors). Every effort should be made to submit a group recommendation within seven calendar days following a meeting.

The staff report to the hearing body or official shall indicate if the County has received an official recommendation and/or a minority report from the affected planning or sponsor group. If no recommendation is provided, the hearing body or official may request one from the planning or sponsor group.

Proposed Publicly Initiated Projects

The planning or sponsor group may make recommendations on proposed publicly initiated planning and land use projects based on their consistency with the adopted community or subregional plan.

County staff shall inform the group of all proposed publicly initiated planning and land use projects, including zoning amendments, proposed plan amendments, and proposed text revisions. Such proposals shall be presented to the group for review prior to being presented to the Planning Commission and Board of Supervisors.

1. The Department of Planning & Development Services shall provide each group with timely notice of private development or land use proposals that are filed with the County and located within each group's community planning or sponsor group area.

POLICY I-1 PLANNING AND SPONSOR GROUP POLICIES AND PROCEDURES (CONTINUED)

2. The Department of Planning & Development Services shall provide each group with one hard copy and an electronic copy of permit applications and plans associated with each project. The hard copy shall be used for display during public meetings and the electronic copy shall be promptly made available upon receipt by the Chair or his/her designee to members of the planning or sponsor group to provide members with adequate time to review permit applications and plans prior to meetings.
3. Public notices mailed by County staff upon submittal of private development applications shall include the following information: Name of the pertinent planning/sponsor group, where and when the group meets, and a link to the County of San Diego website where the group's agenda can be.
4. Each group Chair or his/her designee shall coordinate with the project applicant's point of contact to place the project on the agenda for group consideration and recommendation. Each group Chair or his/her designee should notify the project applicant's point of contact and the County Project Manager at least two weeks in advance of the scheduled meeting. Every effort should be made to have the meeting occur within 30 days following application submittal to the Department of Planning & Development Services. This is because when a project is submitted, the County Project Manager provides the initial scoping letter that identifies project issues after a 30-day review period. Ideally, a planning or sponsor group's comments/recommendations are included in this initial letter to inform the applicant of community concerns. If a project is unable to be considered by a planning or sponsor group within the first 30 days after project submittal, the group's recommendation will be sent to the project applicant by the County Project Manager via a separate letter.
5. Each group shall conduct its meetings in accordance with the Brown Act and any other legal requirements, including but not limited to the Political Reform Act and Conflict of Interest Codes, necessary to assure the project's proponents and opponents and other members of the public receive a fair opportunity to be heard.
6. Each group shall complete its review, write its recommendation, and forward it to the Department of Planning & Development Services pursuant to Form #534 (Attachment B) so that the recommendation can be included in transmittal of the project correspondence/staff report to the project applicant and the applicable hearing body or officer. Every effort should be made to submit the group recommendation within seven days following a meeting.
7. The staff report to decision makers on private development proposals shall include the official advisory group recommendation. If such a recommendation is not provided by the group, the staff report to decision makers shall indicate that no statement was filed by the planning or sponsor group.

APPEAL PRIVILEGES

The planning and sponsor groups are authorized free appeal privileges on all discretionary land use matters that are located within their community planning or sponsor group area.

The decision to file an appeal must be approved by a majority of the group's authorized membership. If no group meeting at which the appeal item may be placed on the agenda a minimum of 72 hours in advance (to ensure Brown Act noticing requirements) is scheduled prior to the end of the appeal period, the Chair of the group may file the appeal or must file the appeal if so directed by petition of a majority of the group's membership. The decision to appeal shall then be confirmed by a majority of the group's authorized membership at their next meeting. Failure to achieve a majority vote in favor of appeal at the next group meeting shall require the group to withdraw the appeal. The group Chair or his/her designee shall promptly notify the County project manager that the group confirmed the decision to appeal or that the group withdraws the appeal.

PLANNING AND SPONSOR GROUP BYLAWS

ARTICLE I - PURPOSE AND AUTHORITY

Section I The authority for the establishment of a planning or sponsor group (group) is in the San Diego County Board of Supervisors Policy I-1 entitled, "Planning and Sponsor Group Policies and Procedures." Policy I-1 also governs the group's operations.

Section II The purpose of the group is to advise the Department of Planning & Development Services, the Zoning Administrator, the Planning Commission and the Board of Supervisors on discretionary projects and on planning and land use matters important to their community.

Section III The group is a non-partisan, non-sectarian, non-profit-making organization. It does not take part officially in, nor does it lend its influence to, any political issues.

POLICY I-1 PLANNING AND SPONSOR GROUP POLICIES AND PROCEDURES (CONTINUED)

Section IV Planning group members are not County decision makers. They are advisors to the Director of Planning & Development Services, the Zoning Administrator, the Planning Commission and the Board of Supervisors only. Such groups are not empowered by ordinance or policy to render a decision of any kind on behalf of the County of San Diego or its appointed or elected officials.

Section V These Bylaws may be amended only by action of the San Diego County Board of Supervisors.

ARTICLE II - MEMBERSHIP

Section I Planning group membership shall be limited to adults (18 years of age or older) who are registered voters living in the pertinent planning area. Sponsor group members appointed after March 3, 1998, shall be limited to adults who are registered voters that either reside within the sponsor group boundaries or own property located within the sponsor group boundaries.

Section II The group is limited to 15 members. Groups shall consist of an odd number of members, determined by the Board of Supervisors, ranging from a minimum of 5 members to a maximum of 15 authorized members. Neighborhood representation by a specific number of members is permitted. Elected and appointed members shall reflect that prescribed ratio of representation.

Section III Membership on planning and sponsor groups shall be for four (4) years. Numbers shall be assigned to all seats. Planning group members will retain their membership until the first Monday after January 1 following the election, after which, if reelected, they will begin a new term. If not reelected, members may retain membership until replaced by the newly elected members of the planning group. Planning group seats shall be up for election in the following years:

- a. for even numbered seats: 1986, and each fourth year thereafter;
- b. for odd numbered seats: 1988, and each fourth year thereafter.

For sponsor groups, the four year term shall expire on the first Monday after January 1, in the following years:

- a. for even numbered seats: 2003, and each fourth year thereafter;
- b. for odd numbered seats: 2001, and each fourth year thereafter.

Appointees to vacancies shall serve out the full unexpired term of the vacant seat.

Section IV Candidates for vacancies occurring in the membership of the group must meet all the requirements for membership, as set forth elsewhere in this Policy. Vacancies are filled in accordance with the group's Standing Rules. If there are no applicable Standing Rules, vacancies are filled from the list of candidates in the election in order of the number of votes they received; and if no list exists, volunteers may be accepted. Confirmation of the candidate from an Election list or of a volunteer shall be by majority vote of the remaining members of the group. Only upon appointment by the Board of Supervisors can the new candidate assume the responsibilities of membership. The process of filling vacancies shall maintain neighborhood representation if applicable. In addition, appointments to planning and sponsor groups must be made to a specifically numbered seat.

Solicitation for candidates to fill vacancies may be made in the notices of meetings published in a local paper.

Section V All Chairs shall provide a valid email address to the Department of Planning & Development Services to receive electronic copies of project applications and plans associated with discretionary projects. Group Chairs shall coordinate with all members to promptly make available copies of project applications and plans associated with discretionary projects.

ARTICLE III - DUTIES

Section I The group conducts such business and takes such actions as are necessary to accomplish its purpose as defined in Article I, Section II, of these Bylaws.

Section II The group solicits comments from all citizens regarding all aspects of their planning duties. Project proponents must always be advised in advance when their project is an agenda item for discussion and possible action.

Section III Group chairs are encouraged to meet collectively from time to time with the Chair of the County Planning Commission to discuss community planning and regional planning issues and to advise the Planning Commission on planning matters.

POLICY I-1 PLANNING AND SPONSOR GROUP POLICIES AND PROCEDURES (CONTINUED)

Section IV Annually each seated member must complete a community planning/sponsor group training available online and in person. All newly elected and appointed planning group and newly appointed sponsor group members being seated on the first Monday after January 1 shall complete the community planning/sponsor group training in person prior to being seated. All planning and sponsor group members appointed after the first Monday after January 1 shall complete the planning and sponsor group training online prior to being seated.

Section V Each member shall comply with the provisions of this Policy and the Ralph M. Brown Act and required training. Any alleged violation of the provisions of the Ralph M. Brown Act or this Policy may be investigated by the Department of Planning & Development Services and appropriate actions may be taken, including those actions detailed in Article VIII of the Bylaws of this Policy.

Section VI Each group may be represented by the Chair or his/her designee at all County hearings.

ARTICLE IV – OFFICERS

Section I The election of officers is a responsibility of group membership and is governed in accordance with the Group's Standing Rules. If there are no applicable Standing Rules, the following Sections II through VI apply.

Section II The group elects from its members the following officers: Chair, ViceChair and Secretary. Officers shall be elected annually upon nomination by members of the group or by a slate of nominees prepared by a nominating committee. A majority vote of the authorized membership is required to elect officers. Newly elected officers shall take office at the end of the meeting during which they were elected.

Section III If an office is vacated, the Chair will temporarily appoint a member of the group to fill the vacancy until a new officer is elected. Such election shall be held within 30 days of the vacancy.

Section IV The Chair provides general supervisory guidance to the group and presides over all its meetings. The Chair develops the meeting agenda. The Chair assigns coordinating duties to the Vice-Chair as necessary. The Chair is the sole official spokesperson for the group unless this responsibility is delegated by the Chair. The Chair may vote on every motion put before the members.

Section V In the absence of the Chair, the Vice-Chair assumes the duties and responsibilities of the Chair. The Chair may create a file of correspondence during his or her tenure. At the end of the Chair's term, this file shall be added to the correspondence file maintained by the Secretary.

Section VI One person may be elected Secretary, or the responsibilities may be rotated among the group's membership. However, regardless of the number of people who serve as Secretary, the following functions must be carried out. The Secretary records the minutes of all group meetings and maintains a file of all group correspondence. The Secretary keeps the roll, certifies the presence of a quorum, and keeps a record of actions as they occur at each meeting. If the group meets regularly once a month, minutes shall be sent to the Department of Planning & Development Services, when feasible, two weeks after the minutes are approved by the group but no later than two months from the time the meeting described in the minutes occurred; if the group meets regularly twice a month, minutes shall be sent to the Department of Planning & Development Services, when feasible, eight days after the minutes are approved by the group and no later than one month from the time the meeting described in the minutes occurred. Minutes shall record the motions and the names of those who make and second motions if seconds are required. Likewise, the minutes shall indicate which members voted against, disqualified themselves, or abstained from voting on a motion. If a member disqualified themselves, the minutes shall state the reason. (All planning/sponsor group agendas and minutes are kept on file in the Office of the Clerk of the Board of Supervisors as required by the Public Information Act.) It will be the responsibility of County staff to place published legal advertisements for groups who are involved in Plan Updates. Groups not involved in an Update shall be responsible for placing legal advertisements for group meetings. County staff shall reproduce and distribute the group's meeting notices and minutes to interested parties for a nominal fee.

ARTICLE V - SUBCOMMITTEES

Section I The conduct and membership of subcommittees is a responsibility of the group's membership and is governed in accordance with the group's Standing Rules. If there are no applicable Standing Rules, the following Sections II through V apply. However, no subcommittee shall include a quorum of the planning or sponsor group.

POLICY I-1 PLANNING AND SPONSOR GROUP POLICIES AND PROCEDURES (CONTINUED)

Section II The Chair shall appoint the chair of all subcommittees (except the nominating subcommittee) and all its members with the concurrence of a majority of the group. There may be standing as well as ad hoc subcommittees. Chairs of subcommittees must be members of the planning and sponsor group. Membership on the subcommittee is open to all interested citizens but requires nomination by the Chair and appointment by the group. All members of a subcommittee may vote on subcommittee matters. However, at group meetings, only authorized group members may vote.

Section III The purpose and scope of activities of each subcommittee shall be outlined in writing by the chair of the group upon creation of the subcommittee and shall relate to planning and land use matters important to their community.

Section IV Each subcommittee chair shall be responsible for keeping records of actions and reports of the subcommittee and shall submit these actions and report to the

group on a regular basis. A subcommittee Chair shall not act as a spokesperson of the group unless authorized to do so in writing as set forth in Article IV, Section IV of these Bylaws or as officially designated by the group as shown in the official minutes.

Section V A coordinating committee comprised of the chairs of each subcommittee may be formed to assemble information from each subcommittee for presentation to the group. The chair or vice-chair of the group shall be the Chair of the coordinating committee. The coordinating committee may serve in an advisory capacity to the chair on administrative matters.

ARTICLE VI - ORGANIZATION PROCEDURES

Section I Rosenberg's Rules of Order, Robert's Rules of Order or Ray Keesey's Modern Parliamentary Procedures shall govern the operation of the planning and sponsor groups in all cases not otherwise covered by these Bylaws. The group may formulate additional specific Standing Rules which do not conflict with or supersede these Bylaws to govern the conduct of its meetings.

Section II All group voting is on the basis of one vote per person, and no proxy, telephone-canvassed or absentee votes are permitted. Secret ballots are not allowed.

Section III Unexcused Absences: Any member who misses three consecutive monthly meetings, six consecutive twice-monthly meetings, or misses non-consecutively one-third of the total number of meetings in any one calendar year shall forfeit his/her membership. Such forfeiture (i.e., a vacancy) shall be acknowledged by a majority vote of the remaining authorized membership at the next succeeding meeting of the group. Also, by a vote of the majority of the remaining authorized membership, the group may waive recognition of the forfeiture for cause.

This provision may be made more restrictive in the group's Standing Rules. Such vacated membership will be filled in the manner described in Article II, Section IV of these Bylaws.

Section IV All group meetings shall comply with the requirements of the Brown Act (Gov. Code Section 54950 and following) and any other legal requirements. All meetings of the group and its subcommittees are open to the public and are to be held in a public place which is known in the community as a facility used for public assembly. Notice of all group meetings shall be placed in a community newspaper at least five days prior to the meeting, if available. In addition, a final agenda shall be posted 72 hours before the meeting is held outside of the established meeting location in a public place that is open to the public 24 hours a day. The community planning or sponsor group must provide a copy of the agenda to the Department of Planning & Development Services at least 72 hours before a meeting convenes to ensure agendas are posted on the County of San Diego website prior to a meeting. In addition, a meeting agenda will be mailed upon request by Department staff, for which a fee may be charged. All community planning/sponsor group meeting agendas shall follow the meeting agenda template provided in Attachment A of this Policy. Group business, adjournments and other similar actions should not be heard by the group before agendaized Action Items.

Section V A quorum of the group shall consist of more than 50% of its authorized membership. No vote of the group constitutes an official position of the group on matters of planning and land use, unless passed by a majority of its authorized membership, unless otherwise required in this Policy. Any action not made in accordance with Policies I-1 or the Brown Act shall not constitute an official action of the group and shall not be considered by the appropriate hearing body as an official vote.

POLICY I-1 PLANNING AND SPONSOR GROUP POLICIES AND PROCEDURES (CONTINUED)

Section VI Reconsideration of a previous vote is permissible only if pertinent new information is brought to the attention of the group and the new information could not, with the exercise of reasonable diligence, have been provided at or before the meeting at which the prior vote was taken. A vote to reconsider requires a majority vote. If the group votes to reconsider, then the group may reconsider the project in light of the new information.

Section VII Board of Supervisors referrals on specific projects shall be placed on the agenda of the next properly noticed regular group meeting for discussion and an official action.

ARTICLE VII – CONFLICT OF INTEREST

Section I Service on community planning and sponsor groups is a public trust. Group members must not engage in any activity where there is conflict between their private interests and the public interests of the community represented. Group members are encouraged to avoid situations which could give the appearance of such a conflict. Group members may not use their planning and sponsor group positions to induce or coerce, or appear to induce or coerce, any person or entity to provide financial benefit to themselves or other entity or person, nor may planning and sponsor group members use information not available to the public to secure private gain for either themselves or their families.

- (a) Bribery or Graft. Planning and sponsor group members shall not solicit, accept or agree to accept anything of value in return for performing or refraining from performing their planning group duties.
- (b) Gratuities. Planning and sponsor group members shall not solicit or accept any gift, gratuity, favor, entertainment, loan or any other thing of monetary value aggregating to \$250 or more, either directly or indirectly, from any person, firm, corporation or other entity which would benefit materially from the outcome of a planning or sponsor group decision. Acceptance of any such gratuity must be reported under Chapter 7 of the Political Reform Act of 1974 and will disqualify the member from participation in the group's activities related to the person, firm, corporation or entity responsible for the gratuity.

Section II Disqualification

No group member shall make, participate in making, or in any way attempt to use his or her position on the planning or sponsor group to influence the making of any decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on:

- (a) Any business entity in which the member has a direct or indirect investment worth two thousand dollars (\$2,000) or more;
- (b) Any real property in which the member has a direct or indirect interest worth two thousand dollars (\$2,000) or more;
- (c) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided to, received by, or promised to the member within 12 months prior to the time when the decision is made;
- (d) Any business entity in which the member is a director, officer, partner, trustee, employee, or holds any position of management; or
- (e) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$250 or more in value provided to, received by, or promised to the member within 12 months prior to the time when the decision is made.

Section III Manner of Disqualification

When a planning or sponsor group member determines that he or she should not make a decision because he or she has a disqualifying interest in it, the determination not to act must be accompanied by disclosure of the disqualifying interest. This determination and disclosure shall be made part of the group's official records.

Section IV Representation of Personal Interests

A planning or sponsor member who is disqualified above may appear before the group in the same manner as any other member of the general public solely to represent himself or herself on a matter which is related to his or her personal interests. 'Personal interests' include:

POLICY I-1 PLANNING AND SPONSOR GROUP POLICIES AND PROCEDURES (CONTINUED)

- (a) An interest in real property wholly owned by the member or the member's immediate family; or
- (b) A business entity which is either wholly owned by the member or the member's immediate family, or is under the member's sole direction and control or the sole direction and control of the member and the member's spouse jointly."

ARTICLE VIII – DEFENSE AND INDEMNIFICATION

In order to encourage the fullest possible participation of qualified and interested persons as members of planning groups and sponsor groups, the Board of Supervisors, as a matter of public policy only, has decided in its discretion that the members of such planning groups and sponsor groups should receive legal defense and indemnification provided the members meet the criteria in this Policy.

It is the policy of the Board of Supervisors:

- (a). To defend and indemnify, through the office of County Counsel, any member of a planning group or sponsor group against any civil claim or proceeding against such member, if all the following circumstances exist:
 - 1. The person is a duly elected or appointed member of a recognized planning or sponsor group at the time the alleged act or omission occurred;
 - 2. The alleged act or omission occurred during a lawful meeting of the recognized planning or sponsor group, or at a lawful meeting of a subcommittee, the members of which were appointed by a planning group or sponsor group at a lawful meeting;
 - 3. The alleged act or omission was within the reasonable scope of duties of a planning or sponsor group as described in this Policy and was not in violation of any of the provisions of this Policy or the regularly adopted by-laws of the planning or sponsor group;
 - 4. The member completed the County's most recent annual Community Planning/Sponsor Group training;
 - 5. The member made a request in writing to County Counsel for defense and indemnification within five working days of having been served with legal papers;
 - 6. The member performed his/her duties in good faith with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances;
 - 7. The member completed the most recent state mandated biannual ethics training course required by Government Code Section 53234 (AB1234) and will provide evidence of completion upon request; and
 - 8. The member timely and accurately filed financial disclosure statements (Form 700 and required schedules) pursuant to the provisions of this Policy.
- (b). The County of San Diego may decline to represent a member of a planning or sponsor group who would otherwise be entitled to defense and indemnification under this Policy if any of the following circumstances exist:
 - 1. The member does not reasonably cooperate in good faith with County Counsel in the defense of the claim for action; or
 - 2. The member acted or failed to act because of fraud, corruption, actual malice or bad faith; or
 - 3. The member has more than one prior substantiated violation of the provisions of the Ralph M. Brown Act or this Policy.
- (c). Nothing in this Policy authorizes the County of San Diego to pay any part of a claim or judgment that is for punitive or exemplary damages.

Sunset Date This Policy will be reviewed for continuance by 12/31/2030.

POLICY I-1 PLANNING AND SPONSOR GROUP POLICIES AND PROCEDURES (CONTINUED)

Board Action

03-06-68	01-20-82 (23)	03-11-92 (4)
03-11-68 (93)	03-02-83 (29)	05-06-98
06-23-69 (98)	03-08-83 (56)	10-02-02 (3)
03-24-71 (12)	03-23-83 (25)	02-24-10 (2)
04-03-74 (30)	06-18-85 (54)	12-05-12 (4)
09-01-76 (4)	10-02-85 (18)	12-14-16 (16)
01-25-77 (145)	02-05-86 (5)	09-27-22 (17)
02-16-77 (23)	08-13-86 (5)	10-25-23 (7)
08-23-77 (56)	10-14-87 (38)	
09-28-77 (20)	07-06-88 (14)	
02-7-78 (103)	02-15-89 (5)	
06-27-78 (71)	03-27-89 (10)	
10-3-78 (50)	04-24-89 (11)	
05-22-79 (130)	07-03-89 (5)	

1. Department of Planning & Development Services
2. Registrar of Voters

