



CITY OF PIEDMONT

GUIDE TO NOMINATION & CANDIDACY

GENERAL MUNICIPAL ELECTION

NOVEMBER 8, 2022

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July 2022

Dear Candidate,

Congratulations on your desire to be a candidate for either the Piedmont City Council or the Piedmont Unified School District Board of Education.

This guide gives you information about candidate forms, fees, requirements, and deadlines for the November 8, 2022 General Municipal Election. You can also find more election information on the city's web site at piedmont.ca.gov

The nomination process can be complicated and filing deadlines are rigid. It is a good idea to file your candidate paperwork early. Otherwise, you might not have enough time to correct any mistakes before the deadline.

If you have any questions about your candidacy or the information in this guide, please contact the City Clerk's Office at (510) 420-3040 or email cityclerk@piedmont.ca.gov

Sincerely,

CITY OF PIEDMONT

John O. Tulloch
City Clerk

IMPORTANT – The Guide to Nomination and Candidacy booklet for the November 8, 2022 General Municipal Election provides general information about the nomination and election of candidates. It does not have the force and effect of law, regulation or rule.

The City Clerk's Office does not provide legal advice and this booklet is not intended to provide legal advice. Any person, organization, or candidate using this booklet should not rely upon it as a substitute for seeking legal counsel. The City Clerk's Office endeavors to provide accurate and timely advice in this booklet, but in the event of conflict, applicable law, rule, or regulation will apply.

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Important Dates for the November 8, 2022 General Municipal Election

July 18, 2022 to August 12, 2022	Nomination documents may be obtained from the City Clerk at 120 Vista Avenue, Piedmont, CA 94611
August 10, 2022 to November 8, 2022	Contributions of \$1,000 must be reported within 24 Hours of receipt to the City Clerk's Office
August 12, 2022	Deadline for filing nomination documents is 5:00 p.m. ¹
August 15, 2022	Deadline - Candidate's Statement may be withdrawn by 5:00 p.m.
September 12, 2022 to October 25, 2022	Write-in candidates may obtain nomination documents from the City Clerk at 120 Vista Avenue, Piedmont, CA 94611
September 29, 2022	First FPPC Pre-Election Campaign Statement due
October 25, 2022	Deadline for nomination documents from write-in candidates is 5:00 p.m.
October 27, 2022	Second FPPC Pre-Election Campaign Statement due
November 8, 2022	Election Day
January 31, 2023	FPPC Semi-Annual Statement Due for Period of October 23, 2022 to December 31, 2022

Offices up for Election in 2022

- | | | |
|----------------------|----------------|-------------|
| • City Council | Four Year Term | Three Seats |
| • Board of Education | Four Year Term | Two Seats |

To be a candidate for either of these offices, a candidate must be a qualified voter of the City of Piedmont². City Council members who have served two, full consecutive terms of office are not eligible to serve again until two full intervening terms, totaling eight years have elapsed³. Board of Education members who have served two, full consecutive terms of office are not eligible to serve again until one full intervening term of four years has elapsed⁴.

1 If an incumbent who is eligible to seek reelection does not file nomination papers by the above deadline, the filing period for that office only is extended to **August 17, 2022**

2 See Charter of the City of Piedmont, Sections 2.01 (B) and 7.02

3 See Charter of the City of Piedmont, Section 2.03

4 See Charter of the City of Piedmont, Section 7.02

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Candidate Nomination Papers

Residents wishing to become candidates are required to file several documents in order for their name to appear on the ballot. Some documents are mandatory and others are optional. All of the mandatory documents and many of the optional documents are required to be submitted in a single packet and cannot be submitted individually.

APPOINTMENTS

The California Elections Code requires that nomination papers be issued in person to the prospective candidate at City Hall. **Residents wishing to take out and/or return candidate paperwork are required to set an appointment with the City Clerk.** Each appointment will last between thirty and sixty minutes. Issuance and return of candidate paperwork must take place in person.

Appointments can be made by calling the City Clerk's office at (510) 420-3040 or emailing cityclerk@piedmont.ca.gov

NOMINATION PAPER - OFFICIAL FILING FORM

The official filing form is used by a candidate to secure signatures in support of nomination. In accordance with state law, nomination papers can be issued between July 18, 2022 and August 12, 2022. Nomination papers must be issued in person by the City Clerk. In addition, state law requires that the official filing form be circulated by a single person.

The nomination paper contains 4 distinct parts:

- Signatures
- Circulator's Affidavit
- Nominee's Affidavit
- Candidate's Oath of Allegiance

Signatures

Each nomination paper **must be signed by at least twenty but no more than thirty registered voters of the City of Piedmont.** Any voter registered in Piedmont, including the candidate and/or their family members may sign the nomination paper. All signatures will be checked for validity against the affidavits on file at the Alameda County Registrar of Voters office.

Candidates whose filing forms do not contain enough valid signatures will be notified by the City Clerk's office. In this case, **additional signatures may be submitted so long as the deadline for nomination has not expired and, therefore, early submittals are advantageous to the candidate.** If in doubt about a signature, please call the Registrar's office at (510) 272-6973 to verify.

Circulator's Affidavit

A nomination paper may be circulated by a single person, either the candidate OR a single other person eighteen years of age or older. Whomever circulates the nomination paper must fill out the Affidavit of the Circulator.

Nominee's Affidavit

In this section of the nomination papers, the nominee does several things:

1. Swears that he or she will accept the office if they are elected
2. Designates how their name should appear on the ballot
3. Indicates their preferred three word Ballot Designation (see page 7 for more information.)
4. Officially provides their residence address

Name on Ballot

In the affidavit of the nominee, a candidate designates the name they'd like to appear on the ballot. You can write your nickname, along with your legal name on your form. If you do not write your nickname in this location, it will not appear on the ballot or voter information pamphlet and cannot be provided at a later time. Titles and degrees cannot be listed with the candidate's name on the ballot.

Candidates may also use this section of the form to indicate they will not be submitting a candidate statement to be printed in the Voter Information Guide.

Candidate's Oath of Allegiance

In this section of the form, the candidate signs an oath of allegiance, after it is administered by the City Clerk. This oath is the same one that will be used when the resident elected to office is sworn in. **The candidate must take the oath of allegiance in the presence of the City Clerk or a Deputy City Clerk.** Both the candidate and the Clerk must sign the form verifying the oath.

Deadline to file your form

The deadline to file your nomination paper (and all accompanying documents) is **August 12, 2022, no later than 5:00 p.m. Filing your candidate papers as soon as possible provides adequate time for verification of signatures prior to the deadline.**

If an incumbent who is eligible to seek reelection does not file nomination papers by the above deadline, the filing period for that office only is extended to **August 17, 2022, no later than 5:00 p.m.**

CANDIDATE'S STATEMENT

Each candidate may submit an optional candidate's statement of no more than 200 words at the time he/she files nomination papers. The purpose of the candidate's statement is to acquaint voters with the candidate's qualifications for the office he or she is seeking. The candidate's statement is incorporated into the Voter Information Pamphlet and is mailed to all registered voters in Piedmont.

Candidate's statements must be submitted when nomination papers are filed with the City Clerk's Office. Once submitted, a candidate statement may not be modified. Review your statement carefully before you file. You are not allowed to correct typos or mistakes so be sure to proofread prior to filing it. **You must submit your candidate statement in hard copy with a signature on the candidate's statement form as well as electronically in Microsoft Word format.** If you do not wish to have a candidate's statement printed, you must sign the appropriate section of the Official Filing Form and submit a candidate statement form. A sample of the candidate's statement form is included at page 21. **Candidates who have submitted a statement may withdraw it no later than the first business day after the nomination period closes.**

Content Requirements

Your candidate's statement can include information about your education, experience and other qualifications. It may not include information about any other candidate, your party affiliation, membership, or activity in any political party organizations.

Formatting Requirements

Submit your statement in hard copy and in Microsoft Word format. We will reformat your text to meet California's legal requirements listed below. We cannot correct typos or other errors the candidate may have made.

- Single-spaced block paragraph (no indents)
- No ALL CAPS (use upper and lower case)
- No italics, no bold, no underlining, no highlights
- No extra exclamation points or other special characters
- No bullets or lists
- 200 words maximum (Word Count Standards are attached on Page 22)

<p>SAMPLE FORMAT Candidates' Statements CITY OF PIEDMONT City Council Members</p>
<p>JANE DOE Occupation: Manager Age: 48</p>
<p>My education and qualifications are: 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. As a Member of the City Council, I would balance the narrow spectrum of views that have dominated the Council the past four years. I advocate a program to protect our neighborhoods from increasing overcrowding and visual blight.</p>

The California Elections Code intends uniformity of appearance of the candidate's statement. This avoids favoring composition or printing of one candidate's statement over another. The statement will be printed in accordance with the requirements of the California Elections Code.

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BALLOT DESIGNATION REQUIREMENTS

The Ballot Designation goes under your name on the ballot. Candidates may use up to three words to describe their current occupation or incumbency status. If you want a ballot designation, you must fill out a ***Ballot Designation Worksheet*** (see page 24) and file it with the rest of your candidate papers by the deadline.

If you do *not* want a designation, write "NONE" in the appropriate location in your Affidavit of the Nominee. Also, put your initials after the word "NONE."

California state law says that your designation must describe your current profession, vocation, or what you do - or did - for a living during the 12 months before the filing deadline. The words you choose must be generic and neutral. The words must be accurate, and not misleading.

Here are some examples: *High School Teacher, Scientist, Emergency Department Neurologist.*

You may list more than one occupation or vocation, but you are limited to 3 words and you must separate them with a slash. Example: *Professor/Mother/Doctor*

Note: If you choose words that are very long, they may be printed in a smaller font size.

On occasion, a ballot designation of "Community Volunteer" or "School Volunteer" is requested. Although there are many dedicated individuals who give freely of their talents, time and efforts, the word "volunteer" generally is not an acceptable designation. However, there are exceptions. If an individual consistently (over an extended time period) volunteers services to the extent that it is the equivalent of full time employment, then it may be possible to use the word.

You may use the word *retired* if you:

- Served in the position being requested to be listed as retired from for more than 5 years;
- Are collecting or eligible to collect retirement benefits/pension (i.e., is vested);
- Are 55 or more years old;
- Left the position voluntarily after serving a minimum of 5 years;
- If requesting the use of a retired public office designation, was not recalled from or did not fail to win that office or surrender it to run for another office in a previous election campaign;
- Have not had another more recent occupation;
- Retirement benefits are providing a principal source of income

Note: You must not abbreviate *retired* or place it after the word(s) it modifies.

Special rules for incumbents:

If you are an incumbent, you may use:

- Your elected title, even if the title has more than 3 words
Example: Board Member, Piedmont Unified School District
- Your elected title *and* your other occupation or vocation, if you use 3 words or less
Example: Board Member/Teacher
- The word ***Incumbent*** (without adding any other words) if you are running for the same office you hold now.

If you are an appointed incumbent you may use:

- The words ***Appointed Incumbent*** (without adding any other words) if you are running for the same office you hold now.
Example: Appointed Incumbent
- The word ***Appointed*** along with your current office title.
Example: Appointed Board Member, Piedmont Unified School District

Unacceptable Designations

A political party central committee designation is not a principal profession, vocation, or occupation as prescribed in this statute, nor is it an elective county or state office.

Ballot designations suggesting an evaluation of a candidate such as “Best _____,” “Exalted _____,” “Prominent _____,” “Advocate,” “Activist,” “Reformer,” “pro - ” and “Anti - ” anything conveying a philosophy, or words connoting a status are unacceptable designations. Statements of philosophy belong in campaign literature, not as ballot designations.

Commercial or proper names such as “IBM President,” “Director, Health Services,” or “Sierra Club Secretary,” are impermissible. Generic descriptions of specific jobs should be substituted; for example, “Computer Corporation President,” “State Agency Director,” or “Nonprofit Organization Secretary.”

Certain requested designations may connote a status, which also suggests an evaluation; for example, “Patriot” or “Presidential Appointee.” These are unacceptable designations.

STATEMENT OF ECONOMIC INTERESTS

State law requires that candidates for City Council and Board of Education file a disclosure statement relating to investments and interests in real property, Form 700, **at the time nomination papers are filed**. The City of Piedmont has instituted an electronic filing system for Statements of Economic Interests. When nomination papers are issued, the candidate will be set up with a user in the electronic filing system. Redacted versions of filed forms will be posted to the City's web site.

The FPPC also publishes a reference pamphlet, which is available at:

https://fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/Form%20700/2021-22/Ref_Pamphlet_2021.pdf

Please feel free to call or email the City Clerk's office with any questions, or contact the Fair Political Practices Commission at (916) 322-5660 or form700@fppc.ca.gov

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CAMPAIGN CONTRIBUTION LIMIT

The State of California has implemented contribution limits for City Council positions. For the 2022 General Municipal Election, contributions are limited to \$4,900 per contributor (individual, business, entity, committee, political action committee, small contributor committee, and /or political party. Contribution limits are calculated on an annual basis. For more information, please see the [FPPC's AB 571 Fact Sheet](#). The contribution limit does not apply to Board of Education positions.

FPPC CAMPAIGN FINANCE STATEMENTS

Candidates for City Council and Board of Education are required to file forms disclosing the financial details of their campaigns. The requirements for these filings are set in state law and regulation and the forms are created by the State Fair Political Practices Commission. FPPC Manual 2 (available at (<http://www.fppc.ca.gov/learn/campaign-rules/campaign-disclosure-manuals.html#title2>)) is a comprehensive guide to reporting requirements.

Candidates who will raise or spend more than \$2,000, must form a campaign committee using Form 410 and submit detailed statements of contributions and expenditures for the campaign. Candidates who expect to **receive or spend less than \$2,000** during the campaign may reduce their filing requirements by submitting a Short Form Campaign Statement (Form 470).

Basic Rules for All Candidate Committees

- All campaign finance reports are considered public and may be posted online.
- Deposit all campaign funds in a separate bank account that is only for the campaign. You cannot add contributed funds to personal accounts.
- Do not use the same bank account, committee, or committee name that you used in a previous election if you are running for a different office.
- Open a campaign finance committee at any time using a Form 410. You must open a committee once you raise or spend \$2,000 for your campaign.
- Record all contributions and expenses of \$25 or more. (Your FPPC Manual offers guidelines for recordkeeping.)
- Document any donation worth \$100 or more, including cash, loans, and in-kind contributions, including the contributor's name, address, occupation, and employer.
- Do not use your campaign funds for non-campaign expenses or to make independent expenditures to support or oppose other candidates.
- If you receive \$1,000 or more from a single source in the last 90 days before the election, you must disclose it within 24 hours, even if the contributions are from your personal funds. This includes separate contributions from the same source that add up to \$1000 or more.

REPORTING DEADLINES

Reporting deadlines are set by state law and FPPC regulation. Please see page 33 for the filing schedule for this election. **Please take note that your campaign finance reporting**

requirements do not end with the election. Be prepared to continuously file reports until you close your committee.

FINES & PENALTIES

The public has the right to see candidates' current financial reports. Candidates who file late deny the public that right. State law gives cities the authority to fine candidates and committees that file late. If you file late, you may be fined. You may also face penalties from the state's Fair Political Practices Commission.

The fines levied by the City Clerk's Office are \$10 per day for each day past the deadline until the required report is filed. If the reports are not filed, the City Clerk's Office will report the candidate/committee to the Enforcement Division of the Fair Political Practices Commission.

The City Clerk's Office is allowed to waive a fine if it finds that the late filing was not intentional or the report was filed before the waiver of liability period ends.

REPORTING VIOLATIONS

If a committee or candidate has violated any campaign disclosure requirement, any person in the affected jurisdiction may file an action or ask for an injunction. The City Clerk's Office will not investigate or prosecute violations.

CANDIDATE CAMPAIGN FINANCE FORMS

ELECTRONIC FILING

The City of Piedmont has instituted an electronic filing system for many of the required FPPC forms. Please see the descriptions of the forms below, which include an indication of which can be filed electronically and which must be filed on paper. When nomination papers are issued, candidate will be set up with a user in the electronic filing system. Redacted versions of filed forms will be posted to the City's web site.

The following is a list of forms used by most local candidates. Other reports may be required depending on the committee's activity. Please refer to FPPC Manual 2 for more information. Campaign forms are available on the FPPC's web site at <http://www.fppc.ca.gov/learn/campaign-rules/campaign-forms.html>

Form 501 - Statement of Intent

Candidates for state or local office must file this form prior to solicitation or receipt of any contribution, or expenditure of personal funds used for the election. Exception: This form is not required if you will not solicit or receive contributions from other persons, and the only expenditures will be from your personal funds used for the filing fee and statement of qualification in the sample ballot. Candidates who file a Form 501 must establish a separate bank account with a financial institution in California, if they accept contributions. Refer to FPPC Manual 2 for more information. This form is filed on paper with the City Clerk's Office.

Form 410- Statement of Organization

Candidates must use Form 410 to establish a campaign committee, no later than 10 days after the committee has spent or received \$2,000 or more. Form 410 is also used to amend changes to the committee, and termination of the committee. By establishing a committee, candidates are required to file periodic campaign statements until the committee is closed. All committees must file a Form 410 with the Secretary of State and the City Clerk's Office. This form must be filed on paper. Please refer to FPPC Manual 2 for more information.

Form 460- Recipient Committee Campaign Statement

Candidate controlled committees are required to use Form 460 to report all campaign activity during scheduled semi-annual and pre-election periods. Statements must be completed fully and accurately, and filed on time per the filing schedule. Please refer to FPPC Manual 2 for more information. This form must be filed electronically with the City Clerk.

Form 470- Campaign Statement

All candidates who have filed a Form 501 must file at least one campaign statement before the election. Candidates may file the Form 470 if they do not have a controlled committee, do not anticipate receiving contributions totaling \$2,000 or more during the calendar year, and do not anticipate spending \$2,000 or more during the calendar year. The Form 470 is filed once, by the first pre-election due date. If the \$2,000 threshold is achieved, candidates must file the Form 470 Supplement, and establish a campaign committee by filing Form 410 and a Campaign Statement, Form 460. Please refer to FPPC Manual 2 for more information. This form must be filed electronically with the City Clerk.

Form 497- Late Contribution Report

A Late Contribution Report must be filed if a committee controlled by the candidate receives a contribution (including aggregated amounts) from a single source, or makes contributions, totaling \$1,000 or more to a candidate or primarily formed committee during the 90 days prior to the candidate's election. Please refer to FPPC Manual 2 for more information. This form must be filed electronically with the City Clerk.

Questions?

Campaign finance reporting and fund-raising laws change frequently, so make sure you understand your requirements. Please see FPPC Manual 2 at <http://www.fppc.ca.gov/learn/campaign-rules/campaign-disclosure-manuals.html#title2>

If you have questions, please contact the City Clerk's Office at (510) 420-3040.

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CODE OF FAIR CAMPAIGN PRACTICES

The California Elections Code⁵ requires that all candidates be given a copy of the Code of Fair Campaign Practices at the time they take out nomination papers. Candidates may voluntarily subscribe to the code or choose not to. The code and governing sections of the Elections Code are attached to this document at page 30.

⁵ Elections Code § 20440

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Other Important Information

SIGNS

The City Code prohibits the placement of campaign (political) signs on all public property including, but not limited to parks, medians, or traffic islands.

Temporary campaign signs are allowed on private property, with the consent of the property owner. There is no limit to the number of temporary campaign signs which can be placed on private property, but they are subject to the same size, height, location, and lighting rules as noncommercial signs on residential parcels. Temporary campaign signs must follow these regulations:

- The area of the sign is limited to four square feet (i.e. 1 foot by 4 feet, 2 feet by 2 feet)
- The sign must not be illuminated
- Maximum height, including frame is four feet

In addition, temporary campaign signs must be removed within ten days after the election to which the sign pertains.

Please see Division 17.36 of the City Code which regulates signs.

ELECTIONEERING

It is a misdemeanor to do any of these things within *100 feet* of the entrance to any polling place or vote center:

- Pass around petitions.
- Try to influence how a voter votes.
- Put up signs about voter qualifications.
- Talk to voters about their qualifications to vote.
- Photograph, film, or record a voter as s/he goes into or leaves a polling place or vote center.

TAKING OFFICE

After the certification of the election by the Registrar of Voters, the City Council will hold a meeting to accept and certify the results of the General Municipal Election. This meeting will take place in December of 2022. At this meeting, the candidates who were elected will take their oath and assume office. Occasionally, members of the Board of Education are sworn in at a separate meeting.

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CITY OF PIEDMONT

GENERAL MUNICIPAL ELECTION
TUESDAY, NOVEMBER 8, 2022

CANDIDATE SUBMITTAL CHECKLIST

These documents must be returned to the City Clerk’s Office in a single filing no later than 5:00 p.m. on Friday, August 12, 2022.¹ Filing as soon as possible provides adequate time for verification of signatures prior to the deadline.

- NOMINATION PAPER—OFFICIAL FILING FORM
 - Part 1 – Signatures
 - Part 2 – Circulator’s Affidavit
 - Part 3 – Nominee’s Affidavit
 - Part 4 – Candidate’s Oath of Allegiance
- BALLOT DESIGNATION WORKSHEET
 - Candidate Elects Not Have a Ballot Designation
- CANDIDATE’S STATEMENT FORM
 - Wet Signed Original
 - Microsoft Word Version (Submitted Electronically)
- FORM 700—STATEMENT OF ECONOMIC INTERESTS – Filed Electronically
- CODE OF FAIR CAMPAIGN PRACTICES (optional)
 - Candidate Elects Not to Subscribe to Code of Fair Campaign Practices at this time
- CANDIDATE CONTACT INFORMATION

Submitted by:

Signature of Candidate or Representative

Printed Name

Date

If filed by a representative, please print the candidate’s name: _____

Received by:

Signature of Elections Official

Printed Name

Date

¹ If an eligible incumbent for the office sought does not file nomination papers by 5:00 p.m. on August 12th, the filing period is extended to 5:00 p.m. on Wednesday, August 17, 2022.

CANDIDATE'S STATEMENT
Piedmont General Municipal Election, November 8, 2022

Name _____ Age (optional) _____

My education and qualifications are:

The Piedmont City Council has by resolution limited candidate's statements to 200 words.

Pursuant to Elections Code § 13307, I state that I have prepared the above statement and request that it be printed in the voter's pamphlet and mailed to each registered voter of my district.

Signature Date

I do not elect to file a candidate's statement. _____
Signature Date

Candidates may withdraw, but not change their statement by signing and submitting the withdrawal notice no later than 5:00 p.m. on Monday, August 15, 2022.

I hereby withdraw my candidate statement. _____
Signature Date

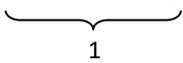
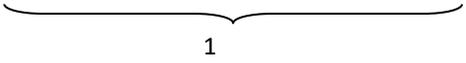
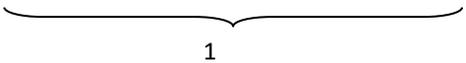
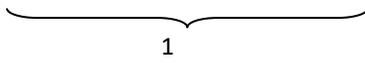
WORD COUNT STANDARDS

Pursuant to Elections Code Section 9

Punctuation	not counted
Single Character (l, a, \$, &)	one
Dictionary Words	one
Abbreviation/Acronyms (E.B.R.P.D or EBRPD)	one
Proper nouns, geographical names of cities and counties	one
Streets, bridges	one for each word
Names of areas, such as Bay Area, East Bay, South Bay, etc.	one word
Names of school districts and special districts defined by political boundaries on map	one
All other proper names	one for each word
Telephone numbers, e-mail and web site addresses	one
Whole Numbers; Digits (1 or 100, etc.) Spelled out (one hundred)	one one for each word
Dates: All digits (4/5/99) Words and digits (April 5, 1999)	one two
Words hyphenated in any generally available dictionary	one
Hyphenated words not hyphenated in dictionary	one for each part

***see back page for examples**

WORD COUNT STANDARDS: EXAMPLES

San Francisco Bay Area	San Francisco Bay Area 	1 word
Main Street	Main Street 	1 word
Alameda Contra Costa Transit, Ward 1	Alameda Contra Costa Transit, Ward 1 	1 word
Bay Area Rapid Transit District, Ward 1	Bay Area Rapid Transit District, Ward 1 	1 word
Albany Unified School District	Albany Unified School District 	1 word



**California Secretary of State
BALLOT DESIGNATION WORKSHEET**

(Elections Code §§ 13107, 13107.3, 13107.5; California Code of Regulations § 20711)

This entire form **must be completed**, or it will not be accepted and you will **not** be entitled to a ballot designation. **DO NOT LEAVE ANY RESPONSE SPACES BLANK.** If information requested is not applicable, please write "N/A" in the space provided, otherwise the information **MUST** be provided. **UPON FILING, THIS WORKSHEET WILL BE A PUBLIC RECORD.**

Candidate Information

1

Candidate Name: _____ Gender (optional, for translation use only): _____

Office: _____ Email: _____

Home Address: _____

Mailing Address: _____

Business Address: _____

Phone Number(s)
Business: _____ Home/Mobile: _____ Fax: _____

Attorney Information

2

Attorney Name (or other person authorized to act on your behalf): _____

Address: _____

Phone Number(s)
Business: _____ Mobile: _____ Fax: _____

You may select as your ballot designation one of the following designations:

- (a) Your current principal profession(s), vocation(s), or occupation(s) [maximum total of three words, separated by a slash ("/")].
- (b) The full title of the public office you currently occupy and to which you were elected.
- (c) "Appointed [full title of public office]" if you currently serve by appointment in an elective public office and are seeking election to the same office or to some other office.
- (d) "Incumbent" if you were elected (or, if you are a Superior Court Judge, you are a candidate for the same office that you hold) to your current public office and seek election to the same office.
- (e) "Appointed Incumbent" if you were appointed to your current elective public office and seek election to the same office.

Proposed Ballot Designation(s)

3

Proposed Ballot Designation(s): _____

Alternate Ballot Designation(s) 1: _____

Alternate Ballot Designation(s) 2: _____

In the spaces provided on the next page(s):

- (a) Describe why you believe you are entitled to use the proposed ballot designation.
- (b) If your proposed ballot designation contains one or more slashes ("/") separating words in your ballot designation for separate principal profession(s), vocation(s), or occupation(s) (collectively known as "PVOs"), complete a justification section for each separate PVO.
- (c) Attach any documents or exhibits that you believe support your proposed ballot designation.
- (d) If using the title of an elective office, attach a copy of your certificate of election or appointment.
- (e) Any supporting documents will not be returned to you. **Do not submit originals.**

It is your responsibility to justify your proposed ballot designation and to provide all requested details.

If your proposed ballot designation includes the word "volunteer," indicate the title of your volunteer position and the name of the entity for which you volunteer along with a brief description of the type of volunteer work you do and the approximate amount of time involved. You may only use the ballot designation "community volunteer" if you volunteer for a 501(c)(3) charitable, educational, or religious organization, a governmental agency or an educational institution. You may not use "community volunteer" together with another designation.



California Secretary of State
BALLOT DESIGNATION WORKSHEET
 Page 2

If your proposed ballot designation contains **one or more slashes (“/”)** separating multiple principal profession(s), vocation(s), or occupation(s) (collectively known as “PVOs”), **complete a justification section for each separate PVO.**

Justification for use of Proposed Ballot Designation(s)
 If you are proposing alternate ballot designations, please provide justification for use of those on **Page 3.**

4	Justification for use of 1st PVO:		
	Current or most recent job title:		Start/End Dates:
	Employer Name or Business:		
	Person who can verify this information:		
	Name:	Phone Number(s):	Email:
	Justification for use of 2nd PVO:		
	Current or most recent job title:		Start/End Dates:
	Employer Name or Business:		
	Person who can verify this information:		
	Name:	Phone Number(s):	Email:
	Justification for use of 3rd PVO:		
	Current or most recent job title:		Start/End Dates:
Employer Name or Business:			
Person who can verify this information:			
Name:	Phone Number(s):	Email:	

Before signing below, answer/initial the following questions. Does your proposed ballot designation:

- | | | | |
|-----|--|--|--------------|
| 1) | Use only a portion of the title of your current elected office? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial ____ |
| 2) | Non-judicial candidates: Use only the word “Incumbent” for an elective office to which you were appointed? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial ____ |
| 3) | Use more than three total words for your principal professions, vocations, or occupations? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial ____ |
| 4) | Suggest an evaluation of you, such as outstanding, leading, expert, virtuous, or eminent? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial ____ |
| 5) | Refer to a status (Veteran, Activist, Founder, Scholar), rather than a profession, vocation, or occupations? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial ____ |
| 6) | Abbreviate the word “retired”? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial ____ |
| 7) | Place the word “retired” after the words it modifies? Example: Accountant, retired | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial ____ |
| 8) | Use an word or prefix (except “retired”) such as “former” or “ex-” to refer to a former profession, vocation, or occupation? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial ____ |
| 9) | Use the word “retired” along with a current profession, vocation, or occupation? Example: Retired Firefighter/Teacher | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial ____ |
| 10) | Use the name of a political party or political body? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial ____ |
| 11) | Refer to a racial, religious, or ethnic group? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial ____ |
| 12) | Refer to any activity prohibited by law? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial ____ |

If the answer to any of these questions is “yes,” your proposed ballot designation is likely to be rejected.

X		/	/
Candidate’s Signature	Date Signed:	Month	Day
		Year	

For your reference, attached are [Elections Code sections 13107, 13107.3, and 13107.5](#), and [California Code of Regulations \(CCR\), title 2, section 20711](#). You also may wish to consult [CCR, title 2, sections, 20712-20719](#) (found at www.sos.ca.gov).



COMPLETE THIS PAGE ONLY IF one or more Alternate Ballot Designation(s) are provided. If this page is not applicable, please initial: _____.

Justification for
 Alternate Ballot
 Designation(s) 1

A

Justification for use of 1st PVO:		
Current or most recent job title:		Start/End Dates:
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:
Justification for use of 2nd PVO:		
Current or most recent job title:		Start/End Dates:
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:
Justification for use of 3rd PVO:		
Current or most recent job title:		Start/End Dates:
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:

Justification for
 Alternate Ballot
 Designation(s) 2

B

Justification for use of 1st PVO:		
Current or most recent job title:		Start/End Dates:
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:
Justification for use of 2nd PVO:		
Current or most recent job title:		Start/End Dates:
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:
Justification for use of 3rd PVO:		
Current or most recent job title:		Start/End Dates:
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:



California Secretary of State
BALLOT DESIGNATION WORKSHEET
Page 4

For your reference, the relevant provisions of Elections Code section 13107 are reproduced below:

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

(1) Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which he or she was elected by vote of the people.

(2) The word "incumbent" if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination papers, and was elected to that office by a vote of the people.

(3) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.

(4) The phrase "appointed incumbent" if the candidate holds an office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word "appointed" and the title of the office. In either instance, the candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed." However, the phrase "appointed incumbent" shall not be required of a candidate who seeks reelection to an office which he or she holds and to which he or she was appointed, as a nominated candidate, in lieu of an election, pursuant to Sections 5326 and 5328 of the Education Code or Section 7228, 7423, 7673, 10229, or 10515 of this code.

(b) (1) Except as specified in paragraph (2), for candidates for judicial office, immediately under the name of each candidate, and not separated from the name by any line, only one of the following designations may appear at the option of the candidate:

(A) Words designating the city, county, district, state, or federal office held by the candidate at the time of filing the nomination documents.

(B) The word "incumbent" if the candidate is a candidate for the same office that he or she holds at the time of filing the nomination papers.

(C) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.

(2) For a candidate for judicial office who is an active member of the State Bar employed by a city, county, district, state, or by the United States, the designation shall appear as one of the following:

(A) Words designating the actual job title, as defined by statute, charter, or other governing instrument.

(B) One of the following ballot designations: "Attorney," "Attorney at Law," "Lawyer," or "Counselor at Law." The designations "Attorney" and "Lawyer" may be used in combination with one other current principal profession, vocation, or occupation of the candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.

(3) A designation made pursuant to subparagraph (A) of paragraph (1) or paragraph (2) shall also contain relevant qualifiers, as follows:

(A) If the candidate is an official or employee of a city, the name of the city shall appear preceded by the words "City of."

(B) If the candidate is an official or employee of a county, the name of the county shall appear preceded by the words "County of."

(C) If the candidate is an official or employee of a city and county, the name of the city and county shall appear preceded by the words "City and County."

(D) If the candidate performs quasi-judicial functions for a governmental agency, the full name of the agency shall be included.

(c) A candidate for superior court judge who is an active member of the State Bar and practices law as one of his or her principal professions shall use one of the following ballot designations as his or her ballot designation: "Attorney," "Attorney at Law," "Lawyer," or "Counselor at Law." The designations "Attorney" and "Lawyer" may be used in combination with one other current principal profession, vocation, or occupation of the candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.

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

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

(1) It would mislead the voter.



California Secretary of State
BALLOT DESIGNATION WORKSHEET
Page 5

- (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.
- (f) If, upon checking the nomination documents and the ballot designation worksheet described in Section 13107.3, the elections official finds the designation to be in violation of any of the restrictions set forth in this section, the elections official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address provided on the candidate's ballot designation worksheet.
- (1) The candidate shall, within three days, excluding Saturday, Sunday, and state holidays, from the date he or she receives notice by registered or certified mail, or from the date the candidate receives actual notice of the violation, whichever occurs first, appear before the elections official or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide a designation that complies with subdivision (a) or (b).
 - (2) If a candidate fails to provide a designation that complies with subdivision (a) or (b) within the three-day period specified in paragraph (1), a designation shall not appear after the candidate's name.
 - (g) A designation given by a candidate shall not be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the elections official as specified in subdivision (f) or as provided in subdivision (h). The elections official shall maintain a copy of the ballot designation worksheet for each candidate that appears on the ballot in the county for the same period of time as applied to nomination documents pursuant to Section 17100.
 - (h) The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days before the general election, requests in writing a different designation which the candidate is entitled to use at the time of the request.

For your reference, Elections Code section 13107.3 is reproduced below:

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

For your reference, Elections Code section 13107.5 is reproduced below:

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

For your reference, California Code of Regulations section 20711 is reproduced below:

- (a) In order to facilitate review of a candidate's proposed ballot designation by the Secretary of State pursuant to Elections Code § 13107, the candidate shall submit, at the time of filing his or her proposed ballot designation on the Declaration of Candidacy, a completed Ballot Designation Worksheet on a form provided by the Secretary of State.
- (b) All Ballot Designation Worksheets filed with the Office of the Secretary of State or the county elections officials pursuant to this section shall be public records and shall be available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, Fifth Floor, 1500 11th Street, Sacramento, California 95814, or at the office of the applicable county elections official.



California Secretary of State
BALLOT DESIGNATION WORKSHEET
Page 6

(c) The Secretary of State shall provide a master copy or copies of the Ballot Designation Worksheet to all elections officials responsible for providing and accepting the nomination documents for candidates in elections for offices certified by the Secretary of State. The Ballot Designation Worksheet shall request that the candidate proposing the ballot designation provide the following information:

- (1) The candidate's name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number;
- (2) A designation of the office for which the candidate is seeking election;
- (3) The name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number of the attorney representing the candidate or for any other person to be contacted in the event the Secretary of State requires further information regarding the proposed ballot designation;
- (4) The proposed ballot designation submitted by the candidate;
- (5) The candidate may submit one or more proposed alternate ballot designations ranked in order of the candidate's preference;
- (6) A brief statement identifying the factual basis upon which the candidate claims the proposed ballot designation and each proposed alternate ballot designation, including the following:
 - (A) If the candidate holds elected office and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently occupies and may attach a copy of his or her Certificate of Election;
 - (B) If the candidate is a judicial officer and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently holds and may attach either (A) a copy of his or her Certificate of Election or (B) a copy of his or her commission or certificate of appointment, issued at the time the candidate was appointed to the judicial office which he or she currently occupies;
 - (C) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(3), the candidate shall indicate:
 - (i) The title of the position or positions which he or she claims supports the proposed ballot designation;
 - (ii) The dates during which the candidate held such position;
 - (iii) A description of the work he or she performs in the position;
 - (iv) The name of the candidate's business or employer;
 - (v) The name and telephone number of a person or persons who could verify such information; and
 - (vi) A statement that the professions, vocations or occupations relied upon to support the proposed ballot designation constitute the primary, main or leading professions, vocations or occupations of the candidate, in accordance with the definition of the term "principal" as set forth at § 20714, subdivision (b).
 - (D) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(4), the candidate shall indicate the date on which he or she was appointed to the office for which he or she is an appointed incumbent.
- (d) The candidate may attach or append any supporting documents or other exhibits to his or her Ballot Designation Worksheet which he or she believes support his or her proposed ballot designation. Such attached documents or other exhibits shall be deemed to be incorporated by reference as part of the candidate's Ballot Designation Worksheet and shall be considered as such by the Secretary of State.
- (e) If a candidate requests a change of his or her ballot designation pursuant to Elections Code § 13107(e), that request shall be accompanied by a Ballot Designation Worksheet.

CODE OF FAIR CAMPAIGN PRACTICES

There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of California has a moral obligation to observe and uphold, in order that, after vigorously contested, but fairly conducted campaigns, our citizens may exercise their constitutional right to a free and untrammelled choice and the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

(1) I SHALL CONDUCT my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing without fear or favor the record and policies of my opponents or political parties which merit such criticism.

(2) I SHALL NOT USE OR PERMIT the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or his or her personal or family life.

(3) I SHALL NOT USE OR PERMIT any appeal to negative prejudice based on race, sex, religion, national origin, physical health status, or age.

(4) I SHALL NOT USE OR PERMIT any dishonest or unethical practice which tends to corrupt or undermine our American system of free elections, or which hampers or prevents the full and free expression of the will of the voters including acts intended to hinder or prevent any eligible person from registering to vote, enrolling to vote, or voting.

(5) I SHALL NOT coerce election help or campaign contributions for myself or for any other candidate from my employees.

(6) I SHALL IMMEDIATELY AND PUBLICLY REPUDIATE support deriving from any individual or group which resorts, on behalf of my candidacy or in opposition to that of my opponent, to the methods and tactics which I condemn. I shall accept responsibility to take firm action against any subordinate who violates any provision of this code or the laws governing elections.

(7) I SHALL DEFEND AND UPHOLD the right of every qualified American voter to full and equal participation in the electoral process.

I, the undersigned, candidate for election to public office in the State of California or treasurer or chairperson of a committee making any independent expenditures, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices.

Signature

Date

CODE OF FAIR CAMPAIGN PRACTICES
Division 20, Chapter 5 of the California Elections Code

20400. The Legislature declares that the purpose of this chapter is to encourage every candidate for public office in this state to subscribe to the Code of Fair Campaign Practices. It is the ultimate intent of the Legislature that every candidate for public office in this state who subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested, but fairly conducted campaigns, the citizens of this state may exercise their constitutional right to vote, free from dishonest and unethical practices which tend to prevent the full and free expression of the will of the voters.

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

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

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

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

The text of the code shall read, as follows:

"CODE OF FAIR CAMPAIGN PRACTICES

There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of California has a moral obligation to observe and uphold in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their constitutional right to a free and untrammelled choice and the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

(1) I SHALL CONDUCT my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing without fear or favor the record and policies of my opponents or political parties that merit this criticism.

(2) I SHALL NOT USE OR PERMIT the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or his or her personal or family life.

(3) I SHALL NOT USE OR PERMIT any appeal to negative prejudice based on a candidate's actual or perceived race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age, sexual orientation, sex, including gender identity, or any other characteristic set forth in Section 12940 of the Government Code, or association with another person who has any of the actual or perceived characteristics set forth in Section 12940 of the Government Code.

(4) I SHALL NOT USE OR PERMIT any dishonest or unethical practice that tends to corrupt or undermine our American system of free elections, or that hampers or prevents the full and free expression of the will of the voters including acts intended to hinder or prevent any eligible person from registering to vote, enrolling to vote, or voting.

(5) I SHALL NOT coerce election help or campaign contributions for myself or for any other candidate from my employees.

(6) I SHALL IMMEDIATELY AND PUBLICLY REPUDIATE support deriving from any individual or group that resorts, on behalf of my candidacy or in opposition to that of my opponent, to the methods and tactics that I condemn. I shall accept responsibility to take firm action against any subordinate who violates any provision of this code or the laws governing elections.

(7) I SHALL DEFEND AND UPHOLD the right of every qualified American voter to full and equal participation in the electoral process.

I, the undersigned, candidate for election to public office in the State of California or treasurer or chairperson of a committee making any independent expenditures, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices."

Date Signature

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

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

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

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

Fair Political Practices Commission

Filing Schedule for Candidates and Controlled Committees for Local Office Who Will be Voted Upon at the November 8, 2022 Election

Deadline	Period	Form	Notes
Aug 1, 2022 <i>Semi-Annual</i>	* – 6/30/22	460	<ul style="list-style-type: none"> All committees must file this statement.
Within 24 Hours <i>Contribution Reports</i>	8/10/22 – 11/8/22	497	<ul style="list-style-type: none"> File if a contribution of \$1,000 or more in the aggregate is received from a single source. File if a contribution of \$1,000 or more in the aggregate is made to or in connection with <i>another</i> candidate or measure being voted upon November 8, 2022. The recipient of a non-monetary contribution of \$1,000 or more in the aggregate must file a Form 497 within 48 hours from the time the contribution is received. File by personal delivery, e-mail, guaranteed overnight service, or fax. The committee may also file online, if available.
Sep 29, 2022 <i>1st Pre-Election</i>	7/1/22 – 9/24/22	460 or 470	<ul style="list-style-type: none"> Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
Oct 27, 2022 <i>2nd Pre-Election</i>	9/25/22 – 10/22/22	460	<ul style="list-style-type: none"> All committees must file this statement. File by personal delivery or guaranteed overnight service. The committee may also file online, if available.
Jan 31, 2023 <i>Semi-Annual</i>	10/23/22 – 12/31/22	460	<ul style="list-style-type: none"> All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before December 31, 2022.

Additional Notes:

- ***Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **Local Ordinance:** Always check on whether additional local rules apply.
- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to a 24-Hour/10-Day Contribution Report (Form 497) that is due the weekend before the election, and this extension never applies to any 24-Hour/10-Day Independent Expenditure Report (Form 496). Such reports must be filed within 24 hours, regardless of the day of the week.
- **Method of Delivery:** All paper filings may be filed by first class mail unless otherwise noted. A paper copy of a statement may not be required if a local agency requires online filing pursuant to a local ordinance.
- **Form 501:** All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.
- **Form 460:** Candidates who have raised/spent \$2,000 or more file the Form 460. The Form 410 (Statement of Organization) must also be filed once \$2,000 or more has been raised/spent.

Fair Political Practices Commission

- **Form 470:** Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2022 and do not have an open committee may file Form 470 on or before September 29, 2022. If, later during the calendar year, the candidate raises or spends \$2,000 or more, 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. Once the California Access Replacement System (CARS) system is live, this report will be eliminated, and the information captured on other reports.
- **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 > Learn > Campaign Rules.