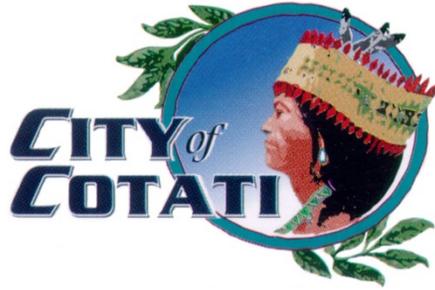




GENERAL MUNICIPAL ELECTION

NOVEMBER 8, 2016

Tami Taylor, CMC, City Clerk
City of Cotati, 201 West Sierra Avenue
Cotati, CA 94931-4217
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**CITY OF COTATI CANDIDATE HANDBOOK
FOR
CANDIDATES FOR CITY COUNCIL
NOVEMBER 8, 2016
CONSOLIDATED MUNICIPAL ELECTION**

NOMINATION FILING PERIOD

**Monday, July 18, 2016
through
Friday, August 12, 2016**

**EXTENSION OF NOMINATION PERIOD
(IF INCUMBENT DOES NOT FILE)**

To Wednesday, August 17, 2016

Tami Taylor, CMC, City Clerk
Cotati City Hall, Office of the City Manager
201 W Sierra Ave., Cotati, CA 94931
ttaylor@cotaticity.org (707) 665-3622

City Clerk Hours during Nomination Period:

Monday through Thursday:
7:30 a.m. to 12:00 p.m. and 1:00 p.m. to 5:30 p.m.

Friday, August 12, 2016:
8:00 a.m. to 5:00 p.m. (by appointment only)

Contents

Welcome Letter from the City Clerk	4
The Very First Steps	6
About the City Council	7
Nomination Process	7
Form 501(insert 01)	1
Resolution 04-56 (insert 02)	1
Candidate Statement Printing Fee Estimate (insert 03)	17
Fair Campaign Practices	19
Literature and Mass Mailing	19
Fair Campaign Practices/Resolution No. 04-64 (insert 04)	20
Political Reform	2
FPPC Calendar with Cotati Campaign Reform Law Notes (insert 05)	2
Ch. 1.09 of Cotati Municipal Code (insert 06)	51
Election Calendar (City) (insert 07).....	61
City Sign Guidelines	62
Caltrans signs (insert 08)	63
Campaign Resources Precinct Map, Voter Information, Phone Numbers, Websites (Insert 09)....	67
Sample Nomination Forms Ballot Designation Worksheet, Candidate Statement Information Sheet, Code of Fair Campaign Practices, Literature Requirements, Mass Mailing Requirements (insert 10)	74



WELCOME LETTER FROM THE CITY CLERK

June 16, 2016

Dear Prospective Candidate,

Congratulations on your decision to seek election to the Cotati City Council at the Consolidated General Municipal election on November 8, 2016.

Terms

The terms are for four years, from December 2016 to December 2020. The three City Council seats, currently held by John Dell'Oso, Susan Harvey and Wendy Skillman will be on the ballot.

Eligibility

A person is eligible to run for City Council provided s/he is a United States citizen, 18 years of age or older, a resident of the city of Cotati and a registered voter at the time nomination papers are issued by the City Clerk. If during his/her term of office the office holder changes residence to outside of the City or ceases to be an elector of the City, said office shall immediately become vacant.

Nomination Period

The nomination period is Monday July 18 to Friday August 12, 2016. If one of the incumbents does not file nomination papers by 5:00 p.m. on Friday August 12, the nomination period will be extended for non-incumbents only to 5:30 p.m. on Wednesday August 17, 2016. Nomination papers are filed with the City Clerk.

What to do first

Before soliciting or receiving campaign contributions or making expenditures from personal funds on behalf of your campaign, you must file Fair Political Practices (FPPC) [Candidate Intention Statement, Form 501](#) and either *Statement of Organization Form 410* (if spending \$500 or more) or *Campaign Statement Short Form 470* (if spending less than \$500). The City of Cotati requires [online filing of FPPC campaign forms](#). Contact the City Clerk to obtain access to the City's online filing system if needed. If you plan to raise or spend \$500 or more on your campaign you must also establish a separate bank account for campaign expenditures. The FPPC has other campaign disclosure requirements explained in their manual, [Campaign Disclosure Manual 2](#).

This handbook does not substitute for legal counsel

This handbook has been prepared to assist candidates in preparing for the City of Cotati's November 8, 2016 Consolidated General Municipal election. It summarizes the

major provisions related to candidates running for elective office in the City of Cotati; however, this handbook is not all-encompassing and you should not rely solely on it. This handbook is distributed with the understanding that the City Clerk is precluded by law from providing legal advice and that this handbook is not a substitute for legal counsel. Legal questions should be directed to private legal counsel.

File Early

You are encouraged to FILE EARLY. The nomination deadlines are set by code, are rigid and must be adhered to. Waiting until the last moment to complete and file documents may jeopardize your right to have your name appear on the ballot. For your convenience and to assure we can serve you as quickly and efficiently as possible, we strongly recommend you make an appointment to file your paperwork. All required nomination documents must be filed at the same time.

City Contact information

Contact the City Clerk in the City Manager's office at ttaylor@cotaticity.org or 707-665-3622. The City Manager's office hours are 7:30 a.m. to 12:00 noon and 1:00 p.m. to 5:30 p.m. Monday through Thursday. The City Manager's office will be open on Friday August 12 between the hours of 8:00 a.m. to 5:00 p.m. by appointment only.

Sincerely,



Tamara Taylor, CMC
City Clerk



THE VERY FIRST STEPS

Before raising or spending any money on your campaign:

- File an original, signed Fair Political Practices Commission (FPPC) [Form 501 Candidate Intention Statement](#) with the City Clerk.
- Open a bank account specifically for campaign expenditures. This is recommended in any case, and required if you plan to raise or spend \$500 or more on your campaign. (You are allowed to use personal funds to pay for the candidate filing fee, but all other expenditures must come from your campaign account.)
- File an FPPC **Form 410 Statement of Organization**. File online at the City's [online filing system](#) (contact the City Clerk for access to the online filing system if needed). Print out and sign one original and mail to the Secretary of State, Political Reform Division, 1500 11th Street, Rm. 495, Sacramento, CA 95814.

About Campaign Statements:

- If you intend to raise or spend less than \$500 on your campaign you may file a **Form 470 Campaign Statement** instead of the Form 410.
- Except for the Form 501 Candidate Intention Statement and the Form 410 Statement of Organization and Form 470 Campaign Statement, the City of Cotati requires online filing of all other FPPC campaign forms . Contact the City Clerk to obtain access to the City's online filing system if needed.
- **The FPPC campaign finance reporting threshold is \$1000; HOWEVER, [Cotati Political Reform Law](#) reduces this reporting threshold to \$500.**

ABOUT THE CITY COUNCIL

The City Council is the legislative and policy-making body of the City. The City Council formulates city policies in the form of motions, resolutions and ordinances which reflect the needs, wishes and priorities of the citizens of Cotati; promotes the economic, cultural, and governmental well-being of the City; and provides for the orderly operations and development of the City.

The goal of the City Council is to function as the legislative body of the City, set policy on issues that are responsive to the needs and wishes of the citizens, and focus on the community's goals, major projects, and long term considerations.

Council members hold office for four years and until their successors are elected and qualified. The terms of the Council members alternate so that two members or three members are elected every two years. The Mayor and Vice-Mayor are selected by the City Council annually in December or January.

■ Meetings and Time Commitment

- Regular meetings of the Cotati City Council are generally held at 7:00 p.m. on the 2nd and 4th Tuesdays of each month in the City Council Chamber in Cotati City Hall, located at 201 West Sierra Avenue, Cotati.
- Closed sessions (if needed) are usually held at 6:00 or 6:30 p.m. immediately prior to the 7:00 p.m. regular session. Closed sessions are allowed by state law as needed where confidentiality is required, generally for items having to do with personnel, real estate negotiations and/or legal matters.
- Special meetings of the Council may be called as necessary upon twenty-four hours' notice.
- City Council agenda materials are posted on the City's meeting portal at www.cotaticity.org and delivered to Council members via email and in hard copy format in Council in-boxes located at City Hall. State law requires that agendas for regular City Council meetings be posted at least 72 hours prior to the meeting. The City generally provides these meeting materials by Friday before the next Tuesday meeting.
- Regular meetings last from a half hour (very rare) up to 5 hours. The average meeting lasts 2 ½ hours. Council members may also participate on Council standing and ad-hoc committees, as well as on a variety of local and regional boards, commissions, and agencies. These committees may meet monthly or quarterly. The time commitment varies greatly depending on the committee.

■ Compensation

- Councilmembers receive a stipend of \$300 per month and are eligible for City-paid family medical, dental and vision insurance coverage.

NOMINATION PROCESS

■ Nomination Period

- The period for filing nomination papers is Monday July 18 to Friday August 12, 2016. If one of the incumbents does not file nomination papers by 5:00 p.m. on Friday August 12, 2016, the nomination period will be extended for non-incumbents only to 5:30 p.m. on Wednesday August 17, 2016.

■ Nomination Papers Issued by City Clerk

- Nomination Papers and election forms must be issued only by the City Clerk and during regular City business hours (Mon-Thu 7:30 a.m.-12:00 noon and 1:00 – 5:30 p.m.). Contact Tami Taylor, City Clerk (ttaylor@cotaticity.org or 707-665-3622) in the City Manager's office to set up an appointment to receive your nomination paperwork. Allow 45-60 minutes for this appointment.

- The City Clerk will review the nomination process with you and will issue the official nomination papers and forms. This Candidate's Handbook is also available online at no charge. A reference copy is available in the Office of the City Manager/City Clerk. Hard copies of this handbook will be issued without charge to candidates.

■ Nomination regulations for Cities

- Municipal nomination regulations are described in [California Elections Code](#) Sections 10220-10230

■ Voters Nominate Candidates

- Each Candidate must be nominated by not less than 20 or more than 30 individuals registered to vote in the City. A voter signs the Nomination Paper/Petition to nominate a candidate.
- No voter may sign more than one Nomination Paper for the same office. Each Council position is a separate office. There are a total of three offices up for election in 2016; therefore, a voter may sign up to three Nomination Petitions. If a voter signs more than three Nomination Papers, his/her signature shall count on the first three Nomination Papers filed.
- In order to sign a Nomination Petition an individual must be registered to vote in the City of Cotati, and the signature of voter must be written the same way as the voter registration. If needed, contact the Registrar of Voters' Office at 707-565-6800 to confirm voter registration.
- Signer must print his/her name and address in his/her own handwriting.

■ Circulator of Nomination Paper/Petition and Declaration of Circulator

- The person who circulates the Nomination Paper/Petition is the circulator. Most candidates circulate their own Nomination Paper; however, you may designate someone else to circulate for you.
- The circulator must be a registered voter in the City of Cotati and the circulator must personally witness the signature of each signer.
- The circulator must sign "Affidavit of Circulator" located on the back of the Nomination Paper, in the same way that s/he is registered to vote, under penalty of perjury. (If there is any doubt about the candidate's and/or circulator's registration, verification should be made with the Registrar of Voters Office before proceeding by calling 707-565-6800).

■ Affidavit Of Nominee And Oath Or Affirmation Of Allegiance

- **Affidavit and Oath/Affirmation:** These are located on the back of the Nomination Paper and consist of an affidavit stating that you, the candidate, will accept the nomination and the office in the event of your election, and an oath or affirmation of allegiance. You must complete the affidavit and oath/affirmation **in the presence of the City Clerk** at the time you file your nomination documents.
- You may enter your name and occupation as it will appear on the Official Ballot and in the Voter Pamphlet prior to filing your nomination documents; however, this designation must match that shown on the Ballot Designation Worksheet that is required to be returned as part of your nomination documentation.

■ Ballot Designation

- **Name and Occupation for the Ballot:** located on the back of the Nomination Paper is a section to be filled by the candidate for the designation which s/he wishes to appear on the ballot designation. You may enter your name and occupation as it will appear on the Official Ballot and in the Voter Pamphlet prior to filing your nomination documents; however, this designation must match that shown on the Ballot Designation Worksheet that is required to be returned as part of your nomination documentation

- A [Ballot Designation Worksheet](#) is provided with the nomination forms and also must be returned with your nomination papers. Ballot designations must strictly adhere to the provisions of the [California Elections Code](#) [13106-13107.5] and the California Administrative Code [20710-20718]. Please refer to in [California Elections Code](#) and the [sample Ballot Designation Worksheet](#) included in this handbook for details on ballot designation requirements. After the filing of nomination documents, the City Clerk will review and verify that each designation is in compliance. If a ballot designation does not adhere to the requirements, the candidate will be notified that the designation must be changed. If the candidate does not respond within three days of the notification, the Clerk will withdraw the designation.
- The Ballot Designation may be different than the name and occupation listed on your Candidate Statement.

■ **Deadline for Filing Nomination Papers**

- The deadline for filing nomination papers is 5:00 p.m. Friday August 12, 2016. If one of the incumbents does not file nomination papers by 5:00 p.m. on August 12, 2016, the nomination period will be extended for non-incumbents only to 5:30 p.m. on Wednesday August 17, 2016.
- All nomination papers must be filed at the same time and the candidate must return his/her own nomination documents.
- Upon return of completed nomination paper, the candidate must sign the Affidavit of Nominee on the nomination paper **in the presence of the City Clerk** stating that s/he will accept the nomination, and take the oath or affirmation of allegiance.
- FILE EARLY! It takes some time to verify the signatures so return your papers well before the deadline in case additional signatures are needed.
- If, after submitting all nomination documents, the Nomination Paper/Petition is verified to have less than the minimum number of signatures needed to qualify as a candidate, the candidate may be issued a “supplemental” nomination petition by the City Clerk. With this “supplemental” petition, the candidate may gather additional qualifying signatures. The issuance of a “supplemental” petition does not provide for an extension of the filing deadline. The original petition will remain on file with the City Clerk.
- Public access to the nomination documents is limited to viewing the documents only; the public may not copy or distribute documents that contain the signatures of voters.

■ **Candidate Statements of Qualification (‘SoQ’ or ‘Statement’)**

- Section 13307 of the [California Elections Code](#) sets forth guidelines for candidate statements; further, [Cotati City Council Resolution No. 04-56](#) pertains to Candidate’s Statements for Cotati City Council candidates. A [sample candidate’s statement information sheet](#) is provided with this handbook and a completed information sheet must be returned with your nomination forms.
- Word Count: Statements are limited to 200 words. Words are counted according to Section 9 of the in [California Elections Code](#), which section is included on the information sheet.
- Based on the printer’s price list, set up fees, the number of registered voters in Cotati and the number of seats on Cotati’s ballot, the fee is to print the Candidate’s Statement on the ballot is estimated not to exceed \$351 (English only)/\$802 (English and Spanish). Candidates are required to submit a check payable to the City of Cotati for the estimated amount at the same time as nomination papers are submitted. All checks will be held until after the final candidate statement review deadline in order to allow a candidate to withdraw his/her candidate statement. Checks will be deposited after the review period deadline has passed. Should the statement printing cost be more or less than the estimated not to exceed amount the excess will be refunded or billed to the candidate. See [‘Candidate Statement Printing Fee Estimate’](#).
- The Candidate’s statement must be typed onto or attached to the [Candidate Statement Form](#) and filed at the same time as all other nomination documents. Once filed, it may not be changed; however the statement may be withdrawn during the nomination period and until 5:00 p.m. of the next working day after the close of the nomination period.

- Candidates' Statement of Qualifications remain confidential until the close of nominations. The City Clerk' will not release the statement to other candidates, the public, or the media until the expiration of the filing deadline. Statements are subject to examination and challenge by any voter of the City for a period of 10 calendar days following the close of nominations.
- **Formatting:** State law requires that each statement be printed in uniform type (size and darkness), with uniform spacing. Therefore, all statements will be typewritten in block form with no indentations, italics, underlines, stars, dots, bullets, etc. Please do NOT submit your statement in all upper-case letters. Statements submitted in all upper-case letters will be revised to lower case, with the exception of common acronyms; i.e. ABAG, SRPD, etc. This may result in some of those words being lower-cased when you do not desire that they appear that way. Lists and enumerations will be wrapped by the typesetter as a single paragraph. Likewise, multiple single sentence paragraphs that do not fit in the space allotted will be wrapped by the typesetter.
- Refer to the sample [candidate's statement information sheet](#) provided with this handbook for detailed guidelines regarding your Candidate Statement.
- The Sonoma County Registrar of Voters Office will provide each candidate with a copy of his/her Statement of Qualifications to review for typesetting errors prior to its publication in the Voter Pamphlet

■ Order of Candidates' Names on the Ballot

- The Secretary of State will conduct a drawing for a randomized alphabet on August 18, 2016 to determine the order Candidate names will appear on the ballot.

■ Confidentiality and Public Information

- Prospective candidates are advised that most of the information filed as part of your nomination process is considered public information and is subject to disclosure upon request to any member of the public. Candidate Statements of Qualifications are confidential until the close of the nomination period, after which there is a 10-calendar day public examination period during which the statement may be challenged.
- Statements of Economic Interest and Campaign disclosure forms are posted on the City's website with contact information redacted.
- Candidate contact information is provided to the media and public upon request.

FORM 501(INsert 01)

RESOLUTION 04-56 (INSERT 02)

RESOLUTION NO. 04-56

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COTATI
ADOPTING REGULATIONS FOR CANDIDATES FOR
ELECTIVE OFFICE PERTAINING TO CANDIDATE'S STATEMENTS
SUBMITTED TO THE VOTERS AT AN ELECTION**

WHEREAS, Section 13307 of the Elections Code of the State of California provides that the governing body of any local agency adopt regulations pertaining to materials prepared by any candidate for a municipal election, including costs of the candidate's statement;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COTATI,
CALIFORNIA, DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER
AS FOLLOWS:**

SECTION 1. GENERAL PROVISIONS. Pursuant to Section 13307 of the Elections Code of the State of California, each candidate for elective office to be voted for at an Election to be held in the City of Cotati may prepare a candidate's statement on an appropriate form provided by the City Clerk. The statement may include the name, age and occupation of the candidate and a brief description of no more than 200 words of the candidate's education and qualifications expressed by the candidate himself or herself. The statement shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement shall be filed in the office of the City Clerk at the time the candidate's nomination papers are filed. The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

SECTION 2. FOREIGN LANGUAGE POLICY.

- a. Pursuant to state law, the candidate's statement must be translated and printed in Spanish at the candidate's request.
- b. The City Clerk shall:
 1. have translated only those statements into Spanish as are requested by the candidate.
 2. have all translations made available upon request in the office of the City Clerk.
 3. print Spanish translations of candidates who request printing in the voters pamphlet.

SECTION 3. PAYMENT.

- a. The candidate shall be required to pay for the cost of printing the candidate's statement in English.
- b. The candidate shall be required to pay for the cost of printing the candidate's statement in Spanish if such printing is requested by the candidate.

The City Clerk shall estimate the total cost of printing, handling, translating, and mailing the candidate's statements filed pursuant to this section, including costs incurred as a result of complying with the Voting Rights Act of 1965 (as amended), and require each candidate filing a statement to pay in advance to the City of Cotati his or her estimated pro rata share as a condition of having his or her statement included in the voter's pamphlet. In the event the estimated payment is required, the receipt for the payment shall include a written notice that the estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. Accordingly, the City Clerk is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense or refund any excess paid depending on the final actual cost. In the event of underpayment, the City Clerk may require the candidate to pay the balance of the cost incurred. In the event of overpayment, the City Clerk shall prorate the excess amount among the candidates and refund the excess amount paid within 30 days of the election.

SECTION 4. ADDITIONAL MATERIALS. No candidate will be permitted to include additional materials in the sample ballot package.

SECTION 5. The City Clerk shall provide each candidate or the candidate's representative a copy of this resolution at the time nominating petitions are issued.

SECTION 6. Any and all previous resolutions – including, but not limited to, Resolution Nos. 94-44 and 02-64 – establishing council policy on payment for candidate's statements are repealed.

SECTION 7. This resolution shall apply at the next ensuing municipal election and, unless rescinded or amended, shall apply at each municipal election after that time.

SECTION 8. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

* * * * *

IT IS HEREBY CERTIFIED that the foregoing resolution was duly introduced and legally adopted at a regular meeting of the Cotati City Council held on the 30th day of June, 2004 by the following vote, to wit:

GILARDI:	Yes
MOORE:	Yes
BERKEMEIER:	Abstain
KURVERS:	Abstain
ORCHARD:	Yes

Approved: _____

Pat Gilardi

Mayor

Attest: _____

Sara J. Amro

Deputy City Clerk

CANDIDATE STATEMENT PRINTING FEE ESTIMATE (INSERT 03)

STATEMENTS OF QUALIFICATIONS
SONOMA COUNTY VOTER INFORMATION PAMPHLET

JURISDICTIONS		1 Candidate Statement Per Page	2 Candidate Statements Per Page	3 Candidate Statements Per Page	4 Candidate Statements Per Page	Who Pays	When
MUNICIPAL							
City of Santa Rosa							
	English Only	\$2,786	\$1,393	\$929	\$697	CAND	BEFORE
	English & Spanish	N/A	\$2,886	\$1,958	\$1,493		
City of Cloverdale							
	English Only	\$709	\$355	\$236	\$177	CAND	BEFORE
	English & Spanish	N/A	\$810	\$572	\$455		
City of Cotati							
	English Only	\$702	\$351	\$234	\$176	CAND	BEFORE
	English & Spanish	N/A	\$802	\$568	\$451		
City of Healdsburg							
	English Only	\$764	\$382	\$255	\$191	CAND	BEFORE
	English & Spanish	N/A	\$864	\$610	\$482		
City of Petaluma							
	English Only	\$1,459	\$729	\$486	\$365	CAND	BEFORE
	English & Spanish	N/A	\$1,558	\$1,072	\$829		
City of Rohnert Park							
	English Only	\$1,101	\$550	\$367	\$275	Call City	588-2226
	English & Spanish	N/A	\$1,200	\$834	\$650		
City of Sebastopol							
	English Only	\$730	\$365	\$243	\$182	CAND	BEFORE
	English & Spanish	N/A	\$830	\$586	\$465		
City of Sonoma							
	English Only	\$774	\$387	\$258	\$193	CAND	BEFORE
	English & Spanish	N/A	\$874	\$616	\$487		
Town of Windsor							
	English Only	\$964	\$482	\$321	\$241	CAND	BEFORE
	English & Spanish	N/A	\$1,064	\$742	\$582		

FAIR CAMPAIGN PRACTICES

■ THE STATE OF CALIFORNIA CODE OF FAIR CAMPAIGN PRACTICES

- The State of California has adopted legislation to encourage every candidate for public office to subscribe to the Code of Fair Campaign Practices ([California Elections Code](#) Division 20, Chapter 5). [A copy of the Code of Fair Campaign Practices](#) to sign and return at the Candidate's option is provided with the nomination forms. A sample is included in this handbook in the 'Sample Nomination Forms' section.

■ CITY OF COTATI RESOLUTION 06-64

- The Cotati City Council has adopted [Resolution 04-64](#) (included in this handbook) which encourages Candidates to use the Code of Fair Campaign Practices.

LITERATURE AND MASS MAILING

■ LITERATURE REQUIREMENTS AND MASS MAILING REQUIREMENTS

- As required by law, candidates will be issued a [copy of Section 84305](#) of the California Government Code pertaining to literature requirements and mass mailing requirements and penal provision – elections campaigns. sample is included in this and too in the sample nomination Forms section

Code of Fair Campaign Practices and RESOLUTION No. 04-64 FAIR CAMPAIGN PRACTICES (INSERT 04)

RESOLUTION NO. 04-64

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COTATI
ENCOURAGING CANDIDATES TO USE THE
CODE OF FAIR CAMPAIGN PRACTICES**

WHEREAS, it is desired by the City Council that candidates for the office of Cotati City Council ascribe to a code of ethics in conducting their campaigns; and

WHEREAS, existing State law provides a form of such a code (at Cal. Elections Code §20440) and the City's Election Official (City Clerk) is required to hand out the form of the code to each person at the time s/he is issued papers evidencing an intention to be a candidate for City Council; and

WHEREAS, the existing, State-endorsed form of a code of ethics suggests the principles to which candidates for City office should ascribe.

NOW, THEREFORE, the City Council of the City of Cotati does resolve as follows:

1. All persons intending to run for the office of City Council are encouraged to review and execute the Code of Fair Campaign Practices as codified in Cal. Elections Code §20440, as amended by the Cotati City Council as set forth in Exhibit A attached hereto.

* * * * *

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly introduced and legally adopted by the City Council of the City of Cotati at a regular meeting held on the 14th day of July, 2004 by the following vote, to wit:

GILARDI	Yes
MOORE	Yes
BERKEMEIER	Yes
KURVERS	Yes
ORCHARD	Yes

APPROVED: _____

Pat Miland

Mayor

ATTEST: _____

Aara J. Cannon

Deputy City Clerk

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 of 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, relation, national origin, physical health status, age or sexual orientation.
- (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 chairman 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

Please print Name, Office Sought, and Date of Election

POLITICAL REFORM (Including sample disclosure forms)

■ Political Reform Act (Candidate Disclosures and Statement of Economic Interests (FPPC Forms))

- The [Political Reform Act](#) (“Act”) is overseen by the Fair Political Practices Commission (FPPC). The Act requires candidates for City Offices and Committees supporting or opposing candidates or ballot measures to disclose their contributions received and expenditures made.
- Additional information can be found on the FPPC’s website [here](#). Hard copy campaign disclosure forms are available upon request; however, the City of Cotati requires [online filing of all FPPC forms](#) (except Form 501, Candidate Intention Statement). Upon confirmation of nomination signatures the City Clerk will set up candidate access to the City’s online filing system if needed.
- [Form 700 Statement of Economic Interests](#) is also required by the FPPC. [The City of Cotati requires online filing of FPPC forms](#). Upon confirmation of nomination signatures the City Clerk will set up candidate access to the City’s online filing system if needed..
- It is the duty of the candidate to file all forms required by the Act. Failure to file in compliance with the Act may result in criminal and/or civil penalties. Persons who do not file their campaign statements on time are liable for a **late filing penalty of \$10 per day. The maximum liability will be \$100 or the cumulative amount stated on the late campaign statement, whichever is greater.**
- The FPPC offers training and outreach to Candidates and Treasurers. See the [FPPC Training and Outreach web page](#).

■ Cotati Campaign Reform Law

- *Independent of and in addition to the requirements and penalties imposed under the Political Reform Act, **the City of Cotati has adopted its own Campaign Reform Law*** ([Cotati Municipal Code Chapter 1.09](#)). Among other things, under Cotati’s law includes the following:
 - (1) The reporting threshold is \$500;
 - (2) No contributor can give more than \$350 (cumulative) to each candidate for City Council;
 - (3) No money can be collected to retire campaign debts after December 31 following the election;
 - (4) Written solicitations for campaign contributions must include specified disclosures;
 - (5) Mass mailings and political advertisements must disclose the campaign’s six largest contributors;
 - (6) All contributions and expenditures of \$50 or more must be disclosed in each of the reports required to be filed under the Political Reform Act and under Cotati’s Law; and
 - (7) In addition to the disclosure statements required under that Act, an additional campaign statement must be filed with the City by 1:00 p.m. on the Friday immediately before the election date.
 - (8) Online filing of campaign disclosure forms is required.
- **Failure to comply with Cotati’s Campaign Reform Law exposes the violator to civil penalties equal to the greater of 3 times the amount of the contribution or expenditure not reported or under-reported, or \$500. Persons and committees that fail to file the additional Friday-before-the-election campaign statement are liable for a late filing penalty of \$500 per day.**
- The FPPC Campaign Disclosure Manual 2 can be found [here](#); a hard copy of the manual is available upon request at no charge to the candidate. A copy of the [City of Cotati’s Campaign Reform Law](#) and a [filing calendar](#) are included in this handbook.

- The FPPC [offers training and outreach to candidates and treasurers](#). With respect to the Political Reform Act only (not Cotati's campaign reform law), the California State Fair Political Practices Commission is very responsive and provides expert assistance toll free at: (866) 275-3772, with additional information at www.fppc.ca.gov. . If you have any questions regarding Cotati's Campaign Reform Law, you may contact City Clerk Tami Taylor at ttaylor@cotaticity.org or 665-3622.

**Statement of Organization
Recipient Committee**

When to File

File this form within 10 days of receiving \$2,000 in contributions. Include a \$50 payment made payable to the Secretary of State. Thereafter, the \$50 fee is due annually no later than January 15. In addition to the \$50 fee, a penalty of \$150 may be assessed if payment is late.

For early submissions, mark the "not yet qualified" box. The \$50 fee is requested at this time but is not legally required until the committee qualification threshold has been met.

The committee's FPPC ID number will be posted at www.sos.ca.gov. Read instructions carefully as a Form 410 will be rejected if all applicable sections are not completed. All committees must disclose the financial institution and bank account number used by the committee.

Where to File

All Committees: Form 410 with original ink signature(s)
Secretary of State
Political Reform Division
1500 11th Street, Rm 495
Sacramento, CA 95814

County & City Committees:

Also file a copy with the local filing officer who will receive the original campaign statements.

Amendments

When information contained in the committee's Statement of Organization changes, file an amendment within 10 days of the change with the Secretary of State and local filing officer (if applicable). During the period 16 days before an election, file an amendment within 24 hours as described below.

24-Hour Reporting

In addition to the 10-day rule to file an original Form 410:

- A recipient committee that qualifies during the 16 days prior to an election in which it must file pre-election statements must file a Form 410 within 24 hours of qualification with the filing officer who will receive the committee's original disclosure statements.
- A recipient committee that qualifies during the 90 days prior to an election or on the date of the election in which the committee makes independent expenditures of \$1,000 or more to support or oppose a candidate in that election must file the Form 410 within 24 hours of qualification with the filing officer who will receive the committee's original disclosure statements and with the filing officer(s) for the candidate(s) supported or opposed by the independent expenditure.
- If, during the 16 days prior to an election when a committee is required to file pre-election statements, a change occurs in the name of the committee, the treasurer or other principal officers, or the controlling candidate, an amendment must be filed with the filing officer receiving the committee's original campaign statements within 24 hours of the change.

These filings must be made by fax, guaranteed overnight delivery, personal delivery or online (if online filing is available).

Who Files

Persons (including an officeholder or candidate), organizations, groups, or other entities that raise contributions from others totaling \$2,000 or more in a calendar year to spend on California elections qualify as a recipient committee. They must register with the Secretary of State and report all receipts and expenditures. "Contributions" include monetary payments, loans and non-monetary goods and services received or made for a political purpose.

A nonprofit organization, federal or out-of-state PAC, or other multipurpose organization that makes contributions or expenditures in California elections may also be required to register as a recipient committee with the Secretary of State. See Supplemental Form 410 Instructions.

Candidates: The personal funds of a candidate or officeholder used to seek or hold elective office are contributions and count toward qualifying as a recipient committee. However, personal funds used to pay a candidate filing fee or a fee for the statement of qualifications to appear in the ballot pamphlet do not count toward the \$2,000 threshold.

This form was prepared by the Fair Political Practices Commission (FPPC). For detailed information on campaign reporting requirements and the Information Practices Act of 1977, see the FPPC Campaign Disclosure Manual for your type of committee.

FPPC Form 410 (Jan/2016)
FPPC Advice: advice@fppc.ca.gov (866/275-3772)
www.fppc.ca.gov

**Statement of Organization
Recipient Committee**

Statement Type

Initial **Amendment** **Termination – See Part 5**
 Not yet qualified or
 List I.D. number: _____
 # _____
 _____/_____/_____
 Date qualified as committee Date qualified as committee (if applicable) Date of Termination

Date Stamp	CALIFORNIA FORM 410 For Official Use Only

1. Committee Information

NAME OF COMMITTEE _____

STREET ADDRESS (NO P.O. BOX) _____

CITY _____ STATE _____ ZIP CODE _____ AREA CODE/PHONE _____

MAILING ADDRESS (IF DIFFERENT) _____

FAX / E-MAIL ADDRESS _____

COUNTY OF DOMICILE _____ JURISDICTION WHERE COMMITTEE IS ACTIVE _____

2. Treasurer and Other Principal Officers

NAME OF TREASURER _____

STREET ADDRESS (NO P.O. BOX) _____

CITY _____ STATE _____ ZIP CODE _____ AREA CODE/PHONE _____

NAME OF ASSISTANT TREASURER, IF ANY _____

STREET ADDRESS (NO P.O. BOX) _____

CITY _____ STATE _____ ZIP CODE _____ AREA CODE/PHONE _____

NAME OF PRINCIPAL OFFICER(S) _____

STREET ADDRESS (NO P.O. BOX) _____

CITY _____ STATE _____ ZIP CODE _____ AREA CODE/PHONE _____

Attach additional information on appropriately labeled continuation sheets.

3. Verification

I have used all reasonable diligence in preparing this statement and to the best of my knowledge the information contained herein is true and complete. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on _____ DATE _____ By _____ SIGNATURE OF TREASURER OR ASSISTANT TREASURER _____

Executed on _____ DATE _____ By _____ SIGNATURE OF CONTROLLING OFFICEHOLDER, CANDIDATE, OR STATE MEASURE PROPONENT _____

Executed on _____ DATE _____ By _____ SIGNATURE OF CONTROLLING OFFICEHOLDER, CANDIDATE, OR STATE MEASURE PROPONENT _____

Executed on _____ DATE _____ By _____ SIGNATURE OF CONTROLLING OFFICEHOLDER, CANDIDATE, OR STATE MEASURE PROPONENT _____

FPPC Form 410 (Jan/2016)
FPPC Advice: advice@fppc.ca.gov (866/275-3772)
www.fppc.ca.gov

**Instructions for
Statement of Organization**

Statement Type:

Initial

The "date qualified" as a committee is the date that the committee received contributions totaling \$2,000 or more during a calendar year.

Amendment

If any of the information reported on an initial statement of organization changes:

- Mark the amendment box;
- Include the committee's ID number and name;
- Provide the changed information; and
- Complete the verification.

Candidates: Under certain circumstances, a candidate for local office may amend the Form 410 to indicate that he or she is seeking another term of the same office (re-election). A candidate for state office must open a separate committee for each term of office and may not amend the Form 410 to redesignate an election committee.

Termination

List the committee's identification number and indicate the date of termination.

1. Committee Information:

Provide the full name of the committee. A committee may use only one name.

The committee's street address, e-mail address, and telephone number must be reported. A post office box is not acceptable. The committee's mailing address must also be reported if it is different from the committee's street address. A post office box is acceptable for the mailing address. A committee's "domicile" is its address as listed on the Form 410. Los Angeles is the county of domicile for committees located outside California.

Identify the jurisdiction where the committee is active. For example a city committee lists the name of the city.

Committee Name Requirements

The following committee name rules apply to the Form 410, the committee's campaign statements and to any other references to the committee required by law. See the instructions for Part 4 for committee definitions.

Candidate Controlled Committees (including ballot measure committees): Any committee that is controlled by a state or local candidate or officeholder must include the last name of the candidate in the name of the committee. In addition, the following rules apply:

- An **election committee** controlled by one or more state or local candidates must also include the office the candidate(s) is seeking and the year of the election (e.g., Friends of Smith for Assembly 20XX, Jones for Council 20XX).
- An **officeholder committee** set up by a state officeholder must also include the office held, the year the officeholder was elected to the current term of office, and the words "Officeholder Account," as part of the committee name (e.g., Anderson Assembly 20XX Officeholder Account).
- A **legal defense fund** set up by a state or local candidate or officeholder must also include the words "Legal Defense Fund" as part of the committee name (e.g., Senator Smith Legal Defense Fund).
- A **ballot measure committee** controlled by one or more state candidates must also state that it is a ballot measure committee (e.g., Senator Lee's Ballot Measure Committee). See additional requirements for primarily formed committees.

Sponsored Committees: A sponsored committee (including most political action committees) must include the full name of its sponsor in the name of the committee. If the committee has more than one sponsor and the sponsors are members of an industry or other identifiable group, include a term identifying that industry or group.

Primarily Formed Committees

Ballot Measures: The name of each committee primarily formed to support or oppose a ballot measure must include:

- A statement identifying the ballot measure(s) number or letter and whether it supports or opposes the measure(s) (e.g., Committee For Proposition/ Measure __ or Committee Against Proposition/ Measure __).
- The economic or other special interests of its major donors of \$50,000 or more, in descending order based on the amount contributed to the committee. The list of these economic or special interests may not be interspersed with constituencies such as "concerned citizens, or consumers."
- The name of any state or local candidate that contributes \$50,000 or more.

Prior to the designation of the ballot measure number, a primarily formed ballot measure committee controlled by a state candidate must also state that it is a ballot measure committee (e.g., Senator Gomez's Ballot Measure Committee).

Recalls: Each committee established for a recall election must include the name of the officeholder subject to the recall. If the committee is not controlled by the officeholder, the committee must state its support or opposition (e.g., Committee Opposing the Recall of Council Member Doe).

Supporting or Opposing a Candidate: The name of each committee primarily formed to support or oppose a state or local candidate(s) being voted on in a single election, other than a recall election, must include the name of each candidate, the office sought, the year of the election and must state whether the committee supports or opposes the candidate(s) (e.g., Committee to Support Doe for Senate 20XX).

FPPC Form 410 (Jan/2016)
FPPC Advice: advice@fppc.ca.gov (866/275-3772)
www.fppc.ca.gov

**Statement of Organization
Recipient Committee**

INSTRUCTIONS ON REVERSE

Page 2

COMMITTEE NAME

I.D. NUMBER

- All committees must list the financial institution where the campaign bank account is located.

NAME OF FINANCIAL INSTITUTION	AREA CODE/PHONE	BANK ACCOUNT NUMBER
ADDRESS	CITY	STATE ZIP CODE

4. Type of Committee Complete the applicable sections.

Controlled Committee

- List the name of each controlling officeholder, candidate, or state measure proponent. If candidate or officeholder controlled, also list the elective office sought or held, and district number, if any, and the year of the election.
- List the political party with which each officeholder or candidate is affiliated or check "nonpartisan."
- If this committee acts jointly with another controlled committee, list the name and identification number of the other controlled committee.

NAME OF CANDIDATE/OFFICEHOLDER/STATE MEASURE PROPONENT	ELECTIVE OFFICE SOUGHT OR HELD (INCLUDE DISTRICT NUMBER IF APPLICABLE)	YEAR OF ELECTION	PARTY
			<input type="checkbox"/> Nonpartisan
			<input type="checkbox"/> Nonpartisan

Primarily Formed Committee

Primarily formed to support or oppose specific candidates or measures in a single election. List below:

CANDIDATE(S) NAME OR MEASURE(S) FULL TITLE (INCLUDE BALLOT NO. OR LETTER)	CANDIDATE(S) OFFICE SOUGHT OR HELD OR MEASURE(S) JURISDICTION (INCLUDE DISTRICT NO., CITY OR COUNTY, AS APPLICABLE)	CHECK ONE	
		SUPPORT	OPPOSE
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

FPPC Form 410 (Jan/2016)
FPPC Advice: advice@fppc.ca.gov (866/275-3772)
www.fppc.ca.gov

**Instructions for
Statement of Organization**

2. Treasurer and Other Principal Officers:

A committee may have only one treasurer and one assistant treasurer. A candidate may be his or her own treasurer or assistant treasurer. A committee may not accept a contribution or make an expenditure without a treasurer.

A committee that is not controlled by a candidate or officeholder must disclose the name, street address, and telephone number of the committee's principal officer(s). The principal officer(s) of a committee are the individual(s) primarily responsible for approving the political activity of the committee, including authorizing the content of committee communications, authorizing the committee's contributions and other expenditures, and determining the committee's campaign strategy. If more than three individuals qualify as principal officers of the committee, identify no fewer than three. If no individual other than the committee treasurer qualifies as a principal officer, identify that individual as both the treasurer and the principal officer. An attachment may be necessary.

3. Verification/Original Ink Signature(s):

The Form 410 filed with the Secretary of State must contain original signature(s). The committee treasurer or assistant treasurer must sign the Form 410. Also, each controlling officeholder, candidate or state ballot measure proponent must sign the Form 410. If more than three control the committee, one of them may sign on behalf of all controlling individuals. If a candidate will serve as his or her own treasurer, he or she must sign as the candidate and again as the treasurer.

Bank Account Information

- List the name and address of the financial institution where the campaign bank account is located and the bank account number.
- If a campaign bank account is not open at the time of filing an initial Form 410, amend the Form 410 within 10 days of opening the bank account.

4. Type of Committee:

Controlled Committee

A "controlled committee" is one which is controlled directly or indirectly by an officeholder, candidate, or state measure proponent, or which acts jointly with an officeholder, candidate, state measure proponent, or another controlled committee in connection with making expenditures.

A committee is controlled if the officeholder, candidate, or proponent, his/her agent, or any other committee he/she controls, has a significant influence on the actions or decisions of the committee.

"Proponents" of state measures are persons who request the Attorney General to prepare a title and summary of a state initiative, referendum, or measure.

Candidate Election Committee: Identify the candidate's name, office, election year and party, if applicable.

Ballot Measure Committee Controlled by State Candidate:

Identify each measure on which the committee has spent or anticipates spending \$50,000 or more in the current two-year period, beginning with January 1 of an odd-numbered year. If the ballot designation has not been assigned, describe the purpose of the anticipated measure(s). Amend the Form 410 when a ballot designation is assigned. Provide this information in the primarily formed or general purpose section or on an attachment.

Legal Defense Committee: On an attachment, describe the specific legal dispute(s) for which the legal defense fund was established. The Form 410 must be amended within 10 days when legal disputes are either resolved or new disputes are initiated.

Primarily Formed Committee

A committee is "primarily formed" when it makes or initially plans to make more than 70% of its contributions and expenditures to support or oppose a specific candidate or measure, or a group of measures or specific local candidates all being voted upon in the same election on the same date. (FPPC Regulation 18247.5)

New committees: A new committee formed within six months of a statewide regular election or within 30 days of a state special election is presumed to be primarily formed if the committee makes at least \$25,000 in independent expenditures to support or oppose a state candidate or measure. Monthly review is required for other new committees that spend at least \$1,000 a month and were formed within six months of an election in connection with which the committee makes contributions or expenditures.

Quarterly review at the end of March, June, September and December is required for other committees.

A committee controlled by a candidate for his or her own candidacy is not a primarily formed committee.

State ballot measures - qualification ID number: Certain committees must list in Section 4, Primarily Formed Committee, the Attorney General's Office assigned identification number to a proposed state ballot measure:

- A committee submitting the title and summary;
- A committee primarily formed for the measure; or
- A committee that spends \$100,000 or more on petition circulation for the measure.

Recall Committees: A committee supporting or opposing a recall must list "Recall [Officeholder's Name]," the office held by the recall target officeholder, and mark the appropriate box to indicate whether the committee supports or opposes the recall of the officeholder.

FPPC Form 410 (Jan/2016)
FPPC Advice: advice@fppc.ca.gov (866/275-3772)
www.fppc.ca.gov

**Statement of Organization
Recipient Committee**

INSTRUCTIONS ON REVERSE

COMMITTEE NAME

Page 3

I.D. NUMBER

4. Type of Committee (Continued)

General Purpose Committee

Not formed to support or oppose specific candidates or measures in a single election. Check only one box:

- CITY Committee COUNTY Committee STATE Committee

PROVIDE BRIEF DESCRIPTION OF ACTIVITY

Sponsored Committee

List additional sponsors on an attachment.

NAME OF SPONSOR

INDUSTRY GROUP OR AFFILIATION OF SPONSOR

STREET ADDRESS

NO. AND STREET

CITY

STATE

ZIP CODE

Small Contributor Committee

_____/_____/_____
Date qualified

5. Termination Requirements

By signing the verification, the treasurer, assistant treasurer and/or candidate, officeholder, or proponent certify that all of the following conditions have been met:

- This committee has ceased to receive contributions and make expenditures;
- This committee does not anticipate receiving contributions or making expenditures in the future;
- This committee has eliminated or has no intention or ability to discharge all debts, loans received, and other obligations;
- This committee has no surplus funds; and
- This committee has filed all campaign statements required by the Political Reform Act disclosing all reportable transactions.
 - There are restrictions on the disposition of surplus campaign funds held by elected officers who are leaving office and by defeated candidates. Refer to Government Code Section 89519.
 - Leftover funds of ballot measure committees may be used for political, legislative or governmental purposes under Government Code Sections 89511 - 89518, and are subject to Elections Code Section 18680 and FPPC Regulation 18521.5.

FPPC Form 410 (Jan/2016)
FPPC Advice: advice@fppc.ca.gov (866/275-3772)
www.fppc.ca.gov

General Purpose Committee

A committee is a "general purpose committee" if its principal activity is supporting or opposing a variety of candidates or measures voted on in different elections. (FPPC Regulation 18227.5)

- A **state committee** makes contributions or expenditures to support or oppose candidates or measures voted on in state elections, or in more than one county; it does not make over 70% of its contributions or expenditures in a single local jurisdiction. State contributions include contributions to other state general purpose committees. All political party committees (including county central committees) are state committees.
- A **county committee** makes more than 70% of its contributions or expenditures to support or oppose candidates or measures voted on in a single county, or in more than one jurisdiction within one county. This includes contributions to other general purpose committees in the same county.
- A **city committee** makes more than 70% of its contributions or expenditures to support or oppose candidates or measures voted on in a single city, or in one consolidated city and county. This includes contributions to other city general purpose committees in the same city.

A city or county committee may make up to four contributions in a calendar year to candidates for elective state office whose districts are within the same jurisdiction and is not required to change its status to a state committee.

A committee that has made contributions or expenditures of \$5,000 or more during a quarter must review its activity at the end of March, June, September and December to determine if the committee is filing reports in the appropriate jurisdiction. During the first six months, a new committee must check its jurisdictional status each

month the committee makes expenditures of \$1,000 or more. If a change of filing locations occurs, reports must be filed in both the new and old jurisdiction through the calendar year.

After marking the appropriate state, county or city box, provide a brief description of the committee's political activities such as whether it supports candidates or measures that share a common political affiliation.

Sponsored Committee

A "sponsored committee" is a general purpose or primarily formed committee, other than an officeholder or candidate controlled committee, that has one or more sponsors.

An organization, business, or other entity is a sponsor if one or more of the following apply:

- The committee receives 80% or more of its contributions from the entity or organization or its members, officers, employees, or shareholders.
- The entity or organization collects contributions for the committee by use of payroll deductions or dues from its members, officers or employees.
- The entity or organization, alone or in combination with other entities or organizations, provides all or nearly all of the administrative services for the committee.
- The entity or organization, alone or in combination with other entities or organizations, sets the policies for contribution solicitations or payment of expenditures from committee funds.

See the instructions for Part 1 for a sponsored committee's name requirements.

Small Contributor Committee

A "small contributor committee" is one that has been in existence for more than six months; receives contributions from 100 or more persons; makes

contributions to five or more candidates; and has not received more than \$200 from one person in a calendar year.

5. Termination Requirements

Recipient committees may only terminate when:

- They have ceased to receive contributions and make expenditures; and
- They do not anticipate receiving contributions, repayments of outstanding loans made to others, or any other receipts in the future, and they do not anticipate making expenditures in the future; and
- They have eliminated or have no intention or ability to discharge all their debts, loans received, and other obligations; and
- They have no funds; and
- They have filed all required campaign statements disclosing all reportable transactions, including disposition of funds.

State Candidates: There are mandatory termination deadlines applicable to your committees.

How to Terminate

State Committees: Complete page one of the Form 410 and mark the termination box. Send the Form and last Form 450 or 460 (mark the termination box) to the Secretary of State.

Local Committees: Complete page one of the Form 410, mark the termination box and send the Form to the Secretary of State. Send a copy of the Form 410 and last Form 450 or 460 (mark the termination box) to your city or county filing officer.

FPPC Form 410 (Jan/2016)
FPPC Advice: advice@fppc.ca.gov (866/275-3772)
www.fppc.ca.gov

Who Uses Form 470:

Form 470 is for use by officeholders and candidates who:

- 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.

Officeholders and candidates who have a controlled committee or who have raised or spent \$2,000, file the Recipient Committee Statement – Form 460.

Exceptions:

The following individuals seeking or holding office are not required to file campaign disclosure statements (Form 470 or Form 460):

- candidates for county central committee offices that do not raise or spend \$2,000 or more in a calendar year;
- officeholders whose salaries are less than \$200 per month and judicial candidates who have not made or received contributions or made expenditures during non-election years; and
- judges who do not receive contributions and who make personal expenditures of less than \$1,000 or more in non-election years.

Period Covered:

The period covered is always the calendar year (January 1 through December 31).

\$2,000 Threshold:

To determine if \$2,000 has been raised or spent, or will be raised or spent, the candidate's personal funds for the filing fee or statement of qualifications are excluded.

A campaign bank account must be established if the candidate receives contributions from other persons.

When to File:

Ensure campaign deadlines are met. Go to www.fppc.ca.gov for campaign disclosure filing schedules.

If the Form 470 is filed in connection with an election, or on or before the filing deadline for the first campaign statement required for the calendar year, no additional campaign statements need to be filed for that calendar year as long as total contributions received remain less than \$2,000 and total expenditures made remain less than \$2,000. In most cases, July 31 is the filing deadline for the first campaign statement required to be filed by officeholders and candidates not being voted upon.

The Form 470 is filed in connection with an election if it is filed with the declaration of candidacy, or as a first preelection statement in connection with an election, covering the year of the election. If, after filing Form 470, receipts or expenditures reach \$2,000 or more, see the attached Form 470 Supplement for important reporting requirements.

Where to File:

State Elections:

State officeholders, state candidates, candidates and members of CalPERS and CalSTRS, judges and judicial candidates must file the original and one copy with:

Secretary of State
Political Reform Division
1500 11th Street, Room 495
Sacramento, CA 95814
Phone (916) 653-6224
Fax (916) 653-5045
www.sos.ca.gov

Additional Copies:

A copy of the Form 470 must also be filed with the candidate's county of domicile's filing officer. CalPERS and CalSTRS board candidates must file a copy of the Form 470 with the relevant CalPERS or CalSTRS office and not the candidate's county of domicile.

Local Elections:

- Elected officers and candidates for local multi-county agencies file an original and one copy with the elections official for the county with the largest number of registered voters in the district and one copy with the candidate's county of domicile.
- Elected county officeholders and candidates for county offices file an original and one copy with the elections official for that county.
- Elected city officeholders and candidates for city offices file an original and one copy with the city clerk.

Note: A local agency may impose additional requirements.

Amendments: If you are filing an amendment to a previously filed statement, give a brief explanation of the amendment. Be sure to enter the calendar year covered by the statement you are amending and the date of election, if applicable.

This form was prepared by the Fair Political Practices Commission (FPPC). For detailed information on campaign reporting requirements and the Information Practices Act of 1977, see the FPPC Campaign Disclosure Manual.

FPPC Form 470/470 Supplement (Jan/2016)
FPPC Advice: advice@fppc.ca.gov (866/275-3772)
www.fppc.ca.gov

**Officeholder and Candidate
Campaign Statement -
Short Form**

Date of election if applicable: (Month, Day, Year)	<input type="checkbox"/> Amendment (Explain Below)	Date Stamp	CALIFORNIA FORM 470 For Official Use Only
--	---	-------------------	---

1. Statement Covers Calendar Year 20 _____		
2. Officeholder or Candidate Information	3. Office Sought or Held	
NAME OF OFFICEHOLDER OR CANDIDATE _____	OFFICE SOUGHT OR HELD _____	
STREET ADDRESS _____	JURISDICTION (LOCATION) _____	
CITY _____ STATE _____ ZIP CODE _____	DISTRICT NUMBER (IF APPLICABLE) _____	
AREA CODE/DAYTIME PHONE NUMBER _____ OPTIONAL: FAX / E-MAIL ADDRESS _____		
4. Committee Information		
List all committees of which you have knowledge that are primarily formed to receive contributions or to make expenditures on behalf of your candidacy.		
COMMITTEE NAME AND I.D. NUMBER	COMMITTEE ADDRESS	NAME OF TREASURER

5. Verification

I declare under penalty of perjury that to the best of my knowledge I anticipate that I will receive less than \$2,000 and that I will spend less than \$2,000 during the calendar year and that I have used all reasonable diligence in preparing this statement. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on _____ DATE

By _____ SIGNATURE OF OFFICEHOLDER OR CANDIDATE

[Clear Form](#) [Print Form](#)

The Form 460 is for use by all recipient committees, including:

Candidates, Officeholders and Their Controlled Committees

- A candidate or officeholder who has a controlled committee, or who has raised or spent or will raise or spend \$2,000 or more during a calendar year in connection with election to office or holding office. The Form 460 is also required if \$2,000 or more will be raised or spent during the calendar year at the behest of the officeholder or candidate.

Primarily Formed Ballot Measure Committees

- A person, entity, or organization that receives contributions totaling \$2,000 or more during a calendar year for the primary purpose of supporting or opposing the qualification, passage, or defeat of a single ballot measure or two or more measures being voted on in the same city, county, multi-county or state election.

Primarily Formed Candidate/Officeholder Committees

- A person, entity, or organization that receives contributions totaling \$2,000 or more during a calendar year to support or oppose a single candidate or officeholder, or two or more candidates or officeholders who are being voted upon in the same city, county, or multi-county election. This type of committee is not controlled by the candidate(s) or officeholder(s).

General Purpose Committees

- A person, entity, or organization that receives contributions totaling \$2,000 or more during a calendar year to support or oppose various candidates and measures (e.g., political parties, political action committees).

Non-controlled committees that do not receive contributions, loans, or miscellaneous receipts totaling \$100 or more from a single source during a calendar year may use Form 450 – Recipient Committee Campaign Statement – Short Form.

Note: Refer to the Statement of Organization, Form 410, for guidance to determine the type of committee.

Use the Form 460 to file any of the following:

- Preelection Statement
- Semi-annual Statement
- Quarterly Statement
- Special Odd-Year Report
- Termination Statement
- Amendment to a previously filed statement

Note: Mark the preelection statement box if a committee files a monthly report in connection with a LAFCO proposal.

See reverse for general guidance on where to file this form.

Contribution Limits: Candidates for elective state office are subject to state contribution limits. Contributions received by committees for the purpose of making contributions to candidates for elective state office are also subject to limits. A chart identifying the limits is located at www.fppc.ca.gov. In addition, local candidates may be subject to contribution limits imposed by local ordinance. Questions concerning local limits should be addressed to election officials in the local jurisdiction.

This form was prepared by the Fair Political Practices Commission (FPPC). For detailed information on campaign reporting requirements and the Information Practices Act of 1977, see the FPPC Campaign Disclosure Manual for your type of committee (available from your filing officer or the FPPC). Campaign filing deadlines, forms, and other informational materials are available on the FPPC website (www.fppc.ca.gov).

FPPC Form 460 (Jan/2016)
FPPC Advice: advice@fppc.ca.gov (866/275-3772)
www.fppc.ca.gov

**Instructions for
Recipient Committee
Campaign Statement**

Where to File:

In general, state committees file with the Secretary of State and local committees file with the filing officer of the local jurisdiction.

State Committees:

State committees include state candidates and officeholders, all judicial candidates and judges, committees that support or oppose state candidates and ballot measures (e.g. PACs, political parties), committees that support or oppose candidates and ballot measure in more than one county and candidates and committees formed for CalPERS or CalSTRS elections.

Secretary of State
Political Reform Division
1500 11th Street, Room 495
Sacramento, CA 95814
Phone (916) 653-6224
Fax (916) 653-5045
www.sos.ca.gov

Additional Copies:

- A copy of this form must also be filed with a state candidate's county of domicile's filing officer, if the state candidate committee does not file Form 460 electronically with the Secretary of State.
- A copy of this form must also be filed with a local filing officer if the committee is controlled by a candidate for state elective office and the committee is formed for a local election.
- A copy of this form must also be filed with the relevant CalPERS or CalSTRS office if the committee is a candidate controlled or a primarily formed committee for a CalPERS

or CalSTRS election. A candidate seeking a CalPERS or CalSTRS election is not required to file a copy of the statement with the candidate's county of domicile.

Local Committees:

- Elected officers and candidates for local agencies that have jurisdiction in two or more counties and committees that support or oppose candidates or local measures being voted on in one of these jurisdictions, file an original and one copy with the election official for the county with the largest number of registered voters in the district and one copy with their county of domicile.
- Elected county officeholders and candidates for county offices, and committees that support or oppose candidates or ballot measures being voted on within a single county, file an original and one copy with the election official for that county.
- Elected city officeholders and candidates for city offices, and committees that support or oppose candidates and ballot measures in a single city, file an original and one copy with the city clerk.

Fast Facts:

Paper Copies: Most committees must file the original and one copy in paper format with the designated filing officer. Most state committees must also file an electronic version. Some local jurisdictions also require electronic submissions.

Electronic Filing: State committees must file electronic reports with the Secretary of State if

the committee receives contributions or makes expenditures totaling \$25,000 or more.

General Purpose Committees: FPPC regulation 18227.5 sets out the procedures for determining whether a committee should file with the state, county or city elections office. In general, such committees file with the Secretary of State unless the committee makes more than 70% of its contributions and expenditures in connection with a city election or county election. The regulation sets out review timelines and exceptions. A committee cannot knowingly file in an incorrect jurisdiction with the intention of avoiding the appropriate legal disclosure to the public. Committees that change jurisdictions file in both jurisdictions until the end of the calendar year.

LAFCO Proposals: Committees primarily formed to support or oppose a LAFCO proposal file this form with the county elections office in the county that the proposal may be voted upon. Once a proposal is listed on a ballot, a committee will file as a multi-county, county or city committee.

Statement of Organization: A committee must make certain that its Statement of Organization, Form 410, is current and correct. This form includes information such as a candidate's year of election and the name of the committee's principal officers as well as other important information regarding the committee's formation. Information listed on a Form 460 must be the same as that disclosed on the Form 410.

FPPC Form 460 (Jan/2016)
FPPC Advice: advice@fppc.ca.gov (866/275-3772)
www.fppc.ca.gov

**Recipient Committee
Campaign Statement
Cover Page**

COVER PAGE

Date Stamp	CALIFORNIA FORM 460
Page _____ of _____ For Official Use Only	

Statement covers period from _____ through _____	Date of election if applicable: (Month, Day, Year) _____
---	---

SEE INSTRUCTIONS ON REVERSE

1. Type of Recipient Committee: All Committees – Complete Parts 1, 2, 3, and 4.

- | | |
|--|--|
| <input type="checkbox"/> Officeholder, Candidate Controlled Committee
<input type="radio"/> State Candidate Election Committee
<input type="radio"/> Recall
<small>(Also Complete Part 5)</small> | <input type="checkbox"/> Primarily Formed Ballot Measure Committee
<input type="radio"/> Controlled
<input type="radio"/> Sponsored
<small>(Also Complete Part 6)</small> |
| <input type="checkbox"/> General Purpose Committee
<input type="radio"/> Sponsored
<input type="radio"/> Small Contributor Committee
<input type="radio"/> Political Party/Central Committee | <input type="checkbox"/> Primarily Formed Candidate/Officeholder Committee
<small>(Also Complete Part 7)</small> |

2. Type of Statement:

- | | |
|--|--|
| <input type="checkbox"/> Preelection Statement | <input type="checkbox"/> Quarterly Statement |
| <input type="checkbox"/> Semi-annual Statement | <input type="checkbox"/> Special Odd-Year Report |
| <input type="checkbox"/> Termination Statement
(Also file a Form 410 Termination) | |
| <input type="checkbox"/> Amendment (Explain below) | |

3. Committee Information

I.D. NUMBER
COMMITTEE NAME (OR CANDIDATE'S NAME IF NO COMMITTEE)
STREET ADDRESS (NO P.O. BOX)
CITY STATE ZIP CODE AREA CODE/PHONE
MAILING ADDRESS (IF DIFFERENT) NO. AND STREET OR P.O. BOX
CITY STATE ZIP CODE AREA CODE/PHONE
OPTIONAL: FAX / E-MAIL ADDRESS

Treasurer(s)

NAME OF TREASURER
MAILING ADDRESS
CITY STATE ZIP CODE AREA CODE/PHONE
NAME OF ASSISTANT TREASURER, IF ANY
MAILING ADDRESS
CITY STATE ZIP CODE AREA CODE/PHONE
OPTIONAL: FAX / E-MAIL ADDRESS

4. Verification

I have used all reasonable diligence in preparing and reviewing this statement and to the best of my knowledge the information contained herein and in the attached schedules is true and complete. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on _____ Date	By _____ Signature of Treasurer or Assistant Treasurer
Executed on _____ Date	By _____ Signature of Controlling Officeholder, Candidate, State Measure Proponent or Responsible Officer of Sponsor
Executed on _____ Date	By _____ Signature of Controlling Officeholder, Candidate, State Measure Proponent
Executed on _____ Date	By _____ Signature of Controlling Officeholder, Candidate, State Measure Proponent

FPPC Form 460 (Jan/2016)
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www.fppc.ca.gov

**Instructions for
Recipient Committee
Campaign Statement – Cover Page**

CALIFORNIA FORM 460

Period Covered by a Statement:

The "period covered" by a campaign statement begins the day after the closing date of the last campaign statement filed. For example, if the closing date of the last statement was September 30, the beginning date of the next statement will be October 1.

If this is the committee's first campaign statement, begin with January 1 of the current calendar year.

The closing date of the statement depends on the type of statement you are filing.

Date of Election:

If you are filing this statement as a preelection statement in connection with an election, enter the date of the election.

Type of Recipient Committee:

Check one box to indicate the type of committee filing the statement. General descriptions are provided on the cover sheet to this form, or contact your filing officer or the FPPC for assistance. Following are some additional guidelines:

Controlled Committee

- A controlled committee is one that is controlled by a candidate, officeholder or, in the case of a state ballot measure committee, by the proponent of the measure. A committee is "controlled" if the candidate, officeholder, or proponent, his or her agent, or any other committee he or she controls, has a significant influence on the actions or decisions of the committee.

Sponsored Committees

- A sponsored committee is one that has a sponsor—a business entity, organization, union, or other entity—that meets certain criteria. Sponsored ballot measure committees and general purpose committees must include the name of the sponsor in the name of the committee.

Small Contributor Committees

- This term is significant only if the committee makes contributions to candidates running for elective state office.

Type of Statement:

Check the appropriate box(es) to indicate the type of statement you are filing (or amending).

Amendments: If you are filing an amendment to a previously filed statement, give a brief explanation of the amendment and list the schedules being amended. Include an amended summary page, if applicable. Be sure to enter the period covered of the statement you are amending.

Termination: A committee must continue filing campaign statements each year until it is eligible to terminate and files a Form 410 Termination. Most officeholders must continue filing campaign statements until they have terminated all controlled committees and have left office.

Committee I.D. Number:

If the committee has not yet received an identification number from the Secretary of State, enter "Not Yet Received." File Form 410 to obtain an I.D. Number.

Verification:

The statement must be signed by the committee treasurer or the assistant treasurer named on the committee's Statement of Organization (Form 410). An officeholder, candidate, or state measure proponent who controls the committee must also sign the statement. If two or three officeholders, candidates, or proponents control the committee, each must sign the statement. If more than three control the committee, one may sign on behalf of the others.

Under certain circumstances, the responsible officer of a sponsoring organization must sign the statement.

Additional Important Information:

Refer to the FPPC Campaign Disclosure Manual for your type of committee for information about:

- When, where, and what type of statements the committee is required to file.
- Closing date of campaign statements.
- Sponsored committee criteria.
- Termination criteria.
- Recordkeeping requirements and prohibitions.

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**Recipient Committee
Campaign Statement
Cover Page — Part 2**

5. Officeholder or Candidate Controlled Committee

NAME OF OFFICEHOLDER OR CANDIDATE _____

OFFICE SOUGHT OR HELD (INCLUDE LOCATION AND DISTRICT NUMBER IF APPLICABLE) _____

RESIDENTIAL/BUSINESS ADDRESS (NO. AND STREET) CITY STATE ZIP _____

Related Committees Not Included in this Statement: *List any committees not included in this statement that are controlled by you or are primarily formed to receive contributions or make expenditures on behalf of your candidacy.*

COMMITTEE NAME _____ I.D. NUMBER _____

NAME OF TREASURER _____ CONTROLLED COMMITTEE? YES NO

COMMITTEE ADDRESS STREET ADDRESS (NO P.O. BOX) _____

CITY STATE ZIP CODE AREA CODE/PHONE _____

COMMITTEE NAME _____ I.D. NUMBER _____

NAME OF TREASURER _____ CONTROLLED COMMITTEE? YES NO

COMMITTEE ADDRESS STREET ADDRESS (NO P.O. BOX) _____

CITY STATE ZIP CODE AREA CODE/PHONE _____

6. Primarily Formed Ballot Measure Committee

NAME OF BALLOT MEASURE _____

BALLOT NO. OR LETTER JURISDICTION SUPPORT OPPOSE

Identify the controlling officeholder, candidate, or state measure proponent, if any.

NAME OF OFFICEHOLDER, CANDIDATE, OR PROPONENT _____

OFFICE SOUGHT OR HELD DISTRICT NO. IF ANY _____

7. Primarily Formed Candidate/Officeholder Committee *List names of officeholder(s) or candidate(s) for which this committee is primarily formed.*

NAME OF OFFICEHOLDER OR CANDIDATE OFFICE SOUGHT OR HELD SUPPORT OPPOSE

NAME OF OFFICEHOLDER OR CANDIDATE OFFICE SOUGHT OR HELD SUPPORT OPPOSE

NAME OF OFFICEHOLDER OR CANDIDATE OFFICE SOUGHT OR HELD SUPPORT OPPOSE

NAME OF OFFICEHOLDER OR CANDIDATE OFFICE SOUGHT OR HELD SUPPORT OPPOSE

Attach continuation sheets if necessary

**Instructions for
Recipient Committee
Campaign Statement – Cover Page**

Officeholder or Candidate Controlled Committee:

Candidates must have a separate bank account and committee to run for different elective offices. A candidate who is required to file campaign statements in connection with more than one elective office but is only receiving contributions and making expenditures for one of the offices, may include both offices on one Form 460. In Part 5 of the cover page, enter the candidate's name and under "Office Sought or Held," identify each office, and state whether the candidate is seeking or holding the office. The Form 460 must be filed with the appropriate filing officer(s) for each office.

For example, a city councilmember is raising funds to run for the county board of supervisors. She has no committee and is not raising or spending funds in connection with the city office, and has formed a controlled committee for the county office. To comply with the requirements to file campaign statements for both her city office and her county candidacy, she may complete one Form 460 each campaign reporting period, which she will file with the city clerk and the county elections department. In Part 5 of the Form 460 Cover Page, under "Office Sought or Held," she will state that she is holding the office of city councilmember (including the name of the city) and that she is seeking a seat on the board of supervisors (including the name of the county).

Ballot Measure Committee:

Part 6 of the Form 460 Cover Page must be completed by committees that are primarily formed to support or oppose the qualification or passage of a single ballot measure or two or more measures being voted on in the same city, county, multicounty, or state election. A "general purpose" ballot measure committee (one that supports or opposes a variety of state and/or local ballot measures) is not required to complete Part 6.

**Campaign Disclosure Statement
Summary Page**

Amounts may be rounded
to whole dollars.

SUMMARY PAGE

Statement covers period from _____	CALIFORNIA FORM 460
through _____	
Page _____ of _____	I.D. NUMBER

SEE INSTRUCTIONS ON REVERSE
NAME OF FILER

Contributions Received

	Column A TOTAL THIS PERIOD (FROM ATTACHED SCHEDULES)	Column B CALENDAR YEAR TOTAL TO DATE
1. Monetary Contributions Schedule A, Line 3	\$ _____	\$ _____
2. Loans Received Schedule B, Line 3	_____	_____
3. SUBTOTAL CASH CONTRIBUTIONS Add Lines 1 + 2	\$ _____	\$ _____
4. Nonmonetary Contributions Schedule C, Line 3	_____	_____
5. TOTAL CONTRIBUTIONS RECEIVED Add Lines 3 + 4	\$ _____	\$ _____

**Calendar Year Summary for Candidates
Running in Both the State Primary and
General Elections**

	1/1 through 6/30	7/1 to Date
20. Contributions Received	\$ _____	\$ _____
21. Expenditures Made	\$ _____	\$ _____

Expenditures Made

6. Payments Made Schedule E, Line 4	\$ _____	\$ _____
7. Loans Made Schedule H, Line 3	_____	_____
8. SUBTOTAL CASH PAYMENTS Add Lines 6 + 7	\$ _____	\$ _____
9. Accrued Expenses (Unpaid Bills) Schedule F, Line 3	_____	_____
10. Nonmonetary Adjustment Schedule C, Line 3	_____	_____
11. TOTAL EXPENDITURES MADE Add Lines 8 + 9 + 10	\$ _____	\$ _____

**Expenditure Limit Summary for State
Candidates**

22. Cumulative Expenditures Made*
(If Subject to Voluntary Expenditure Limit)

Date of Election (mm/dd/yy)	Total to Date
____/____/____	\$ _____
____/____/____	\$ _____

Current Cash Statement

12. Beginning Cash Balance Previous Summary Page, Line 16	\$ _____
13. Cash Receipts Column A, Line 3 above	_____
14. Miscellaneous Increases to Cash Schedule I, Line 4	_____
15. Cash Payments Column A, Line 8 above	_____
16. ENDING CASH BALANCE Add Lines 12 + 13 + 14, then subtract Line 15	\$ _____

If this is a termination statement, Line 16 must be zero.

To calculate Column B, add amounts in Column A to the corresponding amounts from Column B of your last report. Some amounts in Column A may be negative figures that should be subtracted from previous period amounts. If this is the first report being filed for this calendar year, only carry over the amounts from Lines 2, 7, and 9 (if any).

*Amounts in this section may be different from amounts reported in Column B.

17. LOAN GUARANTEES RECEIVED Schedule B, Part 2

17. LOAN GUARANTEES RECEIVED Schedule B, Part 2	\$ _____
18. Cash Equivalents See instructions on reverse	\$ _____
19. Outstanding Debts Add Line 2 + Line 9 in Column B above	\$ _____

Cash Equivalents and Outstanding Debts

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www.fppc.ca.gov

**Instructions for
Summary Page
Campaign Disclosure Statement**



The Summary Page provides an overview of the committee's financial activities and is completed for each filing.

Column A reflects activities during the current reporting period as reported on Schedules A through H. It is not necessary to attach a blank schedule if there has been no reportable activity during the period, but it is necessary to enter a zero or the word "none" on the appropriate line in Column A of the Summary Page.

Column B figures should reflect the cumulative total since January 1 of the current calendar year.* Add the totals from Column B of the committee's last campaign statement (if any) to the corresponding amounts in Column A. If this is the first report being filed for a calendar year, only carry forward the amounts reported on Lines 2, 7, and 9 of Column B (if any) from the committee's last statement. (Note: The amounts reported on Lines 2, 7, and 9 of Column B should be the same as the total outstanding amounts disclosed in column (d) of Schedules B, F, and H, respectively, of the current report.)

When loans (Schedules B and H) and accrued expenses (Schedule F) are paid, the figures to be carried from the schedules to Lines 2, 7, and 9 of Column A may be negative numbers. In this case, be sure to show them as negative figures on the Summary Page (e.g., with a minus sign (-) or in parentheses), and subtract them when totaling Columns A and B.

*There are exceptions to the calendar year "cumulation period" for candidate elections and ballot measure elections held in January and early February, and for ballot measure qualification

activities. Consult the FPPC Campaign Disclosure Manual for your type of committee for additional information.

Current Cash Statement:

Lines 12-16 of the Summary Page should accurately reflect your current cash position. Beginning and ending cash balances should include the total amount of funds in your campaign checking and savings accounts, plus any investments that can be readily converted to cash, such as certificates of deposit, money market accounts, stocks and bonds, etc. (Officeholders and candidates are subject to bank account restrictions, and all committees should read the FPPC Campaign Disclosure Manual regarding appropriate uses of campaign funds.)

Line 12 (Beginning Cash Balance) must be the same as the ending cash balance reported on Line 16 of your previous statement's Summary Page. If this is your first campaign statement, enter zero on Line 12.

Line 16 (Ending Cash Balance) is the total of Lines 12, 13, and 14, minus Line 15.

If you are filing a termination statement, Line 16 must be zero.

Cash Equivalents:

"Cash equivalents" include investments that cannot be readily converted to cash, as well as the balance due on all outstanding loans the committee has made to others (from Line 7 of Column B of the Summary Page). Investments that can be readily converted to cash, such as certificates of deposit or money market funds, should be included in the cash

on hand figures on Lines 12 and 16 of the Summary Page.

Summary for Primary and General Elections (Lines 20 and 21):

This section is only for committees that are:

- Controlled by a candidate who is being voted on in both the state primary and general elections (does not apply to controlled ballot measure committees); or
- Primarily formed to support or oppose candidates being voted on in both the state primary and general elections.

Complete this summary on the preelection and semi-annual statements for the general election, covering periods during the last six months of the year (July 1 – December 31).

Expenditure Ceiling Summary for State Candidates (Line 22):

Candidates for elective state office who have accepted the voluntary expenditure ceiling for a particular election must disclose the total amount of expenditures made through the end of the reporting period that are subject to the expenditure ceiling for the election. Report the date of the election and total amount expended for that election. Report totals for the primary and general elections separately. This information is no longer required if the expenditure ceiling has been lifted. (See FPPC Campaign Disclosure Manual 1.)

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www.fppc.ca.gov

**Schedule A
Monetary Contributions Received**

Amounts may be rounded
to whole dollars.

SCHEDULE A

Statement covers period from _____ through _____	CALIFORNIA FORM 460 Page _____ of _____ I.D. NUMBER _____
--	--

SEE INSTRUCTIONS ON REVERSE
NAME OF FILER _____

DATE RECEIVED	FULL NAME, STREET ADDRESS AND ZIP CODE OF CONTRIBUTOR (IF COMMITTEE, ALSO ENTER I.D. NUMBER)	CONTRIBUTOR CODE *	IF AN INDIVIDUAL, ENTER OCCUPATION AND EMPLOYER (IF SELF-EMPLOYED, ENTER NAME OF BUSINESS)	AMOUNT RECEIVED THIS PERIOD	CUMULATIVE TO DATE CALENDAR YEAR (JAN. 1 - DEC. 31)	PER ELECTION TO DATE (IF REQUIRED)
		<input type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC				
		<input type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC				
		<input type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC				
		<input type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC				
		<input type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC				
SUBTOTAL \$						

Schedule A Summary

- Amount received this period – itemized monetary contributions. (Include all Schedule A subtotals.) \$ _____
- Amount received this period – unitemized monetary contributions of less than \$100 \$ _____
- Total monetary contributions received this period. (Add Lines 1 and 2. Enter here and on the Summary Page, Column A, Line 1.) **TOTAL \$** _____

*Contributor Codes
IND – Individual
COM – Recipient Committee (other than PTY or SCC)
OTH – Other (e.g., business entity)
PTY – Political Party
SCC – Small Contributor Committee

FPPC Form 460 (Jan/2016)
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www.fppc.ca.gov

**Instructions for
Schedule A
Monetary Contributions Received**



Report monetary contributions (except loans) received during the reporting period on Schedule A. Also report on Schedule A if a contributor forgives a loan for your committee or a third party pays a loan for your committee. Loans received during the period are reported on Schedule B. Certain transfers between a state candidate's controlled committees are also disclosed on Schedule A. (See FPPC Campaign Disclosure Manual 1.)

If a total of \$100 or more is received from a single contributor during a calendar year, report the name, street address, city, state and zip code of the contributor, the amount contributed this period, and the cumulative amount received from the contributor since January 1 of the current calendar year.* Include monetary and nonmonetary contributions and loans when reporting the cumulative amount.

Contributions totaling less than \$100 received from a single contributor during a calendar year are reported as a lump sum on Line 2 of the Schedule A Summary.

*There are exceptions to the calendar year "cumulation period" for candidate elections and ballot measure elections held in January and early February, and for ballot measure qualification activities. (See the FPPC Campaign Disclosure Manuals for candidates and ballot measure committees.)

Date Received:

A monetary contribution has been received when the candidate or committee, or an agent of the candidate or committee, receives or obtains control of the check or other negotiable instrument. There are special rules for reporting the date contributions are received by a committee that collects contributions through employee payroll deductions

or membership dues and contributions received electronically (e.g., credit card, text).

Contributor Codes:

For each itemized contributor, check the applicable contributor code:

IND – contributions from any individual's personal funds.

COM – contributions from other committees that receive contributions. These committees will have an identification number assigned by the Secretary of State. Examples: political action committees, other candidates' committees. (State committees should use PTY or SCC when appropriate.)

OTH – business entities and other contributors.

PTY – contributions from political parties (including state and county central committees).

SCC – contributions from small contributor committees (applicable only to state candidates and committees).

Contributions from Individuals:

When itemizing a contribution from an individual, also disclose the contributor's occupation and the name of his or her employer. If the contributor is self-employed, provide the name of his or her business. If the contributor is not employed, enter "none."

It is not necessary to enter occupation and employer information for other types of contributors (such as business entities).

Missing Contributor Information: A contribution of \$100 or more must be returned to the contributor within 60 days if the recipient does not obtain the contributor's address, occupation and employer

Contributions from Committees:

When itemizing a contribution from another recipient committee, disclose the identification number assigned to that committee by the Secretary of State in addition to its name and address. If no ID number has been assigned, provide the name and address of that committee's treasurer.

Intermediaries:

If you receive a contribution through an intermediary (i.e., you have received a contribution check from a person other than the true source of the funds), disclose all of the required information for both the intermediary and the actual contributor.

Per Election to Date:

Candidates subject to state contribution limits (or if required by local ordinance) must disclose the cumulative amount received from each contributor during the limitation cycle in addition to the calendar year cumulative amount. (Candidates for elective state office should refer to FPPC Campaign Disclosure Manual 1.)

Additional Important Information:

Refer to the FPPC Campaign Disclosure Manual for your type of committee for important information about aggregating monetary and nonmonetary contributions, recordkeeping, prohibitions on cash contributions, returning contributions, and more.

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**Schedule A (Continuation Sheet)
Monetary Contributions Received**

Amounts may be rounded to whole dollars.

SCHEDULE A (CONT.)

Statement covers period from _____ through _____	CALIFORNIA FORM 460 Page _____ of _____
--	---

NAME OF FILER _____ I.D. NUMBER _____

DATE RECEIVED	FULL NAME, STREET ADDRESS AND ZIP CODE OF CONTRIBUTOR (IF COMMITTEE, ALSO ENTER I.D. NUMBER)	CONTRIBUTOR CODE *	IF AN INDIVIDUAL ENTER OCCUPATION AND EMPLOYER (IF SELF-EMPLOYED, ENTER NAME OF BUSINESS)	AMOUNT RECEIVED THIS PERIOD	CUMULATIVE TO DATE CALENDAR YEAR (JAN. 1 - DEC. 31)	PER ELECTION TO DATE (IF REQUIRED)
		<input type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC				
		<input type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC				
		<input type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC				
		<input type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC				
		<input type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC				
SUBTOTAL \$						

*Contributor Codes
IND - Individual
COM - Recipient Committee (other than PTY or SCC)
OTH - Other (e.g., business entity)
PTY - Political Party
SCC - Small Contributor Committee

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www.fppc.ca.gov

**Schedule B - Part 1
Loans Received**

Amounts may be rounded to whole dollars.

SCHEDULE B - PART 1

Statement covers period from _____ through _____	CALIFORNIA FORM 460 Page _____ of _____
--	---

SEE INSTRUCTIONS ON REVERSE
NAME OF FILER _____ I.D. NUMBER _____

FULL NAME, STREET ADDRESS AND ZIP CODE OF LENDER (IF COMMITTEE, ALSO ENTER I.D. NUMBER)	IF AN INDIVIDUAL ENTER OCCUPATION AND EMPLOYER (IF SELF-EMPLOYED, ENTER NAME OF BUSINESS)	(a) OUTSTANDING BALANCE BEGINNING THIS PERIOD	(b) AMOUNT RECEIVED THIS PERIOD	(c) AMOUNT PAID OR FORGIVEN THIS PERIOD	(d) OUTSTANDING BALANCE AT CLOSE OF THIS PERIOD	(e) INTEREST PAID THIS PERIOD	(f) ORIGINAL AMOUNT OF LOAN	(g) CUMULATIVE CONTRIBUTIONS TO DATE
<input type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC		\$ _____	\$ _____	<input type="checkbox"/> PAID \$ _____ <input type="checkbox"/> FORGIVEN \$ _____	\$ _____ DATE DUE _____	_____% RATE \$ _____	\$ _____ DATE INCURRED _____	CALENDAR YEAR \$ _____ PER ELECTION** \$ _____
<input type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC		\$ _____	\$ _____	<input type="checkbox"/> PAID \$ _____ <input type="checkbox"/> FORGIVEN \$ _____	\$ _____ DATE DUE _____	_____% RATE \$ _____	\$ _____ DATE INCURRED _____	CALENDAR YEAR \$ _____ PER ELECTION** \$ _____
<input type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC		\$ _____	\$ _____	<input type="checkbox"/> PAID \$ _____ <input type="checkbox"/> FORGIVEN \$ _____	\$ _____ DATE DUE _____	_____% RATE \$ _____	\$ _____ DATE INCURRED _____	CALENDAR YEAR \$ _____ PER ELECTION** \$ _____
SUBTOTALS \$		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Schedule B Summary

(Enter (e) on Schedule E, Line 3)

- Loans received this period \$ _____
(Total Column (b) plus unitemized loans of less than \$100.)
- Loans paid or forgiven this period \$ _____
(Total Column (c) plus loans under \$100 paid or forgiven.)
(Include loans paid by a third party that are also itemized on Schedule A.)
- Net change this period. (Subtract Line 2 from Line 1.) NET \$ _____
Enter the net here and on the Summary Page, Column A, Line 2. (May be a negative number)

*Contributor Codes
IND - Individual
COM - Recipient Committee (other than PTY or SCC)
OTH - Other (e.g., business entity)
PTY - Political Party
SCC - Small Contributor Committee

*Amounts forgiven or paid by another party also must be reported on Schedule A.
** If required.

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**Instructions for
Schedule B – Part 1
Loans Received**

All loans received or outstanding are reported on Schedule B. Loans include monetary loans and amounts drawn on lines of credit.

Report loan guarantors on Schedule B – Part 2. A “guarantor” is a third party that co-signs, endorses, or provides security for a loan, or establishes or provides security for a line of credit. A guarantor is also making a contribution.

When a state candidate guarantees a loan from a commercial lending institution in connection with his or her election, both the lending institution and the candidate are required to be disclosed as the lender.

For each loan of \$100 or more that was received or was outstanding during the reporting period, disclose the lender’s name and address. Report the original source of all loans received. E.g., for a loan from a commercial lending institution for which a candidate is personally liable, report the lending institution as the lender.

Column (a) – Enter the outstanding loan balance at the beginning of this period (Column (d) of last report). If the loan was received this period, this column will be blank.

Column (b) – Enter the amount received from the lender during this reporting period. If this loan was received in a previous reporting period, leave blank.

Column (c) – Enter the amount of any reduction of the loan during this reporting period. Check whether the loan was paid or forgiven. When the lender forgives a loan or a third party makes a payment on a loan, also report the lender or third party on Schedule A.

Column (d) – Enter the outstanding balance of the loan at the close of this reporting period. Enter the due date, if any.

Column (e) – Enter the interest rate and the amount of interest paid on the loan(s) during this reporting period. Interest paid is reported separately from payments made on the loan principal. Interest payments are also transferred to the Schedule E Summary.

Column (f) – Enter the original amount of the loan and date received. If this is the first time you are reporting the loan, this will be the same amount reported in Column (b).

Column (g) – Enter the cumulative amount of contributions (loans, monetary and nonmonetary contributions) received from the lender during the calendar year covered by this statement. Candidates subject to state contribution limits (or if required by local ordinance) must disclose the cumulative amount received from each contributor during the limitation cycle in addition to the calendar year cumulative amount. (Candidates for elective state office should refer to FPPC Campaign Disclosure Manual 1.)

“-\$100” or “(\$100).” Be sure to carry this figure to the Summary Page as a negative figure to be subtracted from Summary Page totals.

Additional Important Information:
Refer to the Instructions for Schedule A for important information about:

- Contributor codes
- Contributions from individuals
- Contributions from committees
- Intermediaries

A loan received from a commercial lending institution in the normal course of business is reportable on Schedule B but is not considered a contribution. Contributor codes and cumulative amounts (Column (g)) are required only for loans that are contributions.

Refer to the FPPC Campaign Disclosure Manual for your type of committee for important information about recordkeeping, prohibitions on cash contributions, returning contributions, and more.

Schedule B Summary:

The Schedule B Summary reflects the “net change” in your loan activity. That is, loan payments made during the period are subtracted from new loans received. When the loan payments number is larger than the amount of new loans received, Line 3 will be a negative figure. For example, if \$200 is paid during the period and only \$100 is received in new loans, report the net change on Line 3 as

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**Schedule B – Part 2
Loan Guarantors**

Amounts may be rounded to whole dollars.

SCHEDULE B - PART 2

Statement covers period from _____ through _____	CALIFORNIA FORM 460 Page _____ of _____
I.D. NUMBER _____	

SEE INSTRUCTIONS ON REVERSE
NAME OF FILER _____

FULL NAME, STREET ADDRESS AND ZIP CODE OF GUARANTOR (IF COMMITTEE, ALSO ENTER I.D. NUMBER)	CONTRIBUTOR CODE	IF AN INDIVIDUAL, ENTER OCCUPATION AND EMPLOYER (IF SELF-EMPLOYED, ENTER NAME OF BUSINESS)	LOAN	AMOUNT GUARANTEED THIS PERIOD	CUMULATIVE TO DATE	BALANCE OUTSTANDING TO DATE
	<input type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC		LENDER _____ DATE _____		CALENDAR YEAR _____ \$ _____ PER ELECTION (IF REQUIRED) _____ \$ _____	
	<input type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC		LENDER _____ DATE _____		CALENDAR YEAR _____ \$ _____ PER ELECTION (IF REQUIRED) _____ \$ _____	
	<input type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC		LENDER _____ DATE _____		CALENDAR YEAR _____ \$ _____ PER ELECTION (IF REQUIRED) _____ \$ _____	
	<input type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC		LENDER _____ DATE _____		CALENDAR YEAR _____ \$ _____ PER ELECTION (IF REQUIRED) _____ \$ _____	
SUBTOTAL \$					Enter on Summary Page, Line 17 only.	

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Guarantors of loans received or outstanding during the reporting period are reported on Schedule B – Part 2. A "guarantor" is a third party that co-signs, endorses, or provides security for a loan, or establishes or provides security for a line of credit. A guarantor is also making a contribution.

For each guarantor of \$100 or more, enter the name and address of the guarantor and, if the guarantor is an individual, his/her occupation and employer or, if self employed, the name of his/her business.

Enter the name of the lender or the entity at which a line of credit was established and the date of the loan or the date the line of credit was established.

Enter the amount guaranteed this period, if applicable. For lines of credit, enter the full amount established or secured by the guarantor during the period. (Report amounts **drawn** on a line of credit on Schedule B – Part 1.)

Enter the cumulative amount guaranteed during the calendar year covered by the statement. Candidates subject to state contribution limits (or if required by local ordinance) must disclose the cumulative amount received from each contributor during the limitation cycle in addition to the calendar year cumulative amount. (Candidates for elective state office should refer to FPPC Campaign Disclosure Manual 1.)

Report the outstanding balance for which the guarantor is liable at the close of this reporting period.

Loan guarantees are not included in the Schedule B Summary, but are carried forward in a lump sum to Line 17 of the Summary Page.

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**Schedule C
Nonmonetary Contributions Received**

Amounts may be rounded to whole dollars.

SCHEDULE C

SEE INSTRUCTIONS ON REVERSE
NAME OF FILER _____

Statement covers period from _____ through _____	CALIFORNIA FORM 460 Page _____ of _____
I.D. NUMBER _____	

DATE RECEIVED	FULL NAME, STREET ADDRESS AND ZIP CODE OF CONTRIBUTOR (IF COMMITTEE, ALSO ENTER I.D. NUMBER)	CONTRIBUTOR CODE *	IF AN INDIVIDUAL, ENTER OCCUPATION AND EMPLOYER (IF SELF-EMPLOYED, ENTER NAME OF BUSINESS)	DESCRIPTION OF GOODS OR SERVICES	AMOUNT/ FAIR MARKET VALUE	CUMULATIVE TO DATE CALENDAR YEAR (JAN 1 - DEC 31)	PER ELECTION TO DATE (IF REQUIRED)
		<input type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC					
		<input type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC					
		<input type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC					
		<input type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC					
					SUBTOTAL \$		

Attach additional information on appropriately labeled continuation sheets.

Schedule C Summary

- Amount received this period – itemized nonmonetary contributions. (Include all Schedule C subtotals.).....\$ _____
- Amount received this period – unitemized nonmonetary contributions of less than \$100\$ _____
- Total nonmonetary contributions received this period. (Add Lines 1 and 2. Enter here and on the Summary Page, Column A, Lines 4 and 10.).....**TOTAL \$** _____

*Contributor Codes
IND – Individual
COM – Recipient Committee (other than PTY or SCC)
OTH – Other (e.g., business entity)
PTY – Political Party
SCC – Small Contributor Committee

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**Instructions for
Schedule C
Nonmonetary Contributions Received**

Report the receipt of nonmonetary contributions on Schedule C.

Nonmonetary contributions include:

- Goods and services for which you have not paid the fair market value, including items donated for auctions or garage sales, such as artwork or furniture.
- A discount that is not available to the public generally.
- Salary payments made by an employer for an employee who spends 10% or more of his or her compensated time in a calendar month working for your committee.

Volunteer personal services and payments voluntarily made by a person for his or her own campaign-related travel expenses are not reportable. The occupant of a home or office can host a fundraiser without making a nonmonetary contribution as long as the total cost of the fundraiser is \$500 or less.

If a total of \$100 or more is received from a single contributor during a calendar year, report the name, street address, city, state and zip code of the contributor, the amount contributed this period, and the cumulative amount received from the contributor since January 1 of the current calendar year. Include monetary and nonmonetary contributions and loans when reporting the cumulative amount.

Contributions totaling less than \$100 received from a single contributor during a calendar year are reported as a lump sum on Line 2 of the Schedule C Summary.

Date Received:

A nonmonetary contribution has been received on the earlier of the following: 1) the date the contributor made an expenditure for goods or services at your behest (in consultation or coordination with you, or at your request or suggestion); or 2) the date you or your agent obtained possession or control of the goods or services.

Per Election to Date:

Candidates subject to state contribution limits (or if required by local ordinance) must disclose the cumulative amount received from each contributor during the limitation cycle in addition to the calendar year cumulative amount. (Candidates for elective state office should refer to FPPC Campaign Disclosure Manual 1.)

Fair Market Value:

The fair market value of a nonmonetary contribution is the amount it would cost to purchase the goods or services on the open market. The fair market value can be more than the amount it cost the contributor to provide the goods or services to you.

If you do not know the value of a nonmonetary contribution, you may request the contributor to provide you with a written statement of the value. If you make a request in writing and the value of the contribution is \$100 or more, the contributor is required by law to provide the information.

Administrative Services:

Administrative overhead and start-up expenses paid by a sponsoring organization for its sponsored committee are not contributions to the committee but must be reported on Schedule C. Report the value of the services in the "Description of Goods or Services" column and a zero in the "Amount" and "Cumulative to Date" columns.

Nonmonetary Contributions as Expenditures:

The total of nonmonetary contributions is reported on the Summary Page as both contributions received and expenditures made. Enter the total on Line 3 of the Schedule C Summary on both Lines 4 and 10 of the Summary Page. (State Candidates: Most nonmonetary contributions also count for purposes of the voluntary expenditure limits.)

Additional Important Information:

Refer to the Instructions for Schedule A for important information about:

- Contributor codes
- Contributions from individuals
- Contributions from committees
- Intermediaries

Refer to the FPPC Campaign Disclosure Manual for your type of committee for important information about aggregating monetary and nonmonetary contributions, recordkeeping, and more.

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**Schedule D
Summary of Expenditures
Supporting/Opposing Other
Candidates, Measures and Committees**

Amounts may be rounded to whole dollars.

SCHEDULE D

Statement covers period	CALIFORNIA FORM 460
from _____	
through _____	Page _____ of _____
I.D. NUMBER _____	

SEE INSTRUCTIONS ON REVERSE
NAME OF FILER _____

DATE	NAME OF CANDIDATE, OFFICE, AND DISTRICT, OR MEASURE NUMBER OR LETTER AND JURISDICTION, OR COMMITTEE	TYPE OF PAYMENT	DESCRIPTION (IF REQUIRED)	AMOUNT THIS PERIOD	CUMULATIVE TO DATE CALENDAR YEAR (JAN. 1 - DEC. 31)	PER ELECTION TO DATE (IF REQUIRED)
		<input type="checkbox"/> Monetary Contribution <input type="checkbox"/> Nonmonetary Contribution <input type="checkbox"/> Independent Expenditure <input type="checkbox"/> Support <input type="checkbox"/> Oppose				
		<input type="checkbox"/> Monetary Contribution <input type="checkbox"/> Nonmonetary Contribution <input type="checkbox"/> Independent Expenditure <input type="checkbox"/> Support <input type="checkbox"/> Oppose				
		<input type="checkbox"/> Monetary Contribution <input type="checkbox"/> Nonmonetary Contribution <input type="checkbox"/> Independent Expenditure <input type="checkbox"/> Support <input type="checkbox"/> Oppose				
SUBTOTAL \$						

Schedule D Summary

1. Itemized contributions and independent expenditures made this period. (Include all Schedule D subtotals.)..... \$ _____
2. Unitemized contributions and independent expenditures made this period of under \$100..... \$ _____
3. Total contributions and independent expenditures made this period. (Add Lines 1 and 2. Do not enter on the Summary Page.)..... TOTAL .. \$ _____

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**Instructions for
Schedule D
Summary of Expenditures Supporting/Opposing Other
Candidates, Measures, and Committees**

Schedule D is a summary of payments reported on Schedules E, F, and H that are contributions or independent expenditures to support or oppose candidates and committees. These include:

- A direct monetary contribution or loan made to another candidate or committee.
- A payment made to a vendor for goods or services for a candidate or committee (a nonmonetary contribution).
- A donation to a candidate or committee of goods on hand, or the payment of salary or expenses for a campaign employee who spends 10% or more of his or her compensated time working for another candidate or committee.
- A payment made for a communication (e.g., a mailing, billboard, radio ad) that expressly advocates the election, passage or defeat of a clearly identified candidate or ballot measure, but the payment is not made to—or at the behest of—the candidate or a ballot measure committee. These payments are “independent expenditures” and may trigger additional reports for your committee.

If a total of \$100 or more is contributed or expended during a calendar year to support or oppose a single candidate, ballot measure, or a general purpose committee (e.g., a political party), disclose the name of the candidate and the office sought or held and the candidate’s district, if any, the number or letter and jurisdiction of the ballot measure, or the name of the general purpose committee. For each candidate or measure listed, indicate whether the payment was made to support or oppose the candidate or measure. For example, if you made a contribution to the Committee Against Measure A, check the “Oppose” box.

Disclose the date(s) and amount(s) of contributions or independent expenditures made this period relative to each candidate, measure, or committee, and the cumulative amount contributed or paid to date relative to the candidate, measure, or committee since January 1 of the current calendar year. Cumulate contributions and independent expenditures separately.

Contributions and expenditures of less than \$100 to support or oppose a single candidate or measure during a calendar year are totaled and reported as a lump sum on Line 2 of the Schedule D Summary.

Per Election to Date:

If a contribution is made to a candidate that is subject to state contribution limits (or if required by local ordinance), disclose the total amount contributed to the committee in connection with each limitation cycle and identify the election year. The primary and general elections are separate elections. For example, a \$4,200 contribution to a candidate for the primary election in 2016 would be disclosed as “\$4,200 P-16.”

“Per Election to Date” Column		
Limitation Cycle	Year of Election	
Primary P	2016	16
General G	2017	17
Special S	2018	18
Runoff R	2019	19

Description:

If you contributed goods on hand to another candidate or committee (e.g., office supplies), describe the goods or services in the “Description” column and disclose the fair market value of the contribution. The fair market value is the amount it would cost the recipient to purchase the goods or services. Because payments must be described when they are reported on Schedules E and F, you need not provide a description on Schedule D for payments reported on Schedules E or F that are nonmonetary contributions or independent expenditures.

Date of Contribution or Expenditure:

A monetary contribution is made on the date it is mailed, delivered, or otherwise transmitted it to the candidate or committee. A nonmonetary contribution is made on the earlier of the following: 1) the date you made an expenditure for goods or services at the behest of the candidate or committee; or 2) the date the candidate or committee obtained possession or control of the goods or services.

Additional Important Information:

Refer to the FPPC Campaign Disclosure Manual for your type of committee for important information about recordkeeping, prohibitions on cash payments, restrictions on the use of campaign funds, and more.

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**Schedule D
(Continuation Sheet)
Summary of Expenditures
Supporting/Opposing Other
Candidates, Measures and Committees**

Amounts may be rounded to whole dollars.

SCHEDULE D (CONT.)

Statement covers period from _____ through _____	CALIFORNIA FORM 460 Page _____ of _____
I.D. NUMBER _____	

DATE	NAME OF CANDIDATE, OFFICE, AND DISTRICT, OR MEASURE NUMBER OR LETTER AND JURISDICTION, OR COMMITTEE	TYPE OF PAYMENT	DESCRIPTION (IF REQUIRED)	AMOUNT THIS PERIOD	CUMULATIVE TO DATE CALENDAR YEAR (JAN. 1 - DEC. 31)	PER ELECTION TO DATE (IF REQUIRED)
	<input type="checkbox"/> Support <input type="checkbox"/> Oppose	<input type="checkbox"/> Monetary Contribution <input type="checkbox"/> Nonmonetary Contribution <input type="checkbox"/> Independent Expenditure				
	<input type="checkbox"/> Support <input type="checkbox"/> Oppose	<input type="checkbox"/> Monetary Contribution <input type="checkbox"/> Nonmonetary Contribution <input type="checkbox"/> Independent Expenditure				
	<input type="checkbox"/> Support <input type="checkbox"/> Oppose	<input type="checkbox"/> Monetary Contribution <input type="checkbox"/> Nonmonetary Contribution <input type="checkbox"/> Independent Expenditure				
	<input type="checkbox"/> Support <input type="checkbox"/> Oppose	<input type="checkbox"/> Monetary Contribution <input type="checkbox"/> Nonmonetary Contribution <input type="checkbox"/> Independent Expenditure				
SUBTOTAL \$						

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**Schedule E
Payments Made**

Amounts may be rounded
to whole dollars.

SCHEDULE E

Statement covers period from _____ through _____	CALIFORNIA FORM 460
	Page _____ of _____
	I.D. NUMBER _____

SEE INSTRUCTIONS ON REVERSE
NAME OF FILER _____

CODES: If one of the following codes accurately describes the payment, you may enter the code. Otherwise, describe the payment.

CMP campaign paraphernalia/misc.	MBR member communications	RAD radio airtime and production costs
CNS campaign consultants	MTG meetings and appearances	RFD returned contributions
CTB contribution (explain nonmonetary)*	OFC office expenses	SAL campaign workers' salaries
CVC civic donations	PET petition circulating	TEL t.v. or cable airtime and production costs
FIL candidate filing/ballot fees	PHO phone banks	TRC candidate travel, lodging, and meals
FND fundraising events	POL polling and survey research	TRS staff/spouse travel, lodging, and meals
IND independent expenditure supporting/opposing others (explain)*	POS postage, delivery and messenger services	TSF transfer between committees of the same candidate/sponsor
LEG legal defense	PRO professional services (legal, accounting)	VOT voter registration
LIT campaign literature and mailings	PRT print ads	WEB information technology costs (internet, e-mail)

NAME AND ADDRESS OF PAYEE (IF COMMITTEE, ALSO ENTER I.D. NUMBER)	CODE OR	DESCRIPTION OF PAYMENT	AMOUNT PAID

* Payments that are contributions or independent expenditures must also be summarized on Schedule D.

SUBTOTAL \$

Schedule E Summary

- Itemized payments made this period. (Include all Schedule E subtotals.)..... \$ _____
- Unitemized payments made this period of under \$100..... \$ _____
- Total interest paid this period on loans. (Enter amount from Schedule B, Part 1, Column (e).)..... \$ _____
- Total payments made this period. (Add Lines 1, 2, and 3. Enter here and on the Summary Page, Column A, Line 6.)..... **TOTAL \$** _____

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**Instructions for
Schedule E
Payments Made**

CALIFORNIA FORM 460

Report payments on Schedule E (other than loans).

For each payment of \$100 or more made during the period, report the name and street address, city, state, and zip code of the payee or creditor, and the amount paid during the period. Payments of less than \$100 during the period are reported as a lump sum on Line 2 of the Schedule E Summary. However, if two or more payments under \$100 were made for a single product or service and the total paid during the period was \$100 or more, itemize the total amount paid during the period.

Report payments made on accrued expenses. Also report the required information on Schedule F.

Code or Description of Payment:

If one of the codes listed on Schedule E fully describes the payment, enter the code. A full description of each code is provided on the back of the Schedule E-Continuation Sheet. If none of the codes fully explains the payment, leave the "Code" column blank and enter a brief description of the goods or services purchased in the "Description of Payment" column.

Credit Card Payments:

Disclose the name, address, and amount paid to the credit card company during the period. Also disclose the name, address, amount paid, and code or description of payment for each vendor paid \$100 or more. You may disclose the vendor payments on Schedule E or Schedule G.

Payments by Agents and Independent Contractors:

When an agent or independent contractor (e.g., campaign worker, advertising agency, campaign management firm) makes payments on your behalf ("subvendor payments"), disclose the name, address, amount paid, and code or description of payment for each vendor paid \$500 or more. Disclose payments to the agent or independent contractor on Schedule E. You may disclose the subvendor payments on Schedule E or Schedule G.

Loans:

Report interest paid on loans received on Line 3 of the Schedule E Summary (from Schedule B, Part 1, Column (e)).

Report payments made on loans received on Schedule B and loans made to others on Schedule H. Do not report on Schedule E.

Savings Accounts/Certificates of Deposit/Money Market Accounts:

Do not report transfers of campaign funds into savings accounts, certificates of deposit, money market accounts, or the purchase of any other asset that can readily be converted to cash on Schedule E. Continue reporting these amounts as part of your cash on hand on the Summary Page.

Candidates:

- Candidates must briefly describe the political, legislative, or governmental purpose of an itemized expenditure for gifts, meals, and travel payments. FPPC Regulation 18421.7 sets out the requirements.
- Candidate controlled ballot measure committee funds may only be used to make payments related to a state or local measure or potential measure (including qualification activities) anticipated by the committee. See FPPC regulation 18521.5.

Ballot Measure Committees

A ballot measure committee that makes a payment to any business entity (1) which is owned 50 percent or more by any of the individuals listed below, or (2) in which any of the individuals listed below is an officer, partner, consultant or employee, must report that individual's name, relationship to the committee, and a description of the ownership interest or position with the business entity. Individuals covered by (1) and (2) above include:

- A candidate or person controlling the committee; or
- An officer or employee of the committee; or
- The spouse of any of the above.

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**Schedule F
(Continuation Sheet)
Accrued Expenses (Unpaid Bills)**

Amounts may be rounded to whole dollars.

SCHEDULE F (CONT.)

Statement covers period from _____	CALIFORNIA FORM 460
through _____	
Page _____ of _____	
I.D. NUMBER _____	

NAME OF FILER _____

CODES: If one of the following codes accurately describes the payment, you may enter the code. Otherwise, describe the payment.

- | | | |
|---|---|---|
| CMP campaign paraphernalia/misc. | MBR member communications | RAD radio airtime and production costs |
| CNS campaign consultants | MTG meetings and appearances | RFD returned contributions |
| CTB contribution (explain nonmonetary)* | OFC office expenses | SAL campaign workers' salaries |
| CVC civic donations | PET petition circulating | TEL t.v. or cable airtime and production costs |
| FIL candidate filing/ballot fees | PHO phone banks | TRC candidate travel, lodging, and meals |
| FND fundraising events | POL polling and survey research | TRS staff/spouse travel, lodging, and meals |
| IND independent expenditure supporting/opposing others (explain)* | POS postage, delivery and messenger services | TSF transfer between committees of the same candidate/sponsor |
| LEG legal defense | PRO professional services (legal, accounting) | VOT voter registration |
| LIT campaign literature and mailings | PRT print ads | WEB information technology costs (internet, e-mail) |

* Payments that are contributions or independent expenditures must also be summarized on Schedule D.

NAME AND ADDRESS OF CREDITOR (IF COMMITTEE, ALSO ENTER I.D. NUMBER)	CODE OR DESCRIPTION OF PAYMENT	(a) OUTSTANDING BALANCE BEGINNING OF THIS PERIOD	(b) AMOUNT INCURRED THIS PERIOD	(c) AMOUNT PAID THIS PERIOD (ALSO REPORT ON E)	(d) OUTSTANDING BALANCE AT CLOSE OF THIS PERIOD
SUBTOTALS \$		\$	\$	\$	\$

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**Schedule G
Payments Made by an Agent or Independent Contractor (on Behalf of This Committee)**

Amounts may be rounded to whole dollars.

SCHEDULE G

Statement covers period from _____	CALIFORNIA FORM 460
through _____	
Page _____ of _____	
I.D. NUMBER _____	

SEE INSTRUCTIONS ON REVERSE

NAME OF FILER _____

NAME OF AGENT OR INDEPENDENT CONTRACTOR _____

CODES: If one of the following codes accurately describes the payment, you may enter the code. Otherwise, describe the payment.

- | | | |
|---|---|---|
| CMP campaign paraphernalia/misc. | MBR member communications | RAD radio airtime and production costs |
| CNS campaign consultants | MTG meetings and appearances | RFD returned contributions |
| CTB contribution (explain nonmonetary)* | OFC office expenses | SAL campaign workers' salaries |
| CVC civic donations | PET petition circulating | TEL t.v. or cable airtime and production costs |
| FIL candidate filing/ballot fees | PHO phone banks | TRC candidate travel, lodging, and meals |
| FND fundraising events | POL polling and survey research | TRS staff/spouse travel, lodging, and meals |
| IND independent expenditure supporting/opposing others (explain)* | POS postage, delivery and messenger services | TSF transfer between committees of the same candidate/sponsor |
| LEG legal defense | PRO professional services (legal, accounting) | VOT voter registration |
| LIT campaign literature and mailings | PRT print ads | WEB information technology costs (internet, e-mail) |

* Payments that are contributions or independent expenditures must also be summarized on Schedule D.

NAME AND ADDRESS OF PAYEE OR CREDITOR (IF COMMITTEE, ALSO ENTER I.D. NUMBER)	CODE OR DESCRIPTION OF PAYMENT	AMOUNT PAID
TOTAL* \$		\$

Attach additional information on appropriately labeled continuation sheets.

* Do not transfer to any other schedule or to the Summary Page. This total may not equal the amount paid to the agent or independent contractor as reported on Schedule E.

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www.fppc.ca.gov

**Instructions for
Schedule G
Payments Made by an Agent or
Independent Contractor**

Report payments made on your behalf during the reporting period by an agent or independent contractor (such as a campaign management firm or an advertising agency) on Schedule G.

Schedule G may be completed by the agent or independent contractor and provided to you or Schedule G may be completed by you from information provided by the agent or independent contractor.

Report expenditures of \$500 or more (other than expenditures for the agent's or independent contractor's overhead and normal operating expenses) made on your behalf during the reporting period.

Once a subvendor payment has been itemized on Schedule E, F, or G, it does not need to be itemized again. For example, if a subvendor payment is reported on Schedule F or G as part of an accrued expense, the subvendor information does not need to be reported again on subsequent reports.

Code or Description of Payment:

If one of the expenditure codes listed on Schedule G fully describes the payment, enter the code. A full description of each code is provided on the back of the Schedule E Continuation Sheet. If none of the codes fully explains the expenditure, enter a brief description of the payment instead.

Important: Officeholders and candidates may reimburse an agent or independent contractor for expenditures made on their behalf only if all of the following criteria are met:

- There is a written contract between the officeholder or candidate and the agent or independent contractor that provides for the reimbursement;
- The treasurer is provided with a dated receipt and written description of each expenditure prior to reimbursement; and
- Reimbursement is paid within 45 calendar days after the agent or independent contractor makes the expenditures.

Generally, if reimbursement is not paid within 45 calendar days, report the expenditure as a nonmonetary contribution on Schedule C.

Refer to the FPPC Campaign Disclosure Manual for your type of committee for additional instructions.

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**Schedule H
Loans Made to Others***

Amounts may be rounded to whole dollars.

SCHEDULE H

Statement covers period from _____ through _____	CALIFORNIA FORM 460
	Page _____ of _____
SEE INSTRUCTIONS ON REVERSE	I.D. NUMBER _____
NAME OF FILER _____	

FULL NAME, STREET ADDRESS AND ZIP CODE OF RECIPIENT (IF COMMITTEE, ALSO ENTER I.D. NUMBER)	IF AN INDIVIDUAL, ENTER OCCUPATION AND EMPLOYER (IF SELF-EMPLOYED, ENTER NAME OF BUSINESS)	(a) OUTSTANDING BALANCE BEGINNING THIS PERIOD	(b) AMOUNT LOANED THIS PERIOD	(c) REPAYMENT OR FORGIVENESS THIS PERIOD*	(d) OUTSTANDING BALANCE AT CLOSE OF THIS PERIOD	(e) INTEREST RECEIVED	(f) ORIGINAL AMOUNT OF LOAN	(g) CUMULATIVE LOANS TO DATE
		\$ _____	\$ _____	<input type="checkbox"/> PAID \$ _____ <input type="checkbox"/> FORGIVEN \$ _____	\$ _____ DATE DUE _____	_____% RATE \$ _____	\$ _____ DATE INCURRED _____	CALENDAR YEAR \$ _____ PER ELECTION** \$ _____
		\$ _____	\$ _____	<input type="checkbox"/> PAID \$ _____ <input type="checkbox"/> FORGIVEN \$ _____	\$ _____ DATE DUE _____	_____% RATE \$ _____	\$ _____ DATE INCURRED _____	CALENDAR YEAR \$ _____ PER ELECTION** \$ _____
SUBTOTALS		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____		

*Loans that are contributions to another candidate or committee must also be summarized on Schedule D. Loans forgiven must also be reported on Schedule E.

(Enter (e) on Schedule I, Line 3)

Schedule H Summary

1. Loans made this period \$ _____
(Total Column (b) plus unitemized loans of less than \$100.)

2. Payments received on loans \$ _____
(Total Column (c) plus unitemized payments of less than \$100.)

3. Net change this period. (Subtract Line 2 from Line 1.) NET \$ _____
(Enter the net here and on the Summary Page, Column A, Line 7.)

**If Required

All loans made or outstanding are reported on Schedule H.

Generally, campaign funds may be used to make loans to other candidates, officeholders, or committees (unless otherwise prohibited) and to bona fide charitable, educational, civic, religious, or similar tax-exempt nonprofit organizations. There are restrictions on loans to any other person, including a candidate who controls the committee, or to a nonprofit organization that is affiliated with a candidate, the treasurer, or other committee officials.

For each loan of \$100 or more that was made or was outstanding during the reporting period, disclose the recipient's name and address and, if an individual, his/her occupation and employer or, if self employed, the name of the business.

Column (a) – Enter the outstanding loan balance at the beginning of this period (column (d) of last report.) If the loan was made this period, this column will be blank.

Column (b) – Enter the amount loaned to the recipient during this reporting period. If this loan was made in a previous reporting period, leave blank.

Column (c) – Enter the amount of any reduction of the loan during this reporting period. Check whether the loan was paid or forgiven. If the committee forgives a loan, also report the transaction on Schedule E.

Column (d) – Enter the outstanding balance of the loan(s) at the close of this reporting period. Enter the due date, if any.

Column (e) – Enter the interest rate and amount of interest received on the loan(s) during this reporting period. Interest received is reported separately from payments received on the loan principal. Interest payments are also transferred to the Schedule I Summary.

Column (f) – Enter the original amount of the loan and date made. If this is the first time you are reporting the loan, this will be the same amount reported in Column (b).

Column (g) – For each loan made during this reporting period that is a contribution,* enter the cumulative amount of contributions (loans, monetary and nonmonetary contributions) made to the recipient during the calendar year covered by the statement. If the recipient is a candidate subject to state contribution limits, or the information is required by local ordinance, also enter the total amount contributed to the candidate in connection with each limitation cycle and identify the election year. (For contributions to state candidates, see the Schedule D instructions.)

Schedule H Summary:

The Schedule H Summary reflects the "net change" in the committee's loan activity. That is, repayments received are subtracted from new loans made. When the repayment number is larger than the amount of the new loans made, Line 3 will be a negative figure. For example, if \$200 is received by the committee during the period and only \$100 is made in new loans, report the net change on Line 3 as "\$100" or "(\$100)." Be sure to carry this figure to the Summary Page as a negative figure to be subtracted from Summary Page totals.

Refer to the FPPC Campaign Disclosure Manual for your type of committee for important information about recordkeeping, prohibitions on cash contributions, loan restrictions, and more.

*Loans that are contributions to candidates or other committees must also be reported on Schedule D.

FPPC Form 460 (Jan/2016)
FPPC Advice: advice@fppc.ca.gov (866/275-3772)
www.fppc.ca.gov

**Schedule I
Miscellaneous Increases to Cash**

Amounts may be rounded to whole dollars.

SCHEDULE I

SEE INSTRUCTIONS ON REVERSE
NAME OF FILER

Statement covers period from _____ through _____	CALIFORNIA FORM 460 Page _____ of _____ I.D. NUMBER _____
--	--

DATE RECEIVED	FULL NAME AND ADDRESS OF SOURCE (IF COMMITTEE, ALSO ENTER I.D. NUMBER)	DESCRIPTION OF RECEIPT	AMOUNT OF INCREASE TO CASH

Attach additional information on appropriately labeled continuation sheets.

SUBTOTAL \$

Schedule I Summary

- Itemized increases to cash this period. \$ _____
- Unitemized increases to cash of under \$100 this period. \$ _____
- Total of all interest received this period on loans made to others. (Schedule H, Column (e).) \$ _____
- Total miscellaneous increases to cash this period. (Add Lines 1, 2, and 3. Enter here and on the Summary Page, Line 14.) **TOTAL \$** _____

Report any transaction that increases the cash position of the officeholder, candidate, or committee, but is not a monetary contribution, loan, or loan repayment, on Schedule I.

Itemize the sources of \$100 or more received during the reporting period.

Examples include:

- Interest received or credited to checking or savings accounts or other time deposits.
- Proceeds from the sale of property, such as paintings, furniture, or other items sold at garage sales or auctions, etc., when the amount received is the "fair market value" of the item. Amounts received over the fair market value are reported on Schedule A. (Report donated items as nonmonetary contributions on Schedule C.)
- Proceeds from the sale of campaign property, such as office furniture or equipment.
- Refunds received on deposits, such as telephone deposits.
- Refunds received from overpayment of bills.

- Transfers received from another authorized committee of the same candidate. (Candidates for elective state office should refer to FPPC Campaign Disclosure Manual 1 for information about reporting transferred funds that must be attributed to specific contributors of the committee making the transfer.)

Report on Line 3 of the Schedule I Summary the lump sum of interest payments received on loans made to others. Do not itemize. This amount is transferred from Schedule H, Column (g).

SAMPLE

**Officeholder and Candidate
Campaign Statement -
Form 470 Supplement**

SEE INSTRUCTIONS ON REVERSE

Amendment (Explain Below)

Date Stamp

**CALIFORNIA
FORM 470**

For Official Use Only

This form is written notification that the officeholder/candidate listed below has received contributions totaling \$2,000 or more or has made expenditures of \$2,000 or more during the calendar year.

1. Officeholder or Candidate Information

NAME OF OFFICEHOLDER OR CANDIDATE

STREET ADDRESS

CITY

STATE

ZIP CODE

AREA CODE/DAYTIME PHONE NUMBER

OPTIONAL: FAX / E-MAIL ADDRESS

2. Office Sought

OFFICE SOUGHT

DISTRICT NUMBER
(IF APPLICABLE)

DATE OF ELECTION (MONTH, DAY, YEAR)

3. Date Contributions Totaling \$2,000 or More Were Received or Date Expenditures of \$2,000 or More Were Made

(MONTH, DAY, YEAR)

Clear Form

Print Form

FPPC Form 470/470 Supplement (Jan/2016)
FPPC Advice: advice@fppc.ca.gov (866/275-3772)
www.fppc.ca.gov

**Instructions for Completing
Form 470 Supplement**

**CALIFORNIA
FORM 470
SUPPLEMENT**

Form 470 Supplement:

If an officeholder or candidate files the Form 470 for an election year and later receives contributions (including monetary and non-monetary contributions, loans, and the candidate's personal funds) totaling \$2,000 or more or makes expenditures totaling \$2,000 or more during the same calendar year, the officeholder or candidate must send a written notice within 48 hours. Use the attached Form 470 Supplement or follow the instructions below for preparing the notice.

When to File:

The notice must be sent within 48 hours of receiving contributions totaling \$2,000 or more or making expenditures of \$2,000 or more.

Method of Delivery:

The notice must be sent by guaranteed overnight delivery service, personal delivery, fax, or email. Regular mail may not be used.

Where to File:

- Secretary of State's Office;
- local filing officer with whom the officeholder/ candidate is required to file the originals of his/ her campaign statements; and
- each candidate seeking the same office.

Contact your filing officer for candidate addresses.

Officeholder/Candidate Information

Enter the officeholder/candidate's full name, residential or business address and daytime telephone number.

Office Sought

- Enter the title of the office sought;
- the district number, if any; and
- the date of the election.

Date Contributions/Expenditures Were Made or Received:

Enter the date monetary or non-monetary contributions totaling \$2,000 or more (including the candidate's personal funds) were received or the date expenditures of \$2,000 or more were made.

Amendments: If you are filing an amendment to a previously filed statement, give a brief explanation of the amendment.

Note: Once an officeholder or candidate reaches the \$2,000 threshold in receipts or expenditures, in addition to filing the Form 470 Supplement, other forms are required. See FPPC Campaign Disclosure Manual 1 for state candidates or Manual 2 for local candidates.

FPPC Form 470/470 Supplement (Jan/2016)
FPPC Advice: advice@fppc.ca.gov (866/275-3772)
www.fppc.ca.gov

FPPC CALENDAR WITH COTATI CAMPAIGN REFORM LAW NOTES (INSERT 05)

**Fair Political Practices Commission
Filing Schedule for
Candidates and Controlled Committees for Local Office
Being Voted on November 8, 2016**

Includes Cotati Campaign Reform Law filing requirements (Cotati Municipal Code Chapter 1.09)

Deadline	Period	Form	Notes
Aug 1, 2016 <i>Semi-Annual</i>	* – 6/30/16	460	<ul style="list-style-type: none"> All committees must file Form 460. The July 31 deadline falls on a Sunday, so the deadline is extended to the next business day.
Within 24 Hours <i>Contribution Reports</i>	8/10/16 – 11/8/16	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 <i>another</i> candidate or ballot measure being voted on the November 8 ballot or to a political party committee. The recipient of a non-monetary contribution of \$1,000 or more must file a Form 497 within 48 hours from the time the contribution is received. File by personal delivery, e-mail, guaranteed overnight service, fax or online, if available.
Sep 29, 2016 <i>1st Pre-Election</i>	7/1/16 – 9/24/16	460 or 470	<ul style="list-style-type: none"> Each candidate listed on the ballot must file either Form 460 or Form 470 (see below).
Oct 27, 2016 <i>2nd Pre-Election</i>	9/25/16 – 10/22/16	460	<ul style="list-style-type: none"> All committees must file this report. Paper copies must be filed by personal delivery or guaranteed overnight service only.
Jan 31, 2017 <i>Semi-Annual</i>	10/23/16 – 12/31/16	460	<ul style="list-style-type: none"> All committees must file unless the committee filed termination Forms 410 and 460 before December 31, 2016.

Cotati Campaign Reform Law requires an additional campaign statement to be filed by 1:00 p.m. on Friday November 4, 2016.

- **Local Ordinance:** Always check on whether additional local rules apply.
- *** 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.
- **Filing Deadlines:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to 24-hour independent expenditure reports (Form 496) and the deadline for the Form 497 that is due the weekend before the election. Such reports must be filed within 24 hours regardless of the day of the week. Statements filed after the deadline are subject to a \$10 per day late fine.
- **Method of Delivery:** All paper filings are filed by personal delivery or first class mail unless otherwise noted. A paper copy of a report may not be required if a local agency requires online filing pursuant to a local ordinance.

Fair Political Practices Commission

- **Form 501:** All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.
- **Form 460:** Candidates who have raised/spent \$2,000 or more file the Form 460. The Form 410 (Statement of Organization) must also be filed once \$2,000 or more has been raised/spent.
- **Form 470:** Candidates who do not have an open committee and do not raise or spend \$2,000 or more may file Form 470 on or before September 24, 2016. If later during the calendar year, a campaign committee must be opened, a Form 470 Supplement and a Form 410 must be filed.
- **Candidates:** After an election, reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open.
- **Public Documents:** All forms are public documents. Campaign manuals and instructional materials are available at www.fppc.ca.gov, click on the “[Learn](#)” link.
- Committees making independent expenditures to support or oppose candidates or ballot measures also file:
 - **462:** This verification form must be e-mailed to the FPPC within 10 days of making an independent expenditure of \$1,000 or more.
 - **496:** This form is due within 24 hours when made in the 90-day period before an election or on the date of the election. Refer to the candidate or ballot measure election filing schedule.

Note: Cotati Municipal Code Section 1.09 changes:

- (1) The reporting threshold is \$500;
- (2) No contributor can give more than \$350 to each candidate for City Council;
- (3) No money can be collected to retire campaign debts after December 31 following the election;
- (4) Written solicitations for campaign contributions must include specified disclosures;
- (5) Mass mailings and political advertisements must disclose the campaign’s six largest contributors;
- (6) All contributions and expenditures of \$50 or more must be disclosed in each of the reports required to be filed under the Political Reform Act and under Cotati’s Law; and
- (7) In addition to the disclosure statements required under that Act, an additional campaign statement must be filed with the City by 1:00 p.m. on the Friday immediately before the election date.
- (8) Campaign Finance Statements are to be filed online using the City’s online filing system, with a hard copy provided to the Deputy City Clerk

CH. 1.09 OF COTATI MUNICIPAL CODE (INSERT 06)

Chapter 1.09

COTATI CAMPAIGN REFORM LAW

Sections:

- 1.09.010 Name and citation.
- 1.09.020 Purpose.
- 1.09.030 Relation to the Political Reform Act.
- 1.09.040 Definitions.
- 1.09.050 Campaign contribution limitations.
- 1.09.060 Aggregation of contributions and contributors.
- 1.09.070 Deadline for debt retirement.
- 1.09.080 Written solicitations by city candidates and controlled committees.
- 1.09.090 Disclosures in mass mailings by city candidates, controlled committees, and independent expenditure committees.
- 1.09.091 Disclosures in political advertisements.
- 1.09.100 Contribution and expenditure disclosures and additional campaign statement filing requirements.
- 1.09.110 Enforcement.

1.09.010 Name and citation.

This chapter shall be known and cited as “The Cotati Campaign Reform Law.” (Ord. 756 §1(part), 2004).

1.09.020 Purpose.

A. The purpose of this chapter is to ensure that the financial strength of certain individuals or organizations does not permit them to exercise a disproportionate or controlling influence on the election of city council candidates and to ensure that the electoral process is not corrupted, or appear to be corrupted, by the financial strength of individuals or organizations able to make large financial contributions. To achieve this purpose, this chapter establishes contribution limits applicable to individuals and organizations in the election of city council candidates to minimize the potentially corrupting influence and appearance of corruption caused by excessive contributions.

B. A further purpose of this chapter is to ensure that the Cotati electorate receives full, fair and timely disclosure of campaign contributions by individuals and organizations to the candidates for city council, their committees, and independent committees subject to the limitations contained in Government Code Section 81009.5, to reveal the true source of campaign contributions to a candidate and to any committee which supports or opposes Cotati city council candidates or advocates the election or defeat of a city ballot measure.

C. This chapter also requires that mass mailings by candidates, candidate controlled committees and independent expenditure committees contain certain designated information regarding financial contributions to the candidate or committee responsible for the mass mailing. (Ord. 756 §1(part), 2004).

1.09.030 Relation to the Political Reform Act.

This chapter is intended to supplement the Political Reform Act of 1974, as amended, commencing with Government Code Section 81000, et seq. (the “Act”) and as interpreted by the fair political practices commission in regulations adopted and promulgated from time to time by the commission. Unless a word or term is specifically defined in this chapter, or the contrary is stated or clearly appears from the context, word and terms used herein shall have the same meaning as defined or used in the Act and commission regulations, as amended from time to time. (Ord. 756 §1(part), 2004).

1.09.040 Definitions.

As used in this chapter:

“Campaign statement” is as defined by the Act but governed by the dollar amounts set forth in this chapter.

“City candidate” means any person who is a candidate for city office.

“City office” or “officer” means the office of council member for the city of Cotati.

“Committee” is as defined in Section 82013 of the Act, except that the monetary thresholds for subdivisions (a) and (b) are changed to five hundred dollars. At the present time, Section 82013 of the Act defines “committee” to mean any person or combination of persons who directly or indirectly does any of the following:

1. Receives contributions totaling one thousand dollars or more in a calendar year;
2. Makes independent expenditures totaling one thousand dollars or more in a calendar year; or
3. Makes contributions totaling ten thousand dollars or more in a calendar year to or at the behest of candidates or committees. A person or combination of persons that becomes a committee shall retain its status as a committee until such time as that status is terminated pursuant to Section 84214 [of the Act].

“Controlled committee” means a committee that is controlled directly or indirectly by a candidate for city office or city measure proponent or opponent or that acts jointly with a candidate for city office, controlled committee or city measure proponent or opponent in connection with the making of expenditures. A candidate for city office or city measure proponent or opponent controls a committee if he or she, his or her agent, or any other committee he or she controls has a significant influence on the actions or decisions of the committee.

“Election cycle” means:

1. For each elective city office, the election cycle is the four year period commencing on January 1 immediately following the last general election for that particular city office and ending on December 31 of the year in which the next general election for the same city office occurs. For example: The last general election for city council was conducted in November of 2002. The election cycle for that election would have been January 1, 1999 through December 31, 2002. The next general election involving those same city offices is scheduled for November of 2006. The election cycle for that election would have commenced on January 1, 2003 and will continue through December 31, 2006. The election cycle for the general election scheduled for November of 2004 would be January 1, 2001 through December 31, 2004. For the November, 2008 election, the election cycle will commence on January 1, 2005 and continue through December 31, 2008.
2. For purposes of any special election for any city office, the election cycle shall commence on the date the special election is called and the election cycle shall end on the sixtieth day following that special election.
3. For purposes of any recall election of any city office, the election cycle shall commence on either the date a committee is formed pursuant to the Act in support of a recall election or the date the city clerk approves a recall petition for circulation and gathering of signatures, whichever occurs earlier, and ending on the sixtieth day following the first to occur of any of the following:
 - a. The time provided by law for the gathering of signatures on recall petitions expires without sufficient recall petition signatures having been filed with the city clerk to require a recall election;
 - b. All committees formed in support of the recall have been terminated pursuant to the Act;
 - c. The date the recall election is held.

“Person” is defined by the Act, and shall expressly include a trust. At the present time, Section 82047 of the Act defines “person” to mean an individual, proprietorship, firm, partnership, joint venture, syndicate, business trust, company, corporation, limited liability company, association, committee, and any other organization or group of persons acting in concert.

“Primarily formed committee” is defined in the Act. At the present time, “primarily formed committee” is defined in the Act to mean a committee pursuant to subdivision (a) of Section 82013 [of the Act] which is formed or exists primarily to support or oppose any of the following:

1. A single candidate;
2. A single measure;

3. A group of specific candidates being voted upon in the same city, county, or multicounty election;
4. Two or more measures being voted upon in the same city, county, multicounty, or state election. (Ord. 756 §1(part), 2004).

1.09.050 Campaign contribution limitations.

A. No person shall make to any city candidate for city office or to a candidate's controlled committee, a contribution or contributions cumulatively totaling more than three hundred fifty dollars per election cycle, and no candidate for city office and no controlled committee for a city candidate shall accept from any person a contribution or contributions cumulatively totaling more than three hundred fifty dollars per election cycle.

B. The provisions of this section shall not apply to a city office candidate's contribution of his or her personal funds to his or her own campaign or controlled committee. Contributions from community property owned jointly by a city office candidate and his or her spouse shall be deemed contributions by the city office candidate. Contributions by a spouse or domestic partner of a city office candidate from the separate property of the spouse or domestic partner shall be subject to the campaign contribution limitations set forth in subsection A of this section.

C. This section does not apply to committees that make independent expenditures. (Ord. 756 §1(part), 2004).

1.09.060 Aggregation of contributions and contributors.

A. Contributions shall be aggregated and, hence, treated as though made by the same person, when made under any or all of the following circumstances and by:

1. Entities which share a majority of members on their boards of directors;
2. Entities which share two or more officers;
3. Entities which are in a parent-subsidiary relationship, or where one entity is a branch, division, affiliate, department or local unit of the other;
4. An individual or group of individuals and any legal entity or entities in which the individual or group of individuals own greater than fifty percent of the voting or other class of stock of the entity, or who receive or are entitled to receive greater than fifty percent of the profits of the entity;
5. An individual and any other legal entity or entities for which the individual is in fact solely responsible for decisions regarding the making of contributions;
6. An individual and any general or limited partnership in which the individual has a ten percent or more interest, or an individual and any corporation in which the individual owns a fifty percent or more interest; or
7. Any or all members of a limited liability company and that limited liability company.

B. All contributions made by a sponsored committee shall be combined with those contributions made during the same election cycle by the sponsors of the committee and shall be treated as having been made by one person.

C. No committee which supports or opposes a candidate shall have as its officers individuals who serve as the majority of officers on any other committee which supports or opposes the same candidate. No such committee shall act in concert with, or solicit or make contributions on behalf of any other committee. This section shall not apply to treasurers of committees if such treasurers do not participate in or control in any way a decision on whether candidates receive contributions.

D. With respect to family contributions, contributions by a husband and wife or by domestic partners shall be treated as separate contributions and shall not be aggregated. Contributions by children under eighteen years of age shall be treated as contributions by their parents, custodians or guardians and shall be attributed proportionately to each parent, custodian or guardian. (Ord. 756 §1(part), 2004).

1.09.070 Deadline for debt retirement.

A. No money can be collected for debt retirement after the end of the campaign election cycle.

B. A candidate for city office and all committees (including but not limited to primarily formed committees and controlled committees) must retire all campaign-related debts, including loans, by the end of the election cycle.

C. A campaign-related debt, including any loan, which remains unpaid after the end of the election cycle is deemed to have been a campaign contribution which was accepted at the time the debt was incurred.

D. It is a violation of this section to forgive all or part of a loan or debt which is owed by a candidate or committee and which exceeds the applicable contribution limitation in this chapter. Forgiveness of a loan or debt shall not be deemed to include the failure to collect the loan or debt where there have been substantial attempts, in good faith, to collect the monies owed and such efforts have proven unsuccessful. In such case, a candidate and a committee is not exonerated from violations of the ordinance codified in this chapter if an outstanding loan or debt exceeds the contribution limitation of this chapter. (Ord. 756 §1(part), 2004).

1.09.080 Written solicitations by city candidates and controlled committees.

In the event that a city candidate or his or her controlled committee makes a written solicitation for a contribution for the candidate's campaign for city office, that written solicitation shall include the following written notice in no less than ten-point type on each such solicitation:

Notice

The Cotati Municipal Code limits the amount a contributor may give to or for the benefit of a candidate for city council to an aggregate total of three hundred fifty dollars (\$350.00). This \$350.00 aggregate applies to contributions to the candidate and to Persons or Committees controlled by the candidate.

(Ord. 756 §1(part), 2004).

1.09.090 Disclosures in mass mailings by city candidates, controlled committees, and independent expenditure committees.

A. Any mass mailing by a person, committee (including but not limited to, a controlled committee, a primarily formed committee and an independent expenditure committee), or city candidate, in connection with a communication that expressly advocates the election or defeat of a clearly identified city candidate or city ballot measure, shall disclose the following information in a clear and legible manner in at least ten point type on the bottom portion of the front page of any mass mailing:

1. As of the date of the distribution of the mass mailing, the names and occupations of individuals who, and the names and business interests of nonindividuals, which are the six largest contributors to the candidate or committee listed in order of the amount of contributions. If two or more of the largest contributors have contributed the same amount, they shall be listed according to chronological sequence of their contributions; provided, that should two or more of the otherwise largest contributors make their contributions on the same day and at the exact same time, the candidate or committee shall list their names along with the names of the other largest contributors such that no more than six are listed, using a random selection methodology; and provided, further, that should a candidate or committee receive contributions on a given day at the exact, same time that, when taken together with the previously received contributions, constitute the largest seven or greater contributions, the candidate or committee shall list and/or exclude their names, as the case may be, such that no more than six are listed, using a random selection methodology. The disclosure shall read: "Major funding by: (name and occupation or business interest of each of the largest contributors)." In the case of contributions from committees, the disclosure shall read: "Major funding by (name of committee); Expenditures directed by: (name and occupation or business interest of persons or entities who direct or control the expenditures of the committee)."

2. If, as of the date the mass mailing is distributed, the committee has received at least forty percent of its total contributions from large out of town contributors, the top portion of the disclosure shall state, in at least ten point type, "Major funding from large out of town contributors." The names of the six largest out of town contributors listed in order of their contribution amounts, and the residence or business location of the contributors (i.e., city and state), shall be stated in not less than ten point type. In the event two or more of the six largest out of town contributions are the same amount, then the candidate or committee shall list their names using a random

selection methodology, such that no more than six are listed. “Large out of town contributors” means those contributors: (a) who either are not residents of the city of Cotati or do not have a principal place of business in the city of Cotati; and (b) whose cumulative contributions in an election cycle are one hundred dollars or more.

3. The total production and postage cost of the mailing.

B. When making the disclosures required in subsections (A)(1) and (A)(2) of this section, the mass mailing must use the same type size for all words in both disclosures. The mass mailing must list each contributor on a new line. The bottom portion of the front page of the mass mailing shall be used solely for the purpose of making the disclosures required in subsection (A)(3) of this section.

C. For purposes of this section, “front page” means the envelope, page or panel where the address is or, in the case of unaddressed items, any outside panel.

D. For each piece of mass mailing sent to Cotati residents, the person or committee shall send a copy of the mass mailing to the city clerk at the same time the pieces are mailed to the other Cotati residents.

E. Any mass mailings sent by a city candidate or candidate-controlled committee shall state on the front page of the mailing in type not less than ten point, in a clear legible manner, whether or not the mailing or ad has been authorized by any candidate for city office, and, if not, by whom the mailing was authorized. In the case of a mass mailing by an independent expenditure committee, the mass mailing shall state in a prominent place, in clear legible type, that the mailing is not authorized or approved by any candidate nor by any election official.

F. This section does not apply to communications from an organization to its members, except for mailings by a political party to its members, as to which this section does apply. (Ord. 762 §3, 2004; Ord. 756 §1(part), 2004).

1.09.091 Disclosures in political advertisements.

A. Except as to advertisements described in subsection B of this section, any advertisement (including advertisements communicated electronically) which advocates the defeat, election or passage, as the case may be, of a candidate for city office or city ballot measure and is sent, caused to be sent, delivered or caused to be delivered, or communicated or caused to be communicated by a person, committee, or city candidate, to more than two hundred Cotati residents shall be subject to the requirements set forth in Section 1.09.090 of this chapter, except that for purposes of this section, “front page” means the first page of the advertisement.

B. All television and radio advertisements in behalf of or in opposition to a candidate for city office or a city ballot measure shall, in either their oral statements or visual depictions, as the case may be, broadcast in clear and understandable language: (1) whether or not (in the case of a campaign for city office) the advertisement has been authorized by any candidate for city office, and, if not, by whom the promotion was authorized; and (2) (in the case of a city ballot measure) who or what committee and/or person(s) has authorized and/or paid for the advertisement and (3) in either case, how much the advertisement cost. (Ord. 756 §1(part), 2004).

1.09.100 Contribution and expenditure disclosures and additional campaign statement filing requirements.

A. Each person, city candidate and each committee shall disclose in the campaign statements required by the Act and by this chapter, all of the following:

1. The information required under Section 84211(f) of the Act as to each person with respect to whom the cumulative amount of contributions (including loans) received from that person is fifty dollars or more and a contribution or loan has been received from that person during the period covered by the campaign statement;

2. The information required under Section 84211(g) of the Act as to each person with respect to whom the cumulative amount of loans received from or made to that person is fifty dollars or more, and a loan has been received from or made to that person during the period covered by the campaign statement or is outstanding during the period covered by the campaign statement;

3. The information required under Section 84211(k) of the Act as to each person to whom an expenditure of fifty dollars or more has been made during the period covered by the campaign statement;

4. All of the other information required by Section 84211 of the Act.

B. In addition to the campaign statements each person, candidate and committee are required to file under the Act, the following persons and committees shall be required to file a campaign statement on the Friday immediately preceding the election date covering the period between the closing date of the last campaign statement filed under the Act and the close of business on the Thursday immediately preceding the Friday before the election. This additional campaign statement must be filed in the office of the city clerk and must be received by the city clerk by one p.m. on that Friday. The persons and committees governed by this subsection are: city candidates, their controlled committees or committees formed or existing primarily to support or oppose their candidates, committees formed or existing primarily to support or oppose a city candidate or to support or oppose the qualification of, or passage of, a city ballot measure which is being voted on only in the city, and to city general purpose committees active only in the city.

C. Notwithstanding the amounts specified in Government Code Section 82036, each person, candidate and committee shall file a late contributions report with the city clerk which reports all contributions of three hundred fifty dollars or more received from any source during the period commencing at the end of the period covered in the last campaign statement required pursuant to subsection B of this section, and ending on midnight of the date of the city election. This late contribution report shall be made at and received by the city clerk within twenty-four hours of the receipt of the contribution and the report to the city clerk shall include all of the information required of late contributions reports under the Act.

D. Notwithstanding the foregoing to the contrary, only those independent expenditure committees that are formed or existing primarily to support or oppose a candidate for city office or to support or oppose the qualification of, or passage of, a city ballot measure which is being voted on only in the city or are city general purpose committees active only in the city are required to comply with subsections A through C of this section.

E. 1. Any city candidate, person and committee that is required to file campaign statements under the Act and/or this chapter shall file, in addition to each duly executed original campaign statement, and any copies thereof, as is required by the Act and this chapter, campaign statements that are in a format, if any has been approved by the city, for use on the city's web site, and that are in electronic format, if any, approved by the city.

2. The city clerk shall cause to be placed on the city's web site a copy of each campaign statement filed electronically in accordance with the Act within twenty-four hours of the statement's filing with the city clerk, and the city clerk shall cause to be placed on the city's web site the additional pre-election campaign statement required under this section within four hours of its filing. (Ord. 762 §1, 2004; Ord. 756 §1(part), 2004).

1.09.110 Enforcement.

A. Notwithstanding any other provision of the Cotati Municipal Code, a violation of this chapter shall be enforceable solely as provided in this section. All such violations shall be enforced through civil process and violations shall not be subject to criminal penalties.

B. Any person who fails to comply with any provision of this chapter shall be strictly liable to the city of Cotati in a sum not to exceed the following amount for each violation:

1. Three times the amount a person fails to properly report or unlawfully contributes, expends, accepts, gives or receives, or five hundred dollars per violation, whichever is greater. Each failure to report a contribution or expenditure that is required to be reported hereunder shall constitute a separate violation. Each contribution that is accepted, given or received in violation of this chapter shall constitute a separate violation. Each expenditure that is expended in violation of this chapter shall constitute a separate violation.

2. Five hundred dollars per calendar day, or any portion of a calendar day, after the deadline specified in Section 1.09.100 for the filing of additional campaign statements required by Section 1.09.100, until the additional campaign statement is filed with the city clerk.

3. For all other violations, the sum shall be left to the sound discretion of the court, but shall not exceed two thousand dollars for each violation. This section shall apply to, but not be limited to, the failure to make the disclosures required by Sections 1.09.080, 1.09.090 and 1.09.091 of this chapter. For violations of Section 1.09.080, each written solicitation master form shall be considered one violation regardless of the number of individual written solicitations generated from the master form. For violations of Section 1.09.090, each mass mailing of an identical communication shall be considered one violation regardless of the number of individual

communications included in the mass mailing. For violations of Section 1.09.091(A) of this chapter, each unique advertisement that violates this chapter shall be considered one violation regardless of the number of persons to whom the advertisement is circulated or communicated. For example, if a city candidate hands out three thousand identical flyers, each of which violates Section 1.09.091(A) of this chapter, such conduct shall be considered one violation. By way of further example, if a city candidate hands out one thousand identical flyers (“A flyers”) and two thousand identical (but different from the A flyers) flyers, all of which violate this chapter, such conduct shall be considered two violations. For violations of Section 1.09.091(B) of this chapter, each unique television or radio advertisement shall be considered one violation regardless of the number of times such advertisement is published or broadcast.

4. If two or more persons are responsible for any violation, they shall be jointly and severally liable therefor.

5. In addition to the sums provided for above, any person who is found liable for a violation of this chapter shall also be liable for the reasonable attorney fees and costs incurred by the plaintiff in any civil proceeding brought to enforce the provisions hereof.

C. In the event a candidate accepts a contribution and then becomes aware it is in violation of the contribution limit, that violation by the candidate may be excused if the candidate returns the contribution, or contributes it to the city general fund, within fourteen days of becoming aware of the violation.

D. The district attorney of the county of Sonoma shall file and prosecute a civil action in superior court to recover any amounts due and owing the city of Cotati by any person for a violation of this chapter. The district attorney may also seek through a civil action to enjoin any violation or otherwise compel compliance with the requirements of this chapter. Within ten days of receiving a complaint that this chapter has been violated, the district attorney shall provide written notice of that fact to the city manager, and include in that notice any other information that the district attorney deems relevant to the matter. Unless doing so would impede service of process or adversely affect settlement, prior to initiation of a civil action contemplated herein, the district attorney shall provide written notice of his/her intent to initiate such action to the city manager, and include in that notice any other information that the district attorney deems relevant to the matter. Upon the resolution or disposition of any complaint and upon the conclusion, disposition or resolution of any civil action brought by the district attorney hereunder, the district attorney shall provide written notice to the city manager informing her/him of the nature of the resolution and/or disposition. The city shall reimburse the office of the district attorney for all expenses incurred in connection with the civil action.

E. If the district attorney determines or believes that any person (the “target party”) has violated any provision of this chapter, the district attorney may, at his or her sole discretion, advise the target party of remedial measures which may be taken by the target party to avoid possible civil action (the “remedial measures”). Such remedial measures may, but need not include the payment of a civil fine to the city. Nothing contained herein shall be deemed to require the district attorney to offer remedial measures to any target party. In the event the target party is offered and timely performs such remedial measures to the satisfaction of the district attorney, the district attorney shall advise the target party (and to any person who, in writing, informed or complained to the district attorney concerning such violation), in writing, that the alleged violation has been resolved. The district attorney shall prepare a letter of resolution which shall be executed by the district attorney and the target party. In the event a letter of resolution is executed, and in the event the target party complies with the terms and conditions contained in the letter of resolution, no civil action shall thereafter be filed or maintained relating to the alleged violation covered by the letter of resolution.

F. Any voter residing in the city who believes that a violation of this chapter has occurred may file a written complaint with the district attorney requesting investigation of the alleged violation by the district attorney. The district attorney, within fourteen days after receipt of the written complaint, shall determine whether a violation of this chapter has occurred and whether to file a civil action pursuant to this section. The district attorney, within this fourteen day period, shall inform the voter filing the written complaint, in writing, whether the district attorney intends to commence a civil action. Such a civil action must be commenced within seven days of the district attorney’s written response to the voter filing the written complaint. If the writing from the district attorney states that he or she will not be filing a civil complaint, or if such civil complaint is not filed within seven days of the date of the district attorney’s written response, the voter filing the written complaint may file a civil action pursuant to this section concerning the alleged violation complained of. Upon the filing of the civil action by the voter, the voter shall notify the city manager of such filing and provide a copy of the complaint to the city manager. If the district attorney notifies the voter filing the written complaint that he or she will not be filing a civil action, or if the district attorney fails to file a civil action

within seven days of the date of the district attorney's written response, the district attorney may no longer utilize the remedial measures provided for in subsection E of this chapter.

G. If a judgment is entered against the defendant or defendants in an action brought by the district attorney, the entire amount of the judgment shall be paid into the city's general fund. If a judgment is entered against the defendant or defendants in an action brought by a voter of the city, the plaintiff shall receive fifty percent of the amount recovered. The remaining fifty percent shall be paid to the city's general fund. As stated in subsection (B)(3) of this section, any person who is found liable for a violation of this chapter shall also be liable for the reasonable attorney fees and costs incurred by the plaintiff whether the plaintiff is the district attorney or a voter of the city. (Ord. 762 §2, 2004; Ord. 756 §1(part), 2004).

ELECTION CALENDAR (CITY) (INSERT 07)

City Elections
General Municipal Elections Consolidated
November 8, 2016

Laws in effect in 2016 (Calendar laws updated 10/2015)

(check with your county for their deadlines for arguments and rebuttal filings)

Date(s)	E minus	to E minus	Action
May 20	-172		Suggested Last Day to File Petitions Regarding Measure
June 20	-141		Suggested Last Day for Council to Adopt Resolutions
June 21	-140		Suggested Last Day to Post Notice of Deadline for Filing Arguments and Impartial Analyses
No deadline except ONCE before Election Day			Election Official to Publish Notice of Election – Measure(s) Only, No Candidates
7 - 14 days after date Council puts measure(s) on the ballot			Suggested Last Day to File Arguments & Impartial Analyses / Recommended to be 7-14 days after Council calls Election
July 4 to July 18	-127	-113	Election Official to Publish Notice of Election - Candidates
July 11	-120		Last Day to Adopt Regulations for Candidates Statements
10 days after Arguments are due			Last Day to File Rebuttal Arguments / 10 Days after Arguments
July 18 to August 12	-113	-88	Filing Period for Nomination Papers and Candidate's Statements
August 1			Last Day to File Campaign Expenditure Statements - Semi-Annual Statement
August 12	-88		Last Day to Call Election For Ballot Measures
August 12 by 5:00 pm	-88		Last Day for County to Receive Resolutions Requesting Services or Consolidation
August 12	-88		Last Day to File Nomination Papers (Consolidated Cities)
August 17	-83		Last Day to File Nomination Papers – Extended Filing Period if incumbent fails to file
August 17	-83		Last Day to Withdraw Measure(s) from Ballot
August 18	-82		Secretary of State to Determine Order of Names on Ballot
August 25	-75		Time to Cancel Election – Insufficient Candidates
September 12 to October 25	-57	-14	Filing Period for Write-in Candidate
September 29			Last Day to File Campaign Expenditure Statements - 1st Pre-election Statement
October 10	-29		First Day for Mailing Permanent Vote by Mail Voter Ballots
October 10 to November 1	-29	-7	Voters May Request Vote by Mail Ballots with Regular Applications
October 18	-21		Last Day to Mail Sample Ballots and Polling Place Notices
October 24	-15		Last Day to Register to Vote
October 25	-14		Last Day to File for Write-in Candidate
October 27	-12		Last Day to File Campaign Expenditure Statements - 2nd Pre-election Statement
November 1	-7		Last Day for Election Official to Publish Notice of Nominees
November 2 to November 8	-6	0	Emergency/Late Vote by Mail Voting Period
November 7	-1		Last Day for Council to Adopt Procedures to Resolve Tie Vote
November 8	0		ELECTION DAY
November 11	3		Last Day to Receive Vote by Mail Voter Ballots If Postmarked on Election Day
November 16	8		Last Day to Receive Signed "Unsigned Ballot Statements" for unsigned Vote by Mail Voter Ballots
No Later Than December 23	45		Last Day to Declare Results & Install Newly Elected Mayor, Councilmember(s), Etc.
December 8 December 23 (30 days after Assuming Office)	E+30+15+?		Reorganize Council and Choose Mayor Pro Tem (and Mayor if applicable)
January 31, 2017			Filing of Statement of Economic Interests
April 1, 2017			Last Day to File Campaign Expenditure Statements - Semi-Annual Statement Last Day to Submit Report on Measures to Secretary of State

City SIGN GUIDELINES

City of Cotati Guidelines for Temporary Signs for Candidates and Committees

Revised June 8, 2016

TEMPORARY SIGNS ALLOWED ON PRIVATE PROPERTY

Temporary signs promoting a candidate or measure for an election ('campaign signs') are permitted without a sign permit **on private property** so long as they comply with City of Cotati [Land Use Code Sections 17.38.035.C.3 and Section 17.38.040](#). Basic restrictions and enforcement practices are outlined below:

- Signs may be placed only with the property owners' permission.
- The City of Cotati Land Use Code regulates the total combined sign area (front *and* back if the sign is double-sided) for all signs per parcel.
- A residentially zoned parcel is limited to 12 square feet of signage.*
- A nonresidentially zoned parcel is limited to 20 square feet of signage.*

TEMPORARY SIGNS PROHIBITED ON PUBLIC PROPERTY

Temporary (campaign) signs cannot be placed on public property, including but not limited to utility poles, sidewalks and parks and signs attached to or suspended from a boat, vehicle, or other movable object that is parked within a public right-of-way, or located on private property so that it is visible from a public right-of-way, except for signs painted directly upon, magnetically affixed to, or permanently affixed to the vehicle that covers no portion of a vehicle window.

**To ensure property owners the ability to represent all candidates and issues, the square footage limits may be exceeded so long as only one single-sided sign per candidate and issue is posted, and provided that the square footage of each signs does not exceed 3 feet. If the sign is double-sided, both sides are counted to determine the total square footage.*

TIMING

As a courtesy to the community it is recommended that signs be erected no sooner than 60 days before election day and removed by 10 days after election day.

ENFORCEMENT

When City staff receive a report of a sign that may not be in compliance with the Municipal Code, staff shall verify the report is true and if so verified, commence the following procedure:

If on public property:

Any sign on public property shall be removed immediately by City staff and taken to the Police Department, and the City Clerk notified. City Clerk will then call the candidate and/or proponent to allow them to come and pick up the sign at the police department. Signs left at the police department longer than 30 days shall be destroyed.

If on private property:

1. City staff shall notify the City Clerk that a violation relating to temporary signs has occurred.
2. The City Clerk will, as soon as possible, notify the candidate and/or proponent and/or property owner that they have 24 hours to comply with the sign ordinance. If needed, Candidate/Proponent shall submit proof of property ownership and written permission from property owner to erect a temporary sign on the property.
3. After 24 hours, City staff will verify that compliance has occurred. If it has not, staff will initiate code enforcement action on the subject property.

CALTRANS SIGNS (INSERT 08)

DEPARTMENT OF TRANSPORTATION

DIVISION OF TRAFFIC OPERATIONS

Outdoor Advertising Program

1120 N STREET, MAIL STATION 36

P.O. BOX 942874

SACRAMENTO, CA 94274-0001

(916) 654-6473



Dear Candidate or Committee Member:

As a candidate or campaign worker for either an office or a ballot measure, this reminder about State law governing campaign signs should be helpful to you.

Section 5405.3 of the State Outdoor Advertising Act exempts the placing of Temporary Political Signs from normal outdoor advertising display requirements.

TEMPORARY POLITICAL SIGNS ARE SIGNS WHICH MEET THE FOLLOWING CRITERIA:

- A. Encourages a particular vote in a scheduled election.
- B. Is placed not sooner than 90 days prior to the scheduled election and is removed within 10 days after that election.
- C. Is no larger than 32 square feet.
- D. Has had a Statement of Responsibility filed with the Department certifying a person who will be responsible for removing the sign.

A completed Statement of Responsibility must be submitted to:

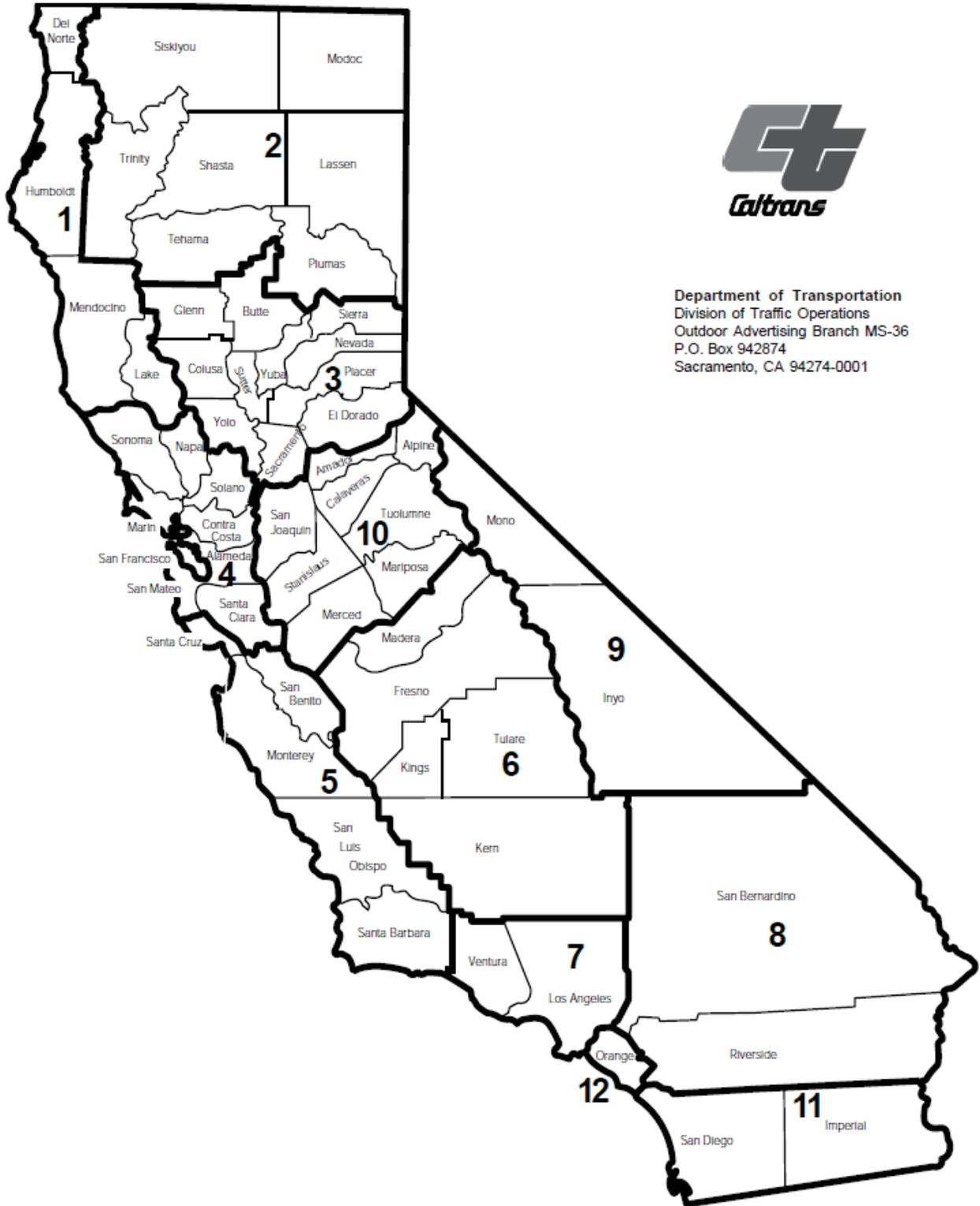
Division of Traffic Operations**Outdoor Advertising Program****P.O. Box 942874, MS-36****Sacramento, CA 94274-0001**

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

State law directs the Department of Transportation to remove unauthorized Temporary Political Signs and bill the responsible party for their removal. We are calling these provisions to your attention to avoid possible embarrassment or inconvenience to you and your supporters. Please share this information with those assisting in your campaign.

Should you have any questions, comments or need additional information, please call (916) 654-5327.

Caltrans District Map



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

DEPARTMENT OF TRANSPORTATION

DIVISION OF TRAFFIC OPERATIONS
Outdoor Advertising Program
1120 N STREET, MAIL STATION 36
P.O. BOX 942874
SACRAMENTO, CA 94274-0001
(916) 654-6473



**STATEMENT OF RESPONSIBILITY FOR
TEMPORARY POLITICAL SIGNS**

Election Date: _____ June _____ November _____ Other _____

Candidate's name: _____

Office sought or proposition number: _____

County where sign(s) will be placed: _____

Number of signs to be placed: _____

Responsible party's name: _____

Address: _____

Phone number (including area code): () _____

The undersigned hereby accepts responsibility for the removal of Temporary Political Signs placed pursuant to Section 5405.3 of the Outdoor Advertising Act for the above candidate or proposition.

It is understood and agreed that any Temporary Political Signs placed sooner than ninety (90) days prior to the election and/or not removed within ten (10) days after the election, may be removed by the Department and the responsible party will be billed for any associated removal costs.

Date

Signature of Responsible Party

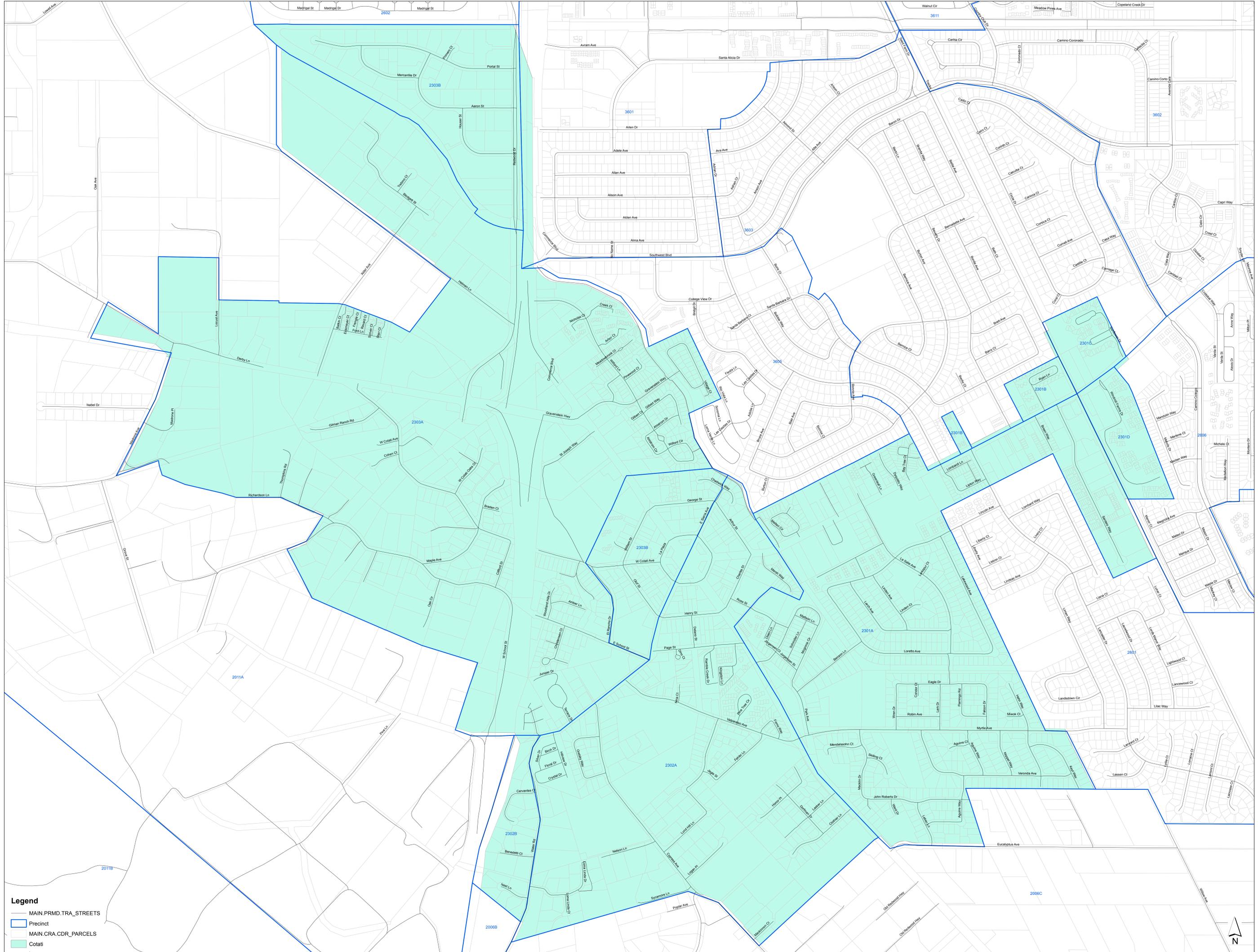
Mail Statement of Responsibility to:

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

CAMPAIGN RESOURCES

PRECINCT MAP, VOTER INFORMATION, PHONE NUMBERS, WEBSITES (INSERT 09)

- **Cotati Precinct Map**
- **Voter Registration by Party**
- **Voter Registration Campaign Materials**
- **Important Telephone Numbers and websites of interest**
- **'Who You Gonna Call?**



- Legend**
- MAIN.PRMD.TRA_STREETS
 - ▭ Precinct
 - ▭ MAIN.CRA.CDR_PARCELS
 - ▭ Cotati





District Registration by Party

Feb 10, 2015

Active Registration

ODD-NUMBERED year report

	DEM	REP	AI	GRN	LIB	PF	NPP	MISC	Total
*0-0 County Of Sonoma	123,647	50,488	6,162	4,105	1,890	712	51,423	1,568	239,995
*102-0 2nd Congressional District	52,944	21,276	2,500	2,106	795	318	21,472	642	102,053
*105-0 5th Congressional District	70,703	29,212	3,662	1,999	1,095	394	29,951	926	137,942
*202-0 2nd Senatorial District	88,353	35,746	4,182	3,074	1,367	537	36,091	1,038	170,388
*203-0 3rd Senatorial District	35,294	14,742	1,980	1,031	523	175	15,332	530	69,607
*302-0 2nd Assembly District	53,190	23,788	2,588	1,652	822	292	21,790	635	104,757
*304-0 4th Assembly District	15,890	6,571	905	421	249	98	7,115	246	31,495
*310-0 10th Assembly District	54,567	20,129	2,669	2,032	819	322	22,518	687	103,743
*401-0 1st Supervisorial District	27,921	13,236	1,444	659	374	118	11,166	326	55,244
*402-0 2nd Supervisorial District	25,503	10,524	1,346	890	397	116	10,985	383	50,144
*403-0 3rd Supervisorial District	21,260	7,539	1,093	676	361	142	9,151	311	40,533
*404-0 4th Supervisorial District	23,017	11,851	1,268	519	402	124	10,082	269	47,532
*405-0 5th Supervisorial District	25,946	7,338	1,011	1,361	356	212	10,039	279	46,542
*501-0 City Of Santa Rosa	40,324	16,098	1,951	1,073	623	208	16,672	506	77,455
*502-0 City Of Cloverdale	1,982	923	108	48	29	13	884	18	4,005
*503-0 City Of Cotati	1,983	645	115	90	29	11	855	19	3,747
*504-0 City Of Healdsburg	3,154	1,225	143	86	57	21	1,288	34	6,008
*505-0 City Of Petaluma	15,986	6,159	786	454	230	65	6,718	241	30,639
*506-0 City Of Rohnert Park	8,819	3,795	562	227	142	56	4,139	154	17,894
*507-0 City Of Sebastopol	2,936	534	86	199	27	26	900	24	4,732
*508-0 City Of Sonoma	3,305	1,379	184	91	33	11	1,383	35	6,421
*509-0 Unincorporated Area	39,020	16,226	1,868	1,729	607	271	15,810	474	76,005
*510-0 Town Of Windsor	6,138	3,504	359	108	113	30	2,774	63	13,089
*702-0 Board Of Equalization - District 2	123,647	50,488	6,162	4,105	1,890	712	51,423	1,568	239,995
04-01-0 Sonoma County Board of Education - Trustee Area # 1	27,690	13,043	1,437	643	368	112	11,067	325	54,685
04-02-0 Sonoma County Board of Education- Trustee Area # 2	25,619	10,626	1,350	884	403	117	11,038	383	50,420
04-03-0 Sonoma County Board of Education- Trustee Area # 3	20,925	7,318	1,072	674	358	142	8,999	306	39,794
04-04-0 Sonoma County Board of Education - Trustee Area # 4	23,174	12,017	1,274	526	405	127	10,150	270	47,943
04-05-0 Sonoma County Board of Education - Trustee Area # 5	25,484	7,123	987	1,337	350	209	9,850	271	45,611
04-08-0 Mendocino County Board of Education - Trustee Area #5	551	205	13	12	5	0	221	7	1,014
04-09-0 Napa County Board of Education - Trustee Area # 7	162	83	10	7	0	1	65	0	328
04-10-0 Marin County Board of Education - Trustee Area # 7	647	323	37	35	9	4	277	14	1,346
05-01-0 Sonoma County Jr College District - Analy Area (7)	21,887	6,874	873	1,269	312	156	8,092	245	39,708
05-02-0 Sonoma County Jr College District-Cld/Gey/Hbg Area (6)	16,950	8,966	916	385	290	99	7,449	186	35,241
05-03-0 Sonoma County Jr College District - Petaluma Area (2)	19,328	8,116	997	595	296	79	8,209	292	37,912
05-04-0 Sonoma County Jr College District - SR Area (3,4,5)	46,973	18,187	2,400	1,420	746	288	20,081	612	90,707
05-05-0 Sonoma County Jr College District - Sonoma Area (1)	18,347	8,262	966	429	246	89	7,527	233	36,099
05-06-0 Napa Valley Comm College District - Trustee Area #7	162	83	10	7	0	1	65	0	328
05-07-0 Sonoma County Community College District - All Areas	123,485	50,405	6,152	4,098	1,890	711	51,358	1,568	239,667
06-01-0 West Sonoma County Union High School District	17,076	4,516	613	1,139	225	140	6,019	183	29,911
06-02-0 Calistoga Joint Unified School District	162	83	10	7	0	1	65	0	328
06-03-0 Cloverdale Unified School District	2,460	1,228	139	66	36	19	1,141	21	5,110
06-04-0 Cotati/Rohnert Park Unified School District	11,355	4,691	709	344	183	72	5,282	186	22,822
06-05-0 Geyserville Unified School District	417	225	28	13	7	1	200	3	894
06-06-0 Healdsburg Unified School District	4,566	2,133	221	137	84	31	1,907	46	9,125
06-07-0 Petaluma Joint Union High School District	19,640	8,341	1,020	602	305	81	8,377	294	38,660
06-08-0 Point Arena Jt Union High/Arena Union School District	551	205	13	12	5	0	221	7	1,014
06-09-0 City Of Santa Rosa High School District	49,772	20,728	2,420	1,338	785	278	20,723	621	96,665
06-10-0 Shoreline Unified School District	632	303	34	35	7	4	267	14	1,296

VOTER REGISTRATION – CAMPAIGN MATERIALS

Voter registration information is available for governmental, political, journalistic, or educational purposes only. An application to purchase voter registration information is required. Requests may be made in person or by phone, and must be paid for at the time the order is picked up. All shipped orders will include a shipping fee.

Materials Description

Prices

Walking Lists ▶ Registered voters by residence address, regular or voting precinct, phone number and party.	\$.50 per 1,000 records
Alpha Lists ▶ Alphabetical list, by precinct or district; residence and mailing addresses, political party and phone number.	\$.50 per 1,000 records
Mailing Labels ▶ Names and mailing addresses on peel and stick labels. Available by household sort and/or political party sort if requested. (computer generated labels)	\$10.00 flat fee plus \$11.50 per 1,000 records
CD ▶ Voter file by district. (txt file) Optional voter history available	\$20.00 flat fee plus \$1.00 per 1,000 records \$270.00 whole county
Vote by Mail Voters ▶ Lists, labels, or disk file of voters, who have applied/returned vote by mail ballots. (E-mail also available upon deposit.) stick	List: \$10.00 flat fee plus \$.10 per page Labels: \$10.00 flat fee plus \$20.00/1000 peel & Disk/ \$20.00 flat fee plus E-mail: \$1.00 per 1000
Maps ▶ Precinct maps by city and/or unincorporated areas of the county and district maps are available.	\$2.00 to \$10.00 per page
Statement of the Vote ▶ Prior election results by precinct Disk/	\$15.00/\$20.00 hard copy \$15.00

For **additional information** contact the Registrar of Voters Mapping and Computer Services Division at (707) 565-6818 or e-mail: rov-materials@sonoma-county.org.

IMPORTANT TELEPHONE NUMBERS

SONOMA COUNTY REGISTRAR OF VOTERS

General Information	(707) 565-6800
Toll-free (within California)	(800) 750-8683
TDD (hearing impaired)	(707) 565-6888
Fax	(707) 565-6843
Vote by Mail Division	(707) 565-6806
(vote by mail ballot applications, information)	
Campaign Disclosure Division	(707) 565-6804
(financial disclosure statements, information)	
Campaign Materials Division	(707) 565-6818
(voter lists, maps, precinct information)	
Candidate Filing Division	(707) 565-6804
(filing requirements for office)	
Voter Registration Division	(707) 565-6800
(voter registration forms, information)	

OFFICE OF THE SECRETARY OF STATE

Elections Division	(916) 657-2166
(general information, filing for state and federal offices)	
Fax	(916) 653-3214
Political Reform Division	(916) 653-6224
(committee ID number, termination)	

FAIR POLITICAL PRACTICES COMMISSION

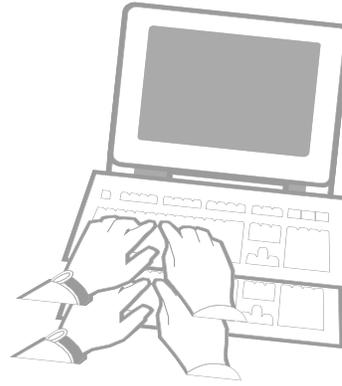
Technical Assistance Division (M-Th 9-11:30 a.m. and M-Tues 1:30-3:30 p.m.)... (866) 275-3772	
(campaign disclosure, state contribution limits, conflict of interest disclosure)	
Fax	(916) 322-3711
Enforcement Division (M-Fri 8 a.m. - 5 p.m.)	(866) 275-3772
(file complaint under Political Reform Act)	

STATE FRANCHISE TAX BOARD

Automated Information	(800) 338-0505
(committee tax status, tax deductible contributions, charitable non-profit groups, general information)	

FEDERAL ELECTION COMMISSION

(federal campaign disclosure, contributions from national banks, national corporations, foreign nationals)



WEBSITES OF INTEREST

vote.sonoma-county.org

Provides information about the Sonoma County Registrar of Voters Office including the following: Voting Information, Registering to Vote, Political Party Preference, Facts for New Citizens, Services for Voters with Disabilities, Vote by Mail Information, Permanent Vote by Mail Information, Polling Places and Sample Ballots, Serving at the Polls, Student Precinct Officer Program, Campaign Materials and Costs, Election Results and Other Services.

vote.sonoma-county.org

Election Night Results

E-MAIL ADDRESSES

- Vote by Mail Information** rov-absentee@sonoma-county.org
- Voter Registration Information** rov-voterreg@sonoma-county.org
- Campaign Information** rov-campaign@sonoma-county.org
- Campaign Materials** rov-materials@sonoma-county.org
- Precinct Officer Information** rov-polls@sonoma-county.org

HELPFUL CONNECTIONS

- Secretary of State** www.sos.ca.gov
- Elections Division www.sos.ca.gov/elections
- Political Reform Division www.sos.ca.gov/prd
- Fair Political Practices Commission** www.fppc.ca.gov
- State Franchise Tax Board** www.ftb.ca.gov
- Internal Revenue Service** www.irs.ustreas.gov
- Federal Election Commission** www.fec.gov
- California Law** www.leginfo.ca.gov

WHO YOU GONNA CALL?



The Sonoma County Registrar of Voters Office appreciates notification of cases of alleged voter registration, petition or voter fraud; however, this office is **NOT** an enforcement agency and is therefore unable to investigate any violations.

In response to the many inquiries our office receives regarding possible election violations or fraud, following is a list of resources regarding whom to contact for the various types of violations:

- **False or misleading campaign materials** ▶ No agency enforcement; these issues are dealt with in court.
- **Violations of the Political Reform Act (Title 9 of the California Government Code §§81000-91014), i.e. mass mailing requirements, slate mailers, campaign disclosure, proper use of campaign funds, disclosure of economic interests** ▶ Contact your local district attorney at (707) 565-2311, or the appropriate city attorney for local candidates or measures, or the Fair Political Practices Commission at 1-866-275-3772 or www.fppc.ca.gov.
- **Election fraud** ▶ Contact your local district attorney at (707) 565-2311, or the California Secretary of State at (916) 657-2166 or www.sos.ca.gov.
- **Unlawful use of public funds, violations of the Elections Code, the Penal Code, or any laws other than the Political Reform Act** ▶ Contact your local district attorney at (707) 565-2311, or the California State Attorney General at 1-800-952-5225 or www.caag.state.ca.us.
- **Federal campaigns, e.g., U.S. Senate, House of Representatives, the President of the United States, etc.** ▶ Contact the Federal Election Commission at 1-800-424-9530 or www.fec.gov.
- **Open meeting laws (Brown Act)** ▶ Contact your local district attorney at (707) 565-2311, or the California State Attorney General at 1-800-952-5225 or www.caag.state.ca.us.
- **Local ordinances** ▶ Contact your local city attorney or local district attorney at (707) 565-2311.
- **Vandalism or requirements concerning campaign signs** ▶ Contact your local city attorney or local district attorney at (707) 565-2311.

SAMPLE NOMINATION FORMS

BALLOT DESIGNATION WORKSHEET,
CANDIDATE STATEMENT INFORMATION SHEET,
CODE OF FAIR CAMPAIGN PRACTICES,
LITERATURE REQUIREMENTS,
MASS MAILING REQUIREMENTS (INSERT 10)

- **Ballot Designation Worksheet**
- **Candidate Statement Information Sheet**
- **Code of Fair Campaign Practices**
- **Literature Requirements**
- **Mass Mailing Requirements**

BALLOT DESIGNATION WORKSHEET

Pursuant to California Elections Code Section 13107.3 and Section 20711 of the California Code of Regulations, 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 Name: _____

Office of: _____

MEMBER OF THE CITY COUNCIL

Home Address: _____

Business Address: _____

Mailing Address: _____

Business Phone: _____

Home/Mobile Phone: _____

Fax Number: _____

E-Mail Address: _____

Other Person Authorized to Act in Your Behalf or Not Applicable:

Attorney Name: _____

Office: _____

Home Address: _____

Business Address: _____

Mailing Address: _____

Business Phone: _____

Home/Mobile Phone: _____

Fax Number _____

E-Mail Address: _____

PROPOSED BALLOT DESIGNATION:

1st Alternative: _____

2nd Alternative: _____

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

- (a) Your current principal profession(s), vocation(s), or occupation(s) [maximum total of three words, separated by a "/"]
- (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 a different office
- (d) "Incumbent" if you were elected (or, if you are a Superior Court Judge, appointed) to your current public office and seek election to a new term
- (e) "Appointed Incumbent" if you were appointed to your current elective public office (other than Superior Court Judge) and seek election to a new term

In the space provided on the next page or on an attachment sheet, describe why you believe you are entitled to use the proposed ballot designation. Attach any documents or exhibits that you believe support your proposed ballot designation. If using the title of an elective office, attach a copy of your certificate of election or appointment. These documents will not be returned to you. **Do not submit originals.**

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.

Remember, it is your responsibility to justify your proposed ballot designation and to provide all requested details.

For your reference, attached are Elections Code Sections 13107 and 13107.3, and 2 California Code of Regulations (CCR) Section 20711. You may also wish to consult Elections Code Section 11307.5 ("community volunteer") and 2 CCR Sections 20712 - 20719 (found at www.sos.ca.gov).

Justification for use of proposed ballot designation:

Current or Most Recent Job Title: _____ Start Date: _____ End Date: _____

Employer Name or Business: _____

Person(s) Who Can Verify this Information:

Name(s): _____ Phone Number: _____

E-Mail: _____

Name(s): _____ Phone Number: _____

E-Mail: _____

Before signing below, answer the following questions:

Does your proposed ballot designation:

- Use only a portion of the title of your current elected office? Yes No
- Use only the word "Incumbent" for an elective office (other than Superior Court Judge) to which you were appointed? Yes No
- Use more than three total words for your principal professions, vocations or occupations? Yes No
- Suggest an evaluation of you, such as outstanding, leading, expert, virtuous, or eminent? Yes No
- Refer to a status (Veteran, Activist, Founder, Scholar), rather than a profession, vocation or occupation? Yes No
- Abbreviate the word "retired"? Yes No
- Place the word "retired" after the words it modifies? Example: Accountant, retired Yes No
- Use any word or prefix (except "retired") such as "former" or "ex-" to refer to a former profession, vocation or occupation? Yes No
- Use the word "retired" along with a current profession, vocation or occupation? Yes No
Example: Retired Firefighter/Teacher
- Use the name of a political party or political body? Yes No
- Refer to a racial, religious, or ethnic group? Yes No
- Refer to any activity prohibited by law? Yes No

If the answer is to any of these questions is "Yes," your proposed Ballot Designation is likely to be rejected.

Candidate's Signature: _____ Date: _____

EXPIRES: December 31, 2016

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

13106. No Title or Degree.

No title or degree shall appear on the same line on a ballot as a candidate's name, either before or after the candidate's name.

13107. Ballot Designation Requirements

(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, or to which he or she was appointed, in the case of a superior court judge.
 - (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, or, in the case of a superior court judge, was appointed to that office.
 - (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. 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.
 - (4) The phrase "appointed incumbent" if the candidate holds an office other than a judicial office by virtue of appointment, and the candidate is a candidate for election to the same office, 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) Neither the Secretary of State nor any other elections official shall accept a designation of which any of the following would be true:
- (1) It would mislead the voter.
 - (2) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
 - (3) It abbreviates the word "retired" or places it following any word or words which it modifies.
 - (4) It uses a word or prefix, such as "former" or "ex-," which means a prior status. The only exception is the use of the word "retired."
 - (5) It uses the name of any political party, whether or not it has qualified for the ballot.
 - (6) It uses a word or words referring to a racial, religious, or ethnic group.
 - (7) It refers to any activity prohibited by law.

(c) 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).
- (2) In the event the candidate fails to provide a designation that complies with subdivision (a) within the three-day period specified in paragraph (1), no designation shall appear after the candidate's name.

(d) No designation given by a candidate shall 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 (c) or as provided in subdivision (e). 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.

(e) The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days prior to the general election, requests in writing a different designation which the candidate is entitled to use at the time of the request.

13107.3 Ballot Designation Worksheet in format prescribed by Secretary of State

(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.

EXPIRES: December 31, 2016

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

13107.5. Ballot Designation of "Community Volunteer"

(a) A candidate's ballot designation as "community volunteer" shall constitute a valid principal vocation or occupation for purposes of subdivision (a) of Section 13107, if not otherwise in violation of any of the restrictions set forth in that section, and subject to the following conditions:

- (1) A candidate's community volunteer activities constitute his or her principal profession, vocation, or occupation.
 - (2) A candidate is not engaged concurrently in another principal profession, vocation, or occupation.
 - (3) A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation, or occupation designation.
- (b) The Secretary of State shall by regulation define what constitutes a community volunteer for purposes of this section.

20711. Ballot Designation Worksheet.

(a) In order to facilitate review of a candidate's proposed ballot designation by the Secretary of State pursuant to Elections Code Section 13107, the candidate shall submit, at the time of filing his or her proposed ballot designation on the Declaration of Candidacy, a completed Ballot Designation Worksheet on a form provided by the Secretary of State.

(b) All Ballot Designation Worksheets filed with the Office of the Secretary of State or the county elections officials pursuant to this section shall be public records and shall be available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, Fifth Floor, 1500 11th Street, Sacramento, California 95814, or at the office of the applicable county elections official.

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

- (1) The candidate's name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number;
- (2) A designation of the office for which the candidate is seeking election;
- (3) The name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number of the attorney representing the candidate or for any other person to be contacted in the event the Secretary of State requires further information regarding the proposed ballot designation;
- (4) The proposed ballot designation submitted by the candidate;
- (5) The candidate may submit one or more proposed alternate ballot designations ranked in order of the candidate's preference;
- (6) A brief statement identifying the factual basis upon which the candidate claims the proposed ballot designation and each proposed alternate ballot designation, including the following:
 - (A) If the candidate holds elected office and is submitting his or her proposed ballot designation pursuant to Elections Code Section 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 Section 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 Section 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 Section 20714, subdivision (b).
 - (D) If the candidate submits a ballot designation pursuant to Elections Code Section 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 Section 13107(e), that request shall be accompanied by a Ballot Designation Worksheet.

EXPIRES: December 31, 2016

CANDIDATE'S STATEMENT INFORMATION SHEET

Complete this form, and submit with your candidate statement. Please use all regular lower case letters (do not use all caps).
Provide a brief description of no more than 200 words, of the candidate's education and qualifications.
Be sure to include the official title of the office you are a candidate for, your name, age, and occupation.
(see bottom of reverse side for sample format)

Enter the candidates' name and the office title:

Enter the name of the jurisdiction to which the office belongs, if other than the name of the city (i.e., the name of the school district).

CITY OF COTATI

Candidates Name

Jurisdiction Name

Male Female

MEMBER OF THE CITY COUNCIL

Office Title (i.e. Mayor, Member of the City Council, City Clerk, Member of the Board of Education, etc.)

I DO WANT my Candidate Statement to appear in the following languages in the Sample Ballot Voter Pamphlet:

- | | | | | |
|--------------------------------------|--|--|-------------------------------------|----------------------------------|
| <input type="checkbox"/> English | <input type="checkbox"/> Spanish/Colloquial (informal) | <input type="checkbox"/> Chinese/Traditional | <input type="checkbox"/> Japanese | <input type="checkbox"/> Korean |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Spanish/Castillian (formal) | <input type="checkbox"/> Chinese/Simplified | <input type="checkbox"/> Vietnamese | <input type="checkbox"/> Tagalog |

I DO NOT WANT to file a candidate statement.

Signature of Candidate: _____

STATE LAW PROVIDES (per Election Code Section 13307):

1. A Candidate Statement is optional and available to all candidates for nonpartisan offices.
2. The statement may include candidate's age, occupation and a brief description of education and qualifications (expressed by the candidate himself or herself).
3. Each local jurisdiction determines:
 - a. the maximum number of words allowed, usually 200 words
 - b. responsibility for payment, the candidate or the jurisdiction
 - c. whether the costs are to be paid in advance.
4. Reference to political party affiliation or mention of any partisan political membership or activity is not permitted.
5. Reference to other candidates for that office or to another candidate's qualifications, character, or activities are prohibited. (EC 13308).
6. No changes of any kind are allowed AFTER the statement is filed.
7. The statement may be withdrawn (in writing) up to 5:00 pm of the next working day after the close of the nomination period.
8. Statements are confidential until after the close of the nomination period.
9. A candidate may request that the statement also be printed in other languages and included in the Sample Ballot Voter Information Pamphlet mailed to all voters in the election area. An additional fee may be required to print the additional languages.

CANDIDATE STATEMENTS MUST BE FILED AT THE TIME NOMINATION PAPERS ARE FILED.

COST INFORMATION:

The estimated cost is determined prior to all information being available, therefore, it is an approximation of the actual cost that varies from election to election and may be significantly more or less depending on the actual number of candidates filing statements.

For Election Official's use only: Estimated Cost of Printing Candidate's Statement in:

English: \$351.00 Spanish: _____ Chinese: _____ Korean: _____ Tagalog: _____ Vietnamese: _____ Other: _____

If applicable, the below estimated cost is for the Translations (and formatting if translation is provided by the candidate) and this cost does not include printing, which cost is noted above:

Spanish: _____ Chinese: _____ Korean: _____ Tagalog: _____ Vietnamese: _____ Other: _____

- Election Official:
- a. Send one copy of this page and the candidate statement to the vendor/printer
 - b. keep original set for your files
 - c. make one copy for candidate
 - d. make one or more copies for the translator(s) if necessary

(More information on reverse side)

EXPIRES: December 31, 2016

CANDIDATE'S STATEMENT INFORMATION SHEET

Please type using regular lowercase letters, do not use all CAPS.
Type your statement clearly and legibly - DO NOT handwrite or print.

Section 13307 of the Elections Code of the State of California sets forth guidelines for candidate's statements.
Please follow them:

1. The statement of each candidate shall be printed in type of uniform size and darkness and with uniform spacing.
2. The statement shall not include any party affiliation or membership or activity in partisan political organizations.
3. Reference to other candidates for that office or to another candidate's qualifications, character, or activities are prohibited.
4. Your statement will be printed as submitted; therefore you are advised to carefully check for errors in punctuation and grammar. Spelling however, will be corrected by the computer automatically.
5. Remember to sign this form and any supplemental sheets if used and attach them to your statement. If you wish to have a Foreign language translation of your statement prepared for printing in the Voter's Pamphlet, be sure to check the space(s) provided on the front of this form.

WORD COUNT STANDARDS

As stated in Section 9 of the Elections Code.

(a) Counting of words, for purposes of this code, shall be as follows:

- (1) Punctuation is not counted.
- (2) Each word shall be counted as one word except as specified in this section.
- (3) All proper nouns, including geographical names, shall be considered as one word; for example, "City and County of San Francisco" shall be counted as one word.
- (4) Each abbreviation for a word, phrase, or expression shall be counted as one word. *E.G. UCLA, PTA, L.A.P.D.*
- (5) Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
- (6) Dates shall be counted as one word, in either format, i.e. *April 10, 1990* or *4/10/90*.
- (7) Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as "one," shall be considered as a separate word or words. "One" shall be counted as one word whereas "one hundred" shall be counted as two words. "100" shall be counted as one word.
- (8) Telephone numbers shall be counted as one word.
- (9) Internet web site and email addresses shall be counted as one word.

(b) This section shall not apply to counting words for ballot designations under Sections 13107 and 13107.5.

FOR MEMBER OF THE CITY COUNCIL

JOHN SMITH Age: 45
Occupation: Businessman

I have been a 30 year resident of this City and thoroughly enjoy living here. I would like to increase citizen education and police resources to stop the gang and graffiti activity that are overtaking our city.

I would like to implement environmental standards for cleaner water and air quality.

I respectfully ask for your support and thank those of you who cast your vote for me. A vote for me is a vote for a better City Council.

/s/ John Smith

SAMPLE OF STATEMENT FORMAT

Please use Helvetica 10 pt type.

EXPIRES: December 31, 2016

CODE OF FAIR CAMPAIGN PRACTICES

(Division 20, Chapter 5, Elections Code.)

Chapter 5. Fair Campaign Practices

Article 1. General Intent

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.

Article 2. Definitions

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

Article 3. 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 § 81000) of the Government Code, an initial campaign statement on behalf of the committee.

The text of the Code shall read, as follows: (See "CODE OF FAIR CAMPAIGN PRACTICES" on reverse side).

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.

EXPIRES: December 31, 2016

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.

Signature

Date

Candidates Name

November 8, 2016

Date of Election

EXPIRES: December 31, 2016

LITERATURE REQUIREMENTS

§ 16, Elections Code

A copy of Section 84305 of the Government Code shall be provided by the elections official to each candidate or his or her agent at the time of filing the declaration of candidacy and to the proponents of a local initiative or referendum at the time of filing the petitions.

MASS MAILING REQUIREMENTS

§ 84305, Government Code

(a) Except as provided in subdivision (b), no candidate or committee shall send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6_{point} type which shall be in a color or print which contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the organization's address is a matter of public record with the Secretary of State.

(b) If the sender of the mass mailing is a single candidate or committee, the name, street address, and city of the candidate or committee need only be shown on the outside of each piece of mail.

(c) If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a).

PENAL PROVISIONS - ELECTION CAMPAIGNS

§ 18303, Election Code

Every person who violates Section 84305 of the Government Code relating to mass mailing is subject to the penal provisions set forth in Chapter 11 (commencing with Section 91000) of Title 9 of the Government Code.

§ 91000, Government Code

(a) Any person who knowingly or willfully violates any provision of this title is guilty of a misdemeanor.

(b) In addition to other penalties provided by law, a fine of up to the greater of ten thousand dollars (\$10,000) or three times the amount the person failed to report properly or unlawfully contributed, expended, gave or received may be imposed upon conviction for each violation.

(c) Prosecution for violation of this title must be commenced within four years after the date on which the violation occurred.

§ 91001, Government Code

(a) The Attorney General is responsible for enforcing the criminal provisions of this title with respect to state agencies, lobbyists and state elections. The district attorney of any county in which a violation occurs has concurrent powers and responsibilities with the Attorney General.

(b) The civil prosecutor is primarily responsible for enforcement of the civil penalties and remedies of this title. The civil prosecutor is the commission with respect to the state or any state agency, except itself. The Attorney General is the civil prosecutor with respect to the commission. The district attorneys are the civil prosecutors with respect to any other agency. The civil prosecutor may bring any civil action under this title which could be brought by a voter or resident of the jurisdiction. Upon written authorization from a district attorney, the commission may bring any civil action under this title which could be brought by a voter or resident of the jurisdiction. Under such circumstances, Section 91007 shall not apply to the commission.

(c) Whether or not a violation is inadvertent, negligent or deliberate, and the presence or absence of good faith shall be considered in applying the remedies and sanctions of this title.

EXPIRES: December 31, 2016

DEFINITION OF MASS MAILING AND SENDER

§ 18435, California Code of Regulations

(a) A "mass mailing" has been made when over two hundred substantially similar pieces of mail have been sent within a calendar month.

(b) The sender, as used in Government Code Section 84305, is the candidate or committee who pays for the largest portion of expenditures attributable to the designing, printing, and posting of the mailing which are reportable under Government Code Sections 84200-84217.

(c) For purposes of this section to "pay for" a share of the cost of a mass mailing means to make, to promise to make, or to incur an obligation to make, any payment:

- (1) To any person for the design, printing, postage, materials or other costs (including salaries, fees, or commissions) of the mailing; or
- (2) As a fee or other consideration for an endorsement or, in the case of a ballot measure, support or opposition, in the mailing.

(d) The identification required by Section 84305 shall be preceded by the words "Paid for by." These words shall be presented in the same size and color as the identification required by Section 84305, and shall be immediately adjacent to and above or immediately adjacent to and in front of the required identification.

(e) The requirements of Section 84305 to identify the name of the candidate or committee sending a mass mailing apply to over 200 substantially similar messages distributed to the public through electronic mail by a candidate or committee within a calendar month.

Note: Authority cited: Section 83112, Government Code. Reference: Sections 82041.5 and 84305, Government Code.

§ 18435.5, California Code of Regulations

(a) Section 84305.5 requires a slate mailer to identify the slate mailer organization or committee sending the slate mailer, and to designate by an asterisk (*) each candidate and each ballot measure supported or opposed in a slate mailer for which payment of \$100 or more has been received by the organization or committee (either from the candidate, ballot measure committee, or from any other person "at the behest" of a candidate or ballot measure committee as defined in Regulation 18225.7).

(b) To ensure that it is easily legible, the Notice to Voters required by Section 84305.5 shall appear with a reasonable degree of color contrast between the background and the statement and must appear on a plain background, not superimposed over an illustration or a patterned background. Examples of a reasonable degree of color contrast that would meet the standard required by Section 84305.5 are when the disclaimer is printed in black text on a white background or a similar degree of color contrast between the background and the text of the disclaimer.

(c) Slate Mailers in Multiple Languages. The Notice to Voters in a slate mailer shall appear in English. In addition, if all or a significant portion of the slate mailer appears in a language other than English, the Notice to Voters must also appear in that language.

(d) In addition to applying to slate mailers sent by traditional mail, the slate mailer identification and disclaimer requirements of Section 84305.5 apply to slate mailers distributed electronically.

Note: Authority cited: Section 83112, Government Code. Reference: Section 84305.5, Government Code.