



# CANDIDATE GUIDE

November 5, 2024 General Municipal Election

Provided by the Office of the City Clerk  
Candice Alvarez, MMC, City Clerk

July 15, 2024

Dear Potential Candidate:

Congratulations on your decision to run or to consider running for public office. Running for office can be challenging and exciting, involving specific legal responsibilities and reporting obligations. The Lake Elsinore Office of the City Clerk is dedicated to administering fair, transparent, and accurate elections, and, in so doing, our mission is to help all qualified candidates have their names placed on the ballot. We strive to make the experience as straightforward as possible.

This Candidate Guide is intended to help you navigate regulations and alert you to critical campaign deadlines. I encourage you to read through each section carefully.

This guide does not contain legal advice and is not to be a substitute for legal counsel. Candidates, treasurers, campaign workers, committees, and others involved with the election and campaign processes are urged to review the appropriate laws and regulations and seek their own legal counsel, if necessary.

The Lake Elsinore Office of the City Clerk is committed to providing you with the best possible service. Please feel welcome to contact me if you have any questions or feedback.

I wish you the best of luck in your campaign endeavors.

Sincerely,



Candice Alvarez, MMC  
City Clerk

## OFFICE OF THE CITY CLERK

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Lake Elsinore, CA 92530

<https://www.lake-elsinore.org/231/City-Clerk>

### Office Hours

Regular Office Hours:

Monday – Thursday

8 a.m. to 5 p.m.

Fridays

8 a.m. to 4 p.m.

excluding holidays.

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#### **Code Reference Key**

E.C. – California Elections Code	CCR – California Code of Regulations
G.C. California Government Code	LEMC – Lake Elsinore Municipal Code

## Calendar of Events – November 5, 2024 Election

DATE	EVENT	PAGE
Before accepting any contributions	<b>FILE FORM 501.</b> Candidates must file an FPPC Form 501 with the City Clerk before accepting any contributions.	
May 16	<b>FIRST DAY TO CIRCULATE PETITION-IN-LIEU FORMS.</b> All petition in-lieu forms shall be made available commencing 60 days before the first day for circulating nomination papers. <i>E.C. § 8106, et seq.</i>	
June 1 – August 9	<b>CANDIDATE'S ELIGIBILITY AND NOMINATION PERIOD APPOINTMENT REQUEST.</b> Visit <a href="http://www.lake-elsinore.org/upcoming-elections">www.lake-elsinore.org/upcoming-elections</a> to submit a "Candidate's Eligibility and Nomination Period Appointment Request" Form.	
July 10	<b>LAST DAY TO FILE PETITION IN-LIEU FORMS.</b> Completed petition in-lieu forms must be filed with the City Clerk's Office by 5 p.m. Petition in-lieu forms shall be filed at least 30 days before the close of the nomination period. <i>E.C. 8106 (b) (3)</i>	
July 15	<b>NOMINATION PERIOD – FIRST DAY.</b>	
July 31	<b>CAMPAIGN STATEMENT DUE.</b> Semi-annual campaign statement covering ** through 6/30/24. **The day after the last statement, or January 1, if no prior statement was filed.	
August 7 – November 5	<b>24-HOUR CONTRIBUTION REPORTS.</b> File a Form 497 within 24 hours of receiving \$1,000 or more from a single source.	
August 9 4 p.m.	<b>NOMINATION PERIOD ENDS - DEADLINE TO FILE ALL FORMS AND DOCUMENTS.</b>	
August 12 – August 22	<b>PUBLIC REVIEW PERIOD FOR CANDIDATE'S STATEMENTS.</b> <i>E.C. § 13313</i>	
August 9 4 p.m.	<b>CANDIDATE'S STATEMENT - DEADLINE TO WITHDRAW.</b> <i>E.C. § 13307(a)(3)</i>	
August 14	<b>CANDIDATE FILING EXTENSION IF INCUMBENT FAILS TO FILE.</b> Pertains to office in which an eligible incumbent did not file by August 9. <i>E.C. §§ 10225, 10407</i>	
August 15	<b>DRAWING OF RANDOM ALPHABET.</b> The Secretary of State will determine the order in which candidates' names will appear on the ballot by conducting a drawing of the letters of the alphabet, the result of which shall be known as a randomized alphabet. <i>E.C. § 13112</i>	
September 26	<b>VOTER INFORMATION GUIDES START GOING OUT TO REGISTERED VOTERS.</b> The Secretary of State and Registrar of Voters will mail a Voter Information Guide to each registered voter at least 29 days before the election. <i>G.C. § 57148; E.C. § 13303, 13307(b)</i>	
September 26	<b>CAMPAIGN STATEMENT DUE.</b> 1 <sup>st</sup> Pre-election campaign statement covering 7/1/24 through 9/21/24.	
October 7 – October 12	<b>BALLOTS MAILED TO ALL REGISTERED VOTERS.</b> Ballots are mailed to all persons registered to vote as of October 7. <i>E.C. § 3000.5</i>	

**October 7** **EARLY VOTING BEGINS AT THE REGISTRAR OF VOTERS' OFFICE.** Early voting is available Monday – Friday from 8 a.m. to 5 p.m.

**October 7** **BALLOT DROP BOX LOCATIONS OPEN.**

**October 21** **VOTER REGISTRATION DEADLINE.** Deadline to register to vote for this election. After this date, people can still register and vote at any vote center. [E.C. § 2102, 2170](#)

**October 24** **CAMPAIGN STATEMENT DUE.** 2<sup>nd</sup> Pre-election campaign statement covering 9/22/24 through 10/19/24.

**October 25** **SELECT VOTE CENTERS OPEN.** Select vote centers will be open daily from 8 a.m. to 5 p.m. through March 4.

**November 2** **ALL VOTE CENTERS OPEN.** Vote centers will be open daily from 8 a.m. to 5 p.m. through March 4, and 7 a.m. to 8 p.m. on Election Day.

**November 5** **ELECTION DAY.** All vote centers are open from 7 a.m. to 8 p.m. Ballot drop boxes close at 8 p.m. [E.C. § 14212](#)

**December 5** **ELECTIONS RESULTS CERTIFIED.** The Registrar must certify election results no later than 30 days after the election. [E.C. § 15372](#)

**January 31, 2025** **CAMPAIGN STATEMENT DUE.** Semi-annual campaign statement for all committees unless the committee filed termination Forms 410 and 460 before 12/31/24. The statement covers 10/20/24 through 12/31/24.

## Candidate Filing Checklist

The following documents are required to be filed at the same time with the City Clerk by the filing deadline (see page [1](#)) to be eligible to run for office in this election:

- Nomination Paper/Affidavit/Oath of Allegiance. See page [10](#)
- Ballot Designation Worksheet and copies of any supporting documents. See page [13](#)
- Candidate's Statement of Qualifications ("candidate's statement") -- form required, even if no statement is being submitted. Please submit your draft statement electronically in Microsoft Word (.doc or .docx) format by emailing it to the City Clerk before filing. Your final statement will be printed and signed during your meeting with the City Clerk to submit your filing documents. See page [26](#)
- Deposit for estimated cost of candidate's statement, if submitted. You can pay by check or money order payable to "City of Lake Elsinore," cash, or credit card (2.75% additional fee).

Seat	Estimated Cost <sup>1</sup>
Council Member, District 2	\$600
Council Member, District 4	\$600
Council Member, District 5	\$600
City Treasurer	\$1,200

- Code of Fair Campaign Practices (signing is optional)
- Form 700, Statement of Economic Interests (online filing is **required**)
- Form 501, Candidate Intention Statement (if not yet filed)

### CANDIDATE DOCUMENT SUBMITTAL

Appointments are required. Contact the City Clerk to make an appointment.

### CITY CLERK ADVANCE REVIEW OF DRAFT CANDIDATE'S STATEMENT

You may email your draft statement for review to [calvarez@lake-elsinore.org](mailto:calvarez@lake-elsinore.org) and [lreyes@lake-elsinore.org](mailto:lreyes@lake-elsinore.org) to streamline document submission appointments. We aim to return unofficial word counts for draft statements and technical feedback on draft form completeness within one business day. Up to two courtesy advance reviews will be provided for each candidate.

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<sup>1</sup> The estimated cost of candidate's statement is due at time of filing. If the final cost is less than the estimate, the difference will be refunded to the candidate. If the final cost is more than the estimate, the candidate will be required to pay the difference.

## Candidate Resource Website

Did you know the City has an online candidate resource page?

<https://www.lake-elsinore.org/240/Candidate-Information>

This page was created to provide quick access for Lake Elsinore candidates to information to assist with your campaign, including:

- Campaign contribution limits and links to regulations
- Links to training sessions
- Electronic versions of materials and forms

## General Information

### Offices to Appear on the Ballot

- ★ City Council Member, District 2
- ★ City Council Member, District 4
- ★ City Council Member, District 5
- ★ City Treasurer

### Qualifications to Run for and Hold Public Office

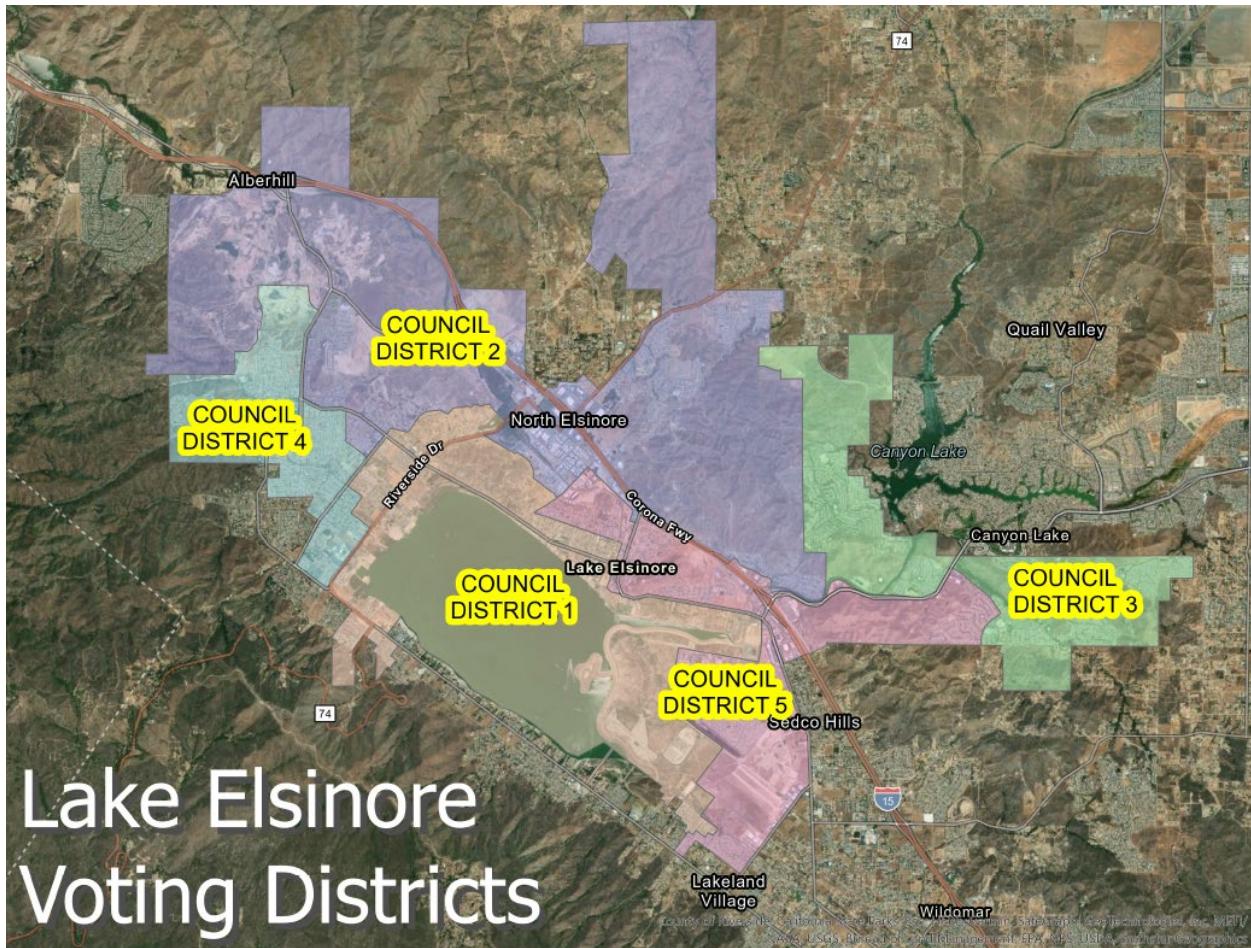
<b>Age/Citizenship</b>	A person must be 18 years of age and a citizen of the state at the time of their election. <a href="#">G.C. § 1020</a>
<b>Residency/ Registered Voter/ Other Qualifications</b>	<b>City Council Member:</b> When nomination papers are issued, a person running for City Council must be a registered voter of the City and a resident of the Council district for which that person seeks election. <a href="#">LEMC § 2.09.020</a>
<b>Conviction of Crimes</b>	A person is disqualified from holding any office upon conviction of designated crimes as specified in the Constitution and laws of the State. <a href="#">G.C. § 1021</a>
<b>Filing for More Than One Office</b>	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. <a href="#">E.C. § 10220.5</a>
<b>NOTICE:</b> It is not within the purview of the Office of the City Clerk, nor is a duty imposed upon the City Clerk to determine whether a candidate meets the requirements for holding office. The Declaration of Candidacy that each candidate must sign affirmatively states that the candidate meets the statutory and constitutional qualifications for office, including, but not limited to, citizenship, residency, and party preference, if applicable. Individuals with questions concerning their own or other candidates' qualifications or other related matters should seek legal counsel.	

## City Council Districts

As of February 1, 2018, the City transitioned to By-District elections with 5 Districts. Council district boundaries were subsequently updated in 2022, following the 2020 Census.

To see what District you reside in, enter your address into the [Find My District](#) map.

Individuals running for City Council must reside in the District they wish to represent, and residents will nominate and vote only for candidates in their respective District. The City Council selects the Mayor on an annual basis.



## Elected Officials – General Information

<b>HOW ELECTED</b>	To be eligible to seek election and to hold the office of Council Member, a person must be a registered voter of the City and a Resident of the Council district which that person seeks to represent when they are issued their nomination papers and must maintain such status throughout their term. <a href="#"><u>LEMC § 2.09.020</u></a>
<b>TERM OF OFFICE</b>	The term of the office of each member elected to the City Council shall be four years. <a href="#"><u>LEMC § 2.09.020</u></a>  <i>The City Treasurer shall be elected from the City at large at a general municipal election.</i> <a href="#"><u>LEMC § 2.42.030</u></a>
<b>SALARY</b>	<b>Council Members:</b> Members of the City Council shall each receive compensation for their services in the amount of \$744.00 per month <a href="#"><u>LEMC § 2.08.020</u></a> . Effective December 10, 2024, such compensation shall increase to \$1,600 per month pursuant to <a href="#"><u>G.C. § 36516 and 36516.5</u></a> . A benefit summary can be found on the City's website at <a href="https://www.lake-elsinore.org/224/Benefits">https://www.lake-elsinore.org/224/Benefits</a> ; however, please note that only the cafeteria plan, retirement plan, and social security apply to Council Members.  <b>City Treasurer:</b> The City Treasurer shall receive such compensation and expense allowance as the City Council shall from time to time fix by resolution. <a href="#"><u>LEMC § 2.42.090</u></a> . Currently, the City Treasurer receives compensation of \$150 per month. <a href="#"><u>Resolution No. 1985-06</u></a>

## Roles & Duties of Elected Officials

Lake Elsinore is a General Law city governed by a five-member City Council. Members of the City Council are elected by District, and the City Treasurer is elected at-large for a four-year term. Council Members serve staggered terms, with either two or three seats being open for election every two years. As of February 1, 2018, the City transitioned to By-District elections with 5 Districts.

## Mayor

The City Council selects the Mayor on an annual basis. The Mayor:

- ★ Has a vote but no veto powers and may move, second, and debate from the chair.
- ★ Signs all ordinances, resolutions, and other documents
- ★ Preserves order and decorum at all regular and special meetings of the Council
- ★ States or calls upon Staff to state every question before the Council
- ★ Calls for the vote and announces the decision of the Council on all subjects
- ★ Decides all questions of order; subject, however, to an appeal by the Council or any Council member, in which event a majority vote of the Council shall govern and conclusively determine such question of order; and
- ★ Has and exercises such other powers and duties as are authorized by law.

### [Council Policy No. 200-1](#)

## City Council Members

Council Members have three primary duties:

- ★ Legislate on behalf of the City.
- ★ Advocate on behalf of the City at meetings of bodies dealing with regional or area- specific concerns.
- ★ Appoint the City Manager, City Attorney, Commissioners, and Committee Members.

## City Treasurer

The statutory duties of the Treasurer are outlined in [Government Code Sections 41001-41007](#). [Council Policy No. 200-7](#) was established to cite these sections and explain how they relate to the City of Lake Elsinore. The Policy also provides additional guidelines for the City Treasurer's interactions with City staff and their duties and responsibilities. The City employs qualified professional finance staff and consultants to manage and maintain City accounts and investments.

## City Council Meetings

Regular meetings of the City Council are held on the second and fourth Tuesday of each month in the Council Chambers located at the Lake Elsinore Cultural Center at 183 North Main Street. Unless changed by Resolution of the City Council, Regular Council Meetings commence at 5:00 p.m. for purposes of Closed Session. While the public may attend during the oral announcements proceeding the closed sessions, the closed sessions are not open to the public. The public session of the Regular Meeting, during which the business of the Agenda will be conducted, commences at 7:00 p.m.

Closed sessions or closed meetings may be held per the provisions of the Brown Act. Topics that may be discussed include (1) Personnel Matters, (2) Consideration of acquisition or disposition of property for public purposes, (3) Potential or pending litigation in which the City has an interest. The City Clerk includes, as part of the Regular City Council Agenda, the topic(s) for closed session. Before the closed session, the City Attorney publicly states the code section under which the closed session is being held and, as to matters of pending litigation, the title and case number.

Special meetings may be called by the Mayor or by a majority of the members of the Council. The call for a special meeting shall be filed with the City Clerk in written form, except that

announcement of a special meeting during any regular meeting at which all members are present shall be sufficient notice of such special meeting. The call for a special meeting shall specify the day, the hour, and the location of a special meeting and shall list the subject or subjects to be considered. No special meeting shall be held until at least twenty-four (24) hours after the call is issued, but every effort will be made to provide forty-eight (48) hours' notice. Only such business may be transacted at a special meeting as listed in the call for said meeting or a related incident.

Any meeting of the Council may be adjourned to a later date and time, provided that no adjournment shall be for a more extended period than until the next Regular Meeting.

The Council may meet informally in Study Sessions (open to the public), at the call of the Mayor or of any three members of the Council, to review forthcoming programs of the City, receive progress reports on current programs or projects, or receive other similar information from the City Manager or other appropriate parties, provided that all discussions and conclusions thereon shall be informal.

Agenda items dealing with ongoing City business that have gone through normal channels will be listed on the Agenda of Regular City Council Meetings. Upon the request of any Council Member or at the discretion of the City Manager, any new items, policies, or issues shall first be scheduled on a Study Session Agenda before being placed on a regular agenda for City Council action.

#### Council Policy No. 200-1

All Council meetings are conducted publicly, except to consider specific topics allowed under the Ralph M. Brown Act to be discussed in closed session. An agenda is prepared for all meetings, and the Council is prohibited by law from acting on any item not specifically listed on the Agenda except in extraordinary or emergency circumstances. City Council meetings are also video recorded and can be found on the [City website](#) along with their corresponding Agenda, staff reports, and minutes.

### City Council Appointments

Each year, the Mayor makes recommendations as to the individual Council Members being appointed to the various Governmental Agency Boards and City Committees, Subcommittees, and Ad-Hoc Committees., such as the Southern California Association of Governments, Western Riverside Council of Governments, and Riverside County Transportation Commission.

City Council Members also have the opportunity to appoint residents to City Commissions and Committees. The City of Lake Elsinore currently has three standing Commissions: the Planning Commission, the Public Safety Advisory Commission, and the Measure Z Citizen Committee.

The Planning Commission was established according to [LEMC § 2.24](#), and the Public Safety Commission was established according to [LEMC Chapter 2.46](#), although the Public Safety Advisory Commission is currently inactive. Within specific areas of responsibility, Commissions serve as an advisory body to the City Council on policy matters or reviewing specific issues as directed by the City Council or prescribed by law. The Planning Commission is both advisory and regulatory and is organized according to the [LEMC § 2.24](#) and [Government Code Section 65100 et seq.](#) and [Sections 65300-65401](#).

The Measure Z Citizen Committee was established by [LEMC § 3.30.160](#), following approval of Measure Z, "City of Lake Elsinore Transactions and Use Tax Ordinance," by a majority of the Lake Elsinore voters in the November 3, 2020 General Municipal Election. The Measure Z Citizen

Committee serves an advisory role to the City Council regarding the expenditure of revenues generated by the transactions and use tax.

The City has adopted a City Council Policy Manual, which includes City Council Policy Nos. [100-2 \(Code of Ethics\)](#), [100-3 \(Anti-Discrimination\)](#), [200-2 \(Open Meetings – Brown Act\)](#), and [200-3 \(Conflict of Interest\)](#), which are also applicable to all advisory bodies. A copy of these Policies is provided to all appointed Commission members.

Finally, the City Council appoints two City staff members who serve at the pleasure of the City Council: the City Manager and the City Attorney. While directly and individually responsible to the City Council for their respective areas, these appointees work with the City Clerk to ensure the City's business is conducted efficiently, effectively, and with integrity. The City Manager implements policies set by the Council, the City Attorney assures that the policies are legal and proper, and the City Clerk preserves the policies.

## Nomination Process

All candidates desiring to have their names placed on the ballot must complete the nomination process.

Nomination Period

**July 15 – August 9**

Nomination documents must be obtained from the City Clerk and filed between these dates.

**August 9 by 4:00 p.m.**

**Deadline to file nomination documents with the City Clerk.** All required documents must be completed and **RECEIVED** by the City Clerk no later than 4:00 p.m. on August 9, 2024. [See page 1](#)

**Postmarked and electronically submitted nomination documents are not acceptable.**

Possible Extension of Nomination Period

**August 14**

If an eligible incumbent fails to file by 4 p.m. on August 9, anyone other than the incumbent shall have until 5 p.m. on the 83rd day before the election (August 14) to file nomination documents for the elective office.

The extension DOES NOT apply to an office where there is no incumbent eligible to be elected, such as an incumbent who is prohibited from seeking reelection due to having been appointed.

[E.C. § 10225](#)

### Nomination Paper

The nomination paper is the document on which a circulator obtains nominating signatures for the candidate. Only one nomination paper will be issued.

#### Signer Qualifications

- **Council Member:** Signers must be voters in the District in which a Council Member candidate will seek election. [G.C. § 34883, LEMC § 2.09.020\(B\)](#)
- No voter may sign more than one nomination paper for the same office, and if the voter does, that voter's signature shall count only on the first nomination paper filed that contains the voter's signature. Nomination papers subsequently filed and containing that voter's signature will be considered as though that signature does not appear thereon. [E.C. § 10220](#)

#### Circulator Qualifications

- Any person who is 18 years of age or older may circulate the nomination paper. [E.C. §§ 102, 10220](#)
- Only one person may circulate the nomination paper. A candidate may circulate and sign their own nomination paper. [E.C. §§ 106, 10220](#)

#### Number of Signatures

A minimum of 20 and a maximum of 30 voters must sign the nomination paper. Failure to obtain a minimum of 20 valid, qualified signatures of registered voters will result in your name not being placed on the ballot. [E.C. § 10220](#)

## Oath or Affirmation of Allegiance

The Oath or Affirmation of Allegiance MUST be signed in the presence of the City Clerk.

**DO NOT sign this section before submitting your filing documents to the City Clerk.**

## Other Nomination Documents

In addition to the nomination paper, the following documents are required to be filed at the same time with the City Clerk by the filing deadline:

- ★ Ballot Designation Worksheet and copies of any supporting documents. See page [18](#)
- ★ Code of Fair Campaign Practices (signing is optional)
- ★ Candidate's statement (form required, even if no statement is being submitted). Please submit your draft statement electronically in Microsoft Word format by emailing it to the City Clerk before filing. Your final statement will be printed and signed during your meeting with the City Clerk to submit your filing documents. See page [34](#)
- ★ Deposit for candidate's statement, if submitted
- ★ Form 700, Statement of Economic Interests (online filing required)
- ★ Form 501, Candidate Intention Statement (if not yet filed)

## Tips for Submitting Nomination Documents

- ★ Make an appointment with the City Clerk and plan on setting aside approximately 30-60 minutes.
- ★ Email your draft candidate's statement to the City Clerk before your appointment.
- ★ File your Form 700 online via [NetFile](#) before your appointment with the City Clerk. (Contact the City Clerk if you need assistance filing electronically.)
- ★ Confirm the voter registration status and signatures of each person who signed your nomination paper at the Registrar of Voters' office to ensure you have a minimum of 20 valid signatures. No appointment is required. The office is located at 2720 Gateway Drive, Riverside, CA 92507. See page [52](#)
- ★ Submit your documents early! By submitting your documents early, the City Clerk may be able to verify your signatures before the filing deadline to allow you the opportunity to obtain additional signatures, if needed. *All candidate's statements are kept confidential until after the filing deadline.* [E.C. § 13311](#)
- ★ Make sure your documents are final and complete. Once you submit your documents, you cannot make any changes. You can only withdraw your candidate's statement. [E.C. § 13307\(a\)\(3\)](#)

## Ballot Designation vs. Candidate's Statement

	<i>Ballot Designation</i>	<i>Candidate's Statement</i>
<b>Example</b>	<b>MALIHA WILLIAMSON</b> <b>Educator / Engineer</b> <b>Educadora / Ingeniera</b>	<b>CANDIDATE STATEMENT FOR RIVERSIDE COUNTY BOARD OF EDUCATION MEMBER, TRUSTEE AREA 7</b> <b>MALIHA WILLIAMSON</b> <b>OCCUPATION: Educator / Engineer</b> <b>EDUCATION AND QUALIFICATIONS:</b> <p>I am Maliha Williamson and I am hoping to earn your vote as your Riverside County Board of Education Trustee for Area 7. I am an engineer who teaches fundamentals of commercial refrigeration. A champion for STEAM programs, I serve as a tutor, mentor and counselor to our youth and I teach them the importance of financial literacy.</p> <p>Being a product of public education, I am a big advocate for offering a good quality education to our youth. I have great admiration for teachers whose only goal is to see their students succeed.</p> <p>As your Area 7 Trustee, I will ensure our schools are provided sufficient funding while holding the school districts fiscally responsible, giving teachers the space they need to teach and parents a sense of security knowing their children are receiving a quality education. I will continue to support and push for financial literacy throughout Riverside County school districts.</p> <p>I will continue to advocate for Career Technical Education programs and be a voice of reason for our students facing expulsions.</p> <p>I hope to earn your support and your vote. Please visit my website <a href="http://www.malihawilliamson4rcoe.com">www.malihawilliamson4rcoe.com</a>.</p>
<b>Designation/ Occupation Regulations</b>	Regulated by the Elections Code and California Code of Regulations; for many candidates, the designation is the three words designating principal profession/vocation/ occupation.	Occupation is NOT restricted by the same regulations as the Ballot Designation and does not have to match the ballot designation.
<b>Name Regulations</b>	No title or degree may be used. <a href="#">E.C. § 13106</a> See page <a href="#">13</a> for additional restrictions.	NOT restricted by the ballot designation regulations; not required to match ballot designation
<b>Applicable Regulations</b>	<a href="#">E.C. §§ 13106 – 13107.3</a> and <a href="#">California Code of Regulations §§ 20710-20719</a>	<a href="#">E.C. §§ 13307 – 13313</a>
<b>Form Used</b>	Ballot Designation Worksheet	Candidate's Statement of Qualifications
<b>Changes Permitted?</b>	Yes, until the applicable deadline to file. <a href="#">E.C. § 13107</a>	May be withdrawn but not changed until 5:00 p.m. of the next business day after the close of the nomination period. <a href="#">E.C. § 13307</a>
<b>Filing Deadline Cost</b>	August 9, 2024 None	December 8, 2023 Estimate (due at filing): - Council Member Dist. 3 & 4: \$1,700
<b>Handbook Pages</b>	<a href="#">Pages 13 – 25</a>	<a href="#">Pages 26 – 29</a>

## Ballot Name, Order of Names, and Ballot Designation

### Candidate's Name on the Ballot

The candidate's name, as provided by the candidate on the affidavit of the nominee, is how the name will appear on the ballot.

#### A Candidate MAY NOT:

- Use titles such as "Ms.," "Mrs.," "Dr.," "Col.," "Rev." No title or degree shall appear either before or after a candidate's name on the ballot. [E.C. § 13106](#)
- Change their name within one year before the election. If a candidate changed their name within one year before the election, the new name shall not appear on the ballot unless the change was made by marriage or decree of any court of competent jurisdiction. [E.C. § 13104](#)

### Order of Names on the Ballot

On **December 14**, the Secretary of State will conduct a random drawing of the alphabet, and the Registrar of Voters will follow this same alphabet. Names of candidates will be arranged on the ballot per the random alphabet. [E.C. § 13112](#)

### Ballot Designation

#### Selecting your Ballot Designation

A Ballot Designation Worksheet is required to be completed and filed at the same time as filing the nomination paper. If the candidate fails to file the Ballot Designation Worksheet with the nomination paper, no designation will appear under the candidate's name on the ballot.

#### [E.C. § 13107.3](#)

The ballot designation becomes a public record once the information is filed on the Ballot Designation Worksheet. Ballot designations cannot be changed after the deadline to file nomination documents. The listing of a designation on the ballot is optional. If no ballot designation is desired, write the word "NONE" and place your initials in the space provided for ballot designation on the last page of the nomination paper.

One of the following designations is allowed:

1. **ELECTIVE OFFICE TITLE**: Words designating the elective office title may be used IF the candidate holds the office when nomination documents are filed and the office was filled by a vote of the people.  
Example A: City Council Member  
Example B: City Council Member, City of Lake Elsinore
2. **INCUMBENT**: The word "Incumbent" may be used IF the candidate is seeking re-election to the same office and was elected to that office by a vote of the people.
3. **PRINCIPAL PROFESSION, VOCATION, OR OCCUPATION**: No more than three words designating either the current principal professions, vocations, or occupations of the candidate or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. All California geographical names are one word. Hyphenated words that appear in a standard dictionary are considered one word. Each part of all other hyphenated words is counted as a separate word.

Example A: High School Teacher  
Example B: Attorney/Educator/Rancher  
Example C: CEO/Council Member

4. **APPOINTED INCUMBENT:** The phrase “Appointed Incumbent” IF the candidate was appointed to the office and is seeking election to that office. The word “Appointed” may also be used with the office title.

Example A: Appointed Incumbent  
Example B: Appointed City Council Member  
Example C: Appointed City Council Member, City of Lake Elsinore

5. **COMMUNITY VOLUNTEER:** A “Community Volunteer” shall constitute a valid principal vocation or occupation for 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:

- A charitable, educational, or religious organization as defined by the United States Internal Revenue Code Section 501(c)(3);
- A governmental agency; or
- An educational institution. [CCR § 20714.5](#)

The use of “Community Volunteer” is subject to the following conditions:

- A candidate’s community volunteer activities constitute their principal profession, vocation, or occupation.
- A candidate is not engaged concurrently in another principal profession, vocation, or occupation.
- A candidate may not use the designation “Community Volunteer” in combination with any other principal profession, vocation, or occupation. [E.C. § 13107.5](#)

6. **NO OCCUPATION DESIRED:** If no ballot designation is requested, write the word “NONE” and place your initials in the space provided for ballot designation on the last page of the nomination paper.

#### Guidelines for Acceptable Ballot Designations

1. It is true and accurate.
2. It would not mislead voters.
3. It does not use a word or prefix, such as “former” or “ex-,” which means a prior status. The only exception is the use of the word “retired.”
4. It does not abbreviate the word “retired” or place it following any word(s) it modifies.
5. It is generic. (This means “IBM” is unacceptable; “Computer Company” is acceptable.)
6. It is neutral; it does not suggest an evaluation of a candidate (such as “outstanding,” “expert,” etc.)
7. It is how the candidate makes a living.

#### Text of the Laws and Regulations

The text of the laws and regulations on the following pages is included for reference. **Emphasis was added.** Candidates are advised to ensure they have the most current information.

**STATE LAWS AND REGULATIONS WILL BE ENFORCED FOR LOCAL OFFICES**

## CALIFORNIA ELECTIONS CODE BALLOT DESIGNATION REQUIREMENTS

### E.C. § 13106 – No Degree or Title

No title or degree shall appear on the same line on a ballot as a candidate's name, either before or after the candidate's name, in the case of any election to any office. (*Enacted by Stats. 1994, Ch. 920, Sec. 2.*)

### E.C. § 13107 – Ballot Designation Options

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

- (1) Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which he or she was elected by vote of the people.
- (2) The word "incumbent" if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination papers, and was elected to that office by a vote of the people.
- (3) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.
- (4) The phrase "appointed incumbent" if the candidate holds an office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word "appointed" and the title of the office. In either instance, the candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed." However, the phrase "appointed incumbent" shall not be required of a candidate who seeks reelection to an office which he or she holds and to which he or she was appointed, as a nominated candidate, in lieu of an election, pursuant to Sections 5326 and 5328 of the Education Code or Section 7228, 7423, 7673, 10229, or 10515 of this code.

*[subsections (b) and (c) are not applicable and have been omitted]*

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

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

- (1) It would mislead the voter.

- (2) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
- (3) It abbreviates the word “retired” or places it following any word or words which it modifies.
- (4) It uses a word or prefix, such as “former” or “ex-,” which means a prior status. The only exception is the use of the word “retired.”
- (5) It uses the name of any political party, whether or not it has qualified for the ballot.
- (6) It uses a word or words referring to a racial, religious, or ethnic group.
- (7) It refers to any activity prohibited by law.

***When ballot designation violates regulations – candidate responsibilities.***

- (f) If, upon checking the nomination documents and the ballot designation worksheet described in Section 13107.3, the elections official finds the designation to be in violation of any of the restrictions set forth in this section, the elections official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address provided on the candidate’s ballot designation worksheet.
  - (1) The candidate shall, within three days, excluding Saturday, Sunday, and state holidays, from the date he or she receives notice by registered or certified mail, or from the date the candidate receives actual notice of the violation, whichever occurs first, appear before the elections official or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide a designation that complies with subdivision (a) or (b).
  - (2) If a candidate fails to provide a designation that complies with subdivision (a) or (b) within the three-day period specified in paragraph (1), a designation shall not appear after the candidate’s name.
- (g) A designation given by a candidate shall not be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the elections official as specified in subdivision (f) or as provided in subdivision (h). The elections official shall maintain a copy of the ballot designation worksheet for each candidate that appears on the ballot in the county for the same period of time as applied to nomination documents pursuant to Section 17100.
- (h) The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days before the general election, requests in writing a different designation which the candidate is entitled to use at the time of the request.
  - (i) In all cases, the words so used shall be printed in a manner consistent with the space requirements of Sections 13207 and 13211.
  - (j) If a foreign language translation of a candidate’s designation is required under the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10101 et seq.), as amended, to appear on the ballot in addition to the English language version, it shall be as short as possible, as consistent as is practicable with this section, and shall employ abbreviations and initials wherever possible in order to avoid undue length. (Amended by Stats. 2018, Ch. 57, Sec. 3. (AB 2835) Effective January 1, 2019.)

**E.C. § 13107.3** – Ballot Designation Worksheet Required

- (a) A candidate who submits a ballot designation pursuant to subdivision (a) of Section 13107 shall file a ballot designation worksheet that supports the use of that ballot designation by the candidate, in a format prescribed by the Secretary of State.
- (b) The ballot designation worksheet shall be filed with the elections official at the same time that the candidate files his or her declaration of candidacy. In the event that a candidate fails to file a ballot designation worksheet in accordance with subdivision (a), no designation shall appear under the candidate's name on the ballot.

*(Amended by Stats. 2009, Ch. 547, Sec. 3. Effective January 1, 2010.)*

**E.C. § 13107.5** – “COMMUNITY VOLUNTEER”

- (a) A candidate's ballot designation as “community volunteer” shall constitute a valid principal vocation or occupation for purposes of subdivision (a) of Section 13107, if not otherwise in violation of any of the restrictions set forth in that section, and subject to the following conditions:
  - (1) A candidate's community volunteer activities constitute his or her principal profession, vocation, or occupation.
  - (2) A candidate is not engaged concurrently in another principal profession, vocation, or occupation.
  - (3) A candidate may not use the designation of “community volunteer” in combination with any other principal profession, vocation, or occupation designation.
- (b) The Secretary of State shall, by regulation, define what constitutes a community volunteer for purposes of this section.

*(Added by Stats. 2002, Ch. 364, Sec. 1. Effective January 1, 2003.)*

**SECRETARY OF STATE BALLOT DESIGNATION REGULATIONS**

***STATE REGULATIONS WILL ALSO BE ENFORCED FOR LOCAL OFFICES.***

**CCR § 20710. General Provisions.**

- (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.

**CCR § 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, email 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.

**CCR § 20712. Proposed Ballot Designations Submitted Pursuant To E.C. § 13107(a)(1) – ELECTIVE OFFICE TITLE**

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).

**CCR § 20713. Proposed Ballot Designations Submitted Pursuant To [E.C. § 13107\(a\)\(2\)](#) – “INCUMBENT”**

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.

**CCR § 20714. Proposed Ballot Designations Submitted Pursuant To [E.C. § 13107\(a\)\(3\)](#). – PRINCIPAL PROFESSION/VOCATION/OCCUPATION**

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.

*No current principal profession, vocation, or occupation*

(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.

#### *Multiple principal professions, vocations, or occupations*

(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."

#### *Three (3) word limitation rules*

(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."

**CCR § 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.

**CCR § 20715. Proposed Ballot Designations Submitted Pursuant To E.C. § 13107(a)(4). – “APPOINTED INCUMBENT”**

(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).

**CCR § 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):

*Examples of Unacceptable Ballot Designations*

- (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.

### *Use of "Retired" or prior position*

- (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.

**CCR § 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 and 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.

**CCR § 20718. Communication Of Decisions Regarding Ballot Designations.**

- (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 e-mail to the facsimile number or e-mail 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.

**CCR § 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 Designations regulations operative December 21, 2009*

## Candidate's Statement Guidelines

([E.C. §§ 13307 – 13313](#) Excerpts)

<b>FILING PERIOD</b>	The candidate's statement shall be filed in the City Clerk's Office no later than August 9, 2024, by 4:00 p.m. <a href="#">E.C. § 13307</a>
<b>CONTENTS</b>	The statement may contain the name, age, and occupation of the candidate and a brief description of no more than 200 words of the candidate's education and qualifications expressed by the candidate. <a href="#">E.C. § 13307</a> ; <i>City Council Resolution No. 2024-13</i>
<b>PUBLIC REVIEW PERIOD</b>	During the 10-calendar-day public examination period, any voter of the jurisdiction in which the election is being held or the elections official may seek a writ of mandate or an injunction requiring any or all of the material in the candidate's statement to be amended or deleted. <a href="#">E.C. § 13313</a>
<b>CONTENT RESTRICTIONS</b>	<b>Political Party Affiliation.</b> The candidate's statement shall <b>not</b> include the party affiliation of the candidate, nor membership or activity in partisan political organizations. <a href="#">E.C. § 13307</a> <b>May Make No Reference to Another Candidate.</b> In addition to the restrictions outlined in <a href="#">E.C. § 13307</a> , the candidate's statement shall be limited to a recitation of the candidate's own personal background and qualifications and <b>shall not in any way refer other candidates for that office or to another candidate's qualifications, character, or activities.</b> <a href="#">E.C. § 13308</a> ; <i>See also Dean v. Superior Court [62 Cal.App.4th 638 (1998)]</i>
<b>LIABILITY</b>	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, defamatory, or libelous statements offered for printing or contained in the sample ballot and voter information pamphlet. <a href="#">E.C. § 13307</a>
<b>WITHDRAWAL</b>	The statement may be withdrawn but not changed until 5:00 p.m. of the next business day after the close of the nomination period. <a href="#">E.C. § 13307</a>
<b>CONFIDENTIAL</b>	The candidate's statements shall remain confidential until the nomination period is closed. <a href="#">E.C. § 13311</a>
<b>CHINESE, FILIPINO, SPANISH &amp; VIETNAMESE TRANSLATION</b>	All voter information pamphlet text, including candidate's statements, is translated into Chinese, Filipino, Spanish, and Vietnamese. In addition to receiving an English voter information pamphlet, registered voters may also request one in Chinese, Filipino, Spanish, or Vietnamese. Registered voters born in Chinese- or Spanish-speaking countries, the Philippines, or Vietnam, will also be sent a pamphlet in the language of the country in which they were born. This complies with the Federal Voting Rights Act. On Election Day, Chinese, Filipino, Spanish, and Vietnamese sample ballots and voter information pamphlets will be available at every polling location.
<b>COST</b>	Candidate's statements are paid for at the time they are filed. See pg. 3 for the estimated cost. The cost is calculated to recover expenses for translating into four languages, typesetting, printing, addressing, labor, and mailing of the candidate's statements. If the final cost of the statement is less than the estimate, the difference will be refunded to the candidate. If the cost is more, the candidate must pay the difference. <i>City Council Resolution No. 2024-13</i>
<p><i>The City Clerk is prohibited from printing or circulating any statement that she determines is not limited to the candidate's own personal background and qualifications or includes any reference prohibited by <a href="#">E.C. § 13308</a>.</i></p>	

## Word Count

E.C. § 9 (amended by Stats. 2014, Ch. 697, Sec. 3, Effective Jan 1, 2015)

The following shall apply to the counting of words:

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

*This section shall not apply to counting words for ballot designations under [E.C. § 13107](#).*

### EXAMPLES OF COMMON WORDS & EXPRESSIONS

Word/Phrase	Word Count	Source/Explanation
<b>City of Lake Elinore</b>	1	#3, above
<b>PTA or ACLU</b>	1 ea.	#4, above
<b>Self-employed</b>	1	#5, above; "self-employed" appears as a hyphenated word in the dictionary
<b>Top-to-bottom</b>	3	#5, above; "top-to-bottom" does not appear as a hyphenated word combination in the dictionary
<b>6/8/2024 or June 8, 2024</b>	1 ea.	#6, above
<b>951-674-3124</b>	1	#8, above
<b><a href="http://www.lake-elsinore.org">www.lake-elsinore.org</a></b>	1	#9, above
<b>1st or 4/5ths</b>	1 ea.	Verbal advice from Secretary of State (8/15/14)
<b>Four-fifths or one-half</b>	2 ea.	#7, above

<b>Council Member</b>	1	#2, above; appears as one word in the dictionary (Updated 2022)
<b>50% or #5 or 2022</b>	1 ea.	Secretary of State Word Count Standards (11/2014)
<b>Monetary Amounts, e.g. \$4,000,000</b>	1	Secretary of State Word Count Standards (11/2014)
<b>Numbers or letters used to identify a portion of text, such as (1) or (a)</b>	1 ea.	#7, above

## Formatting

Candidates are asked to type their statements single-spaced in block paragraphs using the form provided by the City Clerk.

The following **WILL NOT** be permitted:

- Multiple punctuation (e.g., extra exclamation points)
- Lists
- Handwritten statements
- Stars, graphics
- Tables
- Enhanced text – **Bold**, *italics*

Candidates are asked to provide their draft statements electronically in Microsoft Word by bringing them on the provided USB/flash drive or emailing them to the City Clerk before filing. The final statement will be printed and signed during the meeting with the City Clerk to submit all filing documents. If there are any discrepancies between the hard copy and the electronic copy, the hard copy will prevail.

**CANDIDATES ARE ADVISED TO CAREFULLY CHECK THEIR STATEMENTS FOR ERRORS IN SPELLING, PUNCTUATION, AND GRAMMAR.** The Registrar of Voters is authorized to make corrections only to the *format* of the statement.

The California Elections Code intends to ensure the uniform appearance of the candidate's statements. By preparing a candidate's statement following the above guidelines, each statement will be uniformly printed and allowed the same amount of space in the Voter Information Pamphlet. This avoids favored composition or printing of one candidate's statement over another.

- Statements will be printed in uniform type, style, and spacing.
- Words to be printed ALL CAPITALIZED and/or underscored are to be clearly indicated.
- **Bold** or *italicized* font is not permitted.

## Sample

JANE DOE Profession/Occupation <i>[The occupation in your candidate's statement does NOT have to match your official Ballot Designation.]</i>	Age: ## [Age is optional]
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Format/Content: This is an example of an acceptable format to be used in a candidate's statement. The guidelines for the content of the statement are in a separate section of the Candidate Filing Guide.

Highlights: It is unacceptable for statements to be handwritten. Enhanced text will not be permitted.

Paragraphs: The candidate's statement is printed in "block" paragraphs, which means each paragraph will start on the left, and the right margins will be justified, as shown in this example. Space between paragraphs will be included to the degree that it will fit on the allotted one-half page. Special indentations are not permitted.

If a list of items (e.g., associations, goals, etc.) is submitted, it will appear as follows (with "..." separating each item): Goal number one...Goal number two...Goal number three.

Here is an example of a numbered list: 1. Goal number one... 2. Goal number two... and 3. Goal number three. Keep in mind that the list numbers ("1.", "2.", and "3.") each count as one word toward the 200-word maximum.

If a list is submitted in an unacceptable format, it will be modified to conform to these rules.

## Public Examination Period

State law provides for a "public examination period" of all candidate's statements. [E.C. § 13313](#)

During this period, the elections official or any voter of the jurisdiction in which the election is being held who believes any portion of these materials to be false, misleading, or inconsistent with applicable laws and regulations may seek a writ of mandate or injunction requiring any or all of the materials to be amended or deleted. The writ of mandate or injunction request must be filed no later than the end of the 10-calendar-day public examination period.

The public examination period for candidate's statements<sup>2</sup> is:

### August 12 – August 22

Candidate's statements will be available for public review at the Office of the City Clerk during regular business hours, as posted, and by request to [calvarez@lake-elsinore.org](mailto:calvarez@lake-elsinore.org) or (951) 674-3124. The statements will also be posted to the City Clerk's webpage following the filing deadline at: <https://www.lake-elsinore.org/249/Upcoming-Elections>

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<sup>2</sup> For statements with a submittal deadline of August 22, 2024. Statements with an extended filing deadline of August 14, 2024, will have a public review period of August 15 – August 24.

## Financial & Campaign Disclosure Information

This section is for general information only. It is not comprehensive and does not detail all filing requirements and obligations. Consult the resources available through the Fair Political Practices Commission (FPPC) and/or your legal advisor for more comprehensive information.

*FPPC MANUAL 2 FOR CAMPAIGN DISCLOSURE REQUIREMENTS CAN BE FOUND AT [WWW.FPPC.CA.GOV](http://WWW.FPPC.CA.GOV)*

### Online Filing of Campaign Disclosure Documents

The City of Lake Elsinore requires all candidates and committees to electronically file campaign disclosure statements, except filers exempt from electronic filing under [G.C. § 84615](#). The City Clerk's online filing system, NetFile, allows filers to complete and submit campaign finance disclosure forms online or upload a file containing campaign finance information from a third-party software provider. This free online service is available to any local elected official, candidate, or committee required to file campaign disclosure documents with the City of Lake Elsinore.

Log into NetFile at [www.netfile.com/filer](http://www.netfile.com/filer). To obtain a NetFile account, contact the City Clerk.

### State Requirements

The Political Reform Act (Title 9 of the Government Code) was adopted by voter initiative in 1974 and has been periodically amended by state legislation and through ballot initiatives. The Act, in part, provides that:

- ★ Receipts and expenditures in election campaigns should be fully and truthfully disclosed so that the voters may be fully informed and improper practices may be inhibited. [G.C. § 81002\(a\)](#)
- ★ Assets and income of public officials that may be materially affected by their official actions should be disclosed; and
- ★ In appropriate circumstances, the officials should be disqualified from acting to avoid conflicts of interest. [G.C. § 81002\(c\)](#)

The Political Reform Act is administered by the FPPC, which provides manuals, instruction sheets, and disclosure forms that must be used for candidates, officeholders, and committees to comply with the Act.

Required forms are available through the online filing system, NetFile, at the Office of the City Clerk, and on the FPPC website at [www.fppc.ca.gov](http://www.fppc.ca.gov). Please obtain and refer to the information and guidelines regarding financial disclosure requirements of the Act.

**Some disclosure requirements must be met before soliciting or receiving any contribution or loan and before using any of the candidate's personal funds to support their campaign. Please examine the materials provided carefully to ensure that you follow the law.**

### Local Requirements

Effective January 1, 2021, a state campaign contribution limit by default applies to city candidates when the city has not enacted laws addressing contribution limits on such candidates.

Contributions from affiliated entities are aggregated for purposes of the limits.

All city officeholders, candidates, and committees must report contributions and expenditures online via NetFile unless exempt from electronic filing under [G.C. § 84615](#). City Ordinance requires that all officeholders, candidates, and committees file electronically. All filings must comply with disclosure requirements and filing deadlines outlined in the Political Reform Act.

#### Contribution Limit

The contribution limit for Elections occurring in 2023 or 2024 is **\$5,500**. This limit applies on a per-contributor, per-election basis and includes, in the aggregate, contributions made from the candidate's or officeholder's personal funds and from campaign funds.

#### Federal Requirements

The Federal Election Campaign Act ([52 U.S. Code § 30121](#)) prohibits contributions from foreign nationals, national banks, or national corporations in connection with any local, state, or federal election for political office.

#### Important Agency Contact Information

<b>Agency</b>	<b>Contact Information</b>	<b>Topics</b>
<b>CITY OF LAKE ELSINORE</b> <b>Office of the City Clerk</b>	130 South Main Street Lake Elsinore, CA 92530 Phone: (951) 674-3124 ext. 864 <a href="https://www.lake-elsinore.org/239/Election-Information">https://www.lake-elsinore.org/239/Election-Information</a> <a href="mailto:calvarez@lake-elsinore.org">calvarez@lake-elsinore.org</a>	★ Local Committees and Candidates ★ Forms and Manuals ★ Filing Schedules ★ Review & Obtain Filed Reports
<b>RIVERSIDE COUNTY</b> <b>Registrar of Voters</b>	2720 Gateway Drive Riverside, CA 92507 Phone: (951) 486-7200 <a href="http://www.voteinfo.net">www.voteinfo.net</a> <a href="#">Submit questions or comments to the Webmaster</a>	★ Mail Ballots ★ Voter Index/Precinct Lists ★ Mailing Labels ★ Voter Registration
<b>SECRETARY OF STATE</b> <b>Political Reform Division</b>	Political Reform Division 1500 11th Street, 4th Floor, Rm 495 Sacramento, CA 95814 Phone: (916) 653-6224 <a href="http://www.sos.ca.gov">www.sos.ca.gov</a> <a href="mailto:prd@sos.ca.gov">prd@sos.ca.gov</a>	★ Committee Identification Numbers ★ Formation and Termination of Committees
<b>FAIR POLITICAL PRACTICES COMMISSION</b> <b>(FPPC)</b>	1102 Q Street, Suite 3050 Sacramento, CA 95811 Phone: (866) 275-3772 (Toll Free) Fax: (916) 322-0886 <a href="http://www.fppc.ca.gov">www.fppc.ca.gov</a> <a href="mailto:advice@fppc.ca.gov">advice@fppc.ca.gov</a>	★ Campaign Disclosure ★ Conflict of Interest Disclosure ★ Conflicts of Interest ★ Proper Use of Campaign Funds

# Campaign Disclosure Filing Information

## Filing Schedule

### Fair Political Practices Commission

#### Filing Schedule for Candidates and their Controlled Committees for Local Office Listed on the November 5, 2024 Ballot

Deadline	Period	Form	Notes
Jul 31, 2024 <i>Semi-Annual</i>	* – 6/30/24	<a href="#">460</a>	<ul style="list-style-type: none"><li>All committees must file this statement.</li></ul>
Within 24 Hours <i>Election Cycle Reports</i>	8/7/24 – 11/5/24	<a href="#">497</a>	<ul style="list-style-type: none"><li>File if a contribution of \$1,000 or more in the aggregate is received from a single source.</li><li>File if a contribution of \$1,000 or more in the aggregate is made to or in connection with <i>another</i> candidate or measure listed on the November 5, 2024, ballot.</li><li>The recipient of a non-monetary contribution of \$1,000 or more in the aggregate must file a Form 497 within 48 hours from the time the contribution is received.</li><li>File by personal delivery, e-mail, guaranteed overnight service, or fax. The committee may also file online, if available.</li></ul>
Sep 26, 2024 <i>1<sup>st</sup> Pre-Election</i>	7/1/24 – 9/21/24	<a href="#">460</a> or <a href="#">470</a>	<ul style="list-style-type: none"><li>Each candidate listed on the ballot must file Form 460 or Form 470 (see below).</li></ul>
Oct 24, 2024 <i>2<sup>nd</sup> Pre-Election</i>	9/22/24 – 10/19/24	<a href="#">460</a>	<ul style="list-style-type: none"><li>All committees must file this statement.</li><li>File by personal delivery or guaranteed overnight service. The committee may also file online, if available.</li></ul>
Jan 31, 2025 <i>Semi-Annual</i>	10/20/24 – 12/31/24	<a href="#">460</a>	<ul style="list-style-type: none"><li>All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before December 31, 2024.</li></ul>

#### Additional Notes:

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

## Fair Political Practices Commission

- **Form 460:** Candidates who have raised/spent \$2,000 or more file Form 460. The Form 410 (Statement of Organization) must also be filed once \$2,000 or more has been raised/spent.
- **Form 470:** Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2024 and do not have an open committee may file Form 470 on or before September 26, 2024. If the candidate raises or spends \$2,000 or more later during the calendar year, a Form 470 Supplement and a Form 410 must be filed.
- **Independent Expenditures:** Committees making independent expenditures totaling \$1,000 or more to support or oppose other candidates or ballot measures also file:
  - **Form 496:** This form is due within 24 hours if made in the 90-day, 24-hour reporting period of the candidate's or measure's election. Refer to the applicable filing schedule. Form 496 is filed with the filing officer in the jurisdiction of the affected candidate or measure.
  - **Form 462:** This verification form must be e-mailed to the FPPC within 10 days.
- **After the Election:** Reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open. See [Campaign Disclosure Manual 2](#) for additional information.
- **Public Documents:** All statements and reports are public documents.
- **Resources:** Campaign manuals and other instructional materials are available on the [Campaign Rules](#) page. Or, visit [www.fppc.ca.gov](http://www.fppc.ca.gov) > Learn > Campaign Rules.

[www.fppc.ca.gov](http://www.fppc.ca.gov)

Email Advice: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)

Phone Advice:

1-866-ASK-FPPC

## Where to File Campaign Disclosure Statements

*This information covers local candidates' most typical filing scenarios; however, unique scenarios and exceptions may exist. For details, please see FPPC [Campaign Manual 2](#), the form instructions, and the Political Reform Act.*

Form Number	When to File	Where to File Original	Where to File a Copy
501	Before soliciting or receiving any contribution or expenditure or using personal funds for the election.	City Clerk <sup>1</sup>	N/A
410	Within 10 days of receiving \$2,000 in contributions.	Secretary of State Political Reform Division 1500 11th Street, Rm 495 Sacramento, CA 95814 Email <sup>1</sup> : <a href="mailto:digitalfiling@sos.ca.gov">digitalfiling@sos.ca.gov</a>	City Clerk
Amended 410	Generally, within 10 days of whenever changes on the original Form 410 need to be made. Required within 24 hours during the 16 days before the election. See additional requirements on the Form 410 instructions.	Secretary of State Political Reform Division 1500 11th Street, Rm 495 Sacramento, CA 95814 Email <sup>1</sup> : <a href="mailto:digitalfiling@sos.ca.gov">digitalfiling@sos.ca.gov</a>	City Clerk
460	According to the schedule on Page 28		N/A
470	According to the schedule on Page 40 (The Form 470 is only for candidates who do not intend to raise or spend \$2,000.)		N/A
470 Supplement	Within 48 hours of receiving contributions (including monetary and non-monetary contributions, loans, and your personal funds) or making expenditures totaling \$2,000 or more.  (Required only if the candidate filed a Form 470 and later exceeded the limit \$2,000 limit.)	City Clerk, Online via NetFile: <sup>2</sup> <a href="http://www.netfile.com/filer">www.netfile.com/filer</a>	★ Secretary of State ★ Candidates seeking the same office. Contact the City Clerk for addresses.
496	Within 24 hours of making independent expenditures whose combined total is \$1,000 or more in the 90 days before an election to support or oppose a single candidate for elective office or a single ballot measure.		N/A
497	Within 24 hours of making or receiving contributions whose combined total is \$1,000 or more in the 90 days before an election.		N/A
700	Before filing nomination papers and within 30 days of assuming office, if elected.		

<sup>1</sup> May be filed with a digital signature as allowed and using the process and forms established by the FPPC.

<sup>2</sup> Contact the City Clerk's office to obtain a NetFile account for online campaign disclosure filing.

## Common Filing Requirements

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

### Candidates Who Receive or Spend Less Than \$2,000

- ★ **Form 501** – Candidate Intention Statement
- ★ **Form 470** – Officeholder/Candidate Campaign Statement – Short Form
- ★ **Form 700** – Statement of Economic Interests

### Candidates Who Receive or Spend More Than \$2,000

- ★ **Form 501** – Candidate Intention Statement
- ★ **Form 410** – Statement of Organization (also used for “termination”)
- ★ **Form 460** – Recipient Committee Campaign Statement
- ★ **Form 497** – Late Contribution Report (used for “24-hour reporting” requirement)
- ★ **Form 700** – Statement of Economic Interests

### Primarily Formed Committees for Local Candidates

- ★ **Form 410** – Statement of Organization (also used for “termination”)
- ★ **Form 460** – Recipient Committee Campaign Statement
- ★ **Form 496** – Late Independent Expenditure Report
- ★ **Form 497** – Late Contribution Report

## Candidate & Treasurer Training Seminar

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### CANDIDATE & TREASURER WEBINAR

Presented by the

#### Fair Political Practices Commission

The workshops will be held:

**Thursday, July 25, 2024**

**6:00 p.m. - 8:00 p.m.**

Register via this [MailChimp link\\*](#)

**Tuesday, August 13, 2024**

**6:00 p.m. - 8:00 p.m.**

Register via this [MailChimp link\\*](#)

*This Candidate/Treasurer webinar is free and open to the public to attend.*  
**E-Hosted Webinar by FPPC Education & External Affairs Unit and the City of Anaheim**

This webinar will cover:

- Getting Started Activities
- Campaign Reporting and Advertising
- Post-Election Activities

For more information, visit: <https://www.fppc.ca.gov/learn/training-and-outreach/candidates-treasurers-committees.html>

*\*Additional training dates may be added. Check the link above for updates.*

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### After the Election

When the election is over, candidates' and treasurer's responsibilities are not yet finished. Future activities depend on whether the candidate won or lost. But all candidates -- successful and unsuccessful -- **must continue filing campaign statements** until the committee is terminated.

A candidate toolkit is available through the FPPC website ([www.fppc.ca.gov](http://www.fppc.ca.gov)) with guidelines on what to do after the election, including handling surplus funds and terminating a committee.

## Terminating Your Committee

### FAST FACTS

# TERMINATING YOUR COMMITTEE

For local candidates



#### YOU MAY TERMINATE IF:

*(All the following criteria must be met.)*

- You have filed all required campaign statements.
- Your final campaign statement has a \$0 balance.
- You do not anticipate receiving further contributions.
- You do not anticipate making further expenditures.
- You are not expecting a refund for filing or ballot statement fees paid from committee funds.

#### FORMS TO COMPLETE:

*In addition to checking the appropriate "Type of Statement" box, remember to check the "Termination" box on all termination statements.*

- Form 410 – File original with the Secretary of State (SOS) and a copy with your local filing officer
- Form 460 – File original with your local filing officer

#### REMEMBER:

- Form 460 Semi-Annual Statements are due **January 31** and **July 31** (or next business day).
- Funds become surplus 90 days after the end of the semi-annual reporting period.
- Terminate by **December 31** to avoid paying next year's \$50 annual fee to the SOS.
- Verify if your local jurisdiction has campaign ordinances with additional requirements other than those imposed the Political Reform Act.

#### BUT WHAT IF...

I filed a Form 470 (Officeholder and Candidate Campaign Statement - Short Form)?

**Defeated** candidates who filed the Form 470 have no reporting obligations after the election if they did not raise or spend \$2000 or more during the election.

**Successful** candidates (officeholders) who filed the Form 470 and who do not raise or spend \$2,000 or more during the calendar year are required to file the Form 470 by July 31 each year if their elected position pays them \$200 or more per month.

**Judges** who filed a Form 470 should contact their filing officer for filing requirements.

I still have funds in my campaign bank account?

Until the funds become surplus, you may use campaign funds for political, legislative, or governmental purposes. You may also donate funds to bona fide charitable, educational, civic, religious, or similar tax exempt, non-profit organizations. The donation may not personally benefit the candidate, treasurer, or his/her spouse or dependent children.

I have outstanding debt?

You may file your termination statements showing outstanding debt. In doing so, you are declaring that you do not have the ability to discharge debts, loans, or other obligations. If you wish to continue fundraising, you may not terminate the committee.

I need more information?

See FPPC Campaign Disclosure [Manual 2](#) for Local Candidates. You may also e-mail the FPPC for advice at [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov) or call 866-275-3772 Mon-Thurs., 9-11:30 a.m.

This factsheet provides guidance and a general overview of the rules for campaigns, but it does not replace any requirements under the [Political Reform Act](#) or [Fair Political Practices Commission Regulations](#). Information here should be used in conjunction with a careful review of the applicable laws.

EAED 1/18

## Pay-to-Play Limits and Prohibitions (Section 84308)

Reproduced from the FPPC website at: [www.fppc.ca.gov/content/fppc-v2/fppc-www/learn/pay-to-play-limits-and-prohibitions.html](http://www.fppc.ca.gov/content/fppc-v2/fppc-www/learn/pay-to-play-limits-and-prohibitions.html). For questions about 84308 (SB 1439), contact [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov).

To promote transparency and fairness in the governmental decision-making process, there are rules in place to prevent public officials from being unfairly influenced by contributors to their campaigns. The type of activity these laws were enacted to limit is often called “pay-to-play.”

A law aimed at preventing pay-to-play politics, Section 84308 generally prohibits a party seeking a contract (other than competitively bid), license, permit, or other entitlement for use from making a contribution of more than \$250 to an agency official. Statutes such as Section 84308 aim to maintain the integrity and public perception of government bodies and to prevent a culture in which bidders or applicants believe it is necessary to make political contributions to receive government contracts or permits.

In 2022, the California Legislature passed SB 1439, a bill that amended Section 84308 of the Political Reform Act (“the Act”). The changes took effect on January 1, 2023. The amendments significantly broadened the statute's scope—most significantly by applying the statute's restrictions to agencies whose members are directly elected by voters.

Section 84308 prohibits certain officials, including local elected officials, from taking part in an entitlement-for-use proceeding if the official has received a contribution exceeding \$250 from a party or participant in the proceeding within the preceding 12 months. An official is also prohibited from accepting, soliciting, or directing a contribution exceeding \$250 from a party or participant in the proceeding for 12 months after a final decision is rendered in such a proceeding.

As of January 1, 2023, Section 84308 now operates differently in two key ways:

1. Section 84308 now applies to agencies whose members are directly elected by voters, including local elected officials such as city Council Members and county supervisors serving on their respective boards; and
2. Officials are prohibited from accepting, soliciting, or directing a contribution exceeding \$250 from a party or participant for 12 months after the final decision of a proceeding.

## Important Reminders Regarding the Political Reform Act

### Late Fees/Fines/Penalties

Filing after a deadline may lead to late-filing penalties of \$10 for each day the statement is late. Committees that fail to file are subject to administrative penalties of up to \$5,000 per violation. Statements must be filed online<sup>3</sup> by the due date. [G.C. § 91013](#)

Violations of the campaign disclosure law may result in criminal prosecution by the State Attorney General, County District Attorney, or civil action by the Fair Political Practices Commission, the District Attorney, or a private citizen. [G.C. § 91001](#) et. seq.

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<sup>3</sup> Filers exempt from electronic filing under G.C. § 84615 are encouraged to file electronically; however, they may file using the FPPC forms in the manner and by the date described in the Political Reform Act.

Candidates and committees must be aware of and file the required campaign disclosure statements in the correct and timely manner. As a courtesy, the City Clerk sends reminder notices to candidates who, based on nomination documents, appear to have a campaign disclosure filing requirement.

***FILING IS THE RESPONSIBILITY OF THE CANDIDATE AND/OR COMMITTEE.***

**Campaign Expenditures from a Candidate's Personal Funds**

All money intended for use in the campaign, including personal funds, must be deposited in a campaign account. All campaign expenditures for the specific office must be made from the specified bank account. The funds in the account may not be used in connection with any other office sought. [G.C. § 85201](#)

**Commingling Contributions with Personal Funds**

No contribution shall be commingled with the personal funds of the recipient or any other person. [G.C. § 84307](#)

**Cash Contributions/Expenditures**

No monetary contribution of \$100 or more shall be received in cash. No expenditure of \$100 or more shall be made in cash. [G.C. § 84300](#)

## Political Advertisements & Signage

### Political Advertisement Requirements

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

As used in this section, "paid political advertisement" shall be limited to published statements paid for by advertisers to support or defeat any person who has filed for an elective state or local office.  
E.C. § 20008 (Enacted by Stats. 1994, Ch. 920, Sec. 2.)

### Mass Mailing of Campaign Literature

#### Mass Mailing Definition

"Mass mailing" means over two hundred substantially similar pieces of mail but does not include a form letter or other mail that is sent in response to an unsolicited request, letter, or other inquiry.

G.C. § 82041.5 (Amended (as amended June 7, 1988, by Prop. 73) by Stats. 1988, Ch. 1027, Sec. 1)

#### City Clerk Duties

A copy of G.C. § 84305 (see below) shall be provided by the City Clerk to each candidate or his or her agent at the time of filing the declaration of candidacy. E.C. § 16 (Enacted by Stats. 1994, Ch. 920, Sec. 2.)

#### Public Expense

No newsletter or other mass mailing shall be sent at public expense. G.C. § 89001 (Amended June 7, 1988, by *Initiative Proposition 73*, Sec. 3.)

#### California Government Code Sections 84305 and 84305.5

##### G.C. § 84305

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

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

post office box may be stated in lieu of a street address if the committee's address is a matter of public record with the Secretary of State.

- (b) If the sender of the mass mailing is a single candidate or committee, the name, street address, and city of the candidate or committee need only be shown on the outside of each piece of mail.
- (c) (1) A candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee shall not send a mass electronic mailing unless the name of the candidate or committee is shown in the electronic mailing preceded by the words "Paid for by" in at least the same size font as a majority of the text in the electronic mailing.  
(2) A committee, other than a candidate controlled committee established for an elective office for the controlling candidate or a political party committee, shall not send a mass electronic mailing that is not required to include a disclosure pursuant to Section 84502 or 84504.3 unless the name of the committee is shown in the electronic mailing preceded by the words "Paid for by" in at least the same size font as a majority of the text in the electronic mailing.
- (d) If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a) or (c).
- (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.

*(Amended by Stats. 2019, Ch. 558, Sec. 1. (AB 864) Effective January 1, 2020. Note: This section was added on June 4, 1974, by initiative Prop. 9.)*

G.C. § 84305.5.

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

- (1) The name, street address, and city of the slate mailer organization or committee primarily formed to support or oppose one or more ballot measures are shown on the outside of each piece of slate mail and on at least one of the inserts included with each piece of slate mail in no less than 8-point roman type which shall be in a color or print which contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the street address of the slate mailer organization or the committee primarily formed to support or oppose one or more ballot measure is a matter of public record with the Secretary of State's Political Reform Division.
- (2) At the top or bottom of the front side or surface of at least one insert or at the top or bottom of one side or surface of a postcard or other self-mailer, there is a notice in at least 8-point roman boldface type, which shall be in a color or print which contrasts with the background so as to be easily legible, and in a printed or drawn box and set apart from any other printed matter. The notice shall consist of the following statement:

**NOTICE TO VOTERS**

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

- (3) The name, street address, and city of the slate mailer organization or committee primarily formed to support or oppose one or more ballot measures as required by paragraph (1) and the notice required by paragraph (2) may appear on the same side or surface of an insert.
- (4) Each candidate and each ballot measure that has paid to appear in the slate mailer is designated by an \*. Any candidate or ballot measure that has not paid to appear in the slate mailer is not designated by an \*.

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

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

(b) For purposes of the designations required by paragraph (4) of subdivision (a), the payment of any sum made reportable by subdivision (c) of Section 84219 by or at the behest of a candidate or committee, whose name or position appears in the mailer, to the slate mailer organization or committee primarily formed to support or oppose one or more ballot measures, shall constitute a payment to appear, requiring the \* designation. The payment shall also be deemed to constitute authorization to appear in the mailer. [G.C. § 83405.5](#) (Repealed and added by Stats. 2004, Ch. 478, Sec. 9. Effective September 10, 2004.)

## FPPC Campaign Advertising – Political Advertising Disclaimers

### Political Advertising Disclosures

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

**The disclosure must include, unless otherwise noted: "Paid for by *committee name*"**

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

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

## Candidate Committee Communications for their own Election

<b>Communication</b>	<b>Disclosure and Manner of Display</b>
<p><b>Telephone calls advocating candidate's own election -</b> 500 or more calls similar in nature and made by:</p> <ul style="list-style-type: none"> <li>• Vendors ("robo" calls); or</li> <li>• Paid individuals other than the candidate, campaign manager or volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Must identify the candidate's committee that authorized or paid for the call or an organization authorizing the call that files campaign reports.</li> <li>• Must state that the call is "paid for by" or "authorized by" the identified candidate or organization. <ul style="list-style-type: none"> <li>○ Examples: <i>This call was paid for by Senator Jones;</i> <i>This call was authorized by [name of committee].</i></li> </ul> </li> <li>• Any time during the call.</li> <li>• No ID required on telephone calls personally dialed by candidate, campaign manager or volunteers.</li> </ul>
<p><b>Radio and television* ads</b> *Television ads include those distributed via streaming technology or viewed via connected TV.</p>	<ul style="list-style-type: none"> <li>• <b>Radio:</b> "Ad paid for by" followed by name of committee as it appears on most recent Form 410 at the beginning or end of advertisement read in a clearly spoken manner with pitch and tone substantially similar to the rest of advertisement.</li> <li>• <b>Television:</b> "Ad paid for by" followed by name of committee as it appears on most recent Form 410 shown for at least four seconds. Letters must be in a type size greater than or equal to four percent of the height of the screen. If the television ad is shorter than the required disclosure display time, the disclosure may be displayed for the length of the advertisement.</li> </ul>
<p><b>Electronic media ads (non-social media)</b> (Websites, blogs, graphics, images, animated graphics, or animated images.)</p>	<ul style="list-style-type: none"> <li>• "Paid for by <i>committee name</i>" and committee ID number are recommended but not legally required.</li> </ul>

## Political Signs

### State of California - Outdoor Advertising Act

The Outdoor Advertising Act prohibits placement of any temporary political signs on interstate highways, public or primary highways, and streets in unincorporated areas of the state, including Riverside County. This includes telephone poles, street signs, utility poles, street medians, sidewalks, bus stop benches and bus shelters located on the above highways and streets. (Please see California Business and Professions Code § 5215 and § 5220 for definitions of various highways.)

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

A Temporary Political Sign meets the following criteria

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

A completed Statement of Responsibility ([attached](#)) must be submitted to:

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

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

State law directs the Department of Transportation to remove unauthorized Temporary Political Signs and bill the responsible party for their removal.

Riverside County  
[Riverside County Ordinance 806](#)

The Board of Supervisors of the County of Riverside Ordains as Follows:

### SECTION 1. PURPOSE AND INTENT.

It is the intent of this ordinance to regulate temporary signs which are not regulated by Article XIX of Riverside County Ordinance No. 348 and Riverside County Ordinance No. 679. The purpose of the ordinance is to preserve and enhance the aesthetic, traffic safety and environmental values of our communities and growing commercial and industrial areas, while at the same time, providing channels of communication to the public. It is the County's intent to regulate non-permanent signs based on their size, height, number, location and duration and to allow more non-commercial signs during election periods to encourage public debate. The County finds that it is in the interest of both aesthetics and traffic safety that signage be kept to a minimum. It is the intent of this sign ordinance to enhance traffic safety by ensuring that signage does not

distract, obstruct or otherwise impede traffic circulation. The County finds that signs which exceed the dimensions, design and location restrictions specified in this ordinance are unreasonable and adversely affect public welfare and safety, including traffic safety.

All signs described herein shall conform to the applicable provisions of this ordinance. If any specific zoning classification within Ordinance 348 shall impose more stringent requirements than are set forth within this article, the more stringent provisions shall prevail.

## **SECTION 2. DEFINITIONS.**

For purposes of this ordinance, the following words or phrases shall be defined as follows:

- A. **ELECTION PERIOD** means the period of time ninety (90) days prior and ten (10) days after any local state, regional or national official election.
- B. **HEIGHT** means the highest point of the structure or sign measured from the average natural ground level at the base of the supporting structure.
- C. **LOT.** The definition of "lot" set forth in Ordinance No. 348 (Section 2144) shall be incorporated by this reference.
- D. **NON-COMMERCIAL SIGN** means any sign that does not do any of the following:
  - 1. Advertise a product or service for profit for a business purpose;
  - 2. Propose a commercial transaction; or
  - 3. Relate solely to economic interests.
- E. **PERMANENT FOUNDATION** means concrete or other semi-permanent material used to affix a sign to the ground.
- F. **REAL ESTATE SIGN** means a temporary sign advertising a property or structure is for sale, lease, rent or exchange. The advertising contained on a Real Estate Sign shall be limited the following information:
  - 1. That the property is for sale, lease, rent or exchange by the owner or his or her agent.
  - 2. The property is in escrow or there is an "open house".
  - 3. Directions to the property.
  - 4. The owners or agent's name, address and telephone number.
- G. **SIGN** means any structure, housing, device, figure, statuary, painting, display, message, placard or other contrivance, which is designed, constructed, created, engineered, intended or used to provide data or information for advertising purposes.
- H. **SURFACE AREA** means that area of a sign as measured by the smallest geometric form such as a square, rectangle, triangle, or circle, or combination thereof, which will encompass the face of the sign on which the message is displayed.
- I. **TEMPORARY SIGN** means a sign that is not intended to be permanent. Temporary signs shall not be constructed or erected upon a permanent foundation or attached to a sign structure having a permanent foundation. Temporary signs shall include non-commercial signs (including non-commercial signs during an election period), real estate signs, yard or garage sale signs or event signs. All other commercial signs, not constructed or erected upon

a permanent foundation, are prohibited by this ordinance. If the sign is constructed or erected on a permanent foundation, it is regulated by Article XIX (Section 19, et seq) of Riverside County Ordinance No. 348.

### SECTION 3. TEMPORARY SIGNS.

Temporary signs are permitted in all zoning classifications subject to the limitations imposed by this ordinance. No person shall erect, use or maintain a temporary sign in the unincorporated area of the County, except in accordance with the following provisions:

#### A. Standards For All Temporary Signs

1. No temporary sign shall be artificially lighted.
2. No temporary sign shall be erected, placed, used or maintained within the road right of way, except non-commercial signs during an election period.
3. No temporary sign shall be erected, placed, used or maintained upon property without the consent of the owner, lessee, person or entity in lawful possession of the property.
4. No temporary sign shall be erected, placed, used or maintained so that it does any of the following:
  - (a) Mars, defaces, disfigures or damages any public building, structure or other property.
  - (b) Endangers the safety of persons or property.
  - (c) Obscures the view of any fire hydrant, traffic sign, traffic signal, street sign, or public informational sign.
  - (d) Blocks motorists' line of vision to areas of vehicular or pedestrian traffic.

#### B. Standards For Real Estate Signs.

1. For lots zoned for one and two family residential uses: one sign not exceeding six (6) square feet in surface area and not more than six (6) feet in height.
2. For lots zoned for multiple family residential, commercial, industrial and agricultural uses: one sign on each separate frontage of the lot on the street, each sign not to exceed thirty-two (32) square feet in surface area and not more than six (6) feet in height. No more than four (4) signs are allowed per development.
3. Riders, not to exceed two (2) square feet in aggregate surface area may be added to the real estate sign to identify the specific agent offering the property for sale, to show that the property is "in escrow" or for an "open house".
4. The sign(s) shall be removed within ten days of the close of escrow on the property or structure, or portion thereof, being sold, leased or rented.

#### C. Standards For Yard Or Garage Sale Signs And Event Signs.

1. Temporary signs that advertise items for sale or events located on the property on which the sale or event will be conducted are permitted in every zoning classification, subject to the following standards:

- (i) The yard or garage sale or event is in conformance with Riverside County ordinances.
2. No sign shall exceed four (4) square feet in surface area.
3. No sign shall exceed four (4) square feet in height.
4. No sign shall be posted more than fifteen (15) days before the event or sale, and shall be removed within five (5) days after the event or sale.
5. Only one (1) sign per lot may be displayed at any time and no more than three (3) such signs may be posted on any lot per calendar year.

D. Standards For Non-Commercial Signs During Election Period.

1. In addition to the temporary signs permitted in Section 3 of this ordinance and the signs allowed by Ordinance 348, Article XIX and Ordinance 679, temporary non-commercial signs shall be permitted in all zoning classifications during an election period, subject to the following limitations:
  - (a) No sign shall exceed thirty-two (32) square feet in surface area.
  - (b) No sign shall exceed six (6) feet in height.
  - (c) No lot shall contain such signs having an aggregate surface area in excess of eighty (80) square feet.
  - (d) Such signs shall be permitted along road right-of-way provided no sign shall be erected, placed, used or maintained on any publicly owned tree or shrub or upon the improved portion of any street or highway right of way used for traffic or parking or upon any street divider or median strip.
  - (e) All signs shall be removed within ten (10) days after the election has occurred.

#### SECTION 4. NON-COMMERCIAL SIGNS PERMITTED.

A non-commercial sign or message is permitted to be displayed, in lieu of a commercial message, wherever and whenever a commercial sign or message is permitted by this ordinance.

#### SECTION 5. ENFORCEMENT.

- A. County employees, representatives or agents shall be authorized to remove and dispose of any temporary sign in violation of this ordinance upon the expiration of ten (10) days after posting a written notice of violation on the sign, and mailing of a written notice to the property owner and to the sign owner, if identified on the sign. The notice shall contain the right to appeal this determination by submitting a written appeal to the Department of Building and Safety within this ten (10) day time period. The appeal shall be conducted by review of the written appeal by an administrative hearing officer. The submission of a written appeal to the Department of Building and Safety within the ten (10) day time period shall stay the removal and disposal of the sign upon a decision of the hearing officer granting the appeal or until ten (10) days after mailing of a decision of the hearing officer denying the appeal.
- B. The procedures, remedies and penalties for violation of this ordinance and for recovery of costs related to enforcement are provided for in Ordinance No. 725, which is incorporated herein by this reference.

## SECTION 6. NONCONFORMING TEMPORARY SIGNS

- A. Every temporary sign which was lawfully in existence prior to the enactment of this ordinance, and does not conform to this ordinance, shall be deemed a nonconforming temporary sign and shall be removed or altered in accordance with this ordinance as follows:
  1. All temporary signs with a nominal value of \$100.00 or less shall be abated or brought into conformance immediately after the effective date of this ordinance.
  2. All temporary signs with a value of more than \$100.00 shall be abated or brought into conformance within six (6) months of the effective date of this ordinance.
- B. All temporary signs not in lawful existence prior to the date of enactment of this ordinance shall be abated or brought into conformance immediately.
- C. For purposes of this section, the above referenced terms have the following meanings:
  1. The "value" of the temporary sign shall mean the cost of sign, less depreciation, and shall not include the potential revenue generated by the sign.
  2. A temporary sign "in lawful existence prior to enactment of this ordinance" means a temporary sign that conforms with all other County ordinances, State or Federal laws and Uniform Codes in effect at the time of enactment of this ordinance, including any applicable permit requirements.

**Adopted: 9/12/2000 - 12.5 (Effective: 10/12/2000)**

Lake Elsinore Sign Regulations

### 17.196.120 Temporary political signs.

- A. General. Political signs are permitted in a district subject to the following limitations:
  1. Time Limits. No sign shall be posted more than 90 days prior to the election to which it pertains. All political signs shall be removed within seven days following the election to which they pertain;
- B. Exceptions. Political signs shall be prohibited in locations listed below:
  1. Public Right-of-Way. No political sign shall be posted within the street right-of-way (including, but not limited to, median islands, tract entry planters, treewells and parkways), or on any traffic-control sign, private or public utility company poles;
  2. Public Facilities. No political sign shall be posted on any building or on any land owned by the City. [Ord. 937, 1992. Code 1987 § 17.94.110].

## Vote Center Model

The County of Riverside Board of Supervisors directed the Registrar of Voters to transition to the Voter's Choice Act model of elections in 2021. Every active registered voter in Riverside County will now receive a ballot in the mail nearly a month before Election Day. In-person voting opportunities are available over multiple days.

### EVERY ACTIVE REGISTERED VOTER WILL RECEIVE A BALLOT IN THE MAIL

Vote Centers will replace traditional polling places. Riverside County voters can vote in person at any Vote Center in the County. Some Vote Centers will be open for 11 days, and all Vote Center locations will be open for four days, including Election Day. [E.C. § 4005 \(a\)\(10\)\(l\)\(i\)](#)

Voters can also return their ballots to any Vote Center, Mail Ballot Drop Box location, or by mail in the postage-paid return envelope. Ballots returned by mail must be postmarked on or before Election Day and received by the Registrar's office within seven days following Election Day. [E.C. § 3020\(b\)](#)

<b>SCHEDULE</b>	
<b>October 7</b>	Ballots begin to be mailed.
<b>November 5</b>	Voted ballots must be received at the Registrar of Voters' office or any Mail Ballot Drop Box location in Riverside County no later than 8 p.m. on Election Day. Ballots returned by mail must be postmarked on or before Election Day and received by the Registrar's office within seven days following Election Day.

### Track Your Ballot

You can track your ballot every step of the way! You will know when it is mailed, received, and counted by the Registrar of Voters. Sign up for **Where's My Ballot** at <https://california.ballottrax.net/voter/>

## Resources & Miscellaneous Information

### Registrar of Voters – Location & Contact Information

#### Street Location

2720 Gateway Drive  
Riverside, CA 92507

Hours: 8:00 am to 5:00 pm  
Monday through Friday

#### Mailing Address

Registrar of Voters  
2724 Gateway Drive  
Riverside, CA 92507

**Website:** [www.sdvote.com](http://www.sdvote.com)

**E-Mail:** [rovmail@sdcounty.ca.gov](mailto:rovmail@sdcounty.ca.gov)

**General Information:** 858-565-5800

#### Driving Directions

From West Riverside County

Take 91 E to 60 E  
Exit Day Street  
(Keep Right at the fork, then turn Left onto Day Street)  
Turn RIGHT at Gateway Drive

From South Riverside County

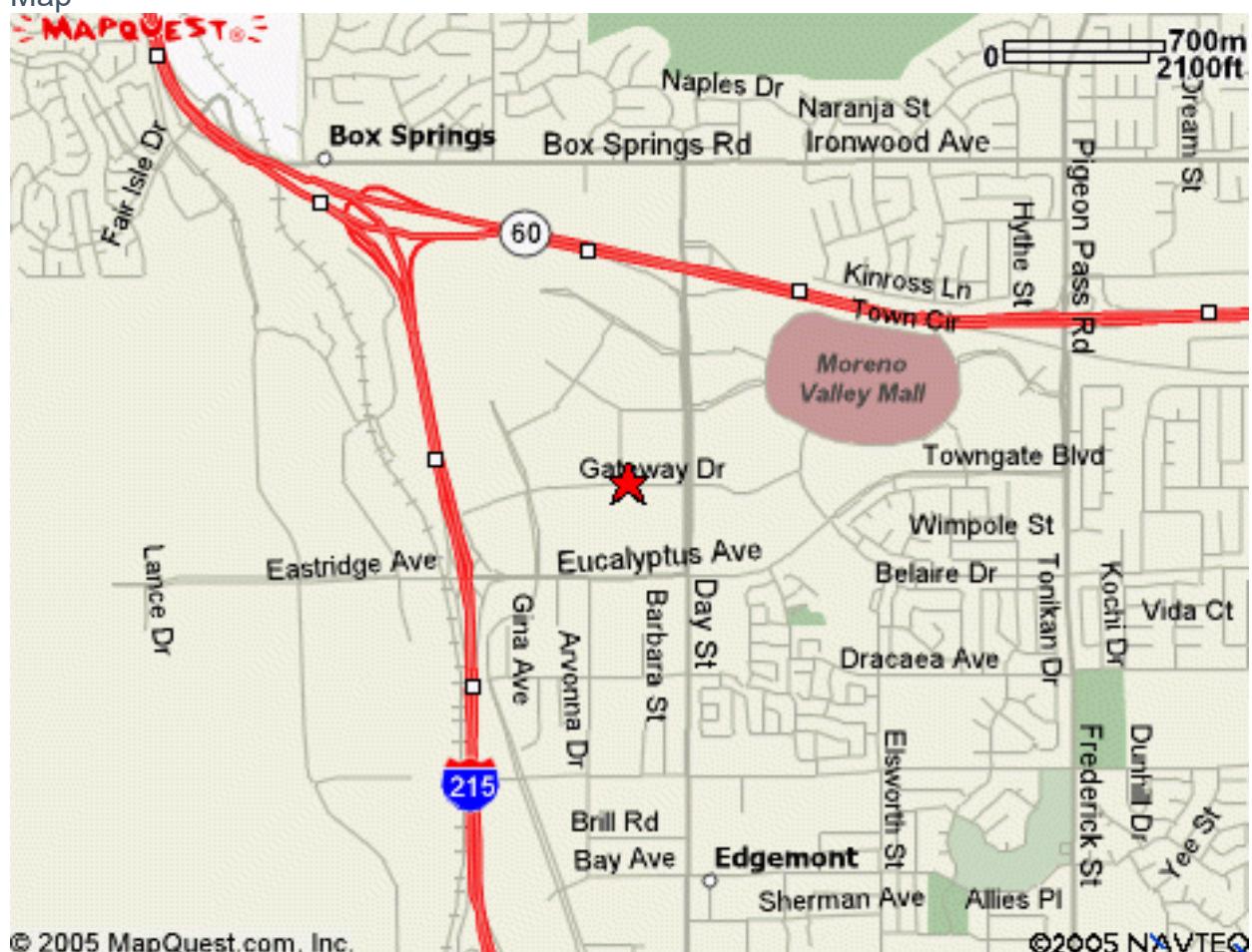
Take I-215 N  
Exit Eucalyptus Ave / Eastridge Ave  
Merge onto Eucalyptus Ave.  
Turn LEFT onto Valley Springs Pkwy.  
Turn RIGHT onto Gateway Drive

From East Riverside County

Take I-10 W to 60 W  
Exit Day Street

Turn LEFT onto Day St  
Turn RIGHT onto Gateway Dr.

Map



## Electioneering – Prohibited Activities

[E.C. § 319.5](#) (Amended by Stats. 2021, Ch. 318, Sec. 1. (SB 35) Effective January 1, 2022.)

(a) “Electioneering” means the visible display or audible dissemination of information that advocates for or against any candidate or measure on the ballot within the 100-foot limit specified in subdivision (b). Prohibited electioneering information or activity includes, but is not limited to, any of the following:

- (1) A display of a candidate’s name, likeness, or logo.
- (2) A display of a ballot measure’s number, title, subject, or logo.
- (3) Buttons, hats, pencils, pens, shirts, signs, or stickers containing electioneering information.
- (4) Dissemination of audible electioneering information.
- (5) Obstructing access to, loitering near, or disseminating visible or audible electioneering information at vote-by-mail ballot drop boxes.

(b) The activities described in subdivision (a) are prohibited within 100 feet of either of the following:

- (1) The entrance to a building that contains a polling place as defined by Section 338.5, an elections official’s office, or a satellite location specified in Section 3018.
- (2) An outdoor site, including a curbside voting area, at which a voter may cast or drop off a ballot.

[E.C. § 18370](#) (Amended by Stats. 2021, Ch. 318, Sec. 4. (SB 35) Effective January 1, 2022.)

(a) A person shall not, on election day, or at any time that a voter may be casting a ballot, within the 100-foot limit specified in subdivision (b), do any of the following:

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

(b) The activities described in subdivision (a) are prohibited within 100 feet of either of the following:

- (1) The entrance to a building that contains a polling place as defined by Section 338.5, an elections official’s office, or a satellite location specified in Section 3018.
- (2) An outdoor site, including a curbside voting area, at which a voter may cast or drop off a ballot.

(c) A person shall not, on election day, or at any time that a voter may be casting a ballot, do any of the following within the immediate vicinity of a voter in line to cast a ballot or drop off a ballot:

- (1) Solicit a vote.
- (2) Speak to a voter about marking the voter’s ballot.

(3) Disseminate visible or audible electioneering information.

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

[E.C. § 18371](#) (Amended by Stats. 2007, Ch. 508, Sec. 113. Effective January 1, 2008.)

(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.

## Election Night Activities and Results

Shortly after the polls close at 8 p.m., the first report containing mail ballot voting results will be released. Vote results are updated as ballots are returned to the Registrar's office for tabulation. Updates occur approximately every 30 minutes until all results are reported. Typically, the first precinct results are reported by 10 p.m.

The ballot tabulation process is open for public viewing. All observers must wear badges.

## Election Violations

The City Clerk's Office receives inquiries regarding possible election violations during each election season. The following is a list of contacts for various election violations. The City Clerk's Office is not an enforcement agency and is not authorized to investigate any apparent violations.

Violation	Enforcement Agency	Contact Information
<b>False or Misleading Campaign Materials</b>	There is no enforcement agency for false or misleading campaign materials; these issues must be addressed in court	
<b>Violations of the Political Reform Act</b> (e.g., mass mailing requirements, slate mailers, campaign disclosure, proper use of campaign funds, or disclosure of economic interests)	Fair Political Practices Commission	<a href="http://www.fppc.ca.gov">www.fppc.ca.gov</a> <a href="mailto:Complaint@fppc.ca.gov">Complaint@fppc.ca.gov</a> (866) 275-3772
<b>Election Fraud</b>	District Attorney	<a href="https://rivcoda.org/">https://rivcoda.org/</a> (951) 955-5400
<b>Unlawful Use of Public Funds, violations of the Elections Code, the Penal Code, or any laws other than the Political Reform Act</b>	District Attorney	<a href="https://rivcoda.org/">https://rivcoda.org/</a> (951) 955-5400
<b>Violations of Sign Regulations in Lake Elsinore</b>	City of Lake Elsinore – Code Enforcement	<a href="https://www.lake-elsinore.org/271/Code-Enforcement">https://www.lake-elsinore.org/271/Code-Enforcement</a> (951) 674-3124, ext. 227

**Office of the City Clerk**

130 South Main Street

Lake Elsinore, CA 92530

(951) 674-3124

[calvarez@lakeelsinore.org](mailto:calvarez@lakeelsinore.org)

**Provided by the Office of the City Clerk**

**Candice Alvarez, MMC, City Clerk**

