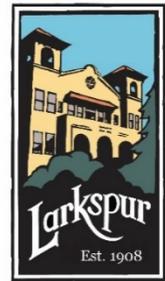


# City of Larkspur Election Guidelines

November 5, 2019 Election



## Nomination Papers

(July 15, 2019 - August 9, 2019)

We strongly encourage candidates to file their nomination papers ahead of the deadline to file all required documents in a timely manner.

### Signers (Sponsors) of Nomination Papers

No more signers shall be secured for any candidate than the maximum number required. If, however, through miscalculation or otherwise, more signers are secured than the maximum number, the officer with whom the nomination papers are filed shall, with the written consent of the candidate, withdraw the excess number.

*EC §8067*

### Who can circulate Nomination Papers?

Any person 18 years of age or older may circulate nomination papers.

*EC §§102, 8451*

### Petitions and Papers must include declaration of circulator

- (a) Where any petition or paper is submitted to the Elections Official, each section of the petition or paper shall have attached to it a declaration signed by the circulator of the petition or paper, setting forth, in the circulator's own hand, the following:
  1. The printed name of the circulator.
  2. The residence address of the circulator, giving street and number, or if no street or number exists, adequate designation of residence so that the location may be readily ascertained.
  3. The dates between which all the signatures to the petition or paper were obtained.
- (b) Each declaration submitted pursuant to this section shall also set forth the following:
  1. That the circulator circulated that section and witnessed the appended signatures being written.
  2. That according to the best information and belief of the circulator, each signature is the genuine signature of the person whose name it purports to be.

## **Nomination Papers** continued...

3. That the circulator is 18 years of age or older.

(c) The circulator shall certify to the content of the declaration as to its truth and correctness, under penalty of perjury under the laws of the State of California, with the signature of his or her name. The circulator shall state the date and the place of execution on the declaration immediately preceding his or her signature.

***EC §104***

### **Who is a Qualified Signer to a Petition or Paper?**

Only a person who is a registered qualified voter at the time he/she signs the nomination paper is entitled to sign it. A signer shall, at the time of signing the petition or paper, personally affix his or her signature, printed name and place of residence, giving street and number, and if no street or number exists, then a designation of the place of residence which will enable the location to be readily ascertained.

***EC §100***

Candidates may also sign their own papers, and the signature will be given the same effect as that of any other qualified signer.

***EC §106***

### **Voters May Sign Only One Paper Per Open Position**

No signer shall, at the time of signing a certificate, have his or her name signed to any other nomination paper for any other candidate for the same office or, in case there are several places to be filled in the same office, signed to more nomination papers for candidates for that office than there are places to be filled.

***EC §8069***

### **Registering Voters at Time of Nomination Papers**

Candidates may register voters at the same time as the voter signs the candidate's nomination paper. For purposes of verifying signatures on a petition or paper, a properly executed affidavit of registration shall be deemed effective for verification purposes if both (a) the affidavit is signed on the same date or a date prior to the signing of the petition, and (b) the affidavit is received by the Elections Official on or before the date on which the petition is filed.

***EC §2102(b)***

## **Nomination Papers** continued...

### **Validation of Signatures**

The County Elections Official shall verify the signatures of the signers on the petition or paper with the registration affidavits on file in the office of the County Elections Official. The County Elections Official shall mark "not sufficient" any signature that does not appear in the same handwriting as appears on the affidavit of registration in his or her office, or that is accompanied by a declaration of party preference that is not in accordance with the declaration of party preference in the affidavit of registration. The County Elections Official may cease to verify signatures once the minimum requisite number of signatures has been verified.

***EC §8081***

No defect in any nomination document presented shall prevent the filing of another nomination document within the period allowed for presenting the nomination document.

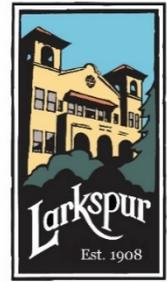
***EC §810***

The following guidelines will be used when validating signatures on nomination papers. A signature can be challenged for any of the following reasons. If the signer:

- is not registered to vote;
- provides a signature on the petition that does not compare to the signature on the voter's affidavit of registration;
- does not reside in the appropriate district;
- uses a P.O. Box number or a mail drop number for residence address;
- residential address is omitted;
- provides an address that is different from the voter's residential address on the affidavit of registration on the voter's record;
- prints his or her name for the signature, unless registered as such;
- lists and signs his/her name using spouse's name, such as "Mrs. John Jones";
- uses ditto marks ("") for an address previously listed.

# City of Larkspur Election Guidelines

November 5, 2019 Election



## Declaration of Candidacy

(July 15, 2019 - August 9, 2019)

### Legally Qualified Candidate

- (a) A person shall not be considered a legally qualified candidate for an office, for party nomination for a partisan office, or for nomination to participate in the general election for a voter-nominated office, under the laws of this state unless that person has filed a Declaration of Candidacy or statement of write-in candidacy with the proper official for the particular election or primary, or is entitled to have his or her name placed on a general election ballot by reason of having been nominated at a primary election, or having been selected to fill a vacancy on the general election ballot as provided in Section 8807 or having been selected as an independent candidate pursuant to Section 8304.
- (b) Nothing in this section shall be construed as preventing or prohibiting any qualified voter of this state from casting a ballot for a person by writing the name of that person on the ballot, or from having that ballot counted or tabulated, nor shall this section be construed as preventing or prohibiting a person from standing or campaigning for an elective office by means of a "write-in" campaign. However, nothing in this section shall be construed as an exception to the requirements of Section 15341 or to permit a person to be a write-in candidate contrary to Sections 8600 and 8606.
- (c) It is the intent of the Legislature, in enacting this section, to enable the Federal Communications Commission to determine who is a "legally qualified candidate" in this state for the purposes of administering Section 315 of Title 47 of the United States Code.

*EC §138*

### Name on Ballot

The candidate's name as provided by the candidate on the Declaration of Candidacy is the way it will appear on the ballot. **The declaration cannot be changed.**

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.

*EC §13106*

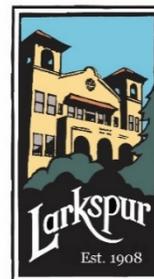
If the candidate has changed his or her name within one year prior to the election, the new name will not appear on the ballot unless the change was made by either of the following:

(a) Marriage, (b) Decree of any court of competent jurisdiction.

*EC §13104*

# City of Larkspur Election Guidelines

November 5, 2019 Election



## Ballot Designation (July 15, 2019 – August 9, 2019)

### Ballot Designation Worksheet (Required)

As a supplement to the ballot designation indicated on a candidate's Declaration of Candidacy, a Ballot Designation Worksheet is required of all candidates. The Ballot Designation Worksheet provides verification and supporting information as to the validity of the candidate's proposed designation as well as alternate designations, should the Elections Official find the proposed designation to be invalid.

*EC §13107.3*

### Ballot Designation

Candidates have the option of using a ballot designation. The ballot designation is the word, or group of not more than three (3) words, which will appear on the ballot under the candidate's name, designating the current principal profession, vocation, or occupation of the candidate.

The ballot designation that a candidate may use is governed by Elections Code §13107 which states the following:

Your designation must describe your current occupation, profession, vocation, or what you did for a living during the 12 months before the filing deadline. The words you choose must be generic and neutral, but accurate and not misleading.

The following page lists specific rules for certain designations and candidates.

Do not use words that...	Examples
Evaluate	Outstanding, leading, expert, virtuous, eminent, best, exalted, prominent, advocate, activist, reformer, pro, anti
Suggest status and do not say your occupation	Taxpayer, patriot, citizen, renter, presidential appointee, husband, wife, scholar, veteran, concerned citizen, activist
Suggest a racial, religious or ethnic group	Asian, Christian, Irish

## Ballot Designation *continued.*

Suggest a political party	Libertarian, Democrat
Refer to illegal activity	Outlaw, gambler
Suggest previous occupations	Former, ex (You may use retired. See page 9.)
Name a company, agency or person	Instead of: IBM President, use: Computer Corporation President Instead of: Director, DMV, use: State Agency Director
Mislead	An occasional activity, hobby, or position that takes up little of your time. You may have to give proof to support the accuracy of your designation.

### Request for supporting documents:

Candidates are responsible for establishing accuracy and compliance within all provisions of the Elections Code. The election officials may request supporting documentation or evidence supporting a candidate's proposed ballot designation.

### Rejection of ballot designations:

The elections official may reject a candidate's ballot designation based on restrictions stated in the Elections Code. Candidates are given an opportunity to make a correction. If you do not provide an acceptable alternative designation by the deadline, no ballot designation will be listed after your name.

### Rules for specific types of ballot designations and candidates:

#### You may use the words **community volunteer** if:

- You're substantially involved as a community volunteer with bona fide organizations,
- You do not have another principal occupation or vocation, and
- You do not add any other words to describe another occupation or vocation.

#### You may use the word **retired** if:

- You are 55 or older, and worked at your last job or vocation for more than 5 years and left voluntarily;
- A principal source of your income is from a retirement plan or retirement benefits (or you are eligible to receive retirement benefits).

## Ballot Designation *continued...*

- You cannot use retired if you've had more recent professions, occupations, or vocations.
- Note: You must not abbreviate retired or place it after the word(s) it modifies.

If you are an incumbent, you may use:

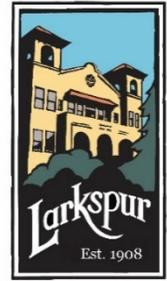
- Your elected title, even if the title has more than 3 words  
Example: Board Member, ABC School District
- Your elected position *and* your other occupation or vocation, if you use 3 words or less  
Example: Board Member/Teacher
- The word **Incumbent** (no other words allowed) if you're filing for the same office you hold now.

If you are an appointed incumbent, you may use:

- The words **Appointed Incumbent** (no other words allowed) if you are running for the same office you hold now. **Judicial** candidates having been appointed to a judicial seat are not required to use this designation and can use Incumbent instead.
- The word **Appointed** along with your current elected position and the jurisdiction (***Appointed Board Member, ABC School District***), or the word **Appointed** along with your current elected position and another designation (***Appointed Trustee/Mother***).

# City of Larkspur Election Guidelines

November 5, 2019 Election



## Candidate Statement (Optional)

(July 15, 2019 – August 9, 2019)

Candidates have the option of filing a 200-word candidate statement to be printed in the *Voter Information Guide*. The candidate statement and printing fee must be filed by the close of the nomination period (August 9, 2019). The hard copy AND word version must be submitted. If no word version is submitted, the candidate will be charge a \$100 typing fee.

### Content Requirements

A candidate statement can include information about the candidate's education, experience and other qualifications, and shall not include information about the candidate's party affiliations, memberships or activities in any political party organizations. Listing memberships to or affiliations with organizations that are found to have distinct political inclinations will not be accepted.

A candidate may not directly or indirectly reference any other candidate, and may not suggest or imply the qualification of other candidates by stating "I'm the only candidate...", or any other similar wording.

Endorsements by organizations are not allowed. Endorsements by individuals are allowed and must be verified by a signed letter (email is acceptable) directly from the individual. The individual may list occupation and organization, but may not represent said organization, nor list party affiliation.

If a candidate statement does not comply, the elections official will require changes.

### Formatting Requirements

All candidate statements must be uniform in type and size, and single-spaced lines.

- No ALL CAPS (use upper and lower case)
- No *italics*, no **bold**, no underlining, and no highlighting.
- No clusters of exclamation points!!!!
- No bullets or numbered lists (we will replace with semicolons and wrap text)
- Indents are allowed
- 200-word maximum

## Candidate Statement continued...

<b>SAMPLE FORMAT</b>	
<b>STATEMENT OF CANDIDATE FOR MEMBER, CITY COUNCIL</b>	
<b>Greatest City</b>	
<b>JANE DOE</b>	<b>AGE: 21</b>
<b>Occupation: Manager</b>	
<b>Education and Qualifications:</b> I can bring to the office a diversity of viewpoints and experience. Born and raised in the San Francisco area, with my family still farming, I can appreciate the concerns of the environmentalists.	
On the other hand, having been in business since my undergraduate days at college, and with my experience in the rental and real estate field, I appreciate the practical housing choices and frustrations with high rental cost.	
I advocate a program to protect our neighborhoods from increasing overcrowding and visual blight. As a Member of the City Council, I would bring balanced points of view.	

Please remember, because your statement must fit in a quarter page area we may need to adjust the format and spacing of your statement.

Your name must match your name on the ballot. Variations are not allowed.

Age and occupation are optional.

Occupation must refer to your current employment or vocation, or status as an active licensed professional even if not currently employed as such, for example, physician or attorney.

### Candidate Statement Fees

All candidates must pay a fee to have their statement printed in the Voter Information Guide. If you want your statement translated into Spanish, the cost is doubled plus a translation fee. The fees are based on typesetting, printing, mailing expenses, and the number of registered voters in specified areas based on the last report to the Secretary of State prior to this printing.

### Word Counting

Pursuant to the interpretation of Section 9 of the Elections Code by the Registration & Elections Division, each word in candidate statements, ballot questions, measure arguments, and impartial analyses will be counted as one word except as specified below:

- Punctuation is not counted. This refers to the following symbols: , . : ; ! ? ( ) [ ] ' "
- Symbols such as \$, #, \*, and % are not counted as separate words.

## **Candidate Statement** continued...

- All proper nouns, including geographical names, shall be considered as one word. Examples are: County of Marin, Marin General Hospital, California.
- Each abbreviation or acronym for a word, phrase, or expression shall be counted as one word, such as Feb. (February), Wed. (Wednesday), NASA, e.g., i.e., J.D., PhD. and K-8.
- 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. The Chief Elections Officer retains discretion to determine whether a word is included in a standard reference dictionary for these purposes.
- Dates shall be counted as one word, whether purely numeric (0611411846) or otherwise (July 4, 1776; September Eighth, Nineteen Sixty-Six).
- Any number consisting of a digit or digits shall be considered one word (100; 3; 525,600). Any number which is spelled, such as "one," shall be considered as a separate word or words.
- One will be counted as one word, while One Hundred will be counted as two words and Five Hundred Thousand as three words.
- Telephone numbers will be counted as one word.
- Internet website addresses and email addresses will be counted as one word.
- In an itemized list, headers such as "A.)" or "1)" will be counted as one word. Bullet points will not be counted as a separate word.
- Name, age, and occupation located in the header of a candidate statement only are not counted towards the word count.

## **Public Examination of Candidate Statements**

Statements are available for public examination in the County Elections Official's office during the 10- calendar-day review period (commencing at 5:00 p.m. August 9, 2019, or at 5:00 p.m. August 14, 2019 for extended races) prior to submission for printing. During this period any voter of the jurisdiction in which the election is to be

## **Candidate Statement** continued...

held, or the County Elections Official, may seek a writ of mandate or an injunction requiring any or all of the material in the statement to be amended or deleted. Venue for such a proceeding shall be the county in which the statement is filed. If the statement is filed in more than one county, the writ or injunction must be sought in each county in which amendments or deletions to the statement are sought. (City candidates' statements are reviewed at the City Clerk's Office. Please check the City Clerk's office for review dates and times.)

**EC §13313**

### **Confidentiality**

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

**EC §13311**

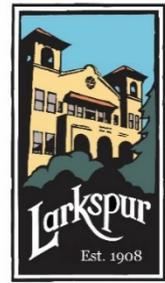
### **Withdrawal**

Any candidate may withdraw his/her candidate statement, either in person or by a signed statement of withdrawal, no later than 5:00 p.m. of the next *business day following the close of the nomination period – August 12, 2019.*

**EC §13307(a)(3)**

# City of Larkspur Election Guidelines

November 5, 2019 Election



## Code of Fair Campaign Practices (Optional)

(July 15, 2019 - August 9, 2019)

The Legislature declares that the purpose of this chapter [Chapter 5, Division 20 of the California Elections Code] is to encourage every candidate for public office in this state to subscribe to the Code of Fair Campaign Practices. It is the ultimate intent of the Legislature that every candidate for public office in this state who subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested, but fairly conducted campaigns, the citizens of this state may exercise their constitutional right to vote, free from dishonest and unethical practices which tend to prevent the full and free expression of the will of the voters.

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

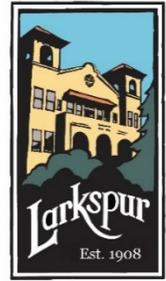
*EC §20400*

At the time an individual is issued his or her Declaration of Candidacy, Nomination Papers, or any other paper evidencing an intention to be a candidate for public office, the Elections Official shall give the individual a blank form of the code and a copy of Chapter 5, Division 20, of the Elections Code. The Elections Official shall inform each candidate for public office that subscription to the code is voluntary. The Elections Official shall accept, at all times prior to the election, all completed forms that are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election. Every code subscribed to by a candidate for public office pursuant to the Code of Fair Campaign Practices is a public record open for public inspection. In no event shall a candidate for public office be required to subscribe to or endorse the code.

*EC §§20440 - 20444*

# City of Larkspur Election Guidelines

November 5, 2019 Election



## Form 700 – Statement of Economic Interest

(July 15, 2019 – August 9, 2019)

All candidates are required to file a statement disclosing personal investments and his or her interest in real property. Forms must be filed by the final date for filing the Declaration of Candidacy (August 9, 2019).

*GC §§87100, 87200, 87302.3*

The Form and instructions can be found on the Fair Political Practices Commission Website: [www.fppc.ca.gov](http://www.fppc.ca.gov).