

2018 Statewide General Election

November 6, 2018

Candidate Filing Guide



Table of Contents

I. INTRODUCTION.....	6
A. <i>Overview of Filing Guide.....</i>	6
B. <i>Important Dates and Timelines.....</i>	7
II. ELECTIVE OFFICE INFORMATION.....	8
A. <i>Offices Proceeding to Run-off Election from the 2018 Statewide Primary Election.....</i>	8
B. <i>Offices Up For Election.....</i>	9
1. <i>School District Offices.....</i>	9
2. <i>Special District Offices.....</i>	12
C. <i>Salaries and Qualifications.....</i>	15
D. <i>Notice to Candidates Regarding Incompatible Offices.....</i>	16
III. CANDIDATE FILING PROCESS.....	16
A. <i>Declaration of Candidacy.....</i>	17
B. <i>Ballot Designation.....</i>	17
1. <i>Selecting / Submitting a Ballot Designation.....</i>	17
2. <i>Ballot Designation Rules and Regulations.....</i>	18
C. <i>Candidate Statement.....</i>	18
1. <i>Composing / Submitting a Candidate Statement.....</i>	19
2. <i>Candidate Statement Composition.....</i>	19
3. <i>Policy on Endorsements.....</i>	20
4. <i>Candidate Statement Examples.....</i>	20
5. <i>Candidate Statement Checklist.....</i>	20
IV. FAIR POLITICAL PRACTICES COMMISSION FILINGS.....	20
A. <i>Statement of Economic Interest Form 700.....</i>	20
B. <i>Additional Fair Political Practices Commission Filing Forms.....</i>	20
V. CAMPAIGN LAWS AND REGULATIONS.....	21
A. <i>Political Sign Regulations.....</i>	21
1. <i>Definition of Temporary Political Signs.....</i>	21
2. <i>Permitted Uses of Temporary Political Signs.....</i>	21
3. <i>San Bernardino County Right-of -Ways.....</i>	22
4. <i>State Political Sign Regulations.....</i>	22
5. <i>Statement of Responsibility for Temporary Political Signs.....</i>	22
6. <i>County Code Enforcement Office.....</i>	22
7. <i>City Political Sign Regulations.....</i>	22
B. <i>Campaign Literature.....</i>	23
C. <i>Political Meetings.....</i>	23

<i>D. Misrepresentation of Candidates</i>	23
<i>E. Electioneering</i>	23
<i>F. Truth in Endorsement Laws</i>	24
<i>G. Fair Campaign Practices</i>	24
<i>H. Libel and Slander</i>	24
<i>I. Mailings</i>	25
VI. ELECTIONS OFFICE SERVICES	25
<i>A. Public Viewing Terminals</i>	25
<i>B. Voter and Precinct Information</i>	25
1. Reports:.....	25
2. Maps.....	26
3. Mail labels.....	26
4. Services.....	26
<i>C. Restrictions on the use of voter information</i>	26
VII. Appendix	27
<i>Appendix A. Salaries and Qualifications</i>	27
1. Federal & State Offices:.....	27
2. School District Offices.....	27
3. Special District Offices.....	27
4. City and Town Offices.....	28
<i>Appendix B. Principal Professions, Vocations, or Occupations</i>	28
1. Definition for “Principal”.....	29
2. Definition for “Profession”.....	29
3. Definition for “Vocation”.....	29
4. Definition for “Occupation”.....	29
<i>Appendix C. Elective and Appointed Office Titles</i>	29
<i>Appendix D. Using the word “Retired”</i>	30
<i>Appendix E. Using the words “Community Volunteer”</i>	31
<i>Appendix F. Acceptable Ballot Designations</i>	31
<i>Appendix G. Unacceptable Ballot Designations</i>	31
1. Avocations, Statuses, and Pro Forma Professions.....	32
2. Leadership Positions in an Elective Body.....	32
<i>Appendix H. Supporting Documentation Justifying Proposed Ballot Designations</i>	33
<i>Appendix I. Ballot Designation Size and Format</i>	33
<i>Appendix J. Candidate Statement Composition</i>	33
1. Candidate Statements for United States Representative.....	33
2. State Senate and Member of the State Assembly Offices.....	34
3. Candidate Statements for County, City, School District and Special District Offices.....	34

<i>Appendix K. Policy on Endorsements</i>	35
<i>Appendix L. Candidate Statement Examples</i>	37
<i>Appendix M. Candidate Statement Checklist</i>	38
<i>Appendix N. Estimated Cost for Candidate Statements</i>	39
1. Offices Proceeding to Run-off Election from the 2018 Statewide Primary Election ...	39
2. School District Offices.....	39
3. Special Districts Offices	42

I. INTRODUCTION

This Candidate Filing Guide has been prepared to assist candidates filing for offices in the 2018 Statewide General Election. The guide includes valuable information for candidates to use throughout their candidacy. While this guide is intended to be as informative as possible, it contains general information only, and is not intended to be used as a substitute for legal counsel. Employees of the San Bernardino County Elections Office are not permitted to answer questions of a legal nature.

A. Overview of Filing Guide

There are seven major sections in this guide:

The **Introduction** section contains this overview, information about important dates and timelines for this election, and an explanation about general elections in California.

The **Elective Office Information** section of this guide contains information about the offices up for election in San Bernardino County, information about annual salaries and qualifications, and information regarding incompatible offices.

The **Candidate Filing Process** section contains information regarding the forms required to file for office, how to select a ballot designation, and how to submit a candidate statement.

The **Fair Political Practices Commission Filings** section briefly explains the required forms that may need to be filed as part of the candidate filing process. The Fair Political Practices Commission (FPPC) is an independent regulatory agency that enforces campaign finance laws. The San Bernardino County Elections Office is a filing agent for the FPPC, and is responsible for working with the candidates who are required to submit campaign disclosure statements.

The **Campaign Laws and Regulations** section contains important information regarding campaign signs and literature, electioneering, mass mailings, and other important laws and regulations that may be of interest to candidates.

The **Elections Office Services** section lists services provided by the San Bernardino County Elections Office that may be helpful to candidates to run their campaigns.

The **Appendix** section of this guide includes several reference materials.

B. Important Dates and Timelines

Below are the important dates and timelines for the 2018 Statewide General Election. For the Secretary of State's list of deadlines for this election, visit the Secretary of State's website, <http://www.sos.ca.gov/elections/upcoming-elections/general-election-november-6-2018/general-election-calendar/>

Important Dates and Timelines	Important information
June 19, 2018	<u>Amended FPPC Form 501 Deadline</u> – Deadline for State Senate and State Assembly candidates to file an amended FPPC Form 501 indicating that they accept the voluntary campaign expenditure limits, if the voluntary expenditure limits were rejected in the primary election. This is required for these candidates to purchase a candidate statement in the San Bernardino County Voter Information Guide.
July 31, 2018	<u>FPPC Semi-annual Due</u> - Deadline to submit semi-annual campaign disclosure statement. 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 through December 31, 2017.
July 16 – August 10, 2018	<u>Candidate Filing Period</u> – Candidates may request and file candidate filing documents in order to run for office.
August 10, 2018	<u>Deadline for Candidates to Withdraw</u> – No candidate shall withdraw after this date for offices which do not have an extension period.
August 11 – August 15, 2018	<u>Candidate Filing Extension Period</u> - If an incumbent fails to file candidate filing documents by August 10, 2018, there will be a 5-calendar-day extension during which any candidate, other than the incumbent, may file.
August 11– August 20, 2018	<u>Public Examination Period</u> - Candidate statements are available for public examination. During this period, any citizen may seek a writ of mandate or an injunction requiring the material in the statements to be amended or deleted.
August 15, 2018	<u>Random Alphabet Drawing</u> - The Secretary of State conducts a drawing of letters of the alphabet to determine the order in which candidates will appear on the ballot.
August 16 – August 25, 2018	<u>Public Examination Period for Offices with Candidate Filing Extension</u> - Candidate statements are available for public examination at the Elections Office. During this period, any citizen may seek a writ of mandate or an injunction requiring the material in the statements to be amended or deleted.
September 10 – October 23, 2018	<u>Write-in Candidate Filing Period</u> - Write-in candidates may request and file candidate filing to become a qualified write-in candidate on the ballot.

September 27, 2018	<u>1st Pre-election Statement Due</u> – Candidates must file the first pre-election campaign disclosure statement.
October 3, 2018	<u>Voter Information Guides</u> – Voter Information Guides delivered to U.S Post Office
October 8 – November 5, 2018	<u>Early Voting Period</u> - Early votes may be cast for this election. For a list of early voting locations, visit the Elections Office website.
October 10, 2018	<u>Mail Ballots</u> – Mail Ballots delivered to the U.S. Post Office
October 22, 2018	<u>Voter Registration Deadline</u> - Deadline to register to be eligible to vote in this election.
October 25, 2018	<u>2nd Pre-election Statement Due</u> - Candidates must file the second pre-election campaign disclosure statement.
November 6, 2018	<u>Election Day</u> - Polling places will be open for poll voters and voters dropping off mail ballots from 7 a.m. to 8 p.m. At 8:15 p.m. and every two hours on the hour thereafter, Unofficial Results will be released on the Elections Office website.
December 6, 2018	<u>Official Canvass Deadline</u> - Deadline for the San Bernardino County Elections Office to certify election results.

II. ELECTIVE OFFICE INFORMATION

This section of the guide contains information regarding the offices up for election in San Bernardino County for this election, information about annual salaries and qualifications, and information about incompatible offices.

A. Offices Proceeding to Run-off Election from the 2018 Statewide Primary Election

The following table lists the offices which appeared on the ballot in the 2018 Statewide Primary Election that are proceeding to a runoff election in the 2018 Statewide General Election.

Office	Number to be Elected	Term (years)
United States, United States Representative, District 8	1	2
United States, United States Representative, District 27	1	2
United States, United States Representative, District 31	1	2
United States, United States Representative, District 35	1	2
United States, United States Representative, District 39	1	2
United States, United States Senator	1	6
State of California, Attorney General	1	4
State of California, Controller	1	4
State of California, Governor	1	4
State of California, Insurance Commissioner	1	4
State of California, Lieutenant Governor	1	4
State of California, Member of the State Assembly, District 33	1	2

State of California, Member of the State Assembly, District 36	1	2
State of California, Member of the State Assembly, District 40	1	2
State of California, Member of the State Assembly, District 41	1	2
State of California, Member of the State Assembly, District 42	1	2
State of California, Member of the State Assembly, District 47	1	2
State of California, Member of the State Assembly, District 52	1	2
State of California, Member of the State Assembly, District 55	1	2
State of California, Member, State Board of Equalization, District 1	1	4
State of California, Member, State Board of Equalization, District 3	1	4
State of California, Member, State Board of Equalization, District 4	1	4
State of California, Secretary of State	1	4
State of California, State Senator, District 16	1	4
State of California, State Senator, District 20	1	4
State of California, Superintendent of Public Instruction	1	4
State of California, Treasurer	1	4

B. Offices Up For Election

The following table lists the offices that are up for election for the 2018 Statewide General Election.

1. School District Offices

Office	Number to be Elected	Term (years)
Adelanto School District, Member, Governing Board	3	4
Alta Loma School District, Member, Governing Board	3	4
Apple Valley Unified School District, Member, Governing Board, Area 2	1	4
Apple Valley Unified School District, Member, Governing Board, Area 4	1	4
Apple Valley Unified School District, Member, Governing Board, Area 5	1	4
Barstow Community College District, Member, Governing Board	2	4
Barstow Unified School District, Member, Governing Board, Area 2	1	4
Barstow Unified School District, Member, Governing Board, Area 4	1	4
Bear Valley Unified School District, Member, Governing Board	2	4
Bear Valley Unified School District, Member, Governing Board	1	2
Central School District, Member, Governing Board, Area 2	1	4
Central School District, Member, Governing Board, Area 4	1	4
Central School District, Member, Governing Board, Area 5	1	4

Chaffey Joint Union High School District, Member, Governing Board, Area 2	1	4
Chaffey Joint Union High School District, Member, Governing Board, Area 3	1	4
Chaffey Joint Union High School District, Member, Governing Board, Area 4	1	4
Chino Valley Unified School District, Member, Governing Board	2	4
Colton Joint Unified School District, Member, Governing Board, Area 1	1	4
Colton Joint Unified School District, Member, Governing Board, Area 2	2	4
Colton Joint Unified School District, Member, Governing Board, Area 3	1	4
Copper Mountain Community College District, Member, Governing Board	2	4
County of Kern, Member, Board of Education, Area 7	1	4
County of San Bernardino, Member, Board of Education, Area A	1	4
County of San Bernardino, Member, Board of Education, Area B	1	4
County of San Bernardino, Member, Board of Education, Area D	1	4
Cucamonga School District, Member, Governing Board, Area 3	1	4
Cucamonga School District, Member, Governing Board, Area 4	1	4
Cucamonga School District, Member, Governing Board, Area 5	1	4
Etiwanda School District, Member, Governing Board, Area 1	1	4
Etiwanda School District, Member, Governing Board, Area 3	1	4
Etiwanda School District, Member, Governing Board, Area 4	1	4
Fontana Unified School District, Member, Governing Board	3	4
Helendale School District, Member, Governing Board	3	4
Helendale School District, Member, Governing Board	1	2
Hesperia Unified School District, Member, Governing Board, Area 2	1	4
Hesperia Unified School District, Member, Governing Board, Area 3	1	4
Hesperia Unified School District, Member, Governing Board, Area 5	1	4
Kern Community College District, Member, Governing Board, Area 2	1	4
Lucerne Valley Unified School District, Member, Governing Board	3	4
Lucerne Valley Unified School District, Member, Governing Board	1	2
Morongo Unified School District, Member, Governing Board	1	2

Morongo Unified School District, Member, Governing Board, Area 4	1	4
Morongo Unified School District, Member, Governing Board, Area 5	1	4
Mountain View School District, Member, Governing Board	3	4
Mt Baldy Joint School District, Member, Governing Board	2	4
Muroc Joint Unified School District, Member, Governing Board, Area 2B	1	4
Muroc Joint Unified School District, Member, Governing Board, Area 3E	1	4
Needles Unified School District, Member, Governing Board, Area 1	1	4
Needles Unified School District, Member, Governing Board, Area 2	3	4
Needles Unified School District, Member, Governing Board, Area 3	1	2
Ontario-Montclair School District, Member, Governing Board, Area 2	1	4
Ontario-Montclair School District, Member, Governing Board, Area 3	1	4
Ontario-Montclair School District, Member, Governing Board, Area 5	1	4
Oro Grande School District, Member, Governing Board	2	4
Palo Verde Community College District, Member, Governing Board, Area 2	1	4
Redlands Unified School District, Member, Governing Board, Area 1	1	4
Redlands Unified School District, Member, Governing Board, Area 2	1	4
Rialto Unified School District, Member, Governing Board	2	4
Rim of The World Unified School District, Member, Governing Board, Area 1	1	4
Rim of The World Unified School District, Member, Governing Board, Area 2	1	4
Rim of The World Unified School District, Member, Governing Board, Area 3	1	2
San Bernardino Community College District, Member, Governing Board, Area 2	1	4
San Bernardino Community College District, Member, Governing Board, Area 4	1	4
San Bernardino Community College District, Member, Governing Board, Area 6	1	4
Sierra Sands Unified School District, Member, Governing Board	3	4
Silver Valley Unified School District, Member, Governing Board, Area 1	2	4
Silver Valley Unified School District, Member, Governing Board, Area 2	1	4

Snowline Joint Unified School District, Member, Governing Board, Area 1	1	4
Snowline Joint Unified School District, Member, Governing Board, Area 3	1	4
Snowline Joint Unified School District, Member, Governing Board, Area 4	1	4
Trona Joint Unified School District, Member, Governing Board	3	4
Upland Unified School District, Member, Governing Board	3	4
Victor Elementary School District, Member, Governing Board, Area 2	1	4
Victor Elementary School District, Member, Governing Board, Area 4	1	4
Victor Elementary School District, Member, Governing Board, Area 5	1	4
Victor Valley Community College District, Member, Governing Board, Area 2	1	4
Victor Valley Community College District, Member, Governing Board, Area 4	1	4
Victor Valley Community College District, Member, Governing Board, Area 5	1	4
Victor Valley Union High School District, Member, Governing Board, Area 2	1	4
Victor Valley Union High School District, Member, Governing Board, Area 4	1	4
Victor Valley Union High School District, Member, Governing Board, Area 5	1	4
Yucaipa-Calimesa Joint Unified School District, Member, Governing Board	1	2
Yucaipa-Calimesa Joint Unified School District, Member, Governing Board, Area 4	1	4
Yucaipa-Calimesa Joint Unified School District, Member, Governing Board, Area 5	1	4

2. Special District Offices

Office	Number to be Elected	Term (years)
Apple Valley Fire Protection District, Member, Board of Directors	2	4
Apple Valley Foothill County Water District, Member, Board of Directors	3	4
Apple Valley Foothill County Water District, Member, Board of Directors	1	2

Apple Valley Heights County Water District, Member, Board of Directors	3	4
Apple Valley Heights County Water District, Member, Board of Directors	1	2
Arrowbear Park County Water District, Member, Board of Directors	2	4
Barstow Heights Community Services District, Member, Board of Directors	2	4
Barstow Heights Community Services District, Member, Board of Directors	1	2
Bear Valley Community Healthcare District, Member, Board of Directors	2	4
Beaumont-Cherry Valley Water District, Member, Board of Directors, Division 4	1	4
Big Bear Airport District, Member, Board of Directors	2	4
Big Bear Airport District, Member, Board of Directors	1	2
Big Bear City Community Services District, Member, Board of Directors	3	4
Big Bear Municipal Water District, Member, Board of Directors, Division 1	1	4
Big Bear Municipal Water District, Member, Board of Directors, Division 2	1	4
Big Bear Municipal Water District, Member, Board of Directors, Division 3	1	4
Big River Community Services District, Member, Board of Directors	2	4
Bighorn-Desert View Water Agency, Member, Board of Directors	3	4
Chino Basin Water Conservation District, Member, Board of Directors, Division 1	1	4
Chino Basin Water Conservation District, Member, Board of Directors, Division 3	1	4
Chino Basin Water Conservation District, Member, Board of Directors, Division 7	1	4
Chino Valley Independent Fire District, Member, Board of Directors	2	4
Chino Valley Independent Fire District, Member, Board of Directors	1	2
Crestline Sanitation District, Member, Board of Directors	2	4
Crestline Village Water District, Member, Board of Directors	3	4
Crestline-Lake Arrowhead Water Agency, Member, Board of Directors, Division 1	1	2
Crestline-Lake Arrowhead Water Agency, Member, Board of Directors, Division 2	1	4

Crestline-Lake Arrowhead Water Agency, Member, Board of Directors, Division 4	1	4
Crestline-Lake Arrowhead Water Agency, Member, Board of Directors, Division 5	1	2
Daggett Community Services District, Member, Board of Directors	2	4
East Kern Healthcare District, Member, Board of Directors	2	4
East Valley Water District, Member, Board of Directors	3	4
Helendale Community Services District, Member, Board of Directors	3	4
Helendale Community Services District, Member, Board of Directors	1	2
Hesperia Recreation And Park District, Member, Board of Directors	3	4
Hi-Desert Memorial Healthcare District, Member, Board of Directors	2	4
Hi-Desert Water District, Member, Board of Directors	3	4
Indian Wells Valley Water District, Member, Board of Directors	2	4
Inland Empire Utilities Agency, Member, Board of Directors, Division 2	1	4
Inland Empire Utilities Agency, Member, Board of Directors, Division 3	1	4
Inland Empire Utilities Agency, Member, Board of Directors, Division 4	1	4
Joshua Basin Water District, Member, Board of Directors	2	4
Juniper-Riviera County Water District, Member, Board of Directors	2	4
Juniper-Riviera County Water District, Member, Board of Directors	2	2
Lake Arrowhead Community Services District, Member, Board of Directors, Division 2	1	4
Lake Arrowhead Community Services District, Member, Board of Directors, Division 3	1	4
Lake Arrowhead Community Services District, Member, Board of Directors, Division 5	1	4
Mojave Water Agency, Member, Board of Directors, Division 2	1	4
Mojave Water Agency, Member, Board of Directors, Division 4	1	4
Mojave Water Agency, Member, Board of Directors, Division 6	1	4
Monte Vista Water District, Member, Board of Directors	2	4
Morongo Valley Community Services District, Member, Board of Directors	3	4
Newberry Community Services District, Member, Board of Directors	3	4
Phelan Pinon Hills Community Services District, Member, Board of Directors	3	4

Rand Communities Water District, Member, Board of Directors	3	4
Rim of The World Park and Recreation, Member, Board of Directors	3	4
Rubidoux Community Services District, Member, Board of Directors	2	4
Running Springs Water District, Member, Board of Directors	3	4
Running Springs Water District, Member, Board of Directors	1	2
San Bernardino Mountains Community Hospital District, Member, Board of Directors	3	4
San Bernardino Valley Municipal Water District, Member, Board of Directors, Division 3	1	4
San Bernardino Valley Municipal Water District, Member, Board of Directors, Division 4	1	4
San Bernardino Valley Municipal Water District, Member, Board of Directors, Division 5	1	4
San Bernardino Valley Water Conservation District, Member, Board of Directors, Division 2	1	4
San Bernardino Valley Water Conservation District, Member, Board of Directors, Division 4	1	4
San Bernardino Valley Water Conservation District, Member, Board of Directors, Division 5	1	4
San Gorgonio Pass Water Agency, Member, Board of Directors	1	4
San Gorgonio Pass Water Agency, Member, Board of Directors, Division 4	1	4
Thunderbird County Water District, Member, Board of Directors	2	4
Yermo Community Services District, Member, Board of Directors	3	4
Yucaipa Valley Water District, Member, Board of Directors, Division 2	1	4
Yucaipa Valley Water District, Member, Board of Directors, Division 3	1	4
Yucaipa Valley Water District, Member, Board of Directors, Division 5	1	4
Yucca Valley Airport District, Member, Board of Directors	3	4

C. Salaries and Qualifications

See Appendix A of this guide to see salary information and the required qualifications that candidates must meet for each office up for election.

D. Notice to Candidates Regarding Incompatible Offices

The Political Reform Act does not prohibit any officeholder from holding multiple public offices or seeking more than one elective office. For example, a deputy district attorney can hold the office of city council member, or a water board director may also be elected to a park and recreation district. However, there are instances in which holding more than one office are considered incompatible.

There is no single statute that defines “incompatibility of offices”. The common law doctrine of incompatibility of offices, however, prevents an elected official from holding two offices simultaneously if the offices have overlapping and conflicting public duties.

The courts have defined this concept as follows: “One individual may not simultaneously hold two public offices where the functions of the offices concerned are inherently inconsistent, as where there are conflicting interests, or where the nature of the duties of the two offices is such as to render it improper due to considerations of public policy for one person to retain both”.

The State of California Attorney General’s Office has issued many opinions of particular compatibility questions. Below are examples of incompatible offices:

- The offices of city councilperson and school district board member where the city and the school district have territory in common;
- Fire chief of a county fire protection district and member of the board of supervisors of the same county;
- High school district trustee and trustee of an elementary school district which is wholly within the geographic boundaries of the high school district;
- Water district director and a city council member;
- Water district director and a school district trustee having territory in common;
- Deputy Sheriff and County Supervisor.

If you have a question about whether two public offices which you hold or seek to hold would be considered incompatible, contact the California State Attorney General’s office at (916) 445-9555 or visit their website, www.ag.ca.gov. For further information regarding conflict of interest or incompatibility of offices, visit the Fair Political Practices Commission’s website at www.fppc.ca.gov, or phone toll free at (866) 275-3772.

III. CANDIDATE FILING PROCESS

This section of the guide contains information regarding the filing fees for each office, the nomination petition process, forms required to file for office, how to select a ballot designation, and how to submit a candidate statement.

In order to become a candidate for office, candidates must file various documents with the Elections Office of the Registrar of Voters and may have to pay certain fees. For the 2018 Statewide General Election, candidates may request candidate filing documents beginning July 16, 2018, and must return the completed candidate filing documents by 5 p.m. on August 10, 2018.

To officially declare themselves a candidate for office, all candidates must file a *Declaration of Candidacy* (see section A) form. On the *Declaration of Candidacy* form, candidates declare which office they are running for, how their name shall appear on the ballot, and whether or not they want a ballot designation to appear on the ballot under their name. If a candidate wants a ballot designation, they must complete a *Ballot Designation Worksheet* (see section B below).

Candidates may elect to compose and submit a statement of qualifications, commonly known as a Candidate Statement that will be printed in the *Voter Information Guide*. If a candidate wants a statement printed in the guide, they must indicate this request on the *Candidate Statement Form* (see section C below).

A. Declaration of Candidacy

The *Declaration of Candidacy* is a required form that all candidates must file in order to officially become a candidate. On the *Declaration of Candidacy*, candidates declare which office they are running for, how their name shall appear on the ballot, and whether or not they request a ballot designation. If a candidate requests a ballot designation, they must complete a *Ballot Designation Worksheet* (see section B for more information).

The *Declaration of Candidacy* will be available at the start of the candidate filing period, which begins on July 16, 2018, and must be filed by 5 p.m., August 10, 2018. Once filed with the Elections Office, the *Declaration of Candidacy* becomes a public record and is available for viewing by the public upon request.

B. Ballot Designation

Candidates may elect to have a ballot designation appear under their name on the ballot. A ballot designation describes that candidate's principal profession, vocation or occupation. Candidates who choose to have a ballot designation must declare on the *Declaration of Candidacy* that they request to have a ballot designation.

For offices that are nominated at the primary election and proceed to a run-off at the general election, the candidate's approved ballot designation shall remain the same for both elections unless the candidate changes the designation at least 98 days prior to the general election.

1. Selecting / Submitting a Ballot Designation

Candidates who choose to have a ballot designation must complete the *Ballot Designation Worksheet*. The *Ballot Designation Worksheet* is a form that a candidate uses to propose and justify the use of that ballot designation. The *Ballot Designation Worksheet* must be filed along with the *Declaration of Candidacy* by 5 p.m. on August 10, 2018 and cannot be changed by the candidate after that date.

- Prior to selecting a ballot designation, candidates should review the ballot designation rules and regulations (see section 2 below)
- For federal and state offices, the Secretary of State will review the completed *Ballot Designation Worksheet* and decide if the candidate's proposed ballot designation is acceptable or unacceptable for printing on the ballot.

- For all other offices, Elections Office staff will work closely with candidates at the time of filing to review their ballot designation for compliance with the ballot designation laws and regulations.

Once filed with the Elections Office, the *Ballot Designation Worksheet* becomes a public record and is available for viewing by the public upon request.

2. Ballot Designation Rules and Regulations

There are specific laws and regulations that govern whether or not a ballot designation is acceptable or unacceptable for printing on the ballot. These rules are outlined in California Elections Code sections §13107, §13107.3, §13107.5 and California Administrative Code sections §20710-20719.

The laws and regulations on ballot designations are complex, and may be challenging to navigate. In the Appendix section, the following informational appendices are provided to assist candidates with navigating these laws and regulations:

- Appendix B – Principal Professions, Vocations, or Occupations
- Appendix C – Elective and Appointed Office Titles
- Appendix D – Using the word “Retired”
- Appendix E – Using the words “Community Volunteer”
- Appendix F – Acceptable Ballot Designations
- Appendix G – Unacceptable Ballot Designations
- Appendix H – Supporting Documentation Justifying Proposed Ballot Designations
- Appendix I – Ballot Designation Size and Format

Please note: Effective January 1 2018, California Elections Code §13107 was amended to provide specific rules regarding ballot designation options for judicial candidates.

C. Candidate Statement

A candidate statement is a written statement provided by the candidate that is printed in either the state or county *Voter Information Guide*.

Candidates running for United States Senate, Governor, Lieutenant Governor, Attorney General, Insurance Commissioner, Controller, Secretary of State, Treasurer, Superintendent of Public Instruction, and Board of Equalization, may elect to have a statement printed in the *State Voter Information Guide*. For more information about candidate statement costs, filing timelines, and campaign spending limits, please visit the Secretary of State’s website, <http://www.sos.ca.gov/elections/candidate-statements/>.

Candidates running for United States Representative, State Senator*, and Member of the State Assembly*, and candidates running for other county, city, school district and special district offices may elect to have a statement printed in the *County Voter Information Guide*. The county *Voter Information Guide* is mailed to all registered voters approximately one month prior to the election.

* A candidate for State Senate or Assembly who accepts the voluntary expenditure limits set forth in Section 85400 may purchase the space to place a statement in the voter information portion of the sample ballot that does not exceed 250 words.

Candidates who elect to have a statement printed in the Voter Information Guide are required to pay the estimated costs of including their candidate statement in the Voter Information Guide at the time of filing. The actual costs of inclusion will be determined after the election, and participating candidates will either receive a refund or be responsible for paying additional costs at that time.

Estimated costs for candidate statements are calculated by district at \$.036 per registered voter. Payments are accepted in the form of cash, personal check, cashier's check and money order, or credit card. Listed in Appendix N are the estimated costs for candidate statements by district for this election.

1. Composing / Submitting a Candidate Statement

All candidates, regardless of whether or not they choose to publish a Candidate Statement, are required to complete and file a *Candidate Statement Form*. On this form, candidates will indicate whether or not they elect to file a candidate statement, and will submit the printed text of the statement if they choose to file one.

- Prior to composing their candidate statement, candidates should review the candidate statement rules and regulations below.
- Candidates may fill out the Candidate Statement Form prior to filing and then bring the statement with them when they file. The form can be accessed on the Elections Office website at www.sbcountyelections.com.
- For federal and most state offices, candidate statements must be submitted to the Secretary of State.
- For all other offices, Elections Office staff will work closely with candidates to complete their Candidate Statement Form and will review it at the time of filing for compliance with the applicable laws and regulations.

Prior to publication, candidate statements are available for public examination for ten days beginning immediately following the filing deadline. During the public examination period, the Elections Office or any voter of the jurisdiction may seek a writ of mandate or an injunction requiring that any or all material in the candidate statement be amended or deleted (Cal. Elec. Code §13313(b)).

In addition to seeking a writ of mandate or an injunction, the Elections Office may strike any language not in compliance with California Elections Code or Elections Office policy.

2. Candidate Statement Composition

See Appendix J of this guide to see laws and regulations regarding the composition of candidate statements.

3. Policy on Endorsements

It is the policy of the San Bernardino County Elections Office that any named individual or specific organization listed as an endorsement in a candidate statement must be verified as endorsing the candidate prior to printing in the Voter Information Guide. Verification of the endorsement must be in the form of a copy of a letter of endorsement, or in a direct communication from the endorser to the Elections Office in the form of an email or facsimile correspondence. All endorsements or verification of endorsements from an individual or organization of a candidate should be submitted no later than five days after the end of the filing period. See Appendix K.

4. Candidate Statement Examples

See Appendix L of this guide to see examples of acceptable and unacceptable candidate statements.

5. Candidate Statement Checklist

See Appendix M for a simple checklist to assist candidates with identifying errors that may prevent a statement from being printed as intended in the *Voter Information Guide*.

IV. FAIR POLITICAL PRACTICES COMMISSION FILINGS

The Fair Political Practices Commission (FPPC) is an independent regulatory agency that enforces campaign finance laws. The San Bernardino County Elections Office is one of many filing agents for the FPPC, and is responsible for working with candidates who are required to submit financial disclosure statements. However, it is the responsibility of the candidates and committees to be aware of filing deadlines and to file the required forms in a timely manner.

Generally, candidates running for federal, state, and judicial offices should file their required financial disclosure statements with the office of the Secretary of State. Candidates running for county and special district offices should file their required financial disclosure statements with the Elections Office. Candidates running for municipal offices should file their required financial disclosure statements with the clerk for that municipality.

A. Statement of Economic Interest Form 700

All candidates (including incumbents) for offices specified in Government Code §87200 must file a *Statement of Economic Interests Form 700* no later than the final filing date for their Declaration of Candidacy. Exception: A statement is not required if a candidate filed a statement for the same jurisdiction within 60 days before filing a *Declaration of Candidacy*. Government Code §87302.3

B. Additional Fair Political Practices Commission Filing Forms

The following list of financial disclosure forms may be required for candidates running for office. Please refer to the instructions for filing, which is included with the form for requirements and filing locations.

- Form 410 - Statement of Organization: Candidates that plan to spend or receive campaign contributions of \$2,000 or more must file this form.
- Form 460 - Recipient Committee Campaign Statement: Candidates who file a Form 410 are required to file Form 460.
- Form 470 - Officeholder and Candidate Campaign Statement-Short Form: Candidates that do not plan to spend or receive campaign contributions of \$2,000 or more must file this form.
- Form 470 - Supplement: If a candidate subsequently spends or receives campaign contributions of \$2,000 or more, after filing an initial Form 470, a Supplement Form 470 must be filed. This form must be filed within forty-eight hours of reaching the \$2,000 limit.
- Form 501 - Candidate Statement of Intention and Campaign Contributions: Candidates must file this form prior to accepting any campaign contributions or making any campaign expenditures.

V. CAMPAIGN LAWS AND REGULATIONS

There are several laws and regulations relating to the conduct of candidates and campaigns organizations. The codes below may be of interest to candidates and campaign managers. Therefore, the San Bernardino County Elections Office has cited some useful codes for candidates to reference. The following information is intended to be used as reference only. Refer to the appropriate statutes, including Election and Government Codes for more information.

A. Political Sign Regulations

The following guidelines pertaining to the posting of temporary political signs in San Bernardino County areas are provided to be of assistance. For more detailed information, contact your local code enforcement office.

1. Definition of Temporary Political Signs

Temporary political signs are typically identified by one of the following:

- The name or a picture of an individual seeking election or appointment to a public office.
- Related to an upcoming public election or referendum.
- Advocates a person, group, or party's political views or policies.

2. Permitted Uses of Temporary Political Signs

Temporary political signs are subject to specific regulations. Listed below are some rules that candidates should be aware of. Temporary political signs shall:

- Be removed within 30 days after the same election.
- Have a maximum area of 8 square feet in residential land use districts and 32 square feet in all other land use districts, unless the sign is an accessory (e.g. campaign headquarters) or a permissible primary sign.
- Not be erected within any street intersection, sight triangle or at any location where the sign may interfere with, obstruct the view of, or be confused with any authorized traffic sign.

- Be nailed or affixed to any tree, fence post or public utility pole and shall not be located in the public right-of-way, parkway or on publicly owned land.

3. San Bernardino County Right-of -Ways

Political signs may not be placed on or within San Bernardino County flood control or road rights-of-way.

4. State Political Sign Regulations

The Elections Office provides each candidate with the Department of Transportation's *Statement of Responsibility Form*. If a candidate requires additional information about state regulations, candidates are advised to contact the Department of Transportation office at 464 West 4th Street, San Bernardino, CA 92401, or by phone at (909) 383-4631.

5. Statement of Responsibility for Temporary Political Signs

The State Outdoor Advertising Act §5405.3 exempts the placing of temporary political signs from normal outdoor advertising display requirements. However, temporary political signs must meet specific criteria. Temporary political signs must:

- Encourage a particular vote in a scheduled election.
- Not be placed sooner than 90 days prior to the scheduled election.
- Be removed within 10 days after that election.
- Not be larger than 32 square feet.

Candidates that place temporary political signs are required to file a *Statement of Responsibility* with the Department of Transportation, certifying the person who will be responsible for removing the sign. The Elections Office provides each candidate with the Department of Transportation's *Statement of Responsibility Form*. Candidates must submit completed forms to the Division of Traffic Operations at the address located on the form.

6. County Code Enforcement Office

For specific political sign restrictions in unincorporated areas of the county, candidates should contact the following offices:

- Building and Safety
- Code Enforcement
- Fire Hazard Abatement
- Planning

To reach one of the offices above, contact the Land Use Services Department at the County Government Center, 385 N. Arrowhead Ave., San Bernardino, during regular business hours by phone at (909) 387-8311, or by fax at (909) 387-3223.

7. City Political Sign Regulations

The placement of signs within city limits is regulated by each city respectively. Candidates are advised to contact each city code enforcement office directly for additional information.

B. Campaign Literature

The statute number following the (§) symbol references the corresponding Elections Code.

§ 18301 – Printing of simulated sample ballots – It is a misdemeanor to print or duplicate a ballot or sample ballot that uses an official seal or insignia.

§ 18302 – Distribution of precinct polling place information – It is illegal to mail literature to any voter that intentionally misrepresents that voter's official polling place.

§ 18303 – Mass mailing penal provisions – There are regulations for sending mass mailings and there are legal consequences to not complying with these rules.

§ 18304 – Use of seal in campaign literature is misdemeanor – It is illegal to use the seal of the county or local government agency in any campaign literature or mass mailing.

C. Political Meetings

§ 18340 – Threats, intimidations or violence – Every person who, by threats, intimidations, or unlawful violence, willfully hinders or prevents electors from assembling in public meetings for the consideration of public questions is guilty of a misdemeanor.

D. Misrepresentation of Candidates

§ 18350 – Misleading voters – It is illegal for every person who attempts to mislead voters in connection with a campaign by pretending that he or she is the incumbent of a public office or has been acting in the capacity of a public office, when neither is the case.

§ 18351 – False statements in candidate statement – Any candidate may be fined up to \$1,000 for knowingly making a false statement in a candidate's statement with the intent to mislead voters.

E. Electioneering

§ 18370 – Electioneering within 100 feet of a polling place. – No person, on election day, or at any time that a voter may be casting a ballot within 100 feet of a polling place, a satellite location under Section 3018, or an election official's office shall:

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

- As used in this section, "100 feet of a polling place, a satellite location under Section 3018, or an election official's office" means a distance 100 feet from the room or rooms in which voters are signing the roster and casting ballots.
- Any person who violates any of the provisions of this section is guilty of a misdemeanor.

§ 18371 – Electioneering during vote by mail period – Electioneering is not allowed while in the home or presence of a vote by mail voter while that voter is voting.

F. Truth in Endorsement Laws

§ 20001 – Legislature’s findings – The voting public is entitled to protection by law from deception in political campaigns in the same manner and for the same reasons that it is entitled to protection from deception by advertisers of commercial products.

§ 20006 – Restraining order or injunction – The superior court, in any case brought before it by any registered voter, may issue a temporary or permanent restraining order or injunction against the publication, printing, circulation, posting, broadcasting, or telecasting of any matter in violation relating to election campaigns.

§ 20007 – Representation requirements – No candidate or committee shall use the name of a qualified political party with which the candidate is not affiliated that might mislead voters into believing that the candidate has the support of that party’s county central committee or state central committee, when that is not the case.

§ 20008 – Political advertisement requirements – Any paid political advertisement shall contain the words “Paid Political Advertisement”. As used in this section, “paid political advertisement” shall mean and shall be limited to, published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office.

G. Fair Campaign Practices

§ 20400 – Intent of legislature – Encouragement to subscribe to the Code of Fair Campaign Practices, which follows the basic principles of decency, honesty, and fair play.

§ 20420 – Definition of “Code” – Information on what the Code of Fair Campaign Practices means.

H. Libel and Slander

§ 20500 – Election campaigns – This section is about libel and slander in campaign advertising or communication.

§ 20501 – Persons liable – Candidates or proponents for a measure are liable for any slander, or libel committed by their committee.

The statute number following the (§) symbol references the corresponding California Government Codes.

I. Mailings

§ 84305 – Mass mailing Slate mailers requirements – This section outlines legal requirements that must be met to send out a mass mailings and slate mailer including, but not limited to: identification and contact information for the organization or committee sending the mailer, formatting of the mail piece, and identification and designation requirements for candidates.

§ 84310 – Telephone calls supporting or opposing a candidate or ballot measure – This section outlines the restrictions on and requirements for candidates, committees, or slate mailer organizations that pay for telephone calls that advocate support of or opposition to a candidate, ballot measure, or both.

VI. ELECTIONS OFFICE SERVICES

The Elections Office offers a wide range of products and services for candidates and the general public. These services include providing public access terminals, and selling voter and precinct information, including certifications, reports, and maps. The following section provides details regarding how to take advantage of the products and services offered by the Elections Office.

A. Public Viewing Terminals

The voter registration database may be viewed from a public terminal in the lobby area of the San Bernardino County Elections Office. The public viewing terminal is available during normal business hours, Monday through Friday, 8 a.m. to 5 p.m. The public terminal screen does not reveal confidential voter registration information. Confidential information includes items such as: residential street address, telephone number, precinct number, occupation, driver's license number, and the last four digits of a social security number.

B. Voter and Precinct Information

Voter information and maps are available for purchase at the San Bernardino County Elections Office. A valid picture ID is required to purchase the first order. If candidates are unable to visit in person, the San Bernardino County Elections Office is available by phone at (909) 387– 8300. When purchasing voter information, an *Application for Voter Information* must be completed and an explanation must be provided as to the purpose for requesting this information. Payment must be made for all orders in advance. The Elections Office will inform the requestor when the order is ready for pickup. Orders are processed in the order they are received. Generally, there is a turnaround time of approximately three business days.

The Elections Office provides a multitude of options for purchasing voter and precinct information including reports, maps, and voter files. The list below provides an overview of services offered by the Election Office:

1. Reports:

- Statement of votes cast
 - 1) Multi– purpose voter text file

- 2) Information provided includes voter name, residential address, mailing address, party affiliation, registration date, phone number, e-mail address, voting history, and if the voter votes by mail.
- Walking List
 - 1) List of voters printed out in the order needed to canvas a precinct.
 - 2) Information provided includes voter name, residential address, party affiliation, phone number, and if the voter votes by mail.
 - 3) Lists may be provided in various sort orders including alphabetical order, by street name, or by house number.
- Recurring vote by mail file
 - 1) Information provided includes voter name, residential address, mailing address, party affiliation, registration date, phone number, e-mail address, voting history, and if the voter votes by mail.
 - 2) Election specific information provided on the status of the mail ballot included when the ballot was requested, when the ballot was mailed, if the mail ballot has returned to the Elections Office, and if the mail ballot was accepted or challenged.

2. Maps

- May be purchased in hard copy or electronically (.pdf):
- Precinct map - Information provided includes street level detail with precinct labels.
- District map - Information provided includes street level detail with precinct and street labels.
- Custom Map - Information provided is specific to the customer's request.

3. Mail labels

- Information provided includes assigned precinct, voter name, mailing address, and residence address.
- Labels may be printed in various sort orders based on the information provided.

4. Services

- Certification of voter registration
- Voter registration searches
- Verification letter of voter registration search

To learn more about the services listed above or other Elections Office services, please contact the office by phone at (909)387-8300, or by email at communications@sbcouneylections.com.

C. Restrictions on the use of voter information

Per confidentiality laws of 1995, voter information is confidential. However, there are specific permissible exceptions to the law. The California Administrative Code, Title 2, Division 7, Chapter 1, Article 1, Sections 19003, 19004, & 19005 specifies permissible uses for any data obtained from voter registration files. Permissible usage includes direct election campaigning, surveys in conjunction with an election campaign, and distribution of information of a political nature. Data obtained from voter registration or election files may not be sold, leased, loaned, reproduced, or possession thereof relinquished without receiving written authorization to do so

from the Secretary of State or the Elections Office. Prohibited usage includes commercial purposes and solicitations of contributions or services for any purpose other than on behalf of a candidate or political party, or in support of or opposition to a ballot measure.

VII. Appendix

Appendix A. Salaries and Qualifications

The Salaries and Qualifications section of this guide contains salary information and the required qualifications that candidates must meet for each office up for election.

1. Federal & State Offices:

References to qualifications for Federal and State offices may be found on the California Secretary of State's website, <http://www.sos.ca.gov/elections/upcoming-elections/general-election-november-6-2018/>

2. School District Offices

- School Districts and County Board of Education:
 - Any person regardless of gender who is (Cal. Ed. Code §35107(a))
 - 18 years of age or older
 - A citizen of the state
 - A resident of the school district
 - A registered voter
 - Not disqualified by the Constitution or laws of the state from holding civil office
 - Is eligible to be elected or appointed a member of a governing board of a school board district without further qualifications
- Community College Districts:
 - Any person regardless of gender who is (Cal. Ed. Code §72103(a))
 - 18 years of age or older
 - A citizen of the state
 - A resident of the community college district
 - A registered voter who is eligible to be elected or appointed a member of a governing board of a community college district without further qualifications

3. Special District Offices

- Airport Districts:
 - At the time nomination documents are issued, a candidate must be a registered voter residing within the district or division. (Cal. Pub. Util. Code §22401)
- Community Services Districts:
 - At the time nomination documents are issued, a candidate must be (Cal. Gov. Code §61040(b)(e)) A registered voter residing within the district or division shall not be

the general manager, the district treasurer, or any other compensated employee of the district, except for volunteer firefighters

- Water Agencies, County Water District, Municipal Water District, and Water Conservation Districts:
 - At the time nomination documents are issued, a candidate must be a registered voter residing within the district or division. (Cal. Wat. Code App. §104-2, 101-3, Cal. Wat. Code §30500, §30735, Cal. Wat. Code §71501, and Cal. Wat. Code §74200)
- Fire Protection Districts:
 - At the time nomination documents are issued, a candidate must be a registered voter residing within the district. (Cal. Health & Saf. Code §13841)
- Sanitation Districts:
 - At the time nomination documents are issued, a candidate must be a registered voter residing within the district or division. (Cal. Gov. Code §24001)
- Recreation and Park Districts:
 - At the time nomination documents are issued, a candidate must be a registered voter residing within the district or division. (Cal. Pub. Resources Code §5784(c))

4. City and Town Offices

Candidates should consult with the individual cities or towns for specific candidacy qualifications.

In addition to the above qualifications, California Election Law prescribes that no person may be elected to any state or local office if that person has been convicted of a felony involving accepting, giving, or offering to give any bribe, the embezzlement of public money, extortion, or theft of public money, perjury, or conspiracy to commit any of those crimes.

Appendix B. Principal Professions, Vocations, or Occupations

All candidates, excluding some judicial candidates, may choose to use no more than three* words designating either (Cal. Elec. Code §13107(a)(3)):

- their current principal professions, vocations, or occupations of the candidate, or
- their previous principal professions, vocations, or occupations during the calendar year immediately preceding the filing of nomination documents if the candidate is not currently engaged a principal professions, vocations, or occupations.

A candidate may engage in multiple principal professions, vocations or occupations, and 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 (Cal. Admin. Code §20714(e)):

- comply with the three* word limitation,
- must independently qualify as a “principal,”
- be separately considered by the elections official, and
- be separated by a slash (“/”).

*For purposes of determining the word count of ballot designations, the following shall be considered as one word (Cal. Elec. Code §13107(d)):

- all California geographical names shall be considered to be one word, and
- 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.

1. Definition for “Principal”

California Administrative Code §20714(b) defines the word “principal” as 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.

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 their “principal” professions, vocations or occupations if:

- the candidate’s license is current at the time they file candidacy documents, and
- the candidate’s license is current is active at the time they file candidacy documents.

2. Definition for “Profession”

California Administrative Code §20714(a)(1) defines “profession” as 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.

3. Definition for “Vocation”

California Administrative Code §20714(a)(2) defines “vocation” as 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.

4. Definition for “Occupation”

California Administrative Code §20714(a)(3) defines “occupation” means the employment in which one regularly engages or follows as the means of making a livelihood.

Appendix C. Elective and Appointed Office Titles

Candidates, excluding judges, who were elected by a vote of the people and hold office at the time of filing candidacy documents, may choose to use one of the following:

- their full elective office title (Cal. Elec. Code §13107(a)(1)), or
- the unmodified word “Incumbent” if the candidate is filing for the same office they currently hold (Cal. Elec. Code §13107(a)(2) and Cal. Admin. Code §20713(b)), or
- no more than three words designating their elective office title and their principal profession, vocation, or occupation (Cal. Admin. Code §20712(d)).

Candidates, excluding judges, who were appointed to fill a vacant office and hold office at the time of filing candidacy documents may choose to use one of the following:

- The word “Appointed” and their full elective office title (Cal. Elec. Code §13107(a)(4) and Cal. Admin. Code §20715(b)), or
- the unmodified words “Appointed Incumbent” if the candidate is filing for the same office they currently hold (Cal. Elec. Code §13107(a)(4) and Cal. Admin. Code §20715(a)).

Appendix D. Using the word “Retired”

California Administrative Code §20716(h) dictates that the word “retired” is generally limited for use by individuals who have permanently given up their chosen principal profession, vocation or occupation. In evaluating use of the word “retired,” the elections official will consider the following factors in making a determination:

- Prior to retiring from their principal profession, vocation or occupation, the candidate worked in the profession, vocation or occupation for more than 5 years.
- The candidate is collecting, or eligible to collect, retirement benefits or other type of vested pension.
- The candidate has reached at least the age of 55 years.
- The candidate voluntarily left his or her last professional, vocational or occupational position.
- The candidate's retirement benefits are providing him or her with a principal source of income.

If a candidate is requesting a ballot designation that they are 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.

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.

Appendix E. Using the words “Community Volunteer”

California Elections Code §13107.5 dictates that using “Community Volunteer” shall constitute a valid principal vocation or occupation only if:

- the activities/service constitutes their principal profession, vocation, or occupation, and
- the candidate is not engaged concurrently in another principal profession, vocation, or occupation, and
- the words “Community Volunteer” are not used in combination with any other principal profession, vocation, or occupation designation.

California Administrative Code §20714.5 defines “Community Volunteer” as 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.

If a candidate is requesting to use “Community Volunteer” as their proposed ballot designation, they must demonstrate that the activity/service constitutes substantial involvement of time and effort such that the activity/service is the sole, primary, main or leading professional, vocational or occupational endeavor of the candidate.

Appendix F. Acceptable Ballot Designations

California Administrative Code §20714(c) dictates that the candidate’s ballot designation must be factually accurate, must be neither confusing nor misleading, and must be in full and complete compliance with Elections Code and California Administrative Code.

California Administrative Code §20714(f) dictates that ballot designations shall be grammatically correct, generic, and all words must be spelled correctly. Punctuation shall be limited to the use of a comma and a slash; however, 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.

Appendix G. Unacceptable Ballot Designations

California Elections Code §13107(d) dictates that the elections official shall not accept any ballot designation that:

- would mislead the voter,
- suggests an evaluation of a candidate,
- abbreviates the word “retired,”

- places the word “retired” following any word,
- uses a word or prefix, other than “retired,” that refers to prior status,
- uses the name of any political party, whether or not it has qualified for the ballot,
- refers to a racial, religious, or ethnic group, or
- refers to any activity prohibited by law.

California Administrative Code §20716(c) dictates that the elections official shall reject any proposed ballot designation which would mislead voters. In making this determination, the elections official shall determine whether there is a substantial likelihood that a reasonably prudent voter would be misled. The determination shall take into account the plain meaning of the words and the factual accuracy based upon supporting documents submitted by the candidate.

California Elections Code §13107(f) dictates that, if elections official finds the designation to be in violation of any of the rules, the elections official shall notify the candidate, and the candidate has three days from receiving notification provide the elections official with a ballot designation that complies with the rules. If a candidate fails to provide a designation that complies with the rules within the specified timeframe, no ballot designation shall appear after the candidate's name.

1. Avocations, Statuses, and Pro Forma Professions

California Administrative Code §20716(b) dictates that avocations, statuses and pro forma professions, vocations and occupations are distinguished from professions, vocations and occupations and are not acceptable as ballot designations.

California Administrative Code §20716(b)(1) defines “avocations” as a casual or occasional activity, diversion or hobby pursued principally for enjoyment and in addition to the candidate’s principal profession, vocation or occupation.

California Administrative Code §20716(b)(3) defines “status” as 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.

California Administrative Code §20716(b)(2) defines “pro forma” as 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.

2. Leadership Positions in an Elective Body

California Administrative Code §20712(d) dictates that designations indicating a position of legislative leadership or leadership in another elected body are not elective offices and are improper. However, a candidate may propose these designations for consideration as their current principal professions, vocations, or occupations and be subject to the three-word limit.

California Administrative Code §20712(e) dictates that any proposed ballot designation which indicates 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 and do not constitute elective offices.

Appendix H. Supporting Documentation Justifying Proposed Ballot Designations

California Administrative Code §20717(c) dictates that the candidate shall have the burden of establishing that the proposed ballot designation is accurate and complies with all provisions of Elections Code and California Administrative Code.

California Administrative Code §20717(a) dictates that time is of the essence regarding all matters pertaining to the review of ballot designations submitted by candidates. Failure to promptly submit requested supporting documentation will preclude consideration of such materials in and the rendering of a final decision on the candidate's proposed ballot designation.

The Elections Office requires candidates to provide documentation to support their principal professions, vocations, or occupations. Candidates are encouraged to provide supporting documentation at the time they file the *Ballot Designation Worksheet*. If a candidate is not able to provide documentation at the time of filing, the Elections Office allows candidates to provide supporting documentation within three business days from filing the *Ballot Designation Worksheet*. If a candidate fails to provide supporting documentation, the Elections Office may not approve the candidate's designation for printing on the ballot.

Appendix I. Ballot Designation Size and Format

California Elections Code §13107(h) dictates that ballot designations are printed in uppercase and lowercase type on the ballot, and that if a candidate's ballot designation is so long that it would conflict with the space limitations of the ballot, the elections official may use a type size that is sufficiently smaller to meet space limitations on the ballot.

California Elections Code §13107(j) dictates that, for the purpose of foreign language translations of ballot designations, the elections official may employ abbreviations and/or initials wherever possible in order to meet space limitations on the ballot.

Due to space limitations, the ballot designations is limited to approximately 48 characters including spaces and punctuation. Candidates are encouraged to comply with the character limits.

Appendix J. Candidate Statement Composition

California Elections Code §13307, §13307.5 and §13307 dictate the rules relating to the composition of candidate statements.

1. Candidate Statements for United States Representative

California Elections Code §13307.5 dictates that candidate statements shall not exceed two-hundred and fifty words, shall not make reference refer to any opponent of the candidate, and shall be submitted in accordance with the timeframes and procedures for the preparation of the Voter Information Guide.

2. State Senate and Member of the State Assembly Offices

California Government Code section 85601(c) states that a candidate for State Senate or Assembly who accepts the voluntary expenditure limits set forth in Section 85400 may purchase the space to place a statement in the voter information portion of the sample ballot that does not exceed 250 words. The statement may not make any reference to any opponent of the candidate. The statement shall be submitted in accordance with the timeframes and procedures set forth in the Elections Code for the preparation of the voter information portion of the sample ballot.

3. Candidate Statements for County, City, School District and Special District Offices

California Elections Code §13307 dictates that candidate statements shall be a brief description of no more than two-hundred words, shall be printed in type of uniform size and darkness, and with uniform spacing. Jurisdictions may increase the maximum number of words allowed, up to four-hundred.

The Elections Office interprets this to mean that candidate statements shall be typed in upper and lower case letters when appropriate, and not all capital letters. Additionally, candidate statements shall be free from non-standard or atypical spacing, and shall not contain any *italicized* or **bolded** letters.

California Elections Code §13307 dictates that candidate statements shall be a brief description that expresses the candidate's education and qualifications, and shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations. Nothing in the candidate's statement 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, slanderous or libelous statements.

California Elections Code §13308 requires that statements shall be limited to a recitation of the candidate's own personal background and qualifications. Statements shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities. The election official shall not cause to be printed or circulated any statement that the election official determines is not so limited, or that includes any reference prohibited by this section.

It is the policy of the San Bernardino County Elections Office that a candidate's background may include details regarding the candidate's platform. A candidate's platform describes what they stand for and what they intend to do if they are elected.

It is the policy of the San Bernardino County Elections Office that if a candidate statement is determined to not be in compliance with the Elections Code, the Elections Office may strike any language not in compliance, may not print or circulate the statement, or may seek a writ of mandate or an injunction, requiring that the candidate statement be amended or deleted.

It is the policy of the Elections Office that the candidate be fully responsible for ensuring that all spelling, punctuation, and grammar in a Candidate Statement is correct and free from errors. The Elections Office is not responsible for proofreading for spelling, punctuation, and grammatical

errors. Only a cursory review of the candidate’s statement will be done at the time of filing to ensure that the statement is acceptable.

It is the policy of the Elections Office that, in order for a candidate statement to be printed in the *Voter Information Guide*, candidate statements must fit inside a half page square that measures 4.79” wide by 3.14” tall, and must be printed in size 8 Arial font.

In computing the word count of a candidate statement, it is important for candidates to keep in mind that only the text of the statement is included in the calculation of the word count. The title of the candidate statement, which includes the candidate’s name, age, and occupation, does not affect the word count for a statement. Examples for counting words within a candidate statement are provided below:

Category	Example	Word Count
Acronyms	SBSU, PTA, U.S.M.C., S.B.P.D.	One
Date	01/01/2010	One
Date	January 1, 2000	One
Email	jdoe@rov.sbcounty.gov	One
Geographical name- (Specific City, County, or State)	San Bernardino, or County of San Bernardino	One
Geographical area- (Not a Specific City, County, or State)	Victor Valley, or Inland Empire	Two
Hyphenated words (Published in U.S dictionary within the past 10 years)	mother-in-law	One
Hyphenated words (Not published in U.S dictionary within the past 10 years)	Taxpayer-advocate	Two
Internet address	www.sbcountyelections.com	One
Numbers	1, 10, or 100	One
Numerical Computations	50%, ½, etc.	One
Telephone numbers	(909) 387-8300	One
Symbols	& or #	One

Appendix K. Policy on Endorsements

It is the policy of the San Bernardino County Elections Office that any named individual or specific organization listed as an endorsement in a candidate statement (see Example A below) must be verified as endorsing the candidate prior to printing in the *Voter Information Guide and Sample Ballot*. Verification of the endorsement must be in the form of a copy of a letter of endorsement, or in a direct communication from the endorser to the Elections Office in the form of an email or facsimile correspondence. All endorsements or verification of endorsements from an individual or organization of a candidate must be submitted no later than five days after the end of the filing period.

Example A: “...I am endorsed by County Supervisor John Doe, Senator Jane Smith and the San Bernardino League of Women Voters.”

In Example A, the Elections Office would require an email, facsimile or copy of the letter of endorsement from Supervisor Doe, Senator Smith and the San Bernardino League of Women Voters to allow these endorsements to be printed.

Example B: "...I am endorsed by police, firefighters, nurses and teachers throughout San Bernardino County."

In Example B, the Elections Office would not require verification of the endorsement because the statement does not identify a specific individual or organization.

Appendix L. Candidate Statement Examples

The following examples are provided to demonstrate the difference between an acceptable and unacceptable candidate statement:

Example of an Acceptable Candidate Statement

I believe all residents deserve a high quality of water, and excellent service at an affordable cost.

As your next elected member of the Board of Directors of the High Plains Water District, my legal education will enable me to advocate effectively on your behalf. My years of experience of having served on several boards has prepared me for working well with other board members – by supporting good policy and ensuring all important issues are discussed when tough decisions need to be made.

My family has lived in this community for over thirty years and we've been blessed to be able to give back to our community through many years of community volunteerism – my wife volunteers at our local senior center and boy's and girl's club, and our daughters have been known to sing and dance at or participate at various local community events.

Qualifications – Community Volunteer

- Board of Directors – Neighborhood Housing Services: 1985 – 2000.
- Commissioner – Community Action Commission: 2005 – Present
- Board of Directors – Douglasville Hospital: 2004-2006
- President – Occupational Health Committee 2010 – Present

Thank you for your support!

Vote for Thomas Garrison! Thank you for your support!

Example of an Unacceptable Candidate Statement

The highlighted portions are examples of what is not allowed in the candidate statement, including making reference to another candidate and improper formatting, such as using italics, bolding, improper capitalization, non-uniform spacing, and using various sized fonts.

I believe all residents deserve a high quality of water, and excellent service at an affordable cost. The current director, Tom Smith, hasn't been doing his job and is cheating the taxpayers.

As your next elected member of the Board of Directors of the High Plains Water District, *my legal education* will enable me to advocate effectively on your behalf. My years of experience of having served on several boards has prepared me for working well with other board members – by supporting good policy and ensuring all important issues are discussed when **tough decisions** need to be made.

My family has lived in this community for over Thirty Years and we've been blessed to be able to give back to our community through many years of **COMMUNITY VOLUNTEERISM**. My wife volunteers at our local senior center and boy's and girl's club, and our daughters have been known to sing and dance at or participate at various local community events.

Qualifications – Community Volunteer

- Board of Directors – Neighborhood Housing Services: 1985 – 2000.
- Commissioner – Community Action Commission: 2005 – Present
- Board of Directors – Douglasville Hospital: 2004-2006
- President – Occupational Health Committee 2010 – Present

Thank you for your support!

* * * * * Vote for Thomas Garrison! * * * * *

Appendix M. Candidate Statement Checklist

The following checklist is provided to assist candidates with identifying errors that may prevent a statement from being printed as intended in the *Voter Information Guide*:

1. Is your statement prepared on the form provided by the Elections Office?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. (a) Federal & State Offices - Does your statement contain 250 words or less?		
OR	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. (b) Local Offices - Does your statement contain 200 words or less?		
3. Is your statement free of extra spaces?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. With the exception of acronyms, is your statement free of words spelled in all CAPITAL letters?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Is your statement free of bold letters or characters?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Is your statement free of italicized words?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Is your statement free of references, direct or implied, to any other candidate or officeholder?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Is your statement free of any references, direct or implied, to any other candidate or officeholder's qualifications, character, or activities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Is your statement free of any reference to your political party affiliation or partisan political activity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10. Is your statement free of any false information, or information that may be deemed as slanderous or libelous?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11. Is your statement limited to your own personal background, education, qualifications, and platform upon which you will run?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12. If your statement contains endorsements, do you have documentation to present from the individual(s) or specific organization(s) endorsing you?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you answered "No" to any of the questions above, your statement may contain content that is prohibited by California Elections Code or Elections Office policy.

Appendix N. Estimated Cost for Candidate Statements

1. Offices Proceeding to Run-off Election from the 2018 Statewide Primary Election

Districts	Registered Voters	Estimated Cost \$.036 per Voter
United States, United States Representative, District 8	303,085	\$10,912.00
United States, United States Representative, District 27	22,033	\$794.00
United States, United States Representative, District 31	331,334	\$11,929.00
United States, United States Representative, District 35	214,926	\$7,738.00
United States, United States Representative, District 39	38,384	\$1,382.00
State of California, Member of the State Assembly, District 33	207,569	\$7,473.00
State of California, Member of the State Assembly, District 36	9,208	\$332.00
State of California, Member of the State Assembly, District 40	226,133	\$8,141.00
State of California, Member of the State Assembly, District 41	54,818	\$1,974.00
State of California, Member of the State Assembly, District 42	59,296	\$2,135.00
State of California, Member of the State Assembly, District 47	189,329	\$6,816.00
State of California, Member of the State Assembly, District 52	125,335	\$4,513.00
State of California, Member of the State Assembly, District 55	38,074	\$1,371.00
State of California, State Senator, District 16	58,208	\$2,096.00
State of California, State Senator, District 20	314,664	\$11,328.00

2. School District Offices

Districts	Registered Voters	Estimated Cost \$.036 per Voter
Adelanto Elementary School District	20,147	\$726.00
Alta Loma School District	32,163	\$1,158.00
Apple Valley Unified School District, Area 2	7,921	\$286.00
Apple Valley Unified School District, Area 4	5,384	\$194.00
Apple Valley Unified School District, Area 5	12,055	\$434.00
Barstow Community College District	15,439	\$556.00
Barstow Unified School District, Area 2	2,688	\$97.00
Barstow Unified School District, Area 4	2,457	\$89.00

Bear Valley Unified School District	9,926	\$358.00
Central School District, Area 2	5,688	\$205.00
Central School District, Area 4	1,528	\$56.00
Central School District, Area 5	4,584	\$166.00
Chaffey Joint Union High School District, Area 2	33,694	\$1,213.00
Chaffey Joint Union High School District, Area 3	31,428	\$1,132.00
Chaffey Joint Union High School District, Area 4	39,647	\$1,428.00
Chino Valley Unified School District	83,133	\$2,993.00
Colton Joint Unified School District	45,540	\$1,640.00
Copper Mountain Community College District	28,082	\$1,011.00
County of Kern, Board of Education, Area 7	141	\$6.00
County of San Bernardino, Board of Education, Area A	172,383	\$6,206.00
County of San Bernardino, Board of Education, Area B	192,427	\$6,928.00
County of San Bernardino, Board of Education, Area D	178,122	\$6,413.00
Cucamonga School District, Area 3	2,476	\$90.00
Cucamonga School District, Area 4	2,185	\$79.00
Cucamonga School District, Area 5	1,158	\$42.00
Etiwanda School District, Area 1	5,956	\$215.00
Etiwanda School District, Area 3	10,219	\$368.00
Etiwanda School District, Area 4	8,480	\$306.00
Fontana Unified School District	63,539	\$2,288.00
Helendale School District	3,273	\$118.00
Hesperia Unified School District, Area 2	8,655	\$312.00
Hesperia Unified School District, Area 3	5,988	\$216.00
Hesperia Unified School District, Area 5	9,905	\$357.00
Kern Community College District	810	\$30.00
Lucerne Valley Unified School District	2,943	\$106.00
Morongo Unified School District	28,082	\$1,011.00
Morongo Unified School District, Area 4	6,123	\$221.00
Morongo Unified School District, Area 5	6,183	\$223.00
Mountain View School District	10,512	\$379.00
Mt Baldy Joint School District	269	\$10.00
Muroc Joint Unified School District	16	\$1.00
Needles Unified School District	2,371	\$86.00
Ontario-Montclair School District, Area 2	12,499	\$450.00
Ontario-Montclair School District, Area 3	14,605	\$526.00
Ontario-Montclair School District, Area 5	9,749	\$351.00
Oro Grande School District	289	\$11.00
Palo Verde Community College District, Area 2	2,371	\$86.00
Redlands Unified School District, Area 1	15,065	\$543.00
Redlands Unified School District, Area 2	10,910	\$393.00
Rialto Unified School District	50,120	\$1,805.00

Rim of The World Unified School District	16,129	\$581.00
San Bernardino Community College District, Area 2	46,529	\$1,676.00
San Bernardino Community College District, Area 4	51,388	\$1,850.00
San Bernardino Community College District, Area 6	53,064	\$1,911.00
Sierra Sands Unified School District	125	\$5.00
Silver Valley Unified School District	2,315	\$84.00
Snowline Joint Unified School District, Area 1	4,761	\$172.00
Snowline Joint Unified School District, Area 3	4,423	\$160.00
Snowline Joint Unified School District, Area 4	3,076	\$111.00
Trona Joint Unified School District	685	\$25.00
Upland Unified School District	39,547	\$1,424.00
Victor Elementary School District, Trustee Area 2	6,852	\$247.00
Victor Elementary School District, Trustee Area 4	8,023	\$289.00
Victor Elementary School District, Trustee Area 5	8,250	\$297.00
Victor Valley Community College District, Area 2	30,448	\$1,097.00
Victor Valley Community College District, Area 4	31,708	\$1,142.00
Victor Valley Community College District, Area 5	38,132	\$1,373.00
Victor Valley Union High School District, Area 2	11,456	\$413.00
Victor Valley Union High School District, Area 4	11,163	\$402.00
Victor Valley Union High School District, Area 5	11,082	\$399.00
Yucaipa-Calimesa Joint Unified School District, Area 4	5,501	\$199.00
Yucaipa-Calimesa Joint Unified School District, Area 5	7,101	\$256.00

3. Special District Offices

Districts	Registered Voters	Estimated Cost \$.036 per Voter
Apple Valley Fire Protection District	41,800	\$1,505.00
Apple Valley Foothill County Water District	285	\$11.00
Apple Valley Heights County Water District	408	\$15.00
Arrowbear Park County Water District	428	\$16.00
Barstow Heights Community Services District	1,061	\$39.00
Bear Valley Community Healthcare District	9,559	\$345.00
Beaumont-Cherry Valley Water District	3	\$1.00
Big Bear Airport District	9,559	\$345.00
Big Bear City Community Services District	6,545	\$236.00
Big Bear Municipal Water District, Division 1	2,057	\$75.00
Big Bear Municipal Water District, Division 2	1,822	\$66.00
Big Bear Municipal Water District, Division 3	1,777	\$64.00
Big River Community Services District	345	\$13.00
Bighorn-Desert View Water Agency	1,684	\$61.00
Chino Basin Water Conservation District, Division 1	30,158	\$1,086.00
Chino Basin Water Conservation District, Division 3	21,802	\$785.00
Chino Basin Water Conservation District, Division 7	28,826	\$1,038.00
Chino Valley Independent Fire Protection District	76,647	\$2,760.00
Crestline Sanitation District	5,770	\$208.00
Crestline Village Water District	4,009	\$145.00
Crestline-Lake Arrowhead Water Agency, Division 2	2,388	\$86.00
Crestline-Lake Arrowhead Water Agency, Division 4	2,281	\$83.00
Daggett Community Services District	167	\$7.00
East Kern Healthcare District	30	\$2.00
East Valley Water District	45,792	\$1,649.00
Helendale Community Services District	3,212	\$116.00
Hesperia Recreation And Park District	40,211	\$1,448.00
Hi-Desert Memorial Health Care District	26,400	\$951.00
Hi-Desert Water District	12,681	\$457.00
Indian Wells Valley Water District	94	\$4.00
Inland Empire Utilities Agency, Division 2	56,112	\$2,021.00
Inland Empire Utilities Agency, Division 3	76,640	\$2,760.00
Inland Empire Utilities Agency, Division 4	65,554	\$2,360.00
Joshua Basin Water District	4,311	\$156.00

Juniper-Riviera County Water District	277	\$10.00
Lake Arrowhead Community Services District, Division 2	1,459	\$53.00
Lake Arrowhead Community Services District, Division 3	754	\$28.00
Lake Arrowhead Community Services District, Division 5	1,055	\$38.00
Mojave Water Agency, Division 2	29,964	\$1,079.00
Mojave Water Agency, Division 4	28,052	\$1,010.00
Mojave Water Agency, Division 6	24,740	\$891.00
Monte Vista Water District	20,550	\$740.00
Morongo Valley Community Services District	1,871	\$68.00
Newberry Community Services District	928	\$34.00
Phelan Pinon Hills Community Services District	10,230	\$369.00
Rand Communities Water District	31	\$2.00
Rim of The World Park and Recreation	15,475	\$558.00
Rubidoux Community Services District	-	\$-
Running Springs Water District	2,548	\$92.00
San Bernardino Mountains Community Hospital District	10,306	\$372.00
San Bernardino Valley Municipal Water District, Division 3	63,294	\$2,279.00
San Bernardino Valley Municipal Water District, Division 4	63,937	\$2,302.00
San Bernardino Valley Municipal Water District, Division 5	68,398	\$2,463.00
San Bernardino Valley Water Conservation District, Division 2	25,668	\$925.00
San Bernardino Valley Water Conservation District, Division 4	18,254	\$658.00
San Bernardino Valley Water Conservation District, Division 5	22,241	\$801.00
San Gorgonio Pass Water Agency	3	\$1.00
San Gorgonio Pass Water Agency, Division 4	3	\$1.00
Thunderbird County Water District	407	\$15.00
Yermo Community Services District	670	\$25.00
Yucaipa Valley Water District, Division 2	6,137	\$221.00
Yucaipa Valley Water District, Division 3	7,381	\$266.00
Yucaipa Valley Water District, Division 5	2,408	\$87.00
Yucca Valley Airport District	53	\$2.00



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The information contained in this guide is for general purposes only and does not have the force and effect of law, regulation, or rule. In case of conflict, the law, regulation, or rule will apply. The candidate should obtain the most up-to-date information available because of possible changes in law.