Candidate Guide
for the
November 3, 2020
General Municipal Election
City of Santa Monica
CANDIDATE GUIDE

FOR

THE CITY OF SANTA MONICA

GENERAL MUNICIPAL ELECTION

November 3, 2020

Denise Anderson-Warren, CMC
CITY CLERK
CITY OF SANTA MONICA
NOVEMBER 3, 2020 GENERAL ELECTION
CANDIDATE GUIDELINES FOR NOMINATION PAPERWORK

The City of Santa Monica is committed to the health, safety and well-being of its residents and staff, especially during these unprecedented times. While the Stay at Home Orders issued by the State and County remain in place, the Santa Monica City Clerk’s Office is providing candidates with additional support and guidance for issuing and filing documents during the nomination period for the November 3, 2020 election. The purpose of these guidelines is to enable all candidates and City staff to maintain health and safety during the candidate filing process.

Issuance of Candidate Nomination Documents

During the nomination period, July 13, 2020 to August 7, 2020 (extended to August 12, 2020, if an incumbent does not file) candidates will be issued nomination documents only in-person by advance appointment at the City Clerk’s office at City Hall, 1685 Main Street, Santa Monica.

A Candidates' Workshop will be offered online via BlueJeans on July 13, 2020 from 10:00 a.m. to 11:30 a.m. Candidates are highly encouraged to attend this workshop prior to attending their in-person appointment and receiving nomination documents. The workshop will also be recorded and available for viewing at smvote.org.

To make an appointment to be issued nomination paperwork, candidates should contact the City Clerk’s Office at 310-458-8211 or via email at clerk@smgov.net at least 24 hours in advance to schedule an appointment to receive nomination documents. Appointments will be scheduled in half hour increments during the following times:

Monday, July 13, 20, 27, 2020
Monday, August 3, 2020 1:00 p.m. to 4:00 p.m.

Tuesday, July 14, 21, 28, 2020
Tuesday, August 4, 2020 8:00 a.m. to 12:00 p.m.

Wednesday, July 15, 22, 29, 2020
Wednesday, August 5, 2020 8:00 a.m. to 12:00 p.m.

Thursday, July 16, 23, 30 2020
Thursday, August 6, 2020 1:00 p.m. to 4:00 p.m.

Friday, July 24, 2020 1:00 p.m. to 4:00 p.m.
Friday, August 7, 2020 1:00 p.m. to 5:00 p.m.

After an appointment is scheduled, but prior to the issuance of nomination documents, the City Clerk's Office will follow normal procedures and guidelines to verify eligibility of the candidate for the office sought.
During the in-person appointment, the wearing of a mask/face covering is required for all staff, candidates and their representatives. Appointments are limited to one person only (either the candidate or their representative). A 6-foot social distance will be in effect and staff will sanitize all hard surfaces including pens between appointments. The person attending is encouraged to wear any additional PPE that person may deem appropriate.

Hard copies of candidate materials may be issued to the candidate’s representative provided that the representative submits written authorization from the candidate to conduct candidate-related business on their behalf. The authorization must identify the representative by name and include the original wet signature of the candidate.

**Execution of Candidate Documents**

Any documents that require an oath by the candidate may be executed by the candidate in the presence of a notary then delivered to the Santa Monica City Clerk’s Office by appointment during the times set out above. Alternatively, the documents may be executed in the City Clerk’s Office by appointment during the times set out above. The health safety/social distancing requirements set out above will apply during any appointment for delivery or execution of candidate documents. To make an appointment to deliver or execute candidate documents, follow the procedures set out above.

**Submission of Candidate Documents and Filing Deadlines**

Submission of completed candidate documents will be only in-person by advance appointment at the City Clerk’s office at City Hall, 1685 Main Street, Santa Monica. Appointments for submission of completed candidate documents will be available during the times set out above. The health safety/social distancing requirements set out above will apply during any appointment for submission of completed candidate documents. To make an appointment to submit completed candidate documents, follow the procedures set out above.

**PLEASE NOTE:** Nomination petitions and candidate statements with the $25.00 filing fee payment must be submitted at the time of filing nomination papers (exact payment only and check/credit preferred).

In order to be a qualified candidate for the office, the completed documents with original signatures, must be received by the City Clerk’s Office by the close of the nomination period (5:00 p.m. on August 7, 2020 or 5:30 p.m. on August 12, 2020 if an incumbent does not file) for that particular office. An electronic copy of the candidate statement should be emailed to clerk@smgov.net as well. All documents must be received physically in the City Clerk’s office by the end of the nomination period. No late documents will be accepted. Any candidate who fails to timely submit the candidate documents with original signatures by the close of the nomination period will not be included on the ballot for that office.
July 13, 2020

Dear Candidate:

Thank you for your interest in becoming a candidate. The Consolidated General Municipal Election will be held on **Tuesday, November 3, 2020.**

The candidate’s packet has been prepared for your use as you run for public office. This information, although very informative, is not all-encompassing. Candidates should not, therefore, rely solely upon this guide, but should contact the office of the City Clerk on specific issues, or seek legal counsel for more detailed information.

In conjunction with your proposed candidacy, a number of City and State requirements are to be met. Forms, calendars, deadlines and instructional materials are enclosed for your assistance in meeting those requirements. We encourage your careful review of the enclosures and will be happy to go over them with you.

Please note that due to COVID-19, all forms picked up and returned to the Office of the City Clerk will be by appointment only during regular business days, which are Monday through Thursday and alternating Fridays (see business hours on Nomination Guidelines). Please be advised the City Clerk’s Office will be closed on **Friday, July 17th** and **Friday, July 31st**. The close of nominations is **Friday, August 7th at 5:00 p.m.**

If an incumbent does not file nomination papers, pursuant to the Election Code, the last day to file nomination papers for non-incumbents would be extended to **Wednesday, August 12, 2020 at 5:30 p.m.**

The following documents **MUST** be filed together at the time you file as a candidate:

1. Nomination Paper(s) – 2 sets will be issued and additional sets may be requested.
2. Ballot Designation Worksheet (If Designation Requested)
3. Candidate’s Statement (Optional. For City Candidates, base cost is paid by the City and additional costs may be paid by candidate.)
4. Code of Fair Campaign Practices (Optional)
5. Payment of Filing Fee ($25)
6. Form 700, Statement of Economic Interest (Original & Copy) *(City Council & Rent Control Board only)*
As mentioned above, the Candidate’s Statement is optional. However, if you elect to provide one, please note that it will be provided in English and Spanish, as required by law. The costs of printing, handling and translating will be paid by the City.

The City Clerk’s Office extends a courteous, cooperative and strictly non-partisan attitude toward all candidates at all times. While we welcome your questions and will attempt to be of assistance to you throughout this process, only your attorney may offer you legal guidance. For questions specifically related to the Fair Political Practices Commission (FPPC) please call (866) 275-3772. Any other questions, you may contact the City Clerk’s Office at (310) 458-8211.

Sincerely,

Denise Anderson-Warren, CMC
City Clerk
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<td></td>
</tr>
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GENERAL INFORMATION

TYPE OF CITY GOVERNMENT
The California State Constitution provides for two types of cities: Charter and General Law. There is little difference in the day-to-day operation of the two types of cities. A charter city, however, has considerably more authority than a general law city to tax, regulate and adopt its own procedures and organization. Within the limitations of its own charter, a city may perform any municipal function not prohibited by state or federal law.

The City of Santa Monica was incorporated as a general law city in December 1886 and was granted a charter in 1907. The charter was changed in November 1946 to establish the present council-manager form of government.

FORM OF CITY GOVERNMENT
The council-manager form of government, established by the 1946 Charter, has become the most popular form of local government in California. In this type of government, the Council enacts local laws, makes policy decisions, approves programs, adopts the budget and gives general direction to the City Manager.

The Council appoints and may remove the City Manager, the City Attorney, and the City Clerk. The City Manager is responsible to the Council for the preparation of the budget, the enforcement of city laws and the administrative operation of the city. The City Manager also acts as the technical advisor to the Council. This system fixes authority and responsibility for policy in the City Council and administrative responsibility and authority in the City Manager. The City Manager appoints all other department heads.

THE CITY COUNCIL
The City Council establishes local laws, sets policy, rejects or approves programs, appropriates funds, and in general, represents the public wishes in supervising the operations of the city. In charter cities, the Council must act within the framework of the city charter and state laws.

Councilmembers have legal powers and authority only as members of the Council when meeting in a legally-convened Council session. All Council meetings, except closed sessions dealing with real property transactions, personnel matters, or litigation, or as otherwise provided for in the Brown Act are open to the public.

COUNCIL MEETINGS
The City Council meets regularly on the 2nd and 4th Tuesdays of every month at 5:30 p.m., and on additional days as needed, to conduct the City's business. During 2019, the City Council met a total of 28 times. The City Council also convenes as the Housing Authority, the Parking Authority, the Redevelopment Successor Agency, and the Public Financing Authority of the City of Santa Monica. Selected Councilmembers may be appointed to serve on Council Subcommittees such as the Audit Subcommittee.
The local laws established by the Council are enacted as ordinances and are compiled in the Municipal Code. Other directives and policies of the Council are recorded in uncodified ordinances, resolutions and in the minutes of the Council meetings. All of these records are available to the general public.

Shortly after each municipal election, the Council elects one of its members to serve as Mayor, usually for a two-year term and a second member to serve as Mayor Pro Tempore. The Mayor presides over Council meetings and in theory acts as head of the City. The Mayor Pro Tempore acts as the Mayor, in his/her absence.

Santa Monica Municipal Elections are held the first Tuesday following the first Monday in November of even numbered years.

COMPENSATION AND BENEFITS – CITY COUNCIL
As provided for in Section 602 of the Santa Monica City Charter, on November 1998, a charter amendment that provided compensation with a built in CPI for Councilmembers and the Mayor was approved by the voters. As of Fiscal Year 2019-2020, Councilmembers received $1,308 per month and the Mayor receives $1,569 per month. The compensation received by members of the City Council and Mayor is automatically increases effective July 1 of each year, in an amount equal to the increase in the Consumer Price Index (CPI) for the twelve month period immediately preceding July 1. Members of the City Council also receive medical, dental, health, and other benefits of employment paid for by the City, provided these benefits are routinely and customarily available and paid for by the City to City miscellaneous employees. The City Councilmembers receive reimbursement and allowance for travel and for other expenses related to the fulfilling their official duties and the holding of public office upon the same terms and conditions applicable to City departmental directors.

For information on duties, compensation and benefits of other elected offices, please call:

RENT CONTROL – Tracy Condon, Rent Control Administrator at (310) 458-8751.
COLLEGE BOARD – Dr. Kathryn Jeffrey, Superintendent and President at (310) 434-4200.
SCHOOL BOARD – Dr. Ben Drati, Superintendent of Schools at (310) 450-8338.
## CITY OF SANTA MONICA
### ELECTION STATISTICS

<table>
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<tr>
<th>ELECTION DATE</th>
<th>REGISTERED VOTERS</th>
<th>NUMBER OF VOTES CAST</th>
<th>PERCENTAGE OF TURNOUT</th>
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<tr>
<td>NOVEMBER 2018</td>
<td>69,686</td>
<td>46,766</td>
<td>67.11</td>
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<td>NOVEMBER 2016</td>
<td>80,742</td>
<td>61,018</td>
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<td>NOVEMBER 2014</td>
<td>58,803</td>
<td>28,333</td>
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<td>NOVEMBER 2012</td>
<td>60,821</td>
<td>47,958</td>
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<td>NOVEMBER 2010</td>
<td>59,120</td>
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<td>NOVEMBER 2008</td>
<td>58,281</td>
<td>50,978</td>
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<td>NOVEMBER 2006</td>
<td>57,455</td>
<td>34,440</td>
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<td>NOVEMBER 2004</td>
<td>59,349</td>
<td>33,808</td>
<td>56.96</td>
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<td>MARCH 2003</td>
<td>55,193</td>
<td>18,763</td>
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<td>NOVEMBER 2002</td>
<td>56,501</td>
<td>30,853</td>
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<td>NOVEMBER 2000</td>
<td>59,305</td>
<td>46,659</td>
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<tr>
<td>APRIL 1999</td>
<td>54,156</td>
<td>14,869</td>
<td>27</td>
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<td>NOVEMBER 1998</td>
<td>55,237</td>
<td>33,026</td>
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<td>NOVEMBER 1996</td>
<td>70,079</td>
<td>47,844</td>
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<td>MARCH 1996</td>
<td>54,508</td>
<td>20,726</td>
<td>38</td>
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<tr>
<td>NOVEMBER 1994</td>
<td>56,399</td>
<td>35,235</td>
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<tr>
<td>JUNE 1994</td>
<td>53,942</td>
<td>17,660</td>
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<tr>
<td>NOVEMBER 1992</td>
<td>57,464</td>
<td>46,187</td>
<td>80.3</td>
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<td>JUNE 1992</td>
<td>51,381</td>
<td>27,757</td>
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<tr>
<td>NOVEMBER 1990</td>
<td>54,427</td>
<td>34,606</td>
<td>63.6</td>
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<td>JUNE 1990</td>
<td>53,107</td>
<td>25,670</td>
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<tr>
<td>NOVEMBER 1988</td>
<td>58,546</td>
<td>45,510</td>
<td>77.7</td>
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<tr>
<td>JUNE 1988</td>
<td>56,158</td>
<td>27,801</td>
<td>49.5</td>
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<td>NOVEMBER 1986</td>
<td>57,971</td>
<td>38,105</td>
<td>65.7</td>
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<tr>
<td>JUNE 1986</td>
<td>54,369</td>
<td>27,284</td>
<td>50.2</td>
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<tr>
<td>NOVEMBER 1984</td>
<td>60,694</td>
<td>46,381</td>
<td>76.4</td>
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<tr>
<td>JUNE 1984</td>
<td>54,330</td>
<td>33,415</td>
<td>61.5</td>
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<tr>
<td>APRIL 1983</td>
<td>54,270</td>
<td>29,597</td>
<td>54.5</td>
</tr>
<tr>
<td>APRIL 1981</td>
<td>53,587</td>
<td>27,814</td>
<td>51.9</td>
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<tr>
<td>NOVEMBER 1979</td>
<td>51,868</td>
<td>27,225</td>
<td>52.5</td>
</tr>
<tr>
<td>JUNE 1979</td>
<td>50,787</td>
<td>16,200</td>
<td>31.9</td>
</tr>
<tr>
<td>APRIL 1979</td>
<td>50,355</td>
<td>26,294</td>
<td>52.2</td>
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<tr>
<td>JUNE 1978</td>
<td>52,897</td>
<td>37,081</td>
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<td>APRIL 1977</td>
<td>50,249</td>
<td>15,149</td>
<td>30.1</td>
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<tr>
<td>APRIL 1975</td>
<td>40,671</td>
<td>17,333</td>
<td>42.6</td>
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<tr>
<td>APRIL 1973</td>
<td>48,753</td>
<td>20,671</td>
<td>42.4</td>
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<tr>
<td>APRIL 1971</td>
<td>39,399</td>
<td>17,883</td>
<td>45.4</td>
</tr>
</tbody>
</table>
OFFICES TO BE VOTED UPON

CITY COUNCIL
Four Seats for 4-Year Terms
Expiring November 2024

Incumbents
Gleam Davis
Ana M. Jara
Terry O’Day
Ted Winterer

One Seat for a 2-Year Term
Expiring November 2022
To be determined

SANTA MONICA RENT CONTROL BOARD
(For more information on the duties and benefits of the Santa Monica Rent Control Board, please contact Tracy Condon, Rent Control Administrator at (310) 458-8751.)

Incumbents
Anastasia Foster
Caroline Torosis

SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES
(For more information on the duties and benefits of the Santa Monica Community College Board of Trustees, please contact Board Secretary, Superintendent Dr. Kathryn Jeffery at (310) 434-4200.)

Incumbents
Susan Aminoff
Margaret R. Quinones-Perez
Rob Rader

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
(For more information on the duties and benefits of the Board of Education, contact Superintendent Dr. Ben Drati at (310) 450-8338.)

Incumbents
Jon Kean
Maria Leon-Vazquez
Ralph Mechur
<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT</th>
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</thead>
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<tr>
<td>July 13 – August 7</td>
<td>Nomination Period – first and last date to file nomination documents, unless an incumbent fails to file. Candidates' statements must be filed at the time nomination papers are filed. <strong>Deadline is 5:00 P.M. No exceptions.</strong></td>
</tr>
<tr>
<td>July 13</td>
<td>Candidate Workshop (Video Conference) – 10:00 A.M.</td>
</tr>
<tr>
<td>July 17 and July 31</td>
<td>Closed Fridays for City Hall</td>
</tr>
<tr>
<td>August 7</td>
<td>Last day candidates can withdraw nomination papers. Last day to file nomination papers. <strong>Deadline is 5:00 P.M.</strong></td>
</tr>
<tr>
<td>August 10</td>
<td>Last day to withdraw candidate statements. <strong>Deadline is 5:00 P.M.</strong></td>
</tr>
<tr>
<td>August 12</td>
<td>Extended last day to file nomination papers if incumbent does not file. <strong>Deadline is 5:30 P.M.</strong></td>
</tr>
<tr>
<td>August 13</td>
<td>Secretary of State to hold public drawing to determine order of names on ballot.</td>
</tr>
<tr>
<td>August 19</td>
<td>Fair Political Practices Commission Workshop for Candidates and Treasurers (Video Conference link on FPPC website) – 1:00 – 3:00 P.M.</td>
</tr>
<tr>
<td>September 8 – October 20</td>
<td>Filing period for write-in candidates. <strong>Deadline is 5:30 P.M.</strong></td>
</tr>
<tr>
<td>October 5 – 27</td>
<td>Mailing of vote by mail ballots.</td>
</tr>
<tr>
<td>October 19</td>
<td>Last day to register to vote.</td>
</tr>
<tr>
<td><strong>November 3</strong></td>
<td>Election Day (7:00 A.M. - 8:00 P.M.)</td>
</tr>
<tr>
<td>December 8</td>
<td>Suggested Council meeting to install new officers in Council Chambers.</td>
</tr>
<tr>
<td>February 1, 2021</td>
<td>Semi-Annual Campaign Disclosure Statements due.</td>
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The following information is provided to all Santa Monica residents by the City Clerk’s Office of the City of Santa Monica with the intent of clarifying the process for nominating candidates for City elective offices and to answer the most frequently asked questions.  Please note that any person soliciting signatures on a nomination petition for an elective office must make this form available to any member of the public.  Although the Santa Monica-Malibu Unified School District and the Santa Monica College consolidate their respective elections with the City of Santa Monica, these regulations do not apply to candidates for School Board or the College Board seats.

What kind of City elective offices are there?
There are two types of elective offices in the City of Santa Monica, the City Council and the City’s Rent Control Board.  For the November 3, 2020 election there will be four vacant seats on the City Council for full-terms ending in 2024 and 1 vacant seat for a partial term ending in 2022, and two vacant seats on the Rent Control Board.

Who can be a candidate for these offices?
Any resident who is a registered voter in the City of Santa Monica may run for a City Council or a Rent Control Board seat.

How does a candidate get nominated?  How does a candidate’s name get placed on the ballot?
A candidate must obtain at least 100* valid signatures from Santa Monica registered voters on a Nomination Petition.  Either the candidate or any person who is the age of 18 or older may circulate a Nomination Petition.  The petition must be filed with the City Clerk no earlier than the 113th day (July 13, 2020) and no later than the 88th day (August 7, 2020) before the November 3, 2020, General Municipal Election.  Should an incumbent not file by the filing deadline on the 88th day, the filing period shall be extended to the 83rd day (August 12, 2020) for candidates other than the incumbent for the elective office.

How many Nominations Petitions may a voter sign?
A voter may sign as many petitions as there are vacant seats.  For example, there will be four vacant City Council seats.  A voter may sign up to four different petitions for City Council candidates.  Additional petition signatures by the same voter will not be counted as valid.  The signatures on petitions will be considered in the order received by the City Clerk’s Office.

What if I sign the petition but change my mind later and want to rescind my signature?
Any voter who has signed any petition, and who subsequently wishes his or her name withdrawn, may do so by filing a written request for the withdrawal of the signature with the City Clerk’s Office.  This request must be filed prior to the date the petition is filed with the City Clerk.

What other information can I obtain regarding the candidate or on running for office?
On the back of this page are the related sections of the Santa Monica Municipal Code and the State Elections Code.  These regulations should be considered only as they apply to local elections.  If you have any other questions related to nomination of candidates for City elective offices or elections in general, please call the City Clerk’s Office at (310) 458-8211.

*Number of required signatures are subject to change.
Santa Monica Municipal Code
Section 11.04.010: Nomination of candidates. Not earlier than the one hundred thirteenth day nor later than the close of business on the eighty-eighth day before a municipal election, the voters may nominate candidates for election by signing nomination papers. If the nomination paper for an incumbent officer is not filed by the close of business on the eighty-eighth day before the election, the voters shall have until the close of business on the eighty-third day before the election to nominate candidates other than the incumbent for the elective office. Each candidate shall be proposed by not less than one hundred voters, but only one candidate may be named in any one nomination petition. Any person age 18 or older may circulate a nomination paper. Where there are full terms and short terms to be filed, the term shall be specified in the nomination paper. All nomination papers must be filed with the City Clerk. The City Clerk shall charge and collect a filing fee, in the amount of twenty-five dollars, from each candidate at time of filing nomination papers.

Chapter 2. Petition and Petition Signers. 102. Voter may circulate petition. Age of circulator. A person shall not circulate a state or local initiative, referendum, or recall petition or nominating paper unless the person is 18 years of age or older.

Chapter 3. Nominations. 201. Eligibility to be elected or appointed.
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.

10220.5. Candidate shall not file for more than one municipal office at the same election.
Notwithstanding any other provision of law, a candidate shall not file nomination papers for more than one municipal office or term of office for the same municipality in the same election.

10221. Signatures; nomination papers; supplemental petition.
(a) Except as provided in subdivision (b), the signatures to each nomination paper shall be appended on the same sheet of paper, and each signer shall add his or her place of residence, giving the street and number, if any, or another designation of his or her place of residence, so as to enable its location to be readily ascertained.

(b) Once a nomination paper is filed with the elections official, the nomination paper may not be returned to the candidate to obtain additional signatures. If the nomination paper is determined to be insufficient or the candidate fails to obtain the correct number of valid signatures on his or her nomination paper, the elections official shall retain the original nomination paper, provide a copy of the nomination paper to the candidate with an indication on of which signatures are valid, and issue one supplemental petition to the candidate on which the candidate may collect additional signatures. The supplemental petition shall be filed not later than the last day for filing for that office. The form of the supplemental petition shall be the same as the nomination paper, except that the word "Supplemental" shall be inserted above the phrase "Nomination Paper."

10222. Affidavit of circulator.
Every nomination paper shall have annexed an affidavit of the person who circulated it, to the effect that he or she saw written all the signatures appended thereto, and knows that they are the signatures of the persons whose names they purport to be.
La siguiente información es presentada a todos los residentes de la Ciudad de Santa Monica de parte de la Secretaría Municipal con intención de explicar el proceso para nominar a candidatos para cargos municipales electivos y para contestar las preguntas más comunes. **Favor de notar que cualquier persona que solicita la firma de un residente para una petición de candidatura es requerido que se le presente esta forma a cualquier miembro del público. Aunque el Distrito Escolar de Santa Monica-Malibu y el Distrito del Colegio Comunitario consolidan sus elecciones con la elección municipal de Santa Monica, estas reglas no se aplican a candidatos al Distrito Escolar o al Distrito del Colegio Comunitario.**

¿Qué tipo de puestos electivos municipales existen?
Hay dos tipos de puestos electivos en la Ciudad de Santa Monica, el Consejo Municipal y la Junta de Control de Alquileres. Van a haber cuatro puestos vacantes en el Consejo Municipal de período completo de cuatro (4) años terminando en el 2024 y un puesto vacante de período parcial de dos (2) años terminando en el 2022, y dos vacantes en la Junta de Control de Alquileres para la elección municipal el 3 de noviembre, 2022.

¿Quién puede ser candidato para estos puestos?
Cualquier residente que está registrado para votar en la Ciudad de Santa Monica puede lanzarse como candidato/a para un cargo en el Consejo Municipal o para la Junta de Control de Alquileres.

¿Cómo se nomina a un candidato/a? ¿Cómo se logra poner el nombre de un candidato/a en la boleta electoral?
Un candidato tiene que obtener en la petición de nominación un mínimo de 100* firmas validas de votantes registrados de la Ciudad de Santa Monica. El candidato o cualquier persona de 18 años o mayor pueden circular la petición de nominación. La petición debe de ser presentada en la oficina de la Secretaría Municipal no antes del 10 de julio, 2020 y no después del 7 de agosto, 2020. Si alguno de los titulares para los puestos vacantes no presenta una petición para el 7 de agosto, el plazo se extenderá por cinco días más, hasta el 12 de agosto, 2020, para cualquier otro candidato menos el titular.

¿Cuántas Peticiones de Nominación puede firmar cualquier votante?
Cualquier votante puede firmar el mismo número de peticiones que el número de puestos vacantes. Por ejemplo, va a haber cuatro puestos vacantes en el Consejo Municipal. Cualquier votante puede firmar hasta cuatro peticiones para candidatos para el Consejo Municipal. Si alguien firma más de cuatro, las primeras cuatro firmas serán aceptadas, y las demás no serán aceptadas. Las firmas en las peticiones serán consideradas en el orden en que sean recibidas por la Oficina de la Secretaría Municipal.

¿Qué pasa si firmo una petición y después cambio de parecer y quiero anular mí firma?
Cualquier votante que quiere anular su firma en una petición lo puede hacer poniendo en escrito su demanda y presentándola a la Secretaria Municipal. Esta demanda tiene que ser hecha antes de que el candidato/a presente su petición a la Secretaria Municipal.

¿Qué otra información puedo obtener sobre este tema?
Atrás de esta hoja están presentadas las secciones del Código Municipal y del Código de Elecciones Estatal. Estos requisitos se aplican solamente a elecciones municipales. Si tiene alguna otra pregunta relacionada con la nominación de candidatos para las oficinas electivas de la ciudad o las elecciones en general, por favor llame a la oficina de la Secretaría Municipal al número (310) 458-8211.

*El número de firmas requeridas está sujeto a cambios.*
Información de Candidatos - continuada

Código Municipal de Santa Monica
Sección 11.04.010: Nominación de candidatos. No antes del 113 día y no después del término del día de trabajo, 88 días antes de las elecciones municipales, votantes podrán nominar a candidatos para elección por medio de su firma en una petición de nominación. Si para el fin del 88 día antes de la elección el titular falla a presentar su petición de nominación, los votantes tendrán hasta el fin del día 83 (cinco días más) para nominar a algún candidato a ese puesto que no sea el titular. Cada candidato será nominado por un mínimo de 100 votantes, pero solo un candidato podrá ser nombrado por petición de nominación. Cualquier persona de 18 años o mayor podrá circular una petición de nominación. En donde haya términos completos y términos parciales, tal será reflejado en la petición de nominación. Todas las peticiones de nominación serán presentadas a la Secretaria Municipal. La Secretaria Municipal cobrará y recogerá un honorario de presentación, en la cantidad de veinticinco dólares, de cada candidato en el momento de presentar los documentos de nominación.

Código Estatal de Elecciones. División 0.5. Disposiciones Preliminares. Capítulo 2. Peticiones y Firmantes de Petición, 102. Votante puede circular petición. Edad de circulador. Una persona no deberá circular un iniciativo estatal o local, referendum, o petición para la elección del proceso de destitución o petición de nominaciones a menos que tenga 18 años de edad o mayor.

Capítulo 3. Nominaciones. 201. Elegibilidad para ser elegido o nombrado. A menos que sea proveído de otra manera, cualquier persona no será elegible para ser elegido o nombrado a algún puesto a menos de que esa persona esté registrada para votar y calificada para votar para ese puesto, al tiempo que de que los documentos de nominación se le otorguen a la persona o a la hora de nombramiento al puesto.


10221. Firmas; peticiones de nominación; petición suplemental.
   (a) Con la excepción de la subdivisión (b), las firmas en cada petición de nominación serán incluidas en una misma pagina, y todo firmante agregara su domicilio, dando el nombre de la calle y el numero, si existe, o cualquier otra seña de su lugar de residencia para asegurar que tal lugar se puede reconocer fácilmente.
   (b) Ya habiéndose presentado la petición de nominación con la oficial de elecciones, tal documento no se le regresara al candidato para obtener mas firmas. Si no hay suficiente firmas validas en la petición, la oficial de elecciones se quedará con el documento original y le proveerá una copia al candidato indicando cuales firmas fueron validas, y le proveerá una petición suplemental al candidato para que pueda obtener mas firmas. La petición suplemental será sometida no más tarde que el último día para presentar las peticiones de ese puesto. La forma de la petición suplemental será en la misma forma de la petición de nominación, excepto que la palabra "Suplemental" aparecerá antes de la frase "Petición de Nominación."

10222. Declaración del circulador de petición. Cada petición tendrá anexo una declaración de la persona que obtuvo las firmas, declarando que el o ella vio cuando las firmas en la petición fueron escritas, y que sabe que son las firmas de las personas que los nombres representan.
NOMINATION PERIOD

The Nomination Period begins **July 13, 2020** and ends at **5:00 p.m. on August 7, 2020**. This deadline will be extended to August 12, 2020 if one of the incumbents does not file nomination papers for their elective office by the August 7th deadline. There is a $25.00 filing fee at the time you submit your nomination papers. Any candidate who fails to timely submit the candidate documents with original signatures by the close of the nomination period will not be included on the ballot for that office.

*SOMETHING NEW FOR THIS ELECTION

Gathering Nomination Signatures

Candidates should comply with the health safety/social distancing requirements set out in the State and County Saver at Home Orders while gathering nomination signatures. Whether you are a candidate collecting signatures or a Santa Monica voter signing on to support a candidate, please be sure to take necessary virus mitigation measures. Wear a face covering; wash your hands frequently; properly sanitize surfaces, including pens and clipboards; stay home if you are sick; and maintain six feet of physical distance whenever possible.
SANTA MONICA MUNICIPAL CODE:
Section 11.04.121 – Ballot designations, states:

(a) In determining whether to accept a proposed ballot designation, the City Clerk shall utilize the Secretary of State Ballot Designation Regulations set forth in Chapter 7 of the California Administrative Code, as modified from time to time. To the extent this Chapter conflicts with the Secretary of State Ballot Designation Regulations, the provisions of this Chapter shall prevail.

(b) To facilitate review of a candidate’s proposed ballot designation by the City Clerk, each candidate must 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 City Clerk. In addition to the information provided in the worksheet, the City Clerk may ask a candidate to provide additional information. The City Clerk must notify the candidate in the most expeditious manner of the rejection of a ballot designation within three working days of the candidate’s submission. If the City Clerk rejects the ballot designation, the candidate shall have three additional working days to submit an alternate designation, together with a completed ballot designation worksheet.
SECRETARY OF STATE:
California Code. Chapter 7. Ballot Designations

(a) The regulatory purpose of this Chapter is to ensure the accurate designation of the candidate upon the ballot in order that an informed electorate may intelligently elect one of the candidates.
(b) The Secretary of State shall, at all times, apply and interpret the provisions of Elections Code § 13107 and the regulations included in this Chapter in a manner consistent with the regulatory purpose of this Chapter.
(c) Candidates are not required to use a ballot designation pursuant to Elections Code § 13107, subdivision (a), and may opt to leave the space for such a designation on the ballot blank. In order to notify the elections official as to whether he or she will use a ballot designation or will opt to leave the ballot designation space blank, the candidate must initial the appropriate box on the Declaration of Candidacy or otherwise so indicate on the Declaration of Candidacy.
(d) Pursuant to Elections Code § 13107, subdivision (a), a candidate may submit a proposed ballot designation pursuant to any one of the four provisions specified in Elections Code § 13107, subdivision (a), subparts (1) through (4), applicable to that candidate. The candidate shall be free to select from which of the applicable four subparts he or she is submitting his or her proposed ballot designation.
(e) The regulations set forth in this Chapter shall apply only to elections held for offices for which elections returns are certified by the Secretary of State of the State of California.
(f) Whenever, the word “should” is used in this Chapter, it is recommended, not mandatory.

Note: Authority: Section 12172.5, Government Code
Reference: Section 13107, Elections Code

§ 20711. Ballot Designation Worksheet.
(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:
(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.

Note: Authority: Section 12172.5, Government Code
Reference: Section 13107, Elections Code


Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(1), shall be subject to the following provisions:

(a) In the case of candidates holding elective city, county, district, state, or federal office, the candidate's ballot designation shall be the elective office which the candidate holds at the time of filing the nomination documents.

(b) In the case of judicial officers, the candidate's ballot designation shall be the elective office which the candidate holds at the time of filing the nomination documents.

(c) There shall be no word count limitation applicable to ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(1).

(d) Proposed ballot designations indicating a position of legislative leadership or leadership in another elected body, such as "Majority Leader of the California Senate," "Minority Leader of the California State Assembly," "Speaker of the California State Assembly," "President Pro Tempore of the California State Senate," "City of Orange Mayor Pro Tem," and the like, are not elective offices described in Elections Code § 13107, subdivision (a)(1). Such ballot designations are improper, pursuant to Elections Code § 13107, subdivision (a)(1). They may, however, subject to the three-word limit, be considered under the provisions of § 13107(a)(3). Examples of acceptable ballot designations under this section include, but are not limited to, “Assembly Minority Leader,” “California Assembly Speaker,” and “Mayor Pro Tem.”

(e) Proposed ballot designations indicating that the candidate is a member of the state or county central committee of a political party, or an officer of a state or county central committee of a political party, are improper, as such positions do not constitute elective county or state offices as specified in Elections Code § 13107, subdivision (a)(1).

Note: Authority cited: Section 12172.5, Government Code.
Reference: Section 13107, Elections Code.

Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(2), shall be subject to the following provisions:

(a) A proposed ballot designation submitted pursuant to Elections Code § 13107, subdivision (a)(2), is limited “incumbent,” as that term is defined in Elections Code § 13107, subdivision (a)(2).

(b) The term “incumbent” must be used as a noun. It shall not be used in conjunction with any other words, including any accompanying adjectives or modifiers, and must stand alone. A candidate qualified to use this designation pursuant to Elections Code § 13107, subdivision (a)(2), shall be entitled to use the ballot designation “Incumbent.”

(c) The word “incumbent” is strictly limited for use in ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(2), and may not be used as an adjective in any other ballot designation.

Note: Authority: Section 12172.5, Government Code
Reference: Section 13107, Elections Code


Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(3), shall be subject to the following provisions:

(a) The terms "profession," "vocation," or "occupation," as those terms are used in Elections Code § 13107, subdivision (a)(3), are defined as follows:

(1) "Profession" means a field of employment requiring special education or skill and requiring knowledge of a particular discipline. The labor and skill involved in a profession is predominantly mental or intellectual, rather than physical or manual. Recognized professions generally include, but are not limited to, law, medicine, education, engineering, accountancy, and journalism. Examples of an acceptable designation of a "profession," as defined in Elections Code § 13107, subdivision (a)(3), include, but are not limited to, "attorney," "physician," "accountant," "architect," and "teacher."

(2) "Vocation" means a trade, a religious calling, or the work upon which a person, in most but not all cases, relies for his or her livelihood and spends a major portion of his or her time. As defined, vocations may include, but are not limited to, religious ministry, child rearing, homemaking, elderly and dependent care, and engaging in trades such as carpentry, cabinetmaking, plumbing, and the like. Examples of an acceptable designation of a "vocation," as defined in Elections Code § 13107, subdivision (a)(3), include, but are not limited to, "minister," "priest," "mother," "father," "homemaker," "dependent care provider," "carpenter," "plumber," "electrician," and "cabinetmaker."
(3) "Occupation" means the employment in which one regularly engages or follows as the means of making a livelihood. Examples of an acceptable designation of an "occupation," as defined in Elections Code § 13107, subdivision (a)(3), include, but are not limited to, "rancher," "restaurateur," "retail salesperson," "manual laborer," "construction worker," "computer manufacturing executive," "military pilot," "secretary," and "police officer."

(b) "Principal," as that term is used in Elections Code § 13107, subdivision (a)(3), means a substantial involvement of time and effort such that the activity is one of the primary, main or leading professional, vocational or occupational endeavors of the candidate. The term "principal" precludes any activity which does not entail a significant involvement on the part of the candidate. Involvement which is only nominal, pro forma, or titular in character does not meet the requirements of the statute.

(1) If a candidate is licensed by the State of California to engage in a profession, vocation or occupation, the candidate is entitled to consider it one of his or her "principal" professions, vocations or occupations if (i) the candidate has maintained his or her license current as of the date he or she filed his or nomination documents by complying with all applicable requirements of the respective licensure, including the payment of all applicable license fees and (ii) the status of the candidate's license is active at the time he or she filed his or her nomination documents.

(2) A candidate who holds a professional, vocational or occupational license issued by the State of California may not claim such profession, vocation or occupation as one of his or her principal professions, vocations or occupations if (i) the candidate's licensure status is "inactive" at the time the candidate files his or her nomination document, or (ii) the candidate's license has been suspended or revoked by the agency issuing the license at the time the candidate files his or her nomination documents.

(c) In order for a ballot designation submitted pursuant to Elections Code § 13107, subdivision (a)(3), to be deemed acceptable by the Secretary of State, it must accurately state the candidate's principal professions, vocations or occupations, as those terms are defined in subdivisions (a) and (b) herein. Each proposed principal profession, vocation or occupation submitted by the candidate must be factually accurate, descriptive of the candidate's principal profession, vocation or occupation, must be neither confusing nor misleading, and must be in full and complete compliance with Elections Code § 13107 and the regulations in this Chapter.

(d) If the candidate is engaged in a profession, vocation or occupation at the time he or she files his or her nomination documents, the candidate's proposed ballot designation is entitled to consist of the candidate's current principal professions, vocations and occupations. In the event the candidate does not have a current principal profession, vocation or occupation at the time he or she files his or her nomination documents, the candidate may use a ballot designation consisting of his or her principal professions, vocations or occupations, which the candidate was principally engaged in during the calendar year immediately preceding the filing of the candidate's nomination papers.
(e) A candidate may engage in multiple principal professions, vocations or occupations. Accordingly, the candidate may designate multiple principal professions, vocations or occupations. If a candidate proposes a ballot designation including multiple principal professions, vocations or occupations, the proposed ballot designation must comply with the following provisions:

1. The proposed ballot designation must comply with the three-word limitation specified in Elections Code § 13107, subdivision (a)(3), and as implemented pursuant to subdivision (f) herein.

2. Each such proposed profession, vocation or occupation shall be separately considered by the Secretary of State and must independently qualify as a "principal" profession, vocation or occupation, as that term is defined pursuant to subdivision (b) herein.

3. When multiple professions, vocations or occupations are proposed as a ballot designation, they shall be separated by a slash ("/"). An example of an acceptable designation would be "Legislator/Rancher/Physician."

(f) Pursuant to Elections Code § 13107, subdivision (a)(3), the candidate's ballot designation shall be limited to not more than three (3) words. The following rules shall govern the application of the three-word limitation:

1. The proposed ballot designation shall be grammatically correct, generic, and all words must be spelled correctly.

2. Punctuation shall be limited to the use of a comma (e.g., District Attorney, Los Angeles County) and a slash (e.g., Legislator/Rancher/Physician), pursuant to subdivision (e) of this section. A hyphen may be used if, and only if, the use of a hyphen is called for in the spelling of a word as it appears in a standard reference dictionary of the English language, which was published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted.

3. All California geographical names shall be considered to be one word and shall be limited to the names of cities, counties and states. The names of special districts and political subdivisions are not "geographical names," as that term is used in Elections Code § 13107, subdivision (a)(3). If the candidate desires, the geographical name may be used in the form of "City of . . .," "County of . . .," or "City and County of . . .." Examples of geographical names considered to be one word include Tehama County, Los Angeles County and County of Sacramento. Examples of designations containing a special district or political subdivision that are not geographical names include “Butte County Rural Fire District Captain,” “Huntington Beach Unified School District President,” and “South Bay Irrigation District Director.”

4. An acronym shall be counted as one word.

(g) A candidate who chooses to include the name of his or her elective office with another profession, vocation, or occupation may do so pursuant to Elections Code section
13107(a)(3), but that ballot designation shall be limited to no more than three words. Examples of acceptable designations under this section include “State Senator/Rancher,” “California Assemblywoman/Attorney,” “County Supervisor/Teacher,” and “State Controller/Businessman.” Examples of unacceptable designations under this section include “Assemblyman, 57th District/Educator,” “California State Senator/Architect,” “Placer County Supervisor/Business Owner,” and “Member, Board of Equalization/Banker.”

Note: Authority cited: Section 12172.5, Government Code.
Reference: Sections 9, 13107, Elections Code.

§ 20714.5. “Community Volunteer.”

(a) “Community Volunteer” means a person who engages in an activity or performs a service for or on behalf of, without profiting monetarily, one or more of the following:
   (1) A charitable, educational, or religious organization as defined by the United States Internal Revenue Code section 501(c)(3);
   (2) A governmental agency; or
   (3) An educational institution.

(b) The activity or service must constitute substantial involvement of the candidate’s time and effort such that the activity or service is the sole, primary, main or leading professional, vocational or occupational endeavor of the candidate within the meaning of subdivisions (a) and (b) of section 20714 of this Chapter.

Note: Authority cited: Section 12172.5, Government Code; Section 13107.5(b), Elections Code.
Reference: Sections 13107 and 13107.5, Elections Code; Section 501(c)(3), United States Internal Revenue Code.


(a) Pursuant to Elections Code § 13107, subdivision (a)(4), a candidate may propose a ballot designation consisting of the phrase “appointed incumbent” if the candidate holds an office, other than a judicial office, by virtue of appointment, and the candidate is a candidate for election to the same office. The candidate may not use the unmodified word “incumbent” or any words designating the office unmodified by the word “appointed.”

(b) Pursuant to Elections Code § 13107, subdivision (a)(4), a candidate may propose a ballot designation consisting of the word “appointed” in conjunction with the elective office, if the candidate is a candidate for election to the same office or to some other office. The candidate may not use any words designating the office unmodified by the word “appointed.”

(c) There shall be no word count limitation applicable to ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(4).

Note: Authority: Section 12172.5, Government Code
Reference: Section 13107, Elections Code
§ 20716. Unacceptable Ballot Designations.

(a) The Secretary of State shall reject as unacceptable any proposed ballot designation which fails to comply with Elections Code § 13107, subdivision (a); is prohibited pursuant to Elections Code § 13107, subdivision (b); is misleading; or is otherwise improper pursuant to the regulations set forth in this Chapter.

(b) The following types of activities are distinguished from professions, vocations and occupations and are not acceptable as ballot designations pursuant to Elections Code § 13107, subdivision (a)(3):

(1) Avocations: An avocation is a casual or occasional activity, diversion or hobby pursued principally for enjoyment and in addition to the candidate's principal profession, vocation or occupation. Avocations may include, but are not limited to, hobbies, social activities, volunteer work (except as set forth in Section 20714.5 of this Chapter), and matters pursued as an amateur.

(2) Pro Forma Professions, Vocations and Occupations: Pro forma professions, vocations or occupations are positions held by the candidate which consume little or none of the candidate's time and which, by their nature, are voluntary or for which the candidate is not compensated, except as set forth in Section 20714.5 of this Chapter. Pro forma professions, vocations and occupations may include, but are not limited to, such pursuits as honorary peace officer, honorary chairperson, honorary professor, goodwill ambassador, official host or hostess and the like.

(3) Statuses: A status is a state, condition, social position or legal relation of the candidate to another person, persons or the community as a whole. A status is generic in nature and generally fails to identify with any particular specificity the manner by which the candidate earns his or her livelihood or spends the substantial majority of his or her time. Examples of a status include, but are not limited to, veteran, proponent, reformer, scholar, founder, philosopher, philanthropist, activist, patriot, taxpayer, concerned citizen, husband, wife, and the like.

(c) Pursuant to Elections Code § 13107, subdivision (b)(1), the Secretary of State shall reject as unacceptable any proposed ballot designation which would mislead voters. In making this determination, the Secretary of State shall determine whether there is a substantial likelihood that a reasonably prudent voter would be misled as to the candidate's principal profession, vocation or occupation by the candidate's proposed ballot designation. The determination shall take into account the plain meaning of the words constituting the proposed ballot designation and the factual accuracy of the proposed ballot designation based upon supporting documents or other evidence submitted by the candidate in support of the proposed ballot designation, pursuant to §§ 20711 and 20717 of this Chapter.

(d) A ballot designation may not comprise or include commercial identification information, such as a trademark, service mark, trade name, or the specific name of a business, partnership, corporation, company, foundation, or organization. Examples of an improper use of commercial identification information include, but are not limited to, "Acme Company President," "Universal Widget Inventor," "Director, Smith Foundation," "UCLA Professor," and the like.
(e) Pursuant to Elections Code § 13107, subdivision (b)(2), the Secretary of State shall reject as unacceptable any proposed ballot designation which would suggest an evaluation of the candidate's qualifications, honesty, integrity, leadership abilities or character. Any laudatory or derogatory adjectives which would suggest an evaluation of the candidate's qualifications shall not be permitted. Such impermissible adjectives include, but are not limited to, “senior,” “emeritus,” “specialist,” “magnate,” “outstanding,” “leading,” “expert,” “virtuous,” “eminent,” “best,” “exalted,” “prominent,” “famous,” “respected,” “honored,” “honest,” “dishonest,” “corrupt,” “lazy,” and the like.

(f) Pursuant to Elections Code § 13107, subdivision (b)(3), the Secretary of State shall reject as unacceptable any proposed ballot designation which abbreviates the word "retired" or places it following any word or words which it modifies. Examples of impermissible designations include "Ret. Army General," "Major USAF, Retired" and "City Attorney, Retired."

(g) Pursuant to Elections Code § 13107, subdivision (b)(4), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses a word or prefix to indicate a prior profession, vocation, occupation or elected, appointed or judicial office previously held by the candidate. Such impermissible words or prefixes include, but are not limited to, "Ex-," "former," "past," and "erstwhile." Examples of impermissible designations include "Former Congressman," "Ex-Senator," and "Former Educator."

(h) (1) Subject to the provisions of Elections Code § 13107, subdivision (b)(4), use of the word "retired" in a ballot designation is generally limited for use by individuals who have permanently given up their chosen principal profession, vocation or occupation.

(2) In evaluating a proposed ballot designation including the word "retired," the Secretary of State will consider the following factors in making a determination as to the propriety of the use of the term "retired":
   (A) Prior to retiring from his or her principal profession, vocation or occupation, the candidate worked in such profession, vocation or occupation for more than 5 years;
   (B) The candidate is collecting, or eligible to collect, retirement benefits or other type of vested pension;
   (C) The candidate has reached at least the age of 55 years;
   (D) The candidate voluntarily left his or her last professional, vocational or occupational position; and,
   (E) The candidate's retirement benefits are providing him or her with a principal source of income.

(3) If a candidate is requesting a ballot designation that he or she is a retired public official, the candidate must have previously voluntarily retired from public office, not have been involuntarily removed from office, not have been recalled by voters, and not have surrendered the office to seek another office or failed to win reelection to the office. If such a candidate did not voluntarily retire from public office, he or she may not use the word “retired” in his or her ballot designation.
(4) A candidate may not use the word “retired” in his or her ballot designation if that candidate possesses another more recent, intervening principal profession, vocation, or occupation.

(i) Pursuant to Elections Code § 13107, subdivision (b)(5), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses the name of any political party, whether or not it has qualified for recognized ballot status.

(j) Pursuant to Elections Code § 13107, subdivision (b)(6), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses a word or words referring to a racial, religious, or ethnic group.

(1) The Secretary of State shall reject as unacceptable any ballot designation which expressly contains or implies any ethnic or racial slurs or ethnically or racially derogatory language.

(2) If the candidate is a member of the clergy, the candidate may not make reference to his or her specific denomination. However, the candidate may use his or her clerical title as a ballot designation (e.g., "Rabbi," "Pastor," "Minister," "Priest," "Bishop," "Deacon," "Monk," "Nun," "Imam," etc.)

(k) Pursuant to Elections Code § 13107, subdivision (b)(7), the Secretary of State shall reject as unacceptable any proposed ballot designation which refers to any activity prohibited by law. Unlawful activity includes any activities, conduct, professions, vocations, or occupations prohibited by state or federal law.

Note: Authority cited: Section 12172.5, Government Code.
Reference: Section 13107, Elections Code.

§ 20717. Requests for Supporting Documentation.

In addition to the Ballot Designation Worksheet required to be filed with the Secretary of State pursuant to Elections Code § 13107.3 and § 20711 of this Chapter, the Secretary of State may request that a candidate submit additional supporting documentation or other evidence to support the proposed ballot designation.

(a) Time is of the essence regarding all matters pertaining to the review of proposed ballot designations submitted by candidates for public office. Failure to promptly submit requested supporting materials will preclude consideration of such materials in the rendering of a final decision on the candidate's proposed ballot designation.

(b) The Secretary of State will communicate, whenever possible, with the candidate in the most expeditious manner, including, but not limited to, telephone, facsimile transmission and electronic mail at the number or address provided by the candidate. When the candidate does not have reasonable access to a facsimile machine or electronic mail, the Secretary of State will transmit written communication to the candidate by means of overnight express delivery to the address provided by the candidate.
(c) The candidate shall have the burden of establishing that the proposed ballot designation that he or she has submitted is accurate and complies with all provisions of Elections Code § 13107 and this Chapter.

Note: Authority cited: Section 12172.5, Government Code.


(a) If a candidate’s proposed ballot designation has been rejected, an official copy of the decision of the Secretary of State will be made in writing and transmitted directly to the candidate by registered or certified mail, return receipt requested, to the address provided by the candidate. The Secretary of State shall also provide a copy to the elections official in the candidate's county of residence and to the elections official of each county within the political subdivision. Copies may also be made available to all other candidates in the race.

(b) At the request of the candidate, the Secretary of State will transmit a copy of the decision of the Secretary of State regarding the candidate's proposed ballot designation by facsimile transmission or email to the facsimile number or email address listed on the candidate's Ballot Designation Worksheet.

(c) All written decisions of the Secretary of State regarding ballot designations are public records and are available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, 1500 11th Street, Fifth Floor, Sacramento, California 95814.

Note: Authority cited: Section 12172.5, Government Code.
Reference: Section 13107, Elections Code.

§ 20719. Service of Legal Process Regarding Ballot Designations.

(a) In the event a candidate or other interested party files a petition for the issuance of an extraordinary writ with the court or other legal action pertaining to a candidate's ballot designation, the summons and any other legal process should be served upon the Chief Counsel to the Secretary of State, 1500 11th Street, Sixth Floor, Sacramento, California 95814. The Chief Counsel may designate a Deputy Secretary of State to accept service of process on behalf of the Secretary of State.

(b) Telephone notice pertaining to any ex parte applications filed with the court by any candidate or other interested party should be directed to the attention of the Chief Counsel to the Secretary of State at (916) 653-7244. Counsel for all parties to such ex parte matters are admonished that waivers of the Secretary of State's right to timely notice and the right to personally appear at the ex parte hearing will be granted in writing and only in limited instances.

(c) The Secretary of State shall provide a copy of any legal actions in subdivision (a) or (b) above to the elections official in the county of the candidate's residence and any other county in the district.
(d) The Secretary of State shall be named as a respondent in any legal action pertaining to a ballot designation for a candidate described in Elections Code § 15375, except for a candidate for judge of the superior court.

Note: Authority cited: Section 12172.5, Government Code.
Reference: Sections 13107, 13314, Elections Code.

Secretary of State
Ballot Designation Regulations
Operative December 21, 2009
CANDIDATE’S STATEMENT

FOR PRINTING IN THE VOTER INFORMATION PAMPHLET

A candidate's statement tells the voters about you and your qualifications. The statement is included in the voter information pamphlet that every registered voter in the jurisdiction receives by mail. The candidate’s statement is optional. There is no charge for printing and translating the statement, and mailing it with the voter information pamphlet. The statement must be submitted on a form which is issued along with the nomination documents, and it must be filed at the time the nomination documents are returned for filing. The statement may not be changed after it is filed, but it may be withdrawn at any time up to 5:00 pm on August 7, 2020. If you would like to see samples of candidate statements printed in previous elections, please see our website at www.smvote.org, Past Elections, Candidates.

CANDIDATE’S STATEMENTS

NOTICE OF LIMITATIONS

CANDIDATE STATEMENTS ARE LIMITED TO
CANDIDATE’S OWN QUALIFICATIONS

This applies to all candidates.

The California Elections Code and case law, prohibits CANDIDATES from making any reference to another candidate or to another candidate’s qualification, character or activities. Candidates are not to refer to their opponents in any manner in the candidate’s statement. All candidates should confine their Sample Ballot booklet statement to a listing of their particular qualifications and pertinent biographical information.

It is in each candidate’s best interest to use his or her allotted words wisely and within the permissible scope of Election Code Section 13307.

If the ELECTION OFFICIAL discovers improper content in a candidate statement, the ELECTION OFFICIAL will notify the candidate and give the individual an opportunity to correct the improper language in the candidate statement. If the candidate refuses to correct the improper language, the ELECTION OFFICIAL, as well as any other voter, may bring legal action against the candidate to correct the statement. The prevailing party may also be entitled to obtain attorney’s fees for bringing the action.

All prospective candidates may want to refer to California Elections Code Sections 13307, 13308, 13311, 13313, and 13314, as well as the California Court of Appeal ruling in Dean v. Superior Court, (1998 4th District) 62 Cal. App. 4th 638. However, this list is not exhaustive and candidates are solely responsible for preparation and submittal of candidate’s statements that are in conformance with the law.
CANDIDATE'S STATEMENT GUIDELINES

PLEASE SUBMIT A PRINTOUT AND EMAIL AN ELECTRONIC VERSION OF THE STATEMENT TO CLERK@SMGOV.NET.

Starting with the November 2020 Election, Candidate Statements will now be printed in the Los Angeles County Clerk/Registrar-Recorder’s Official Sample Ballot and they have set forth the following guidelines for candidate's statements.

FORMAT AND STYLE INFORMATION — Statements must be neatly typed. Statement will be typed in the Official Sample Ballot Booklet using Times New Roman font in 11 point size. However, candidate statements can be submitted using any standard font. Please note, if using any standard font other than Times New Roman in 11 point size, the printed candidate statement may extend to two (2) or more pages once formatted. Statements will be printed in uniform type, style and spacing, using block paragraphs and single space format. Text submitted indented or centered will be typed in block paragraph form. Entire statements in all capital letters are not acceptable. Indentations, circles, stars, dots, italics and/or bullets cannot be accommodated. However, you may use dashes/hyphens (-). Enhanced words that are printed in boldface type, underscored and/or CAPITALIZED are to be clearly indicated. The pronoun “I” is not counted as an enhanced word.

Section 11.04.120 of the Santa Monica Municipal Code provides:

1. The cost of printing, handling and translating of any statement submitted pursuant to this section shall be paid by the candidate for elections occurring prior to November 2022; for elections occurring in or after November 2022, the costs described in this subsection (d) shall be paid by the City.
WORD COUNT STANDARDS
(Elections Code. Division 0.5 Preliminary Provisions. Chapter 1. General Provisions, Section 9)

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; for example, “City and county of San Francisco” shall be counted as one word.
   (4) Each abbreviation for a word, phrase, or expression shall be counted as one word. E.G. UCLA, PTA, L.A.P.D.
   (5) Hyphenated words that appear in any generally available 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 separated word.
   (6) Dates shall be counted as one word, whether alpha/numerical or numerical. E.G. April 10, 1990. 4/10/90
   (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

The guidelines below are used by the Los Angeles County Clerk/Registrar Recorder Election Official for counting words on candidate statements, ballot measure text, arguments, rebuttals and other ballot enclosures. The guidelines do not apply to ballot designations for candidates. If the text exceeds the word limit, the author will be asked to delete words or change a sufficient number of words, or a sentence, until the statement is within the required word limit.

1. **PUNCTUATION MARKS** are not counted. Symbols such as “&” (and), and “#” (number/pound) are not considered punctuation and each symbol is counted as one (1) word.

2. **THE WORDS** “I”, “a”, “the”, “and”, “an” are counted as individual words.

3. **PROPER NOUNS** such as geographic names, and names of persons or things, are counted as one (1) word.

   **EXAMPLE:**
   “Gus Enwright” = 1 word
   “City of Los Angeles” = 1 word
   “Dalai Lama” = 1 word
4. **ABBREVIATIONS** each acronym or abbreviation for a word, phrase, or expression is counted as one (1) word.
   
   Such as: UCLA, PTA, USMC, LAPD, U.S.M.C.

5. **HYPHENATED WORDS** that appear in any generally available 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 separated word.
   
   Such as: Attorney-at-law

6. **DATES** shall be counted as one word, whether alpha/numerical or numerical.
   
   Such as: 04/10 04/10/1990......April 10, 1990

7. **NUMERIC COMBINATIONS** are counted as one (1) word.
   
   Such as: 1973 13½ 1971 73 5% 8/3/73 #14 (1 word)

8. **MONETARY AMOUNTS** such as: $1,000.00 are counted as one (1) word.
   
   Such as: $4 million are counted as two (2) words.

9. **TELEPHONE/FAX NUMBERS** are counted as one (1) word.
   
   Such as: 1 (800) 815-2666 1-562-462-2317

10. **INTERNET WEB SITES/E-MAIL ADDRESSES** are counted as one (1) word.
    
    Such as: 1) http://www.smgov.net 2) www.lavote.net 3) http://www.lacounty.info
LA County Election Fees

<table>
<thead>
<tr>
<th>Type Of Service</th>
<th>Fee</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Preparing copies of any record, proceeding or paper by photographic process.</td>
<td>$.46</td>
<td>2.32.050 LAC 26831 GC</td>
</tr>
<tr>
<td>2 Certifying as to copy of paper, record or proceeding on file, in addition to</td>
<td>$1.75</td>
<td>26833 GC</td>
</tr>
<tr>
<td>3 Searching records or files, per year</td>
<td>$5.00</td>
<td>26854 GC</td>
</tr>
<tr>
<td>4 Campaign Statement Reports (Contributions and Expenditures)</td>
<td>$.10 per copy</td>
<td>81008 GC</td>
</tr>
<tr>
<td></td>
<td>$5.00 retrieval fee per</td>
<td></td>
</tr>
<tr>
<td></td>
<td>request.</td>
<td></td>
</tr>
<tr>
<td>5 Economic Interest Statements (Financial Disclosure)</td>
<td>$.10 per copy</td>
<td>81008 GC</td>
</tr>
<tr>
<td></td>
<td>$5.00 retrieval fee per</td>
<td></td>
</tr>
<tr>
<td></td>
<td>request.</td>
<td></td>
</tr>
<tr>
<td>6 Election Document Certification (Except Voter Affidavits)</td>
<td>$1.75 per certified copy</td>
<td>26833 GC</td>
</tr>
<tr>
<td>7 Financing Statements (Search, Certificates and Copies)</td>
<td>$10.00 per certificate;</td>
<td>9407 UCC</td>
</tr>
<tr>
<td></td>
<td>$1 first page;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$.50 each additional page;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$1 to certify</td>
<td></td>
</tr>
<tr>
<td>8 Index to Voters (Street and Supplemental Indexes)</td>
<td>$.50 per 1,000 names</td>
<td>19006 CA; 2184 EC; 6257,</td>
</tr>
<tr>
<td></td>
<td>(candidates/committees);</td>
<td>26831 GC; 2.32.050 LAC;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4CF/250 CA-C</td>
</tr>
<tr>
<td>Voted and Non-Voted Index</td>
<td>$.10 per copy;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$1.60 handling fee per</td>
<td></td>
</tr>
<tr>
<td></td>
<td>request (General Public)</td>
<td></td>
</tr>
<tr>
<td>9 Maps 11&quot; x 17&quot; District - Congressional, State Senate, Assembly, Supervisorial</td>
<td>$.03 per map;</td>
<td>6527, 26831 GC; 2.32.050</td>
</tr>
<tr>
<td>and Board of</td>
<td>$.75 handling per request</td>
<td>LAC</td>
</tr>
<tr>
<td>Type Of Service</td>
<td>Fee</td>
<td>Authority</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------</td>
<td>--------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Equalization</td>
<td>$30.00</td>
<td>9CP CA-C</td>
</tr>
<tr>
<td>Customized district maps Supervisorial and Board of Equalization</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Precinct</td>
<td>$4.67 $2.00 $2.00 $2.00 18&quot;x12&quot; $2.00 18&quot;x24&quot;</td>
<td>6257, 26831 GC; 2.32.050 LAC; 4CF/250 CA-C</td>
</tr>
<tr>
<td>Polling Place Maps (small)</td>
<td>$17.00</td>
<td></td>
</tr>
<tr>
<td>Polling Place Maps (large)</td>
<td>$26.00</td>
<td></td>
</tr>
<tr>
<td>10 Petition Signature Checking (Local Government Agency)</td>
<td>$.97 General Fund; $1.07 City and others per signature</td>
<td>22003, 23524 EC</td>
</tr>
<tr>
<td>11 Photocopies (Miscellaneous)</td>
<td>$0.46</td>
<td>LAC 2.32.050</td>
</tr>
<tr>
<td>12 Precincting Books</td>
<td>$34.00 per set</td>
<td>4CF/250 CA-C</td>
</tr>
<tr>
<td>13 Precincting Rosters</td>
<td>$5.50 per roster or $.22 per page (includes handling)</td>
<td>6257, 26831 GC; 2.32.130 LAC; 4CF CA-C</td>
</tr>
<tr>
<td>14 Telefaxing Documents with a set fee and handling fee are faxed at the established rate. &quot;No Fee Set&quot; the rate is</td>
<td>$.04 per page; $.75 handling fee</td>
<td>6257, 26831 GC; 2.32.050 LAC; 9CP CA-C</td>
</tr>
<tr>
<td>15 Statement of Votes Cast (SVC)</td>
<td>$.37 per page (includes handling)</td>
<td>6257, 26831 GC; 2.32.050 LAC; 4CF CA-C</td>
</tr>
<tr>
<td>16 Voter Registration, No fee to register to vote</td>
<td>NO FEE</td>
<td>2121 EC</td>
</tr>
<tr>
<td>Affidavits and Transcripts(Abstracts)</td>
<td>$1.50 for copy of own registration; $6.75 per copy of all others</td>
<td>2167 EC</td>
</tr>
<tr>
<td>Type Of Service</td>
<td>Fee</td>
<td>Authority</td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
<td>------------------------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Voter Registration Search</td>
<td>$5.00 per name for each year of records searched</td>
<td>26854 GC</td>
</tr>
<tr>
<td>Vote Recorders</td>
<td>Private Org. $2 per day; $40 deposit per recorder</td>
<td>Board of Supervisors Letter</td>
</tr>
<tr>
<td>Voting Booths, Ballot Boxes</td>
<td>Private Org. $1 per day per item</td>
<td>Board of Supervisors Letter</td>
</tr>
<tr>
<td>Customized District/Precinct Map (Acetate Overlay)</td>
<td>$48</td>
<td>2.32.320 LAC</td>
</tr>
<tr>
<td>Voter Election Files on CD only</td>
<td>$54 1st File $39 Add. File $146 LA County Voter File</td>
<td>2.32.260 LAC</td>
</tr>
<tr>
<td>Precinct/District Maps on 35 mm Microfilm</td>
<td>$246</td>
<td>2.32.300 LAC</td>
</tr>
<tr>
<td>Precinct Maps on Plotter Paper</td>
<td>$11</td>
<td>2.32.160 LAC</td>
</tr>
<tr>
<td>Precinct Maps on CD</td>
<td>$16</td>
<td>2.32.160 LAC</td>
</tr>
<tr>
<td>Precinct Maps on DVD</td>
<td>$18</td>
<td>2.32.160 LAC</td>
</tr>
<tr>
<td>Optional shipping &amp; handling fee for CD or DVD</td>
<td>$6</td>
<td>2.32.160 LAC</td>
</tr>
</tbody>
</table>
POLITICAL REFORM ACT
OF 1974

All candidates for elective offices and all committees supporting or opposing state or local candidates or ballot measures, are subject to the provisions of the state Political Reform Act of 1974, which went into effect January 1975. (Government Code. Title 9. 81000 et. seq.)

DISCLOSURE OF INTERESTS
The Political Reform Act of 1974 requires all candidates for municipal office to file a Form 700 Statement of Economic Interests with the City Clerk at the time of filing the nomination papers. Generally the candidate is instructed to disclose investments and interest in real property held on the date of declaration of candidacy. Once filed the document becomes a part of the public record which is open to inspection.

Only candidates for City Council and Rent Control Board are required to include this form when filing nomination papers. Successful candidates for School Board District and College District Board will be required to file upon taking office for the respective Boards.

CAMPAIGN DISCLOSURE
The Fair Political Practices Commission (FPPC) has prepared an information manual which will be made available to the candidate. A candidate must review the manual and make certain the committee treasurer, and other personnel involved in the financial side of the campaign are fully aware of their responsibilities under the law. Reporting forms and manuals will be issued to all candidates at the time the nomination papers are filed with the City Clerk. (Government Code 81010, 83113)

All statements filed are a matter of public record. They may be inspected at the office of the City Clerk by anyone, and copies can be purchased at ten cents ($.10) per page. (Government Code 81008)

The law provides for a $10 per day late filing penalty for a statement filed after the prescribed deadline. Local ordinance now require that campaign finance disclosure statements be electronically filed with the City Clerk. (Government Code 91013 and Santa Monica Municipal Code 11.04.100)

Violations of the campaign disclosure law may result in criminal and civil prosecution by the State Attorney General or the County District Attorney; or Civil action by the FPPC, the District Attorney, or a private citizen. (Government Code 91000 et. seq.)
Candidates and committee treasures should keep complete records and be prepared to submit supporting documents if such are required. (Government Code 90000 et. seq.)

Candidates and controlled committees and any committee formed primarily to support or oppose a candidate or measure and all other committees that have made expenditures of one thousand dollars ($1,000) or more, or received contributions of two thousand dollars ($2,000) or more during a calendar year must file campaign statements.

No monetary contribution nor any expenditure of $100 or more may be made or received in cash. All monetary contributions of $100 or more must be made by a check or other instrument containing the name, address, occupation and employer of both the payee and donor. (Government Code 84300)

No person shall make a contribution on behalf of another, while acting as the intermediary or agent of another, without disclosing to the recipient of the contribution both his own full name and street address, occupation, and the name of his employer, if any, or his principal place of business if he is self-employed, and the full name and street address, occupation, and the name of employer, if any, or principal place of business if self-employed, of the other person.
Fair Political Practices Commission
Filing Schedule for
Candidates and Controlled Committees for Local Office
Being Voted on November 3, 2020

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Period</th>
<th>Form</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 31, 2020</td>
<td>thru – 6/30/20</td>
<td>460</td>
<td>▪ All committees must file Form 460.</td>
</tr>
<tr>
<td>Semi-Annual</td>
<td></td>
<td></td>
<td>*Local ordinance requires electronic filing through NetFile.</td>
</tr>
<tr>
<td>Within 24 Hours</td>
<td>8/5/20 – 11/3/20</td>
<td>497</td>
<td>▪ File if a contribution of $1,000 or more in the aggregate is received from a single source.</td>
</tr>
<tr>
<td>Contribution</td>
<td></td>
<td></td>
<td>▪ File if a contribution of $1,000 or more is made in the aggregate to another candidate or measure being voted on the November 8 ballot or to a political party committee.</td>
</tr>
<tr>
<td>Reports</td>
<td></td>
<td></td>
<td>▪ The recipient of a non-monetary contribution of $1,000 or more must file a Form 497 report within 48 hours from the time the contribution is received.</td>
</tr>
<tr>
<td>Sept 24, 2020</td>
<td>7/1/20 – 9/19/20</td>
<td>460</td>
<td>▪ Each candidate listed on the ballot must file Form 460 or Form 470 (see below).</td>
</tr>
<tr>
<td>1st Pre-Election</td>
<td></td>
<td></td>
<td>*Local ordinance requires electronic filing through NetFile.</td>
</tr>
<tr>
<td>Oct 27, 2016</td>
<td>9/20/20 – 10/17/20</td>
<td>460</td>
<td>▪ All committees must file Form 460.</td>
</tr>
<tr>
<td>2nd Pre-Election</td>
<td></td>
<td></td>
<td>*Local ordinance requires electronic filing through NetFile.</td>
</tr>
<tr>
<td>Feb 1, 2021</td>
<td>10/18/20 - 12/31/20</td>
<td>460</td>
<td>▪ All committees must file unless the committee filed termination Forms 410 and 460 before December 31, 2016.</td>
</tr>
<tr>
<td>Semi-Annual</td>
<td></td>
<td></td>
<td>*Local ordinance requires electronic filing through NetFile.</td>
</tr>
</tbody>
</table>

- **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.

- **Deadlines Extensions**: Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to 24-hour independent expenditure reports (Form 496) and the deadline for the Form 497 that is due the weekend before the election. Such reports must be filed within 24 hours regardless of the day of the week. Statements filed after the deadline are subject to a $10 per day late fine.

- **Method of Delivery**: All paper filings are filed by personal delivery or first class mail unless otherwise noted. A paper copy of a report is not 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 have an open committee and do not raise or spend $2,000 or more may file Form 470 on or before September 24, 2016. If later during the calendar year, a campaign committee must be opened, a form 470 Supplement and a Form 410 must be filed.

- **Independent Expenditures:** Committees making independent expenditures totaling $1,000 or more to support or oppose candidates or ballot measures also file:
  - **462:** This form must be emailed to the FPPC within 10 days.
  - **496:** This form is due within 24 hours if made in a 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.

- **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 forms are public documents. Campaign manuals and instructional materials are available at [www.fppc.ca.gov](http://www.fppc.ca.gov), click on the Campaign link.
INFORMATION TO CANDIDATES FOR CITY ELECTED OFFICES

IMPLEMENTATION OF THE OAKS INITIATIVE

The Oaks Initiative, also known as the "Taxpayer Protection Act," was adopted by Santa Monica voters on November 2000, and amends the City Charter. Its requirements affect all City-elected and appointed officials. The City Attorney prepared the following information about the Initiative that may affect you if you are elected to either the Santa Monica Rent Control Board or the City Council. Please read it carefully.

PERSONS SUBJECT TO THE INITIATIVE

“City public officials” must comply with the Initiative. The Initiative partially defines “public official” as including any elected or appointed public official acting in an official capacity.” This would include:

- City Council /Rent Control members
- Planning Commission members
- City Manager and Department heads and designees who confer “public benefits” (e.g., contracts, purchase orders, and discretionary permits, variances or text amendments)

WHAT THE INITIATIVE REQUIRES

The Initiative prohibits City public officials who have approved or voted to approve a “public benefit”\(^1\) from receiving a “personal or campaign advantage”\(^2\) from the recipient of the “public benefit” for one year from the time the City public official leaves office, or five years after conferring the “public benefit,” whichever is shorter. The “recipient” of the public benefit includes the applicant and anyone who is an officer in or has more than a 10% interest in the applicant entity.

\(^1\) “Public benefits” include:
   a) Personal services contracts in excess of $25,000 over any 12 month period;
   b) Sale of material, equipment or supplies to the City in excess of $25,000 over a 12 month period;
   c) Purchase, sale or lease of real property to or from the City in excess of $25,000 over a 12 month period;
   d) Non-competitive franchise awards with gross revenue of $50,000 or more in any 12 month period;
   e) Land use variance, special use permit, or other exception to an established land use plan, where the decision has a value in excess of $25,000;
   f) Tax “abatement, exception, or benefit” of a value in excess of $5,000 in any 12 month period; or
   g) Payment of “cash or specie” of a net value to the recipient of $10,000 in any 12 month period.

\(^2\) “Personal or campaign advantage” includes:
   a) Any gift, honoraria, emolument, or personal pecuniary benefit of a value in excess of $50;
   b) Any employment for compensation; and
   c) Any campaign contributions for any elective office a City public official may pursue.
Example 1: A Councilmember/Commissioner who voted to approve a land use project valued in excess of $25,000 cannot thereafter receive from the “recipient” employment, a gift valued at $50 or more, or any campaign contribution for the designated time period.

Example 2: An employee of the City or an operating company who approves a contract valued over $25,000 cannot thereafter receive a gift valued at $50 or more for the designated period.

DUTIES OF CITY PUBLIC OFFICIALS UNDER THE INITIATIVE

The City is working on the logistics of maintaining lists of persons or entities receiving “public benefits” from the City. Tracking will be required for qualifying “public benefits” conferred after May 12, 2005. “Public officials” have the following duties under the Initiative:

1. Keep track of all actions by which you confer a “public benefit.”

   The City will assist with this duty by tracking the conferring of “public benefits” on list(s) maintained by the City. Appropriate staff will assist Board members in tracking this information. Public officials may also wish to maintain their own records of their actions conferring benefits.

2. Keep track of all campaign contributions for any elective office you may pursue.

   Public officials should keep track of contributions for any office they pursue, including those outside the City (such as state or federal office). Since officials cannot receive campaign contributions from those upon whom they have conferred a “public benefit,” they should monitor whether campaign contributors are on the list(s) of qualifying “public benefits” they have conferred. The Initiative does not prohibit receiving campaign contributions/gifts before officials approve or vote to approve the “public benefit.”

3. Return any “personal or campaign advantages” you may receive within 10 days of its receipt.

   Officials must return any of these advantages to the donor if they have also conferred a “public benefit” on the donor. For example, if an official approves purchases of $25,000 of equipment and the vendor thereafter gives the official two $30 tickets to a concert, the official must return the tickets in 10 days.

4. Provide, upon inquiry, the names of all recipients of “public benefits” you voted to confer or otherwise conferred.

   You may provide your own list or refer the person making the request to the City Clerk or other appropriate City workers.

PENALTIES

A civil action may be brought against the City public official and a civil monetary penalty may be imposed. Knowing or willful violations may result in a misdemeanor prosecution.

Copies of the Initiative are available from the Office of the City Clerk. Questions may be directed to the City Attorney or the City Clerk.
SANTA MONICA MUNICIPAL CODE
11.04.110 Printed literature.

All literature that is printed by or on behalf of any person, candidate or committee, including, but not limited to, small cards and billboards, shall be identified with the name and address of the candidate or committee, or chairperson and secretary, or at least two officers of the political group or organization on whose behalf or order the same is printed. If the literature is printed on behalf of any person or group of persons who are not also a candidate or committee, the person or group of persons shall be identified. Such identification of said persons shall be printed legibly and shall be appropriate to the size and type of the literature, but in no event shall such printing be less than in six point type. Compliance with Government Code Section 84305 et seq. shall be deemed compliance with this Section. (Prior code § 11209; added by Ord. No. 1630CCS § 1, adopted 6/9/92)

CALIFORNIA STATE GOVERNMENT CODE
84305. Mass mailings; requirements
(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).

(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.

82041.5. Mass Mailing.
"Mass mailing" means 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.
IMPORTANT TELEPHONE NUMBERS

COUNTY OF LOS ANGELES:
CANDIDATE SERVICES (562) 462-2748
(Examples of information provided: Registered voter lists, maps, precinct lists, polling site lists, etc.)
Or: http://www.lavote.net

FAIR POLITICAL PRACTICES COMMISSION:
TECHNICAL ASSISTANCE AND ADVICE (866) ASK-FPPC
(916) 322-5660
FOR QUESTIONS CONCERNING: Monday through Thursday
Campaign Disclosure 9:00am – 11:30am
State Contribution Limits
Conflict of Interest Disclosure

LEGAL DIVISION
FOR QUESTIONS CONCERNING:
Conflict of Interest Disqualification
Proper Use of Campaign Funds

ENFORCEMENT DIVISION
File a Complaint under the Political Reform Act complaint@fppc.ca.gov
(866) 275-3772 (press 1)

STATE FRANCHISE TAX BOARD:
STATEWIDE AUTOMATED INFORMATION (800) 852-5711
(800) 338-0505
FOR QUESTIONS CONCERNING:
Committee Tax Status
Tax Deductible Contributions
Charitable Non-Profit Groups
Any Other Tax Related Questions

SECRETARY OF STATE (916) 653-6224
Committee Identification Number
Termination of Committee

FEDERAL ELECTIONS COMMISSION (800) 424-9530
FOR QUESTIONS CONCERNING:
Federal Campaign Disclosure Requirements
Contributions from National Banks, National Corporations, Foreign Nationals
REFERENCE

Government Code
Elections Code
Santa Monica Charter
Santa Monica Municipal Code
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CAMPAIGN CONTRIBUTIONS LIMITS

SANTA MONICA MUNICIPAL CODE

11.04.020 Title.
This Chapter shall be known as the City of Santa Monica Campaign and Election Reform Act of 1992.

11.04.030 Findings and purpose.
(a) Monetary contributions to political campaigns are a legitimate form of participation in the American political process, but the financial strength of certain individuals or organizations should not permit them to exercise a disproportionate or controlling influence on the election of candidates.
(b) The rapidly increasing costs of political campaigns have forced many candidates to raise larger and larger percentages of money from interest groups with a specific financial stake in matters before City governmental bodies. This has caused the public perception that votes are being improperly influenced by monetary contributions. This perception is undermining the credibility and integrity of the governmental process.
(c) Officeholders are responding to high campaign costs by raising ever-increasing amounts of money. This fundraising distracts public officeholders from important public matters and encourages contributions which may have the appearance of a corrupting influence.
(d) High campaign costs discourage community members from running for public office because newcomers to the political process may lack access to the financial resources necessary to wage effective campaigns.
(e) Limiting campaign contributions helps ensure equal opportunities for all candidates, promotes diversity among candidates and strengthens the community’s trust that their government is representative.
(f) Limiting contributions to candidates and committees, to the full extent allowed by law, helps promote participation in government and trust that the democratic process is not subverted by affluent special interest groups.
(g) Powerful special interests in Santa Monica have, in past elections, sought to use their wealth to dominate election results.
(h) Santa Monica can best preserve its sense of community, safeguard its local democracy, and effectuate its commitment to fair public process by limiting all campaign contributions.
(i) By enacting this Chapter, the City Council seeks: to ensure that individuals and interest groups in our society have a fair and equal opportunity to participate in the elective and governmental processes; to reduce the influence of large contributors with a specific financial stake in matters before City governmental bodies; to curtail overall expenditures in campaigns; to reduce the excessive fundraising advantage of incumbents and thus encourage competition for elective office; to improve the disclosure of contribution sources in reasonable and effective ways; and to help restore public trust in governmental and electoral institutions.

11.04.040 Definitions.
Unless a word or phrase is specifically defined in this Chapter, the definitions set forth in the Fair Political Practices Act, Government Code Sections 82000 et seq. shall apply to this Chapter. The following words or phrases as used in this Chapter shall have the meanings set forth below.
(a) Candidate. Any individual who has qualified to be listed on a ballot or who has solicited write-in votes on his or her behalf for election to the Santa Monica City Council, Santa Monica Rent Control Board or any other elected office of the City of Santa Monica, or who receives a contribution or makes an expenditure or gives consent for any other person to receive a contribution or to make an expenditure with a view to bringing about such person’s election to such office, whether or not the specific elective office for which such person
CAMPAIGN CONTRIBUTIONS LIMITS - continued

will seek election is known at the time the contribution is received or the expenditure is made, and whether or not such person has announced candidacy or filed a declaration of candidacy at such time. “Candidate” also includes any office holder who is subject of a recall petition.

(b) **Election.** Any general or special election held to elect or remove a member of the Santa Monica City Council, the Santa Monica Rent Control Board or any other elected office of the City of Santa Monica.

(c) **Organization.** Any corporation, association, partnership, committee, labor organization, political party or other similar legal entity or arrangement, whether organized for profit or not.

(d) **Person.** A natural born individual, as well as any organization.

(e) **Small Contributor Political Action Committee.** “Small contributor political action committee” means any committee which meets all of the following criteria:

1. All of the contributions it receives from any person in a twelve month period total $50 or less.
2. It has been in existence at least six months.
3. It contributes to at least five candidates within a three (3) year period.
4. It is not a candidate controlled committee.
5. It receives contributions from more than 100 persons.

**11.04.050 Limitations on contributions from persons.**

(a) No person shall make to any candidate for office or to the controlled committee of such a candidate, a contribution or contributions totaling more than three hundred twenty-five dollars for each election in which the candidate was on, is on, or is likely to be on the ballot or in which the candidate sought or seeks write-in votes.

(b) No candidate for office or the controlled committee of such a candidate shall accept from any person a contribution or contributions totaling more than three hundred twenty-five dollars for each election.

(c) The limitations imposed by this section shall be adjusted every five years, commencing on July 1, 2016, by an amount equal to the percentage change in the CPI-W Index for the Los Angeles/Riverside/Orange County area, as published by the United States Department of Labor, Bureau of Labor Statistics rounded to the nearest five dollars.

(d) This section shall not be interpreted or applied to violate the right of association or the right to express views through expenditures. Rather, it is intended to be and shall be applied solely as a limit on campaign contributions to individuals and committees.

**11.04.060 Return of contributions.**

A contribution shall not be considered to be received if it is not negotiated, deposited or utilized in any way, and in addition if it is returned to the donor within ten (10) days of receipt.

**11.04.070 Aggregation of payments.**

(a) All contributions made by a person or small contributor political action committee whose contributions or expenditure activity is financed, directed or controlled by any corporation, partnership, committee, labor organization, association, political party or any other person or committee, including any parent, subsidiary, branch, division, department or local unit of the corporation, labor organization, partnership, committee, association, political party or any other person, or by any group of such persons, shall be considered to be made by the person, organization or entity financing, directing or controlling the contribution as well as the person, small contributor or political action committee making the contribution.
(b) Two or more entities shall be regarded as the same person or small contributor political action committee when any of the following apply:
(1) The entities share the majority of members of their boards of directors;
(2) The entities share two or more officers;
(3) The entities are owned or controlled by the same majority shareholder or shareholders;
(4) The entities are in a parent-subsidiary relationship.

(c) An individual and any general partnership in which the individual is a partner, or an individual and any corporation in which the individual owns a controlling interest, shall be regarded as the same person.

(d) No committee which supports or opposes a candidate for office shall have as officers, individuals who serve as officers on any other committee which supports or opposes the same candidate. No such committee shall act in concert with, or solicit or make contributions on behalf of, any other committee. This subsection shall not apply to treasurers of committees if these treasurers do not participate in or control in any way a decision on whether the candidate or candidates receive contribution.

11.04.080 Loans.
(a) A loan shall be considered a contribution from the maker as well as the guarantor, if any, of the loan and shall be subject to the contribution limitations of this Chapter.
(b) Every loan to a candidate or committee shall be by written agreement and shall be filed with the candidate's or committee's campaign statement on which the loan is first reported.
(c) A loan made to a candidate or committee by a commercial lending institution in the regular course of business on the same terms available to members of the public shall not be subject to the contribution limitations of this Chapter.
(d) Extensions of credit, other than loans pursuant to subsection (c) of this Section, for a period of more than thirty (30) days are subject to the contribution limitations of this Chapter.

11.04.090 Family contributions.
(a) Contributions by a husband and wife shall be treated as separate contributions and shall not be aggregated under this Chapter.
(b) Contributions by minors shall be treated as contributions by their parents or guardian and attributed equally to each parent or guardian.
CANDIDATE CAMPAIGN ACTIVITIES

CALIFORNIA STATE BUSINESS AND PROFESSIONS CODE

17538.41. (a) (1) Except as provided in subdivision (b), (c), (d), or (e), no person, entity conducting business, candidate, or political committee in this state shall transmit, or cause to be transmitted, a text message advertisement to a mobile telephony services handset, pager, or two-way messaging device that is equipped with short message capability or any similar capability allowing the transmission of text messages. A text message advertisement is a message, the principal purpose of which is to promote the sale of goods or services, or to promote a political purpose or objective, to the recipient, and consisting of advertising material for the lease, sale, rental, gift offer, or other disposition of any realty, goods, services, or extension of credit, or advertising material for political purposes.

(2) This section shall apply when a text message advertisement is transmitted to a number assigned for mobile telephony service, pager service, or two-way messaging service to a California resident.

(b) This section shall not apply to text messages transmitted at the direction of a person or entity offering mobile telephony service, pager service, or two-way messaging service if the subscriber is offered an option to not receive those text messages.

(c) This section shall not apply to text messages transmitted by a business, candidate, or political committee that has an existing relationship with the subscriber if the subscriber is offered an option not to receive text messages from that business, candidate, or political committee.

(d) This section shall not apply to text messages transmitted by an affiliate of a business that has an existing relationship with the subscriber, but only if the subscriber has provided consent to the business with which he or she has that relationship to receive text messages from affiliates of that business. "Affiliate" means any company that controls, is controlled by, or is under common control with, another company.

(e) This section shall not apply to electronic mail messages that are forwarded, without the knowledge of the sender, to a mobile telephony services handset, pager, or two-way messaging device.

(f) Subdivision (a) shall not impose an obligation on a person or entity offering mobile telephony service, pager service, or two-way messaging service to control the transmission of a text message unless the message is transmitted at the direction of that person or entity.

(g) For purposes of this section, "mobile telephony service" means commercially available interconnected mobile phone services that provide access to the public switched telephone network (PSTN) via mobile communication devices employing radio wave technology to transmit calls, including cellular radiotelephone, broadband Personal Communications Services (PCS), and digital Specialized Mobile Radio (SMR).
SANTA MONICA MUNICIPAL CODE

11.04.176 Candidate Information Sheet

(a) In order to ensure that any person considering signing a nomination petition has information about the nomination process sufficient to exercise his or her rights in an informed manner, the City Clerk and City Attorney shall prepare a Candidate Information Sheet to accompany each petition for candidacy for a City office.

(b) Each Candidate Information Sheet shall include at least the following: (1) the nomination process; (2) the requirements for candidacy; and (3) information about how to withdraw a signature.

(c) Each person gathering signatures shall provide a copy of the Candidate Information Sheet to every signer of the petition. In addition, each person gathering signatures shall make copies of the Candidate Information Sheet readily available to prospective signers either by offering copies orally or by displaying them prominently in the same location where the signatures are being gathered so that signers may readily see and take them.
CANDIDATE STATEMENTS

CALIFORNIA STATE ELECTIONS CODE

13307. Preparation and form of 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) (1) 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.

(2) 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 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.

(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.

(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 is the governing body of judicial elections.

**SANTA MONICA MUNICIPAL CODE**

Santa Monica Municipal Code Section 11.04.120 – Candidate’s statement of qualifications:

(a) Each candidate for Santa Monica City Council, Santa Monica Rent Control Board, or other elected office of the City of Santa Monica, may prepare a statement of qualification on an appropriate form provided by the City Clerk. Such statement may include the name, age and occupation of the candidate and a brief description of no more than two hundred words of the candidate’s education and qualifications expressed by the candidate. The statement may make no reference to another candidate. The Statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations. Such statement shall be filed in the office of the City Clerk when the candidate’s nomination papers are returned for filing. It may be withdrawn but not changed during
CANDIDATE STATEMENTS - continued

the period for filing nomination papers and until five p.m. of the next working day after the close of the nomination period. No candidate will be permitted to include additional materials in the voter’s pamphlet.

(b) The City Clerk shall send to each voter, together with a sample ballot, a voter’s pamphlet which contains the written statements of each candidate’s qualifications 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.

(c) The City Clerk shall provide a Spanish translation to those candidates who wish to have one, and shall select a person to provide that translation who is a professionally-certified translator as required by State law.

(d) The costs of printing, handling and translating of any statement submitted pursuant this section shall be paid by the candidate for elections occurring prior to November 2022; for elections occurring in or after November 2022, the costs described in this subsection (d) shall be paid by the City.

(e) The City Clerk shall reject any statement which contains any obscene, libelous or defamatory matter, which violates the constitutional or civil rights of any person, or which is prohibited by state or federal law from being circulated through the mail.

(f) The City Clerk shall comply with all recommendations and stands set forth by the California Secretary of State regarding occupational designations and other matters relating to elections.

(g) 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 or libelous statements offered for printing or contained in the voter’s pamphlet.
CALIFORNIA STATE ELECTIONS CODE
ARTICLE 2. 10225. Nomination of Candidates

(a) Notwithstanding Sections 10220 and 10224, if nomination papers for an incumbent officer of the city are not filed by or on the 88th day before the election, during normal business hours, as posted, the voters shall have until the 83rd day before the election during normal business hours, as posted, to nominate candidates other than the person who was the incumbent on the 88th day, for that incumbent’s elective office.

(b) This section is not applicable where there is no incumbent eligible to be elected. If this section is applicable, notwithstanding Section 10224, a candidate may withdraw his or her nomination paper until the 83rd day before the election during normal business hours, as posted.

(Amended by Stats. 2006, Ch. 538, Sec. 153. Effective January 1, 2007.)

SANTA MONICA MUNICIPAL CODE

11.04.140 Ballot order.
In any election for any City office, the order in which a candidate's name or ballot measure shall appear on the ballot shall be randomly determined by the City Clerk.

11.04.150 Distribution of information for candidates and committees.
In order to insure that each candidate and proponent or opponent of a measure has full opportunity to understand and fulfill the requirements of the Political Reform Act and Municipal Code, the City Clerk shall make available to each candidate, to each proponent or opponent of a measure and to each committee supporting or opposing a measure the latest revision of the State of California Information Manual on Campaign Disclosure Provisions of the Political Reform Act and a schedule outlining required filing dates for campaign statements. In addition, candidates are to receive a list outlining basic municipal candidacy requirements.
SANTA MONICA MUNICIPAL CODE

4.08.480 Handbills, signs, etc.
No person, except a public officer or employee in the performance and furtherance of a public duty, shall paste, paint, print, nail, tack, or otherwise fasten any card, banner, handbill, sign, poster, advertisement, or notice of any kind, on any curbstone, lamp post, pole, hitching post, watering trough, hydrant, bridge, or tree, upon a public street, or public property, within the City, except as may be required or authorized by this Code, or required by the laws of the State, or of the United States.
(Prior code § 4231; amended by Ord. No. 2008CCS § 8, adopted 5/8/01)

4.08.490 Street banners prohibited.
No person, except a public officer or employee in the performance of a public duty, shall hang, suspend, string any card, banner, handbill, sign, poster, picture, notice, or political streamer of any kind, over, on, or in any public street, or in, over, or on any public property within the City, except as may be authorized or required by this Code or required by the laws of the State, or of the United States.
(Prior code § 4232; amended by Ord. No. 2008CCS § 4, adopted 5/8/01)

Division 6. 9.61.220 Consent of Property Owner
No person, except a public officer or employee in the performance of a public duty, or a private person in the giving of a legal notice, shall paste, post, paint, print, nail or tack or otherwise fasten any card, banner, handbill, sign, poster, advertisement or notice of any kind upon any property, without the written consent of the owner, holder, lessee, agent or trustee thereof.
(Added by Ord. No. 2486CCS §§ 1, 2, adopted June 23, 2015)
GOVERNMENT SEALS ON CAMPAIGN LITERATURE AND MASS MAILINGS

CALIFORNIA STATE GOVERNMENT CODE

State, County and City Seals:

402.5. Campaign literature or mass mailings; use of reproduction or facsimiles of the Great Seal with intent to deceive voters; offense
(a) In addition to the acts prohibited by Section 402, a person who uses or allows to be used any reproduction or facsimile of the Great Seal of the State in any campaign literature or mass mailing, as defined in Section 82041.5, with intent to deceive the voters, is guilty of a misdemeanor.
(b) For purposes of this section, the use of a reproduction or facsimile of a seal in a manner that creates a misleading, erroneous, or false impression that the document is authorized by a public official is evidence of intent to deceive.
(Added by Stats. 2001, c.387 (A.B.706), Sec. 1.)

34501.5. Campaign literature or mass mailings; use of reproduction or facsimiles of the seal of the city with intent to deceive voters; offense
(a) Any person who uses or allows to be used any reproduction or facsimile of the seal of the city in any campaign literature or mass mailing, as defined in Section 82041.5, with intent to deceive the voters, is guilty of a misdemeanor.
(b) For purposes of this section, the use of a reproduction or facsimile of a seal in a manner that creates a misleading, erroneous, or false impression that the document is authorized by a public official is evidence of intent to deceive.
(Added by Stats.2001, c. 387 (A.B.706), Sec. 3.)

CALIFORNIA STATE ELECTIONS CODE

18304. Use of seal in campaign literature is misdemeanor.
(a) Any person who uses or allows to be used any reproduction or facsimile of the seal of the county or the seal of a local government agency in any campaign literature or mass mailing, as defined in Section 82041.5 of the Government Code, with intent to deceive the voters, is guilty of a misdemeanor.
(b) For purposes of this section, the use of a reproduction or facsimile of a seal in a manner that creates a misleading, erroneous, or false impression that the document is authorized by a public official is evidence of intent to deceive.
(c) For purposes of this section, the term "local government agency" means a school district, special or other district, or any other board, commission, or agency of local jurisdiction.
(Added by Stats. 2003, c.380, '1.)
SANTA MONICA MUNICIPAL CODE

2.32.020 Use of the City Seal
(a) The purpose of this Section is to restrict use of the City Seal to official City business.
(b) The City Clerk shall have charge of the City Seal and shall affix the City Seal to all certificates required by law, by this Code, or by ordinance of the City.
(c) Except as provided for in this Section, no person, other than the City of Santa Monica, shall reproduce, use, give away, sell, or distribute any seal, or facsimile thereof, purporting to be or represented to be the City Seal of the City of Santa Monica.
(d) City officers, City employees, members of the City Council, and members of City Boards and Commissions, may use stationery and printed materials with the City Seal, or facsimile thereof, while acting within the scope of their office or employment.
(e) No person, including any elected officer of the City, shall use the City Seal, or facsimile thereof, in any correspondence or other printed materials distributed in favor of or against any ballot measure of in favor of or against any candidate for public office.
(f) A recognized employee organization may use the City Seal, or facsimile thereof, on stationery and printed materials used in the scope of its representation of City employees and on articles of clothing intended for use by City employees.
(Prior code § 2601; amended by Ord. No. 1363CCS, adopted 3/25/86)
POLLING PLACE ACTIVITIES:

CALIFORNIA STATE ELECTIONS CODE

319.5. **“Electioneering” definition.**
"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:
   (a) A display of a candidate's name, likeness, or logo.
   (b) A display of a ballot measure's number, title, subject, or logo.
   (c) Buttons, hats, pencils, pens, shirts, signs, or stickers containing electioneering information.
   (d) Dissemination of audible electioneering information.

(Added by Stats. 2009, c.146, '1.)

18370. **Electioneering within 100 feet of a polling place.**
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 voters' 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, 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. Any person who violates any of the provisions of this section is guilty of a misdemeanor.

(Amended by Stats. 2009, c.146, '2.)

18371. **Electioneering during vote by mail voting.**
(a) No candidate or representative of a candidate, and no proponent, opponent, or representative of a proponent or opponent, of an initiative, referendum, or recall measure, or of a charter amendment, shall solicit the vote of a vote by mail voter, or do any electioneering, while in the residence or in the immediate presence of the voter, and during the time he or she knows the vote by mail voter is voting.
   (b) Any person who knowingly violates this section is guilty of a misdemeanor.
   (c) This section shall not be construed to conflict with any provision of the federal Voting Rights Act of 1965, as amended, nor to preclude electioneering by mail or telephone or in public places, except as prohibited by Section 18370, or by any other provision of law.

(Amended by Stats. 2007 c. 508, '113.)

18380. **Vandalism at polling places.**
(a) No person, during any election, shall do any of the following:
   (1) Remove or destroy any of the supplies or other conveniences placed in the voting booths or compartments for the purpose of enabling the voter to prepare his or her ballot.
POLLING PLACE ACTIVITIES - continued

(2) Remove, tear down, or deface the cards printed for the instruction of voters.
(3) Remove, tear, mark or otherwise deface any voter index with the intent to falsify or prevent others from readily ascertaining the name, address, or political affiliation of any voter, or the fact that a voter has or has not voted.
(4) Remove, tear down, or deface the signs identifying the location of a polling place or identifying areas within 100 feet of a polling place.

(b) Any person who violates any of the provisions of this section is guilty of a misdemeanor.

(Added by Stats. 1994, c. 920, '2.)

18562.5 Misdemeanor conduct of ballot processing by observer.

(a) A member of the public is guilty of a misdemeanor if, while observing any of the following, he or she willfully engages in any conduct set forth in subdivision (b):

(1) The processing of vote by mail ballots conducted pursuant to Chapter 2 (commencing with Section 15100) of Division 15.
(2) The semifinal official canvass conducted pursuant to Chapter 3 (commencing with Section 15150) of Division 15.
(3) The official canvass conducted pursuant to Chapter 4 (commencing with Section 15300) Division 15.
(4) A recount conducted pursuant to Chapter 9 (commencing with Section 15600) of Division 15.

(b) (1) Attempting to ascertain the identity and ballot choices of a voter, or having observed or learned the identity of a voter, attempting to ascertain the ballot choices of that voter.
(2) Opening a provisional or vote by mail ballot envelope containing a voted ballot in order to ascertain the voter's ballot choices.
(3) Making or placing a mark or device on a ballot or secrecy envelope in an attempt to ascertain the voter's ballot choices.

(Added by Stats. 2009, Ch. 94, Sec. 1. (AB 269) Effective January 1, 2010.)
2009. Simulated ballot requirements.

(a) Every simulated ballot or simulated sample ballot 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 sample ballot prepared by the county elections official or the Secretary of State."
"This is an unofficial, marked ballot prepared by ______ (insert name and address of the person or organization responsible for preparation thereof)."

This section shall be construed to require this notice in any editorial or other statement appearing in a regularly published newspaper or magazine other than a paid political advertisement.

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

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

SANTA MONICA CITY CHARTER
Article XXII – Taxpayer Protection

2200. Title.
This Article shall be known as the City of Santa Monica Taxpayer Protection Amendment of 2000.

2201. Findings and declarations.
(a) The people of the City of Santa Monica ("City") find that the use or disposition of public assets are often tainted by conflicts of interest among local public officials entrusted with their management and control. Such assets, including publicly owned real property, land use decisions conferring substantial private benefits, conferral of a franchise without competition, public purchases, taxation, and financing, should be arranged strictly on the merits for the benefit of the public, and irrespective of the separate personal or financial interests of involved public officials.
(b) The people find that public decisions to sell or lease property, to confer cable, trash hauling and other franchises, to award public construction or service contracts, or to utilize or dispose of other public assets, and to grant special land use or taxation exceptions have often been made with the expectation of, and subsequent receipt of, private benefits from those so assisted to involved public "decision makers." The people further find that the sources of such corruptive influence include gifts and honoraria, future employment offers, and anticipated campaign contributions for public officials who are either elected or who later seek elective office. The trading of special favors or advantage in the management or disposal of public assets and in the making of major public purchases compromises the political process, undermines confidence in democratic institutions, deprives meritorious prospective private buyers, lessees, and sellers of fair opportunity, and deprives the public of its rightful enjoyment and effective use of public assets.
(c) Accordingly, the people declare that there is a compelling state interest in reducing the corruptive influence of emoluments, gifts, and prospective campaign contributions on the decisions of public officials in the management of public assets and franchises, and in the disposition of public funds. The people, who compensate public officials, expect and declare that as a condition of such public office, no gifts, promised employment, or campaign contributions shall be received from any substantial beneficiary of such a public decision for a reasonable period, as provided herein.

2202. Definitions.
(a) As used herein, the term public benefit does not include public employment in the normal course of business for services rendered, but includes a contract, benefit, or arrangement between the City and any individual, corporation, firm, partnership, association, or other person or entity to:
   (1) provide personal services of a value in excess of $25,000 over any 12 month period,
   (2) sell or furnish any material, supplies or equipment to the City of a value in excess of $25,000 over any 12 month period,
   (3) buy or sell any real property to or from the City with a value, in excess of $25,000, or lease any real property to or from the City with a value in excess of $25,000 over any 12 month period,
   (4) receive an award of a franchise to conduct any business activity in a territory in which no other competitor potentially is available to provide similar and competitive services, and for which gross revenue from the business activity exceeds $50,000 in any 12 month period,
   (5) confer a land use variance, special use permit, or other exception to a pre-existing master plan or land use ordinance pertaining to real property where such decision has a value in excess of $25,000,
(6) confer a tax abatement, exception, or benefit not generally applicable of a value in excess of $5,000 in any 12 month period,
(7) receive cash or specie of a net value to the recipient in excess of $10,000 in any 12 month period.
(b) Those persons or entities receiving public benefits as defined in Section 2202(a)(1)-(7) shall include the individual, corporation, firm, partnership, association, or other person or entity so benefiting, and any individual or person who, during a period where such benefit is received or accrues,
(1) has more than a ten percent (10%) equity, participation, or revenue interest in that entity, or
(2) who is a trustee, director, partner, or officer of that entity or of another entity that owns or controls the entity receiving the public benefit, excepting persons serving in those capacities as volunteers, without compensation, for organizations exempt from income taxes under Section 501(c)(3), (4), or (6) of the Internal Revenues Code. However, this exception shall not apply if the organization is a political committee or controls political committees as defined by California Government Code Section 82013 or 2 U.S.C. Section 431(4) or successor provisions.
(c) As used herein, the term personal or campaign advantage shall include:
(1) any gift, honoraria, emolument, or personal pecuniary benefit of a value in excess of $50;
(2) any employment for compensation;
(3) any campaign contributions for any elective office said official may pursue.
(d) As used herein, the term public official includes any elected or appointed public official acting in an official capacity. This includes, but is not limited to: City Council members, Planning Commission members, and the City Manager and Department Heads and their designees who confer “public benefits” as defined in this section.

2203. City public official shall not receive personal or campaign advantage from those to whom they allocate public benefits.
(a) No City public official who has exercised discretion to approve and who has approved or voted to approve a public benefit as defined in Section 2202(a) may receive a personal or campaign advantage as defined in Section 2202(c) from a person as defined in Section 2202(b) and no person or entity who has received a public benefit may confer a personal or campaign advantage upon a public official who exercised discretion to confer that public benefit for a period beginning on the date the official approves or votes to approve the public benefit, and ending no later than:
(1) two years after the expiration of the term of office that the official is serving at the time the official approves or votes to approve the public benefit;
(2) two years after the official’s departure from his or her office whether or not there is a pre-established term of office; or
(3) six years from the date the official approves or votes to approve the public benefit; whichever is first.
(b) Section 2203(a) shall also apply to the exercise of discretion of any such public official serving in his or her official capacity through a redevelopment agency, or any other public agency, whether within or without the territorial jurisdiction of the City either as a representative or appointee of the City.
(c) No City public official who has exercised discretion to approve and who has approved or voted to approve a public benefit as defined in Section 2202(a) may receive a personal or campaign advantage as defined in Section 2202(c) from a person as defined in Section 2202(B) in any geographic location, including within and outside the geographic boundaries of Santa Monica.
2204. Applicable public beneficiaries section. Responsibilities of City public officials and advantage recipients.
(a) City public officials shall practice due diligence to ascertain whether or not a benefit defined under Section 2202(a) has been conferred, and to monitor personal or campaign advantages enumerated under Section 2202(c) so that any such qualifying advantage received is returned forthwith, and no later than ten days after its receipt.
(b) City public officials shall provide, upon inquiry by any person, the names of all entities and persons known to them who respectively qualify as public benefit recipients under the terms of Section 2202 and 2203.

The City shall provide any person, corporation, firm, partnership, association, or other person or entity applying or competing for any benefit enumerated in Section 2202(a) with written notice of the provisions of this Article and the future limitations it imposes. Said notice shall be incorporated into requests for “proposal,” bid invitations, or other existing informational disclosure documents to persons engaged in prospective business with, from, or through the City.

2206. Penalties and enforcement.
(a) In addition to all other penalties and remedies which might apply, any knowing and willful violation of this Article by a public official or a person or entity receiving a public benefit as defined in Section 2202(b) constitutes a criminal misdemeanor offense.
(b) A civil action may be brought against any person who violates this article. A finding of liability shall subject the violator to one or more of the following civil remedies:
   (1) restitution of the personal or campaign advantage received, which shall accrue to the general fund of the City;
   (2) a civil penalty of up to five times the value of the personal or campaign advantage received;
   (3) injunctive relief necessary to prevent present and future violations of this Article;
   (4) disqualification from future public office or position within the jurisdiction, if violations are willful, egregious, or repeated.
(c) A civil action under subdivision (b) of this section may be brought by any resident of the City. In the event that such an action is brought by a resident of the City and the petitioner prevails, the respondent public official shall pay reasonable attorney’s fees and costs to the prevailing petitioner. Civil penalties collected in such a prosecution shall accrue 10% to the petitioner, and 90% to the City’s general fund.
(d) When the City Attorney receives a complaint containing a violation of this Article from any person or entity, the City Attorney must promptly, for the purposes of assessment and prosecution, either:
   (1) Refer the complaint to the Chief Deputy of the Criminal Division or another attorney in the City Attorney’s Office; or
   (2) Refer the complaint to an independent investigator hired by the City.

2207. Severability.
If any provision of this Article is held invalid, such invalidity or unconstitutionality shall not affect other provisions or applications which can be given effect without the invalidated provision, and to this end the provisions of this Article are severable.
3001. Application for a vote by mail voter’s ballot.

(a) Except as provided in Chapter 3 (commencing with Section 3200) and Sections 3007.5, 3007.7, and 3007.8, application for a vote by mail voter’s ballot shall be made in writing to the elections official having jurisdiction over the election between the 29th and the 7th day prior to the election. The application shall be signed by the applicant and shall show the applicant’s place of residence. Any applications received by the elections official prior to the 29th day shall be kept and processed during the application period.

(b) No later than 29 days before the day of the election, the county elections official shall begin mailing the materials required by Section 3010 to qualified applicants for vote by mail ballots, including voters who are permanent vote by mail voters pursuant to Chapter 3 (commencing with Section 3200). The county elections official shall have five days to mail a ballot to each person who has requested a vote by mail ballot by the 29th day before the day of the election and five days for each voter who requests a vote by mail ballot after that date. The county elections official shall not discriminate against any region or precinct in the county in choosing which ballots to mail first within the prescribed five-day mailing period.

(Amended by Stats. 2019, Ch. 553, Sec. 2. (AB 49) Effective January 1, 2020.)

3003. Vote by mail ballot available to any registered voter.
The vote by mail ballot shall be available to any registered voter.

3006. Form of printed application for vote by mail ballot.

(a) A printed application that is to be distributed to a voter for requesting a vote by mail voter’s ballot shall inform the voter that the application for the vote by mail voter’s ballot must be received by the elections official not later than seven days prior to the date of the election and shall contain spaces for the following:

(1) The printed name and residence address of the voter as it appears on the affidavit of registration.

(2) The address to which the ballot is to be mailed.

(3) The voter’s signature.

(4) The name and date of the election for which the request is to be made.

(b) (1) The information required by paragraphs (1) and (4) of subdivision (a) may be preprinted on the application. The information required by paragraphs (2) and (3) of subdivision (a) shall be personally affixed by the voter.

(2) An address, as required by paragraph (2) of subdivision (a), may not be the address of a political party, a political campaign headquarters, or a candidate's residence. However, a candidate, his or her spouse, immediate family members, and any other voter who shares the same residence address as the candidate may request that a vote by mail ballot be mailed to the candidate's residence address.

(3) An application that contains preprinted information shall contain a conspicuously printed statement substantially similar to the following: "You have the legal right to mail or deliver this application directly to the local elections official of the county where you reside."

(c) The application shall inform the voter that if he or she is not affiliated with a political party, the voter may request a vote by mail ballot for a particular political party for the primary election, if that political party has adopted a party rule, duly noticed to the Secretary of State, authorizing that vote. The application shall contain a toll-free telephone number, established by the Secretary of State, that the voter may call to access information regarding which political parties have adopted such a rule. The application shall contain a check-off box with a conspicuously printed statement that reads
substantially similar to the following: "I am not presently affiliated with any political party. However, for this primary election only, I request a vote by mail ballot for the ________ Party." The name of the political party shall be personally affixed by the voter.

(d) The application shall provide the voters with information concerning the procedure for establishing permanent vote by mail voter status, and the basis upon which permanent vote by mail voter status is claimed.

(e) The application shall be attested to by the voter as to the truth and correctness of its content, and shall be signed under penalty of perjury.

3007. Uniform application for a vote by mail ballot.
The Secretary of State shall prepare and distribute to appropriate elections officials a uniform application format for a vote by mail voter’s ballot that conforms to this chapter. This format shall be followed by all individuals, organizations, and groups who distribute applications for a vote by mail voter’s ballot. The uniform format need not be utilized by elections officials in preparing a vote by mail voter’s ballot application to be included with the sample ballot.

3007.5. Secretary of State to prepare uniform electronic application for a vote by mail ballot.
(a) The Secretary of State shall prepare and distribute to appropriate elections officials a uniform electronic application format for a vote by mail voter’s ballot that conforms to this section.

(b) The uniform electronic application shall inform the voter that the application for the vote by mail voter’s ballot must be received by the elections official not later than seven days prior to the date of the election and shall contain spaces for at least the following information:
(1) The name and residence address of the registered voter as it appears on the affidavit of registration.
(2) The address to which the ballot is to be mailed.
(3) The name and date of the election for which the request is made.
(4) The date of birth of the registered voter.

(c) The uniform electronic application shall inform the voter that if he or she is not affiliated with a political party, the voter may request a vote by mail ballot for a particular political party for the primary election, if that political party has adopted a party rule, duly noticed to the Secretary of State, authorizing that vote. The application shall contain a toll-free telephone number, established by the Secretary of State, that the voter may call to access information regarding which political parties have adopted such a rule. The application shall list the parties that have notified the Secretary of State of the adoption of such a rule. The application shall contain a check-off box with a conspicuously printed statement that reads substantially similar to the following: "I am not presently affiliated with any political party. However, for this primary election only, I request a vote by mail ballot for the ____ Party." The name of the political party shall be personally affixed by the voter.

(d) The uniform electronic application shall contain a conspicuously printed statement substantially similar to the following: "Only the registered voter himself or herself may apply for a vote by mail ballot. An application for a vote by mail ballot made by a person other than the registered voter is a criminal offense."

(e) The uniform electronic application shall include a statement substantially similar to the following: "A ballot will not be sent to you if this application is incomplete or inaccurate."

(f) The uniform electronic application format shall not permit the form to be electronically submitted unless all of the information required to complete the application is contained in the appropriate fields.
3007.7. Procedure for processing electronic application for a vote by mail ballot.  
(a) The local elections official may offer a voter the ability to electronically apply for a vote by mail voter's ballot.  
If the local elections official offers the uniform electronic application, the electronic application shall be in  
an interactive Internet format to be completed through the local elections official's secure Internet Web site  
and may not be a downloadable form. The non-downloadable form shall be of a format that would allow  
the registered voter making an application for a vote by mail voter's ballot to enter the required information  
and submit the single form directly to the elections official's secure Internet Web site. The local elections  
official shall make every effort to ensure the security of the submitted information.  
(b) Upon receiving an electronic vote by mail ballot application that contains the required information within  
the proper time, the elections official shall check the information provided against the voter's information  
on file. If the elections official deems the applicant entitled to a vote by mail voter's ballot, the elections  
official shall deliver the appropriate vote by mail voter's ballot by mail or in person.  
(c) If the elections official determines that an electronic vote by mail ballot application does not contain all of  
the required information, or for any other reason is defective, and the elections official is able to ascertain  
the voter's address, the elections official may not mail the voter a vote by mail voter’s ballot, but shall mail  
the voter a notice of defect. The notice of defect shall do both of the following:  
(1) Specifically inform the voter of the information that is required or the reason for the defect in the  
application.  
(2) State the procedure necessary to remedy the defective application.  
(d) An address, as required by paragraph (2) of subdivision (b) of Section 3007.5, may not be the address of any  
political party, a political campaign headquarters, or a candidate's residence. However, a candidate, his or  
her spouse, immediate family members, and any other voter who shares the same residence address as the  
candidate may request that a vote by mail ballot be mailed to the candidate's residence address.  
(e) Except as provided in Section 3007.5 and this section, all other sections of this code pertaining to vote by  
voter applications, submissions, deadlines, and canvassing shall apply to electronic vote by mail ballot  
applications and applicants.

3008. Time period for organizations to return vote by mail ballot application.  Applications shall be nonforwardable  
(a) Any individual, organization, or group that distributes applications for vote by mail voter ballots and receives  
completed application forms shall return the forms to the appropriate elections official within 72 hours of  
receiving the completed forms, or before the deadline for application, whichever is sooner. The name,  
address, and telephone number of any organization that authorizes the distribution of the applications shall  
be included on the application.  
(b) Any application for a vote by mail voter's ballot that is sent by an individual, group, or organization to a voter  
shall be nonforwardable. Any vote by mail voter's ballot that is returned to an elections official as  
undeliverable shall not be forwarded by the elections official.  
(c) A person may not submit a vote by mail ballot application electronically for another registered voter.
WRITE-IN CANDIDATES.

CALIFORNIA STATE ELECTIONS CODE

8600. Every person who desires to be a write-in candidate and have his or her name as written on the ballot of an election counted for a particular office shall file:
(a) A statement of write-in candidacy that contains the following information:
   (1) Candidate's name.
   (2) Residence address.
   (3) A declaration stating that he or she is a write-in candidate.
   (4) The title of the office for which he or she is running.
   (5) The party nomination which he or she seeks, if running in a partisan primary election.
   (6) The date of the election.
   (7) A certification of the candidate's complete voter registration and party affiliation/preference history for the preceding 10 years, or for as long as he or she has been eligible to vote in the state if less than 10 years, if running for a voter-nominated office.
   (8) For any of the offices described in Section 13.5, a statement that the candidate meets the statutory and constitutional requirements for that office as described in that section.
(b) The requisite number of signatures on the nomination papers, if any, required pursuant to Sections 8062, 10220, and 10510, or, in the case of a special district not subject to the Uniform District Election Law (Part 4 (commencing with Section 10500) of Division 10), the number of signatures required by the principal act of the district.
(c) Notwithstanding any other provision of law, a person may not be a write-in candidate at the general election for a voter-nominated office.

8601. The statement and nomination papers shall be available on the 57th day prior to the election for which the candidate is filing as a write-in candidate, and shall be delivered to the elections official responsible for the conduct of the election no later than the 14th day prior to the election.

8602. The nomination papers for a write-in candidate shall be substantially in the same form as set forth in Section 8041.

8603. Signers of nomination papers for write-in candidates shall be voters in the district or political subdivision in which the candidate is to be voted on. In addition, if the candidate is seeking a party nomination for an office, the signers shall also be affiliated with the party whose nomination is sought.

8604. No fee or charge shall be required of a write-in candidate except in the case of a candidate for city office, as provided in Section 10228.