



**TOWN OF
PORTOLA VALLEY
CITY COUNCIL
CANDIDATE MANUAL
NOVEMBER 8, 2022**

PREPARED BY THE TOWN CLERK'S OFFICE

Melissa Thurman, MMC

Town Clerk

Email: mthurman@portolavalley.net



July 18, 2022

To: City Council Candidates

From: Melissa Thurman, Town Clerk

Subject: November 2022 General Municipal Election Candidate Information and Manual

This manual has been compiled to provide information and assist you during the election period for the November 8, 2022 General Municipal Election for the Town of Portola Valley.

On November 8, 2022, Portola Valley voters will elect three members to the Town Council for a four-year term. The nomination period starts on Monday, July 18, 2022 and ends on Friday, August 12, 2022. If an incumbent chooses not to file nomination papers within that timeframe, the deadline to file will be extended an additional five days to August 17, 2022 at 5:00 p.m.

Please read through the manual in its entirety and if I can be of further assistance, feel free to contact me at mthurman@portolavalley.net.

Your Partner in Democracy,

A handwritten signature in blue ink, appearing to read "Melissa Thurman", is written over a horizontal line.

Melissa Thurman, MMC
Town Clerk



This manual is intended to provide general information about the subject matter covered and does not have the force and effect of law, regulation, or rule.

It is distributed with the understanding that the Town Clerk is not rendering legal advice and the guide is, therefore, not to be a substitute for legal counsel of the individual or candidate using it.

In case of conflict with this manual, the law, regulation, or rule will apply.





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NOMINATION PROCEDURES



METHOD OF NOMINATION

Not earlier than Monday, July 18, 2022 at 8:30 a.m. or later than Friday, August 12, 2022 at 5:00 p.m. the voters may nominate candidates for election by signing a nomination paper.

Issuance and Receipt of Nomination Papers will be conducted by APPOINTMENT ONLY. Please set up an appointment with the Town Clerk for both issuance and submittal of nomination papers. Virtual (Zoom) appointments for issuance of nomination papers is highly recommended.

If an incumbent does not file by Friday, August 12, 2022 at 5:00 p.m., the deadline to file will be extended for five calendar days to Wednesday, August 17, 2022 at 5:00 p.m. This extension period is for any person *other* than an incumbent.

In order to be eligible to hold office as a member of the Portola Valley Town Council, a candidate must reside in the town lines of Portola Valley, be a registered voter *prior* to submitting nomination documents, and must continue to reside in Portola Valley for the duration of the office held.

Offices Vacant:

| | | |
|------------------------|---------------------------|-------------------------|
| Member of Town Council | Incumbent: Maryann Derwin | Full term of Four Years |
| Member of Town Council | Incumbent: Craig Hughes | Full term of Four Years |
| Member of Town Council | Incumbent: John Richards | Full term of Four Years |

Nomination papers must be issued in the name of a specific candidate for nomination to a specific office and term of office. The Town Clerk must administer and date the form when it is issued. Any person 18 years or older may circulate a nomination paper.

Nomination papers and all election forms shall be obtained from the Town Clerk and individuals requesting nomination forms shall be required to sign a receipt for all documents and written information provided by the Town Clerk pertaining to this election nomination.

Candidates seeking nomination will receive nomination papers, a candidate manual, and other documents necessary for their nomination. The entire packet with physical (or “wet”) signatures is required – it must be received by Town Hall no later than Friday, August 12, 2022 at 5:00 p.m., or by Wednesday August 17, 2022 by 5:00 p.m., if an extension was previously granted.

Candidates may be nominated by signatures of not less than 20 and no more than 30 registered voters from Portola Valley, and only one candidate may be named on any one nomination paper. A disqualified candidate may be issued one set of supplemental nomination forms; however, once papers are filed, signatures cannot be added to or deleted from an existing nomination paper directly. A voter may sign as many nomination papers as there are seats to be filled. Signatures submitted on subsequent petitions shall not be allowed.

No candidate shall withdraw his or her declaration of candidacy after 5:00 p.m. on Friday, August 12, 2022, except if the filing period is extended to Wednesday, August 17, 2022 at 5:00 p.m. In that instance, a candidate may withdraw his or her declaration of candidacy until Wednesday, August 17, 2022 at 5:00 p.m.

Each candidate for City Council shall file no later than the final filing date of nomination papers his/her statement ([FPPC Form 501](#) – Candidate Intention Statement and [FPPC Form 700](#) – Statement of Economic Interests) disclosing his/her investments and his/her interests in real property with the Town Clerk. The Clerk shall make and retain a copy and forward the original to the Fair Political Practices Commission (FPPC).

For more information on the FPPC, and the forms required for filing, all candidates are encouraged to read through the instructions for Forms 410, 460, 501 and 700 prior to filing paperwork. *The Town Clerk will not provide assistance nor provide advice on how to complete any of these forms for any candidate.* All candidates may reach out to the FPPC directly for any advice/assistance by emailing them at advice@fppc.ca.gov or by phone at 1-866-ASK-FPPC.

Nomination of Paper with Affidavit of Circulator document must be notarized prior to final submission to the Town Clerk.

2022 Declaration of Candidacy document must be notarized prior to final submission to the Town Clerk.



CANDIDATE STATEMENT



CANDIDATE STATEMENT

The California Elections Code allows each Candidate for a nonpartisan elective office in a city to prepare a Candidate Statement on an appropriate form provided by the Town Clerk to be included with the Sample Ballot and Voter Information Pamphlet. The Candidate Statement is designed to acquaint voters with a candidate's qualifications for the office he or she is seeking. This statement is incorporated into the Sample Ballot and Voter Information Pamphlet at the candidate's expense and will be mailed to all registered voters in Portola Valley by San Mateo County Elections Division.

A HARD COPY OF THE CANDIDATE STATEMENT, WITH WET SIGNATURE, MUST BE FILED WITH THE NOMINATION PAPERS. THE TOWN CLERK'S OFFICE REQUESTS THAT AN ELECTRONIC VERSION OF THE CANDIDATE STATEMENT BE PROVIDED AS WELL, IN WORD FORMAT.

The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

The statement may include the name, age, and occupation of the candidate and a brief description of no more than 200 words of the candidate's education and qualifications expressed by the candidate themselves. The "Name," "Age," and "Occupation" are entered by the candidate and may be different from the wording on the ballot. Candidates frequently omit their age and also expand the description of their occupation beyond the three-word ballot designation allowed on the ballot.

The statement of each candidate shall be printed in type of uniform size and darkness and with uniform spacing. Strict interpretation of this provision precludes the use of underlining or other methods of emphasis, such as asterisks or stars, and requires uniform use of capital and lower-case letters rather than all capitals, and uniform paragraph indentations for all candidates.

The Candidate Statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations. The Statement cannot reference other candidates, their character, qualifications or activities. The law makes candidates liable for civil or criminal action or penalty for false, slanderous, or libelous statements offered for printing or contained in the voter's pamphlet.

Candidates will be billed for the printing of their candidate statements, at an amount to be determined by the San Mateo County Elections Division. For reference, candidates in 2020 were charged approximately \$200 for this service. *The Town of Portola Valley does not control the charges set by San Mateo County Elections Division.* Candidates will not be charged this fee upon filing of their nomination papers but will receive a bill from the Town of Portola Valley Finance Department soon after the election is held.

Statements filed shall remain confidential until the expiration of the filing deadline.

CANDIDATE STATEMENT (*CONTINUED*)

California Elections Code provides that the Town Clerk shall allow a 10-calendar day public examination period for Candidate Statements. During that 10-calendar day period, any voter of the jurisdiction of the Town may seek court action to require any or all candidate statements to be amended or deleted.

CANDIDATE STATEMENT GUIDELINES

Elections Code §13307 lists the following requirements regarding the candidate statement:

- (a) (1) Each candidate for nonpartisan elective office in any local agency, including any city, county, city and county, or district, may prepare a candidate's statement on an appropriate form provided by the elections official. The statement may include the name, age, and occupation of the candidate and a brief description, of no more than 200 words, of the candidate's education and qualifications expressed by the candidate himself or herself. However, the governing body of the local agency may authorize an increase in the limitations on words for the statement from 200 to 400 words. The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.
 - (2) The statement authorized by this subdivision shall be filed in the office of the elections official when the candidate's nomination papers are returned for filing, if it is for a primary election, or for an election for offices for which there is no primary. The statement shall be filed in the office of the elections official no later than the 88th day before the election, if it is for an election for which nomination papers are not required to be filed. If a runoff election or general election occurs within 88 days of the primary or first election, the statement shall be filed with the elections official by the third day following the governing body's declaration of the results from the primary or first election.
 - (3) Except as provided in Section 13309, the statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5 p.m. of the next working day after the close of the nomination period.
- (b) The elections official shall send to each voter, together with the sample ballot, a voter's pamphlet which contains the written statements of each candidate that is prepared pursuant to this section. The statement of each candidate shall be printed in type of uniform size and darkness, and with uniform spacing. The elections official shall provide a Spanish translation to those candidates who wish to have one, and shall select a person to provide that translation from one of the following:
- (a) A certified and registered interpreter on the Judicial Council Master List.
 - (b) An interpreter categorized as "certified" or "professionally qualified" by the Administrative Office of the United States Courts.
 - (c) From an institution accredited by a regional or national accrediting agency recognized by the United States Secretary of Education.
 - (d) A current voting member in good standing of the American Translators Association.
 - (e) A current member in good standing of the American Association of Language Specialists.

CANDIDATE STATEMENT GUIDELINES (CONTINUED)

- (c) (1) In addition to the statement prepared pursuant to subdivision (a), if the elections official who is conducting the election permits electronic distribution of a candidate's statement, the governing body of a local agency may permit each candidate for nonpartisan elective office in the local agency to prepare a candidate's statement for the purpose of electronic distribution pursuant to this subdivision.
 - (2) A statement prepared pursuant to this subdivision shall be posted on the Internet Web site of the elections official and may be included in a voter's pamphlet that is electronically distributed by the elections official pursuant to Section 13300.7, but shall not be included in a voter's pamphlet that is printed and mailed to voters pursuant to subdivision (b).
 - (3) A statement that is printed in the voter's pamphlet and mailed to voters pursuant to subdivision (b) shall be included with the statement that is prepared and electronically distributed pursuant to this subdivision.
 - (4) A statement that is prepared and electronically distributed pursuant to this subdivision shall be displayed in type of uniform size and darkness, and with uniform spacing.
 - (5) The elections official shall provide a Spanish translation to those candidates who wish to have one and shall select a person to provide that translation who is one of the persons listed in paragraph (2) of subdivision (b).
- (d) The local agency may estimate the total cost of printing, handling, translating, mailing, and electronically distributing candidate's statements filed pursuant to this section, including costs incurred as a result of complying with the federal Voting Rights Act of 1965, as amended. The local agency may require each candidate filing a statement to pay in advance to the local agency his or her estimated pro rata share as a condition of having his or her statement included in the county voter information guide or electronically distributed. In the event the estimated payment is required, the receipt for the payment shall include a written notice that the estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. Accordingly, the local agency is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense or refund any excess paid depending on the final actual cost. In the event of underpayment, the local agency may require the candidate to pay the balance of the cost incurred. In the event of overpayment, the local agency that, or the elections official who, collected the estimated cost shall prorate the excess amount among the candidates and refund the excess amount paid within 30 days of the election.
- (e) This section shall not be deemed to make any statement, or the authors of any statement, free or exempt from any civil or criminal action or penalty because of any false, slanderous, or libelous statements offered for printing electronic distribution pursuant to this section or contained in the county voter information guide.

CANDIDATE STATEMENT GUIDELINES (*CONTINUED*)

- (f) Before the nominating period opens, the local agency for that election shall determine whether a charge shall be levied against that candidate for the candidate's statement sent to each voter and, if authorized pursuant to subdivision (c), for the electronically distributed candidate's statement. This decision shall not be revoked or modified after the seventh day before the opening of the nominating period. A written statement of the regulations with respect to charges for handling, packaging, mailing, and electronic distribution shall be provided to each candidate or his or her representative, at the time he or she picks up the nomination papers.
- (g) For purposes of this section and Section 13310, the board of supervisors shall be deemed the governing body of judicial elections.

Guidelines for All Candidates

It is strongly recommended that the statement filed be filed personally by the candidate. If the statement is filed by someone other than the candidate, that person should have the authority to make corrections or deletions to the statement in the event that errors or an excess number of words are detected prior to filing the statement. Statements received by mail prior to the deadline will be filed provided they meet the statutory requirements and policies regarding candidate statements. Statements may not be changed after filing.

Format and Non-Conformity

In order to ensure uniformity of all candidate statements, each candidate **must** prepare the statement according to the following guidelines:

- Type the statement exactly as you wish it to appear. Attach printed copy to the form provided to you.
- In addition to hard copy, please provide the statement by email to the Town Clerk mthurman@portolavalley.net in Word format (*.doc).
- One signed hard copy must be filed by the deadline. *If there are any discrepancies between the hard copy and the electronic copy, the hard copy will prevail.*
- Do not use formats that are underlined, **bolded**, *italicized*, or ALL CAPITALIZED.
- Do not use any unusual spacing, punctuation, indentations, bullets, or an outline format.
- Check your statement for errors in spelling, punctuation, and grammar. Remember, statements cannot be changed once they are filed and the Elections Official is not responsible for correcting these errors.
- Confine the statement to the applicable word number limit (200).
- Do not include any party affiliation (applies to nonpartisan offices).
- Do not include membership or activity in partisan political organizations (applies to nonpartisan offices).

CANDIDATE STATEMENT GUIDELINES (CONTINUED)

All statements will be formatted to fit within a quarter-page space. If a statement is submitted and found non-compliant in format, the Elections Official will make the necessary changes to create compliance.

In the case where a candidate submits a statement which is not in conformance with the guidelines provided (i.e., typed in all caps, underscoring, unusual spacing, outline form, or capitalization of some words for emphasis purposes), the County Registration & Elections Division will instruct the printer to ignore any special emphasis placed on words or phrases, and to typeset the statements utilizing a uniform format.

The heading includes the candidate's name (required), age (optional), and occupation (optional). All statements will be formatted to begin with the words: "Education and Qualifications:" followed by the text filed by the candidate. These words, as well as the heading, are standardized and included in the space provided. The words "Education and Qualifications" do not count towards the number of words allowed for the statement.

The "**Occupation**" field in the candidate's statement is NOT governed by the laws and regulations pertaining to the ballot designation that appears underneath the candidate's name on the ballot. Therefore, it may be different from the candidate's ballot designation. However, if its length exceeds one line, the candidate may be asked to modify words. In addition, the statement of "Occupation" must otherwise conform to applicable laws and regulations and should not be misleading.

CANDIDATE STATEMENT GUIDELINES (*CONTINUED*)

Word Counting

Pursuant to the Secretary of State's guidelines and Section 9 of the Elections Code, words will be counted as follows:

- Each word shall be counted as one word except as specified in Section 9.
- All geographical names shall be considered as one word; for example, "City and County of San Francisco" shall be counted as one word.
- Each abbreviation for a word, phrase, or expression shall be counted as one word.
- Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word. Examples: "mother-in-law", "first-rate", "one-time" will be counted as one word; "one-half", "local-area", "home-page" will be counted as two words.
- Dates consisting of a combination of words and digits (April 22, 2000 or March 2012) shall be counted as two words. Dates consisting only of a combination of digits (4/22/2000 or 1999-2000) shall be counted as one word.
- 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. Examples: "one" shall be counted as one word; "one hundred" shall be counted as two words; and "100" shall be counted as one word.
- Telephone numbers shall be counted as one word.
- Internet website addresses shall be counted as one word.
- This section shall not apply to counting words for ballot designations under Section 13107.
- Characters used in place of a word or number, such as "&" or "#", shall be counted as one word.
- Punctuation is not counted.
- Name, age and occupation located in the header is not counted.
- If the text exceeds the word limit, the author will be asked to rewrite the text in order to bring the total number of words within the required word limit.

Withdrawal

Any candidate may withdraw (but not change) the filed candidate statement, either in person or by a signed statement of withdrawal, no later than 5:00 p.m. of the next business day following the close of the nomination period.

EC §13307(a)(3)

Confidentiality

Notwithstanding the California Public Records Act, the statements filed pursuant to Elections Code §13307 shall remain confidential until expiration of the filing deadline.

EC §13311

CANDIDATE STATEMENT GUIDELINES (*CONTINUED*)

Public Examination of Candidate Statements

Statements are available for public examination in the Election Officer's office during the 10-calendar-day review period (commencing at 5:00 p.m. August 18, or August 21 for extended races) prior to submission for printing. During this period, any voter of the jurisdiction in which the election is to be held, or the County Election Official, may seek a writ of mandate or an injunction requiring any or all of the material in the statement to be amended or deleted. Venue for such a proceeding shall be the county in which the statement is filed. If the statement is filed in more than one county, the writ or injunction must be sought in each county in which amendments or deletions to the statement are sought.

EC §13313

Sample Ballot & Official Voter Information Pamphlet Sign-Off Process

Final copies of how candidate statements will appear in the Voter Information Guide will be sent to each individual for "sign-off" approval. Changes will only be made if the finalized version differs from the hard copy submitted or if a gross error was made on the part of the Registration & Elections Division.

The same "sign-off" process is used for the Chinese, Spanish and Filipino translations of candidate statements. Statements are translated by court-certified translators and then proofed against the original English hard copy. Changes will only be made to the Chinese, Spanish and Filipino versions of a candidate's statement if the finalized version differs from the hard copy or if a gross error was made on the part of the translators.

A 24-hour turnaround time is required for this sign-off process, so as not to jeopardize the printing schedule.

The Voter Information Guide mailing period for this election is September 29 through October 18, 2022.

CANDIDATE STATEMENT GUIDELINES (*CONTINUED*)

Candidate Statement Fee Calculations (Example)

Candidate statement costs are based on the actual printing cost of the Voter Information Guides. The estimated fee collected for the candidate's statement of qualifications is based upon the following three costs:

- (1) Printing
- (2) Postage
- (3) Translation of statement into Chinese and Spanish

The Registration & Elections Division does its best to provide the most accurate estimated fee, but this estimate can vary according to the number of submitted statements appearing on one page, the number of pages required for a particular office, as well as the number of different pamphlets in which your statement will appear.

Here's a step-by-step example of how the cost is calculated:

1. **Determine** the total number of pages ordered for ALL booklets in the election.
2. **Calculate** the cost of one page by dividing the total cost by total number of pages:

Divide the total print cost by the total number of pages ordered to calculate the cost per page:
Example: $\$161,730.23 / 9,464,120 = \0.02 printing cost per page.
3. **Multiply** each jurisdiction's total booklet order (registered voters) by the cost of one page:
Example: $30,041 \times \$0.02 = \600.82 cost per page (round up)
4. **Multiply** the cost per page by the number of pages needed for all statements for the jurisdiction:
Example: $\$600.82 \times 2$ pages = $\$1,201.64$ Total cost
(all statements, e.g. Council, Clerk)
5. **Divide** this cost (total for statement pages) by total number of statements appearing:
Example: Two pages containing five statements = $\$1,201.64 / 5 = \240.33 per statement.
6. **Add** statement translation costs (Spanish and Chinese) for the candidate:
Example: John Doe's statement into Spanish: \$100
John Doe's statement into Chinese: \$85
7. In our **Example**, the printing cost for each of the five candidates was \$240.33, and John Doe's total cost was \$425.33. However, if only one candidate chooses to file a candidate statement, the candidate will have to pay for the whole page instead of splitting it with others.

CANDIDATE STATEMENT GUIDELINES (CONTINUED)

FICTITIOUS SAMPLE OF CANDIDATE STATEMENTS

Below are fictitious samples of 200-word statements as they would appear in the voter information guide. Statements will appear in the same order as the candidates' names appear on the ballot, except for offices elected throughout the county (which are rotated on the ballot by supervisorial district, but not rotated in the guide.)

| Candidates for the Office of City Council | | | |
|---|--|--|--|
| <p>Name: Joseph W. Candidate Occupation: Businessman/Community Volunteer</p> <p>Education and Qualifications: I have lived here my entire life and I love this community. I would like to get more involved in our community affairs. I believe that I am the best person for this position and I am willing to work very hard to make our lovely little community the best that it can possibly be. If you elect me I promise that I will dedicate all of my spare time to fulfilling the requirements of this position and pushing forward the special projects that are in desperate need of my time and attention. I believe that by improving our community we can provide a safe and secure environment for our children and families to enjoy a quality of life that is no longer available in the big overgrown metropolis to the west of us.</p> <p>I have years of experience in planning and organizing, and I am willing to use all of this experience and all of my training and education to do the best job that I can. I will make myself readily available to the public for all needs.</p> <p>Please support me. Jcandidate@email.com or www.joecandidate.com /s/</p> | <p>Name: Jane Campaigner Occupation: Educator</p> <p>Age: 41</p> <p>Education and Qualifications: I have lived here my entire life and I love this community. I would like to get more involved in our community affairs. I believe that I am the best person for this position and I am willing to work very hard to make our lovely little community the best that it can possibly be.</p> <p>If you elect me I promise that I will dedicate all of my spare time to fulfilling the requirements of this position and pushing forward the special projects that are in desperate need of my time and attention. I believe that by improving our community we can provide a safe and secure environment for our children and families to enjoy a quality of life that is no longer available in the big overgrown metropolis to the west of us. I have years of experience in planning and organizing, and I am willing to use all of this experience and all of my training and education to do the best job that I can. I will make myself readily available to the public for all needs. Please support me.</p> <p>Jcampaigner@email.com /s/</p> | | |
| <p>Name: Fred Businessman Occupation: Health Director</p> <p>Age: 38</p> <p>Education and Qualifications: I have lived here my entire life and I love this community. I would like to get more involved in our community affairs. I believe that I am the best person for this position and I am willing to work very hard to make our</p> | <p>Name: Margaret "Peg" Voter Occupation: Real Estate Agent/Mother</p> <p>Age: 45</p> <p>Education and Qualifications: I have lived here my entire life and I love this community. I would like to get more involved in our community affairs. I believe that I am the best person for this position and I am willing to work very hard to make our</p> | | |

lovely little community the best that it can possibly be. If you elect me I promise that I will dedicate all of my spare time to fulfilling the requirements of this position and pushing forward the special projects that are in desperate need of my time and attention. I believe that by improving our community we can provide a safe and secure environment for our children and families to enjoy a quality of life that is no longer available in the big overgrown metropolis to the west of us. I have years of experience in planning and organizing, and I am willing to use all of this experience and all of my training and education to do the best job that I can. I will make myself readily available to the public for all needs. Please support me. You may find more information about my campaign at www.fredbusinessman.com /s/

lovely little community the best that it can possibly be. If you elect me I promise that I will dedicate all of my spare time to fulfilling the requirements of this position and pushing forward the special projects that are in desperate need of my time and attention.

I believe that by improving our community we can provide a safe and secure environment for our children and families to enjoy a quality of life that is no longer available in the big overgrown metropolis to the west of us. I have years of experience in planning and organizing, and I am willing to use all of this experience and all of my training and education to do the best job that I can. I will make myself readily available to the public for all needs. Call me anytime (650.555.5555). Please support me. /s/



BALLOT DESIGNATION



BALLOT DESIGNATION

California Elections Code Section 13107 provides that a candidate may designate the manner in which his or her name and occupational designation are to appear on the ballot.

The ballot designation is the word, or group of not more than three (3) words, which will appear on the ballot under the candidate's name, designating the current principal professions, vocations, or occupations of the candidate.

If upon checking the nomination documents, the Town Clerk finds the designation to be in violation of any of the restrictions set forth, the Town Clerk shall notify the candidate by registered or certified mail, return receipt requested, addressed to the mailing address appearing on the candidate's nomination documents. The candidate shall, within three days from the date or receipt of the notice, appear before the City Clerk and provide an alternate designation. In the event the candidate fails to provide an alternate designation, no designation shall appear after the candidate's name.

No designation given by a candidate shall be changed by a candidate after the final date for filing nomination papers, except as specifically requested by the elections official as specified in the California Elections Code.

Candidate's names will appear on the ballot in order of the "random alphabet" drawn by the Secretary of State on August 18, 2022.

For more information on Ballot Designations, please visit the Secretary of State's page via the following weblink:

<https://www.sos.ca.gov/administration/regulations/current-regulations/elections/ballot-designations>

Other information on ballot designations is also available via the League of CA Cities website:

<https://www.cacities.org/getattachment/edfce1be-519b-4bdc-86a4-7437b2e1bfce/2-2008-Cont-Ed-Issues-Arising-from-Candidate-State.aspx>



CAMPAIGN DISCLOSURE INFORMATION



CAMPAIGN DISCLOSURE INFORMATION

California's Political Reform Act of 1974 (*GC §81000-9101*) requires candidates to file periodic campaign statements which disclose contributions received and expenditures made. The Act is administered and enforced by California's Fair Political Practices Commission. You may contact the Commission's Technical Assistance Division at: 428 J Street, Suite 620, Sacramento, CA 95814; Phone: 916.322.5660 (Toll Free 1-866-ASK-FPPC) or visit their website at www.fppc.ca.gov.

Form 501 – Candidate Intention Statement

Must be filed before you solicit or receive any contributions or before making expenditures of personal funds on behalf of your candidacy. File with the Town Clerk's Office.

Form 410 – Statement of Organization

Form 410 is used when organizing a campaign committee and must be filed within 10 days of receiving \$2,000 in contributions. The form includes a space to indicate the campaign's bank account information. *File the original and one copy with the Secretary of State's Political Reform Division and a copy with the Town Clerk.*

Form 460 – Consolidated Campaign Statement

Form 460 is a Recipient Committee Campaign Statement, for use by a candidate or officeholder who has a controlled committee, or who has raised or spent or will raise or spend \$2,000 or more during a calendar year in connection with an election to office or holding office.

Form 470 – Candidate and Officeholder Campaign Statement (Short Form)

This form is used by candidates who do not have a controlled committee and do not anticipate receiving contributions or making expenditures totaling \$2,000 or more in a calendar year. If a Form 470 is filed on or before the filing deadline for the first pre-election campaign statement, no additional campaign statement needs to be filed in connection with the election, so long as total receipts/expenditures remain less than \$2,000.

Form 700 – Statement of Economic Interests (and Amendment Schedules)

Every public official who makes or participates in making governmental decisions is required to file a Statement of Economic Interests. Candidates for office are also required to file a Form 700 with their Town Clerk.

Form 470 Supplement

A candidate who has filed Form 470 in connection with an election and subsequently receives contributions or makes expenditures totaling \$2,000 or more is required to file notification within 48 hours. Form 470 Supplement may be used, and must be sent by telegram, guaranteed overnight service, personal delivery or fax to the Secretary of State, the local filing officer, and to each of his or her opponents seeking the same office.

CAMPAIGN DISCLOSURE INFORMATION (CONTINUED)

Form 496 – Late Independent Expenditure Report

Any committee that makes independent expenditures totaling \$1,000 or more to support or oppose a single candidate or single ballot measure during the 16 days immediately prior to the election in which the candidate or measure is being voted must file a report within 24 hours of the expenditure.

Form 497 – Late Contribution Report

Any committee that makes or receives a late contribution totaling \$1,000 or more from a single source during the 16 days immediately prior to the election in which the candidate or measure is to be voted must file a report within 24 hours of the time the contribution was made or received.

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| <p>CANDIDATES RECEIVING OR SPENDING <u>OVER</u> \$2,000 MUST FILE FORMS 501 + 410 + 460</p> |
| <p>CANDIDATES RECEIVING OR SPENDING <u>UNDER</u> \$2,000 MUST FILE FORMS 501 + 470</p> |

CAMPAIGN STATEMENTS

All candidates with qualified committees are required to file semi-annual campaign statements no later than July 31 and January 31. In addition, all committees that have made or received contributions of \$2,000 or more or made expenditures of \$2,000 or more in connection with an election must file campaign statements on the required dates.

FAIR POLITICAL PRACTICES COMMISSION (FPPC)

428 J Street, Suite 620

Sacramento, CA 95814

1-866-ASK-FPPC

advice@fppc.ca.gov

fppc.ca.gov

fppc.ca.gov/forms



ADDITIONAL INFORMATION



CALTRANS CAMPAIGN SIGN INFORMATION

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:

1. Encourages a particular vote in a schedule election.
2. Is placed not sooner than 90 days prior to the schedule election and is removed within 10 days after that election.
3. Is no larger than 32 square feet.
4. Has had a Statement of Responsibility filed with the Department certifying a person who will be responsible for removing the sign.

A completed Statement of Responsibility (PDF) 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.

For More Information, please visit the Caltrans Website:

<http://www.dot.ca.gov/trafficops/oda/political.html>

Section 5405.3 of the State Outdoor Advertising Act

http://www.dot.ca.gov/trafficops/oda/docs/oda_3.pdf

Statement of Responsibility

<http://www.dot.ca.gov/trafficops/oda/docs/Political2.pdf>

SAN MATEO COUNTY VOTER REGISTRATION INFORMATION

Registration Deadline for this Election – October 24, 2022

To vote in any election, a citizen must be properly registered **15 calendar days** prior to the election date. San Mateo County Registration & Elections Division encourages all voters to be properly registered well before that 15-calendar-day deadline to ensure enough time to complete postal delivery of correct and complete election materials prior to an election.

Voters may register online by visiting www.shapethefuture.org or the Secretary of State's website at www.registertovote.ca.gov/.

Between October 25, 2022 and November 8, 2022, voters may file a Conditional Voter Registration form at a local Vote Center.

For Your Information

In order to remain eligible to vote, voters must re-register following these events:

- Change of residential address
- Change of name (first, middle or last name) and/or signature
- Change of political party affiliation

Postage-paid voter registration forms are available at these locations:

- U.S. Post Offices
- Public libraries and colleges
- City Halls
- Department of Motor Vehicles Offices
- San Mateo County Registration & Elections Division
- 555 County Center, Redwood City, CA 94063

To be eligible to register to vote in California, a person must be:

- A citizen of the United States and a resident of California
- At least 18 years of age by Election Day
- Not in prison or on parole for the conviction of a felony

If you have any questions about voter registration or wish to launch a voter registration drive during the upcoming election season, please call (650) 312-5222. Forms for distribution (at no cost) are available at the Registration & Elections Division.

CALIFORNIA VOTERS CHOICE ACT / ALL-MAIL BALLOT ELECTION

All registered voters in San Mateo County will be mailed their ballot 29 days before the election. You can choose from 3 different ways to return your voted ballot:

Mail

You can vote and mail your ballot in the postage-paid return envelope on or before Election Day.

Drop-off Box

You can return your voted ballot to a secure Ballot Drop-off Box. Voters will find Ballot Drop-off Boxes throughout San Mateo County starting 28 days before the election.

Vote Center

Vote Centers look and feel like polling places but provide additional services and options for voters. You can go to any Vote Center in San Mateo County to:

- Vote on an accessible voting machine
- Vote on a paper ballot
- Access election materials in a range of languages
- Receive assistance from staff fluent in English, Spanish, Chinese, Filipino, or Korean
- Drop off your ballot
- Receive a replacement ballot
- Register to vote or update registration information through Election Day

Voters can go to any Vote Center in San Mateo County to vote or return their ballot. Vote Centers will offer expanded voter services, including voter registration, multilingual assistance, and disabled access voting options. Vote Centers will open at three locations Monday, October 10, with a total of 45 locations open for early voting starting Saturday, November 5 through Election Day.

- Early Voting:
 - Weekdays from Monday, October 10 to Monday, November 7: 9 a.m. – 5 p.m. (Closed Columbus Day, 10/10)
 - Weekend of Saturday, October 31 and Sunday, November 1: 9 a.m. – 5 p.m.
- Election Day: Tuesday, November 8: 7 a.m. – 8 p.m.

The voted ballot, sealed inside the return envelope, may be delivered by another person. In the space provided on the flap of the return envelope, the voter must write the name and relationship of the person returning the voted ballot.

EC §3017

No person shall solicit the vote of a Vote by Mail voter or do any electioneering while in the residence of or immediate presence of the voter during the time the Vote by Mail voter is voting. Violations may result in criminal penalties.

EC §18371

SELECTED STATE LAWS GOVERNING CAMPAIGN PRACTICES

Restrictions on Campaign Literature and Certain Other Campaign Activities

Candidate Statement and Qualifications

Candidates are advised to not mislead voters in their candidate statement.

Elections Code §18351 states: “Any candidate in an election or incumbent in a recall election who knowingly makes a false statement of a material fact in a candidate’s statement, prepared pursuant to Section 11327 or 13307, with the intent to mislead the voters in connection with his or her campaign for nomination or election to a non-partisan office is punishable by a fine not to exceed one thousand dollars (\$1,000).”

Campaign Advertising or Communication Defined

“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.

EC §304

Mass Mailing

A “mass mailing” is defined in Government Code Section 82041.5 as “over two hundred 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.”

- (a) Except as provided in subdivision (b), no candidate or committee shall 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 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 organization’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) 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).

GC §84305

SELECTED STATE LAWS GOVERNING CAMPAIGN PRACTICES (CONTINUED)

Political Advertising

Any paid political advertisement that refers to an election or to any candidate for state or local elective office and that is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the advertisement or in 10-point roman type, whichever is larger, the words Paid Political Advertisement. The words shall be set apart from any other printed matter.

As used in this section “paid political advertisement” shall mean and shall be limited to, published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office.

EC §20008

Libel and Slander

“The provisions of Part 2 (commencing with Section 43) of Division 1 of the Civil Code, relating to libel and slander, are applicable to any campaign advertising or communication.”

Persons Liable

- (a) A candidate or state measure proponent is liable for any slander or libel committed by a committee that is controlled by that candidate or state measure proponent as defined by Section 82016 of the Government Code if the candidate or state measure proponent willfully and knowingly directs or permits the libel or slander.
- (b) A person who is a sponsor of a sponsored committee, as defined by Section 82048.7 of the Government Code, is liable for any slander or libel committed by the sponsored committee if the sponsor willfully and knowingly directs or permits the libel or slander.

EC §20501

Electioneering on Election Day

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

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

As used in this section “100 feet of a polling place or an election official’s office” means distance 100 feet from the room or rooms in which voters are signing the roster and casting ballots. Any person who violates any of the provisions of this section is guilty of a misdemeanor.

EC §18370

SELECTED STATE LAWS GOVERNING CAMPAIGN PRACTICES *(CONTINUED)*

Compelling Another in Voting

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

EC §18540

Solicitation Dissuading Persons from Voting

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

EC §18541

NOTE: For purposes of *EC §18541(a)(3)*, the photographing, videotaping, or recording of a voter must be in order to dissuade the person from voting. This does not apply to situations where newspaper photographers are photographing a polling place for journalistic purposes.

SELECTED STATE LAWS GOVERNING CAMPAIGN PRACTICES (CONTINUED)

Challenging a Vote Without Probable Cause

- (a) Every person who knowingly challenges a person's right to vote without probable cause or on fraudulent or spurious grounds, or who engages in mass, indiscriminate, and groundless challenging of voters solely for the purpose of preventing voters from voting or to delay the process of voting, or who fraudulently advises any person that he or she is not eligible to vote or is not registered to vote when in fact that person is eligible or is registered, or who violates Section 14240, is punishable by imprisonment in the county jail for not more than 12 months or in the state prison.
- (b) Every person who conspires to violate subdivision (a) is guilty of a felony.

EC §1854

Fine for Solicitation Requesting Voter Disclosure of his or her Ballot

Any person other than an elections official or a member of the precinct board who receives a voted ballot from a voter or who examines or solicits the voter to show his or her voted ballot is punishable by a fine not exceeding ten thousand dollars (\$10,000), by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years or in a county jail not exceeding one year, or by both the fine and imprisonment. This section shall not apply to persons returning a vote by mail ballot pursuant to Sections 3017 and 3021 or persons assisting a voter pursuant to Section 14282.

EC §18403

RESOURCES

The following websites may be helpful to candidates as they make their way through the election process:

<https://www.smcacre.org/current-election>

(San Mateo County's official Election site)

www.fppc.ca.gov

(Official website of the Fair Political Practices Commission)

<http://leginfo.legislature.ca.gov/faces/codesTOCSelected.xhtml?tocCode=ELEC&tocTitle=+Elections+Code+-+ELEC>

California Elections Code