



2024 ELECTION GUIDE

General Municipal Election November 5, 2024

Compiled by:
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City of Los Altos Nomination Packet
General Municipal Election



Office of the City Clerk

**ELECTION GUIDE
INTRODUCTION**

Welcome to Los Altos city government. Your interest in city government is welcomed and I hope this handbook will help clarify the electoral process for you.

This Election Guide has been prepared to assist candidates in preparing for the General Municipal Election on November 5, 2024. This guide is not all encompassing; it merely summarizes the major provisions related to candidates running for office in the City of Los Altos. Candidates interested in elective office should not, therefore, rely solely on this booklet, but should contact the Office of the City Clerk for more detailed information. The Office of the City Clerk is open Monday through Friday, excluding holidays.

In taking out papers to file for candidacy in the upcoming City Council election, you are demonstrating great interest in your community and your city.

Staff would be pleased to meet with you, if you find it useful to discuss community and City issues as you contemplate your decision for candidacy. If you would like to arrange such a meeting, please contact me at mthurman@losaltosca.gov.

Good luck in your campaign and I look forward to the opportunity to work with you.

Sincerely,

Melissa Thurman, MMC
City Clerk

November 5, 2024 City Council Election Overview

OFFICES TO BE FILLED:	Three City Council Seats Four-year terms
NOMINATION PERIOD: <i>(When papers may be pulled & filed)</i>	Monday, July 15, 2024 through Friday, August 9, 2024 at 5:00 p.m.
EXTENDED NOMINATION PERIOD:	If any eligible incumbent fails to file for re-election by August 9, 2024, the “extended deadline” (5:00 p.m., August 14, 2024) will apply for new candidates only. Incumbents may not file during the extended nomination period.
CANDIDATE STATEMENT FEE (Optional)	\$3,100.00 to cover the cost of typesetting, handling and translation of candidate’s statement. As the cost of printing and distribution of the candidates’ statements is an estimated amount determined by the Santa Clara County Registrar of Voters, candidates will either be billed for or refunded the difference in actual cost following the election. The City Clerk collects the fee at the time of filing. <i>(If the candidate elects not to submit a candidate statement the \$3,100.00 fee will be waived.)</i>
QUALIFICATIONS:	Candidates must be residents in the jurisdiction of the City of Los Altos and must be registered voters at the time nomination papers are obtained from the City Clerk. Candidates must also be 18 years of age or older at the time nomination papers are obtained from the City Clerk.
CONTRIBUTION LIMIT	\$5,500.00 State Contribution Limits and Voluntary Expenditure Ceilings (ca.gov)

CANDIDATE FILING CHECKLIST

All of the following items must be provided, in full, at the time of filing as a City Council candidate. *Documents will not be accepted piece-meal and must be filed in full:*

- _____ Nomination papers, completed as required
- _____ Ballot Designation Worksheet
- _____ FPPC Form 700
Statement of Economic Interests
- _____ **Statement of Qualifications (Optional) - limit of 200 words**, a maximum of 22 lines with approximately 72 character positions per line. Type the statement in single spaced **paragraph format** and upper- and lower-case letters. Statement must be typewritten or computer printed. Blank lines are NOT included in the maximum line count and punctuation and spaces are included in the character position maximum count. **Using a computer to determine a statement's word count is not recommended.** Please refer to "Rules for Counting Words" for guidelines on computing word counts.
- _____ \$3,100.00 toward the printing of candidate statement (unless candidate declines statement). Check made out to City of Los Altos
- _____ Acknowledgement of Responsibility of Cost of Candidate Statement/Statement of Qualifications
- _____ Registrar of Voters Preferred Transliteration Form
- _____ Request For Vietnamese Name Accents
- _____ Candidate Information Request Form
- _____ Statement of Fair Campaign Practices (Optional)
- _____ Permission To Post Personal Information On County Of Santa Clara Registrar Of Voters Internet Website
- _____ Permission To Post Personal Information On City of Los Altos Internet Website
- _____ Acknowledgement of Contribution Limits

NOMINATION PROCEDURES

NOMINATION PROCEDURES

All nomination papers, issued to prospective candidates, must be filed in a complete batch, with the City Clerk/City Clerk's Office no later than 5:00 p.m., August 9, 2024. However, should any eligible incumbent fail to file for re-election, the "extended deadline" (August 14, 2024 by 5:00 p.m.) will apply.

NOMINATION PAPERS

Candidates must obtain at least 20, but no more than 30 signatures on the nomination papers. Signers must be *City of Los Altos* registered voters. As there are three seats of the City Council to be filled, any one voter may sign a maximum of three nomination papers. It is strongly recommended that candidates obtain the 30-signature maximum because the Office of the County Registrar of Voters may disqualify some signatures for various reasons. *A voter's signature must match the way it was signed at the time of registering to vote.* A list of registered voters may be obtained from the County Registrar of Voters Office for a nominal fee. Should the Registrar of Voters determine that less than 20 signatures are valid, candidates will be given until the close of the filing period to submit additional signatures. **For this reason, candidates are encouraged to file well before the close of the filing period.**

Included on the nomination papers is a request for the "ballot designation" (the manner in which the candidate's name will appear on the ballot) and occupational designation (an optional reference to occupation appearing under the candidate's name on the ballot). Please refer to the following pages for guidelines from the Registrar of Voters for completing this portion of the nomination papers.

DECLARATION OF CIRCULATOR

Nomination papers may be circulated and subsequently filed by the candidate or by any other person registered to vote at the election. The circulator is required to fill out the Declaration of Circulator located on the back page of the nomination papers.

AFFIDAVIT OF NOMINEE AND OATH OR AFFIRMATION OF ALLEGIANCE

You may have the Affidavit Of Nominee And Oath Or Affirmation Of Allegiance witnessed by a Notary Public in advance of filing. The City Clerk's Office does not provide notarial services to candidates, so please schedule accordingly prior to the filing of candidate paperwork.

BALLOT DESIGNATION

For your reference, Ballot Designations per the Secretary of State is reproduced below:

Ballot Designations per California Code of Regulations, Title 2. Administration, Division 7.
Secretary of State, Chapter 7. Ballot Designations

20710. General Provisions.

- 1.The regulatory purpose of this Chapter is to ensure the accurate designation of the candidate upon the ballot in order that an informed electorate may intelligently elect one of the candidates.
- 2.The Secretary of State shall, at all times, apply and interpret the provisions of Elections Code Section 13107 and the regulations included in this Chapter in a manner consistent with the regulatory purpose of this Chapter.
- 3.Candidates are not required to use a ballot designation pursuant to Elections Code Section 13107, subdivision (a), and may opt to leave the space for such a designation on the ballot blank. In order to notify the elections official as to whether he or she will use a ballot designation or will opt to leave the ballot designation space blank, the candidate must initial the appropriate box on the Declaration of Candidacy or otherwise so indicate on the Declaration of Candidacy.
- 4.Pursuant to Elections Code s 13107, subdivision (a), a candidate may submit a proposed ballot designation pursuant to any one of the four provisions specified in Elections Code Section 13107, subdivision (a), subparts (1) through (4), applicable to that candidate. The candidate shall be free to select from which of the applicable four subparts he or she is submitting his or her proposed ballot designation.
- 5.The regulations set forth in this Chapter shall apply only to elections held for offices for which elections returns are certified by the Secretary of State of the State of California.
- 6.Whenever, the word "should" is used in this Chapter, it is recommended, not mandatory.

Note: Authority cited: Section 12172.5, Government Code. Reference: Section 13107, Elections Code.

20711. Ballot Designation Worksheet.

- 1.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.
- 2.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.
- 3.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:
 1. 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;
 2. 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;
 3. If the candidate submits a ballot designation pursuant to Elections Code Section 13107, subdivision (a)(3), the candidate shall indicate:
 1. The title of the position or positions which he or she claims supports the proposed ballot designation;
 2. The dates during which the candidate held such position;
 3. A description of the work he or she performs in the position;
 4. The name of the candidate's business or employer;
 5. The name and telephone number of a person or persons who could verify such information; and

6. 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).

4. 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.

4. 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.

5. 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.

Note: Authority cited: Section 12172.5, Government Code. Reference: Sections 13107 and 13107.3, Elections Code.

20712. Proposed Ballot Designations Submitted Pursuant to Elections Code Section 13107, Subdivision (a)(1).

Proposed ballot designations submitted pursuant to Elections Code Section 13107, subdivision (a)(1), shall be subject to the following provisions:

1. In the case of candidates holding elective city, county, district, state, or federal office, the candidate's ballot designation shall be the elective office which the candidate holds at the time of filing the nomination documents.

2. In the case of judicial officers, the candidate's ballot designation shall be the elective office which the candidate holds at the time of filing the nomination documents.

3. There shall be no word count limitation applicable to ballot designations submitted pursuant to Elections Code Section 13107, subdivision (a)(1).

4. Proposed ballot designations indicating a position of legislative leadership or leadership in another elected body, such as "Majority Leader of the California Senate," "Minority Leader of the California State Assembly," "Speaker of the California State Assembly," "President Pro Tempore of the California State Senate," "City of Orange Mayor Pro Tem," and the like, are not elective offices described in Elections Code Section 13107, subdivision (a)(1). Such ballot designations are improper, pursuant to Elections Code Section 13107, subdivision (a)(1). They may, however, subject to the three-word limit, be considered under the provisions of Section 13107(a)(3). Examples of acceptable ballot designations under this section include, but are not limited to, "Assembly Minority Leader," "California Assembly Speaker," and "Mayor Pro Tem."

5. Proposed ballot designations indicating that the candidate is a member of the state or county central committee of a political party, or an officer of a state or county central committee of a political party, are improper, as such positions do not constitute elective county or state offices as specified in Elections Code Section 13107, subdivision (a)(1).

Note: Authority cited: Section 12172.5, Government Code. Reference: Section 13107, Elections Code.

20713. Proposed Ballot Designations Submitted Pursuant to Elections Code Section 13107, Subdivision (a)(2).

Proposed ballot designations submitted pursuant to Elections Code s 13107, subdivision (a)(2), shall be subject to the following provisions:

1. A proposed ballot designation submitted pursuant to Elections Code Section 13107, subdivision (a)(2), is limited "incumbent," as that term is defined in Elections Code s 13107, subdivision (a)(2).
2. The term "incumbent" must be used as a noun. It shall not be used in conjunction with any other words, including any accompanying adjectives or modifiers, and must stand alone. A candidate qualified to use this designation pursuant to Elections Code Section 13107, subdivision (a)(2), shall be entitled to use the ballot designation "Incumbent."
3. The word "incumbent" is strictly limited for use in ballot designations submitted pursuant to Elections Code Section 13107, subdivision (a)(2), and may not be used as an adjective in any other ballot designation.

Note: Authority cited: Section 12172.5, Government Code. Reference: Section 13107, Elections Code.

20714. Proposed Ballot Designations Submitted Pursuant to Elections Code Section 13107, Subdivision (a)(3).

Proposed ballot designations submitted pursuant to Elections Code Section 13107, subdivision (a)(3), shall be subject to the following provisions:

1. The terms "profession," "vocation," or "occupation," as those terms are used in Elections Code Section 13107, subdivision (a)(3), are defined as follows:
 1. "Profession" means a field of employment requiring special education or skill and requiring knowledge of a particular discipline. The labor and skill involved in a profession is predominantly mental or intellectual, rather than physical or manual. Recognized professions generally include, but are not limited to, law, medicine, education, engineering, accountancy, and journalism. Examples of an acceptable designation of a "profession," as defined in Elections Code Section 13107, subdivision (a)(3), include, but are not limited to, "attorney," "physician," "accountant," "architect," and "teacher."
 2. "Vocation" means a trade, a religious calling, or the work upon which a person, in most but not all cases, relies for his or her livelihood and spends a major portion of his or her time. As defined, vocations may include, but are not limited to, religious ministry, child rearing, homemaking, elderly and

dependent care, and engaging in trades such as carpentry, cabinetmaking, plumbing, and the like. Examples of an acceptable designation of a "vocation," as defined in Elections Code Section 13107, subdivision (a)(3), include, but are not limited to, "minister," "priest," "mother," "father," "homemaker," "dependent care provider," "carpenter," "plumber," "electrician," and "cabinetmaker."

3. "Occupation" means the employment in which one regularly engages or follows as the means of making a livelihood. Examples of an acceptable designation of an "occupation," as defined in Elections Code Section 13107, subdivision (a)(3), include, but are not limited to, "rancher," "restaurateur," "retail salesperson," "manual laborer," "construction worker," "computer manufacturing executive," "military pilot," "secretary," and "police officer."

2. "Principal," as that term is used in Elections Code Section 13107, subdivision (a)(3), means a substantial involvement of time and effort such that the activity is one of the primary, main or leading professional, vocational or occupational endeavors of the candidate. The term "principal" precludes any activity which does not entail a significant involvement on the part of the candidate. Involvement which is only nominal, pro forma, or titular in character does not meet the requirements of the statute.

1. If a candidate is licensed by the State of California to engage in a profession, vocation or occupation, the candidate is entitled to consider it one of his or her "principal" professions, vocations or occupations if the candidate has maintained his or her license current as of the date he or she filed his or nomination documents by complying with all applicable requirements of the respective licensure, including the payment of all applicable license fees and the status of the candidate's license is active at the time he or she filed his or her nomination documents.
2. A candidate who holds a professional, vocational or occupational license issued by the State of California may not claim such profession, vocation or occupation as one of his or her "principal" professions, vocations or occupations if the candidate's licensure status is "inactive" at the time the candidate files his or her nomination document, or the candidate's license has been suspended or revoked by the agency issuing the license at the time the candidate files his or her nomination documents.

3. In order for a ballot designation submitted pursuant to Elections Code Section 13107, subdivision (a)(3), to be deemed acceptable by the Secretary of State, it must accurately state the candidate's principal professions, vocations or occupations, as those terms are defined in subdivisions (a) and (b) herein. Each proposed principal profession, vocation or occupation submitted by the candidate must be factually accurate, descriptive of the candidate's principal profession, vocation or occupation, must be neither confusing nor misleading, and must be in full and complete compliance with Elections Code Section 13107 and the regulations in this Chapter.

4. If the candidate is engaged in a profession, vocation or occupation at the time he or she files his or her nomination documents, the candidate's proposed ballot designation is entitled to consist of the candidate's current principal professions, vocations and occupations. In the event the candidate does not have a current principal profession, vocation or occupation at the time he or she files his or her nomination documents, the

candidate may use a ballot designation consisting of his or her principal professions, vocations or occupations, which the candidate was principally engaged in during the calendar year immediately preceding the filing of the candidate's nomination papers.

5.A candidate may engage in multiple principal professions, vocations or occupations. Accordingly, the candidate may designate multiple principal professions, vocations or occupations. If a candidate proposes a ballot designation including multiple principal professions, vocations or occupations, the proposed ballot designation must comply with the following provisions:

1. The proposed ballot designation must comply with the three-word limitation specified in Elections Code Section 13107, subdivision (a)(3), and as implemented pursuant to subdivision (f) herein.
2. Each such proposed profession, vocation or occupation shall be separately considered by the Secretary of State and must independently qualify as a "principal" profession, vocation or occupation, as that term is defined pursuant to subdivision (b) herein.
3. When multiple professions, vocations or occupations are proposed as a ballot designation, they shall be separated by a slash ("/"). An example of an acceptable designation would be "Legislator/Rancher/Physician."

6.Pursuant to Elections Code Section 13107, subdivision (a)(3), the candidate's ballot designation shall be limited to not more than three (3) words. The following rules shall govern the application of the three-word limitation:

1. The proposed ballot designation shall be grammatically correct, generic, and all words must be spelled correctly.
2. Punctuation shall be limited to the use of a comma (e.g., District Attorney, Los Angeles County) and a slash (e.g., Legislator/Rancher/Physician), pursuant to subdivision (e) of this section. A hyphen may be used if, and only if, the use of a hyphen is called for in the spelling of a word as it appears in a standard reference dictionary of the English language, which was published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted.
3. All California geographical names shall be considered to be one word and shall be limited to the names of cities, counties and states. The names of special districts and political subdivisions are not "geographical names," as that term is used in Elections Code Section 13107, subdivision (a)(3). If the candidate desires, the geographical name may be used in the form of "City of . . .," "County of . . .," or "City and County of . . ." Examples of geographical names considered to be one word include Tehama County, Los Angeles County and County of Sacramento. Examples of designations containing a special district or political subdivision that are not geographical names include "Butte County Rural Fire District Captain," "Huntington Beach Unified School District President," and "South Bay Irrigation District Director."
4. An acronym shall be counted as one word.

7.A candidate who chooses to include the name of his or her elective office with another profession, vocation, or occupation may do so pursuant to Elections Code section

13107(a)(3), but that ballot designation shall be limited to no more than three words. Examples of acceptable designations under this section include "State Senator/Rancher," "California Assemblywoman/Attorney," "County Supervisor/Teacher," and "State Controller/Businessman." Examples of unacceptable designations under this section include "Assemblyman, 57th District/Educator," "California State Senator/Architect," "Placer County Supervisor/Business Owner," and "Member, Board of Equalization/Banker."

Note: Authority cited: Section 12172.5, Government Code. Reference: Sections 9 and 13107, Elections Code.

20714.5. "Community Volunteer."

1. "Community Volunteer" means a person who engages in an activity or performs a service for or on behalf of, without profiting monetarily, one or more of the following:
 1. A charitable, educational, or religious organization as defined by the United States Internal Revenue Code section 501(c)(3);
 2. A governmental agency; or
 3. An educational institution.
2. The activity or service must constitute substantial involvement of the candidate's time and effort such that the activity or service is the sole, primary, main or leading professional, vocational or occupational endeavor of the candidate within the meaning of subdivisions (a) and (b) of section 20714 of this Chapter.

Note: Authority cited: Section 12172.5, Government Code; and Section 13107.5(b), Elections Code. Reference: Sections 13107 and 13107.5, Elections Code; and Section 501(c)(3), United State Internal Revenue Code.

20715. Proposed Ballot Designations Submitted Pursuant to Elections Code s 13107, Subdivision (a)(4).

1. Pursuant to Elections Code Section 13107, subdivision (a)(4), a candidate may propose a ballot designation consisting of the phrase "appointed incumbent" if the candidate holds an office, other than a judicial office, by virtue of appointment, and the candidate is a candidate for election to the same office. The candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed."
2. Pursuant to Elections Code Section 13107, subdivision (a)(4), a candidate may propose a ballot designation consisting of the word "appointed" in conjunction with the elective office, if the candidate is a candidate for election to the same office or to some other office. The candidate may not use any words designating the office unmodified by the word "appointed."
3. There shall be no word count limitation applicable to ballot designations submitted pursuant to Elections Code Section 13107, subdivision (a)(4).

Note: Authority cited: Section 12172.5, Government Code. Reference: Section 13107, Elections Code.

20716. Unacceptable Ballot Designations.

1. The Secretary of State shall reject as unacceptable any proposed ballot designation which fails to comply with Elections Code Section 13107, subdivision (a); is prohibited pursuant to Elections Code Section 13107, subdivision (b); is misleading; or is otherwise improper pursuant to the regulations set forth in this Chapter.
2. The following types of activities are distinguished from professions, vocations and occupations and are not acceptable as ballot designations pursuant to Elections Code Section 13107, subdivision (a)(3):
 1. Avocations: An avocation is a casual or occasional activity, diversion or hobby pursued principally for enjoyment and in addition to the candidate's principal profession, vocation or occupation. Avocations may include, but are not limited to, hobbies, social activities, volunteer work (except as set forth in Section 20714.5 of this Chapter), and matters pursued as an amateur.
 2. Pro Forma Professions, Vocations and Occupations: Pro forma professions, vocations or occupations are positions held by the candidate which consume little or none of the candidate's time and which, by their nature, are voluntary or for which the candidate is not compensated, except as set forth in Section 20714.5 of this Chapter. Pro forma professions, vocations and occupations may include, but are not limited to, such pursuits as honorary peace officer, honorary chairperson, honorary professor, goodwill ambassador, official host or hostess and the like.
 3. Statuses: A status is a state, condition, social position or legal relation of the candidate to another person, persons or the community as a whole. A status is generic in nature and generally fails to identify with any particular specificity the manner by which the candidate earns his or her livelihood or spends the substantial majority of his or her time. Examples of a status include, but are not limited to, veteran, proponent, reformer, scholar, founder, philosopher, philanthropist, activist, patriot, taxpayer, concerned citizen, husband, wife, and the like.
3. Pursuant to Elections Code Section 13107, subdivision (b)(1), the Secretary of State shall reject as unacceptable any proposed ballot designation which would mislead voters. In making this determination, the Secretary of State shall determine whether there is a substantial likelihood that a reasonably prudent voter would be misled as to the candidate's principal profession, vocation or occupation by the candidate's proposed ballot designation. The determination shall take into account the plain meaning of the words constituting the proposed ballot designation and the factual accuracy of the proposed ballot designation based upon supporting documents or other evidence submitted by the candidate in support of the proposed ballot designation, pursuant to Section 20711 and 20717 of this Chapter.
4. A ballot designation may not comprise or include commercial identification information, such as a trademark, service mark, tradename, or the specific name of a business, partnership, corporation, company, foundation, or organization. Examples of an improper use of commercial identification information include, but are not limited to, "Acme Company President," "Universal Widget Inventor," "Director, Smith Foundation," "UCLA Professor," and the like.
5. Pursuant to Elections Code Section 13107, subdivision (b)(2), the Secretary of State shall reject as unacceptable any proposed ballot designation which would suggest an

evaluation of the candidate's qualifications, honesty, integrity, leadership abilities or character. Any laudatory or derogatory adjectives which would suggest an evaluation of the candidate's qualifications shall not be permitted. Such impermissible adjectives include, but are not limited to, "senior," "emeritus," "specialist," "magnate," "outstanding," "leading," "expert," "virtuous," "eminent," "best," "exalted," "prominent," "famous," "respected," "honored," "honest," "dishonest," "corrupt," "lazy," and the like.

6. Pursuant to Elections Code Section 13107, subdivision (b)(3), the Secretary of State shall reject as unacceptable any proposed ballot designation which abbreviates the word "retired" or places it following any word or words which it modifies. Examples of impermissible designations include "Ret. Army General," "Major USAF, Retired" and "City Attorney, Retired."

7. Pursuant to Elections Code Section 13107, subdivision (b)(4), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses a word or prefix to indicate a prior profession, vocation, occupation or elected, appointed or judicial office previously held by the candidate. Such impermissible words or prefixes include, but are not limited to, "Ex-," "former," "past," and "erstwhile." Examples of impermissible designations include "Former Congressman," "Ex-Senator," and "Former Educator."

1. Subject to the provisions of Elections Code Section 13107, subdivision (b)(4), use of the word "retired" in a ballot designation is generally limited for use by individuals who have permanently given up their chosen principal profession, vocation or occupation.
2. In evaluating a proposed ballot designation including the word "retired," the Secretary of State will consider the following factors in making a determination as to the propriety of the use of the term "retired":
 1. Prior to retiring from his or her principal profession, vocation or occupation, the candidate worked in such profession, vocation or occupation for more than 5 years;
 2. The candidate is collecting, or eligible to collect, retirement benefits or other type of vested pension;
 3. The candidate has reached at least the age of 55 years;
 4. The candidate voluntarily left his or her last professional, vocational or occupational position; and,
 5. The candidate's retirement benefits are providing him or her with a principal source of income.
3. If a candidate is requesting a ballot designation that he or she is a retired public official, the candidate must have previously voluntarily retired from public office, not have been involuntarily removed from office, not have been recalled by voters, and not have surrendered the office to seek another office or failed to win reelection to the office. If such a candidate did not voluntarily retire from public office, he or she may not use the word "retired" in his or her ballot designation.

4. A candidate may not use the word "retired" in his or her ballot designation if that candidate possesses another more recent, intervening principal profession, vocation, or occupation.
8. Pursuant to Elections Code Section 13107, subdivision (b)(5), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses the name of any political party, whether or not it has qualified for recognized ballot status.
9. Pursuant to Elections Code Section 13107, subdivision (b)(6), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses a word or words referring to a racial, religious, or ethnic group.
 1. The Secretary of State shall reject as unacceptable any ballot designation which expressly contains or implies any ethnic or racial slurs or ethnically or racially derogatory language.
 2. If the candidate is a member of the clergy, the candidate may not make reference to his or her specific denomination. However, the candidate may use his or her clerical title as a ballot designation (e.g., "Rabbi," "Pastor," "Minister," "Priest," "Bishop," "Deacon," "Monk," "Nun," "Imam," etc.)
10. Pursuant to Elections Code Section 13107, subdivision (b)(7), the Secretary of State shall reject as unacceptable any proposed ballot designation which refers to any activity prohibited by law. Unlawful activity includes any activities, conduct, professions, vocations, or occupations prohibited by state or federal law.

Note: Authority cited: Section 12172.5, Government Code. Reference: Section 13107, Elections Code.

20717. Requests for Supporting Documentation.

In addition to the Ballot Designation Worksheet required to be filed with the Secretary of State pursuant to Elections Code Section 13107.3 and Section 20711 of this Chapter, the Secretary of State may request that a candidate submit additional supporting documentation or other evidence to support the proposed ballot designation.

1. Time is of the essence regarding all matters pertaining to the review of proposed ballot designations submitted by candidates for public office. Failure to promptly submit requested supporting materials will preclude consideration of such materials in and the rendering of a final decision on the candidate's proposed ballot designation.
2. The Secretary of State will communicate, whenever possible, with the candidate in the most expeditious manner, including, but not limited to, telephone, facsimile transmission and electronic mail at the number or address provided by the candidate. When the candidate does not have reasonable access to a facsimile machine or electronic mail, the Secretary of State will transmit written communication to the candidate by means of overnight express delivery to the address provided by the candidate.
3. The candidate shall have the burden of establishing that the proposed ballot designation that he or she has submitted is accurate and complies with all provisions of Elections Code Section 13107 and this Chapter.

Note: Authority cited: Section 12172.5, Government Code. Reference: Sections 13107 and 13107.3, Elections Code.

20718. Communication of Decisions Regarding Ballot Designations.

- 1.If a candidate's proposed ballot designation has been rejected, an official copy of the decision of the Secretary of State will be made in writing and transmitted directly to the candidate by registered or certified mail, return receipt requested, to the address provided by the candidate. The Secretary of State shall also provide a copy to the elections official in the candidate's county of residence and to the elections official of each county within the political subdivision. Copies may also be made available to all other candidates in the race.
- 2.At the request of the candidate, the Secretary of State will transmit a copy of the decision of the Secretary of State regarding the candidate's proposed ballot designation by facsimile transmission or e-mail to the facsimile number or e-mail address listed on the candidate's Ballot Designation Worksheet.
- 3.All written decision of the Secretary of State regarding ballot designations are public records and are available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, 1500 11th Street, Fifth Floor, Sacramento, California 95814.

Note: Authority cited: Section 12172.5, Government Code. Reference: Section 13107, Elections Code.

20719. Service of Legal Process Regarding Ballot Designations.

- 1.In the event a candidate or other interested party files a petition for the issuance of an extraordinary writ with the court or other legal action pertaining to a candidate's ballot designation, the summons and any other legal process should be served upon the Chief Counsel to the Secretary of State, 1500 11th Street, Sixth Floor, Sacramento, California 95814. The Chief Counsel may designate a Deputy Secretary of State to accept service of process on behalf of the Secretary of State.
- 2.Telephone notice pertaining to any ex parte applications filed with the court by any candidate or other interested party should be directed to the attention of the Chief Counsel to the Secretary of State at (916) 653-7244. Counsel for all parties to such ex parte matters are admonished that waivers of the Secretary of State's right to timely notice and the right to personally appear at the ex parte hearing will be granted in writing and only in limited instances.
- 3.The Secretary of State shall provide a copy of any legal actions in subdivision (a) or (b) above to the elections official in the county of the candidate's residence and any other county in the district.
- 4.The Secretary of State shall be named as a respondent in any legal action pertaining to a ballot designation for a candidate described in Elections Code Section 15375, except for a candidate for judge of the superior court.

Note: Authority cited: Section 12172.5, Government Code. Reference: Sections 13107 and 13314, Elections Code.

BALLOT DESIGNATION CHEAT SHEET

There are five categories of ballot designations for a candidate to choose ONE from.

1. **Words designating the elective office which the candidate currently holds.** It can be the office title and or the jurisdiction name. There is no word limit for this category.

 Examples: Governing Board Member, East Side Union High School District
 Member, Santa Clara County Board of Supervisors
 Director, Cupertino Sanitary District
2. The word **“incumbent”** if the candidate is currently holding the **same** office they are now filing for. The word **“incumbent” must stand alone.**
3. The words **“appointed incumbent”** if the candidate was appointed to fill the remainder of someone else’s term. The words **“appointed incumbent” must stand alone.**
4. **No more than 3 words** designating either a candidate’s current occupation(s) or profession(s), or the occupation(s) or profession(s) of the candidate during the last 12 months.
5. **“Community Volunteer”** may be used if the candidate has no current occupation and is a volunteer. The words **“Community Volunteer” must stand alone.**

The following ballot designations are examples of designations that are not easily identifiable as being either an acceptable or not acceptable designation.

ACCEPTABLE

- Homemaker
- Mother
- Father
- Retired Sergeant*
- Minister
- Priest
- School Board Member
- Governing Board Member
- Retired → NO
- Incumbent
- Appointed Incumbent
- Community Volunteer → *Must stand alone*
- Parent
- Student

*If the word retired is used with a prior job title, the word **retired** must come first and may not be abbreviated

NOT ACCEPTABLE

- Taxpayer Advocate
- Volunteer
- Veteran
- Ret. Anything
- Dad
- Mom
- Housewife
- Honorary Professor
- Goodwill Ambassador
- Activist
- Taxpayer
- Philanthropist
- Husband
- Wife
- Expert Anything
- Honest Anything
- School Board
- Civil Servant
- Director, Smith Foundation →
- UCLA Professor → No specific names such as UCLA, IBM, SJSU, Nike

CANDIDATE STATEMENT

CANDIDATE’S STATEMENT OF QUALIFICATIONS

The candidate may file a Candidate’s Statement if he/she so desires for distribution to each voter with the sample ballot. The statement will be printed in English, Spanish, Vietnamese, Tagalog and Chinese. Such statement must be filed with the candidate’s nomination papers and may be **WITHDRAWN, BUT NOT CHANGED**, by the candidate after it is filed at any time before 5:00 p.m. on the next business day immediately following the close of the nomination period. **A STATEMENT MAY NOT BE RESUBMITTED AFTER IT IS WITHDRAWN.**

Each candidate is permitted to submit a candidate’s statement of **NOT MORE THAN 200 WORDS**. You are requested to **type** your statement (single spaced a maximum of **22 lines** and not more than **72 character** positions per line including spaces and punctuation). Type the statement in single spaced **paragraph format** and upper and lower case letters. Statements will be printed **exactly** as submitted; candidates are therefore advised to carefully check their statements for errors in spelling, punctuation, and grammar. Further guidelines on candidates’ statements and rules for counting words have been provided by the County Registrar of Voters and are included in this packet.

IF YOU ELECT TO FILE A CANDIDATE’S STATEMENT, you must pay the cost of such statement. The estimated cost is \$3,100.00 and is required at the time of filing. If the cost of the candidate statement is less than the estimated \$3,100.00 the candidate will be refunded the difference. If the cost of the candidate statement is more than the estimated \$3,100.00 the candidate will be billed for the difference. Please note, this fee is determined by the Santa Clara County Registrar of Voters and not by staff of the City of Los Altos.

IF YOU DO NOT ELECT TO MAKE A STATEMENT, you must still sign, date, and mark the appropriate box that states that you do not wish to file a statement.

WHETHER YOU ELECT TO FILE A STATEMENT OF QUALIFICATIONS OR NOT, ALL CANDIDATES MUST RETURN THE FORM AT THE TIME OF FILING THE NOMINATION PAPERS.

CANDIDATE’S STATEMENT OF QUALIFICATIONS

COST AND GUIDELINES

(Elections Code Sections 13307, 13307.5, 13312, 18351)

Each candidate for a **nonpartisan** elective office may submit a candidate statement for the Voter Information portion of the Sample Ballot at the time that he or she files nomination papers. The purpose of the voluntary candidate statement is to acquaint voters with the candidate’s qualifications for the office he or she is seeking. The candidate statement is incorporated into the Voter Information portion of the Sample Ballot pamphlet and is mailed to all registered voters eligible to vote for the candidate.

Content

A candidate’s statement may contain the candidate’s name, occupation, age, and a brief description of their education and qualifications as expressed by the candidate. Statements shall not, in any way, make reference to other candidates for office or to another candidate’s qualifications, character, or activities. The occupation listed on a candidate statement is not mandated to be the same occupation listed as your ballot designation on the Declaration of Candidacy. The occupation on the statement is not limited to the laws that apply to your ballot designation. Statements are limited in length to not more than 200 words.

The candidate statement may **not** include any party affiliation of the candidate, **nor** include membership or activity in partisan political organizations.

The use of jargon, colloquialisms, slang, or other such expressions is strongly discouraged. Phrases such as “monster home” and “where’s the beef” are difficult to translate appropriately into other languages and the meanings are often misinterpreted or lost. For example, “monster home”, a local term for a home that is much larger than the other homes in the neighborhood, may be incorrectly translated as a “home of monsters”. Candidates are encouraged to keep the translation process in mind when developing their statements and to use unambiguous and straightforward vocabulary.

Format

Candidate statements are printed in the Voter Information portion of the Sample Ballot in block paragraph format. In order to ensure uniformity of candidate statements, the candidate must prepare the statement as follows:

- Type the statement in single spaced **paragraph format** and upper and lower case letters. Statement must be typewritten, or computer printed.
- Typeface of statement must be of uniform size and darkness with no unusual spacing. This means **no bullets, NO CAPITALS** used for emphasis, **underlining**, **bold face** or *italics* will be permitted.

- Check the statement for errors in spelling, punctuation and grammar. Statements will appear in the Voter Information portion of the Sample Ballot **exactly as submitted by the candidate**. **NO** corrections or changes to content, format or spacing will be allowed after the statement has been filed.
- Statements **must be** confined to the maximum number of words, the maximum lines allowed and the maximum character positions in a line. Punctuation and spaces are included in the character position maximum count. A 200-word statement has a maximum of 22 lines with approximately 72 character positions per line. If your occupation requires more than one line, each additional line will be counted in the maximum line count for the statement. Using a computer to determine a statement’s word count **is not recommended**. Please refer to “Rules for Counting Words” for guidelines on computing word counts.

FOLLOW THE GUIDELINES! STATEMENTS MUST BE IN PARAGRAPH FORMAT!

When candidate statements are translated into other languages, the amount of text increases. Some of the translated candidate statements grow about 30% in size from the size of the original statement. The 22 lines limit per 200 words candidate statement is an estimated number and may vary depending on the length of words and characters in a line. Therefore, it may be necessary for the Office of the Registrar of Voters to contact a candidate so that they reduce the number of lines in their candidate statement; which is usually complied with by combining paragraphs.

Statements will NOT be accepted unless they conform to these uniform guidelines.

Restrictions

The candidate statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations. Photographs of candidates are not permitted in the sample ballot.

Confidentiality

The candidate statements shall remain confidential through the close of the nomination period for the office sought. You may view or purchase copies of any candidate’s statement beginning the business day after the close of the nomination period.

Withdrawal

The statement may be withdrawn, but **NOT** changed, until 5:00 p.m. of the next business day after the close of the nomination period for the office sought. If a candidate statement is withdrawn, a new one **cannot** be filed.

Translations of Statements

The candidate statements will be translated and available in 14 languages: English, Chinese, Spanish, Tagalog, Vietnamese, Korean, Khmer, Japanese, Hindi, Punjabi, Gujarati, Tamil, Telugu, and Nepali. Candidate statements will appear in the Voter Information portion of the Sample Ballot.

Challenge of Contents

There is a 10-calendar day public examination period immediately following the filing deadline of candidate statements when the statements may be reviewed for potential legal action. During this 10-calendar day examination period, any voter of the jurisdiction in which the election is being held, or any candidate may take legal action to challenge the contents of the statement. Our office **highly recommends** if anyone wishes to pursue a legal challenge and obtain a writ of mandate to amend or delete any portion of a candidate's statement, this legal challenge should be filed immediately. Refer to the "Legal Examination and Writs of Mandate" section in this guide for more information.

Liability

Nothing in this section shall be deemed to make any such statement or the authors thereof free or exempt from any civil or criminal action or penalty because of any false, slanderous or libelous statements offered for printing or contained in the Voter Information portion of the Sample Ballot.

Any candidate who knowingly makes a false statement of material fact in a candidate statement, prepared pursuant to Elections Code Section 13307, with the intent to mislead the voters in connection with his or her campaign for nomination of election to a nonpartisan office is punishable by a fine not to exceed \$1,000.

Cost

Pursuant to the census population results, the Federal Voting Rights Act of 1965, and California Election Code 14201, our office is mandated by the federal and state government to translate, print and distribute election materials, including candidate statements in the Sample Ballots/Voter Information Pamphlets in the aforementioned fourteen (14) languages.

Each district's governing board determines the number of words in the statement, whether the district or the candidate will bear the cost, and whether candidates are required to deposit money in advance for their statements.

The county elections official shall estimate the cost of providing the statement, based on current estimates of actual costs of printing and distributing candidate statements (including printing, handling, translating, and mailing). **No statement will be accepted that is not accompanied by payment of the estimated cost(s).**

Candidates who have filed a candidate statement will receive a **full refund** if the district's race does not appear on the ballot due to insufficient filings. If actual costs are less than the pre-paid estimated costs, candidates will receive a refund. If the actual costs are more than the estimated costs, the candidate will be billed for the additional charges. The actual costs will not be determined until after the election.

RULES FOR COUNTING WORDS

The following guidelines are for computing the word count for candidate statements. The *title, occupation and age* **are not included in the word count**, only the text of the statement is counted. The Office of the Registrar of Voters will make final determination of the word count.

Word(s)

Punctuation **Free**

Dictionary words **One**

"I", "the", "and", etc. are counted as individual words.

Abbreviations/Acronyms..... **One**

Examples: SJSU, PTA, U.S.M.C., S.J.P.D.

Geographical name..... **One**

Only State of California, City, County and District names

Examples: San Jose - 1 word

County of Santa Clara - 1 word

Willow Glen Housing Development - 4 words

Numbers/Numerical Combinations/E-Mail Addresses:

Digits (1, 10, or 100, etc.) **One**

Spelled out (one, ten, or one hundred)..... **One for each word**

50%, 1/2, etc. **One**

Internet/E-mail addresses (www.sccvote.org/johndoe@vote.com)..... **One**

Number or letter used to identify a portion of text..... **One**

Examples: (1), (a) will be counted as one word

Dates:

All digits (01/01/08)..... **One**

Words and digits (example: January 1, 2008) **Two**

Characters used in place of word or number (& or #)..... **One**

Hyphenated words that appear in any generally available dictionary, printed in the United States within the past 10 years, shall be considered as one word. Each part of all other hyphenated words shall be counted as separate words.

Example: mother-in-law = 1 word

one-half = 2 words

**CAMPAIGN CONTRIBUTION LIMITS
&
CAMPAIGN DISCLOSURE
&
CAMPAIGN PRACTICES REGULATIONS**

CAMPAIGN CONTRIBUTION LIMITS

Beginning January 1, 2021, a state campaign contribution **limit will by default apply to city and county candidates** when the city or county has not enacted laws addressing contribution limits on such candidates. The contribution limits are different depending on the office, the committee, and the contributor.

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

The campaign limit for 2024 City Council candidates is \$5,500.00 per election.

Contributions to ballot measure committees (including those controlled by a candidate) are not limited.

For more information please follow this link <https://fppc.ca.gov/learn/campaign-rules/state-contribution-limits.html>

CAMPAIGN DISCLOSURE STATEMENTS

All candidates for public office are required to file campaign disclosure statements. The Fair Political Practices Commission (FPPC) has prepared an informational manual (Campaign Disclosure Manual 2) which is included in this candidate packet. The manual serves as the official guide to candidates and their treasurers. The City Clerk is available to answer procedural questions, but you are directed to the Technical Assistance Division of the Fair Political Practices Commission with questions of interpretation. Technical representatives can be reached at (916) 322-5662.

Deadlines for filing statements are included in your folder on the schedule titled *Fair Political Practices Commission Filing Schedule for Candidates and Controlled Committees for Local Office Being Voted on November 5, 2024* and also on the abbreviated Election Calendar provided in this packet. Failure to file in a timely manner may result in penalty fines and other civil actions.

Some of the most commonly used forms are enclosed in this packet. All other manuals and forms are available at no cost from the City Clerk to the candidate and candidate's treasurer or can be accessed online at <http://www.fppc.ca.gov> -under Publications – Campaign Forms and Manuals

Unless otherwise stated, all forms should be filed with the City Clerk's office. The Clerk's Office will forward to other agencies, if necessary.

Form 700 - Statement of Economic Interest

When you file your Nomination Papers, you will be required to complete a Statement of Economic Interests (Form 700 Candidate Statement). A Form 700 has been included in this packet for your convenience.

Form 501 - Candidate Intention and Form 410 - Statement of Organization

Any person interested in being a candidate and who intends to raise or spend any campaign funds must file Forms 501 and 410. **The Candidate Intention Statement (501) is filed with the FPPC and City Clerk prior to soliciting or receiving any contributions.** The candidate must also establish a campaign bank account at a financial institution in California and file a Campaign Bank Account Statement (Form 410) within 10 days of opening the account. (These forms are considered filed on the date they are postmarked.) The original forms 501 and 410 should be mailed directly to the Fair Political Practices Commission. The forms have the address preprinted for your convenience.

Forms 501 **and** 410 must also be filed when contributions and expenditures cease and the campaign bank account is closed.

Exception: Forms 501 and 410 and establishment of a campaign bank account are not required if a candidate does not receive any contributions and the only expenditures made will be from the candidate's personal funds for a filing fee and/or statement of qualifications that will appear in the voter ballot pamphlet.

Form - 410 - Statement of Organization

Form 410 must be filed by all candidates and “recipient committees” that receive contributions or make expenditures totaling \$2000 or more in a calendar year including the candidate’s personal funds.

Form 410 must be filed with the Secretary of State within 10 days of receiving \$2000 in contributions. The Secretary of State will issue an identification number to the committee. The identification number is to be included on all campaign disclosure forms. If a change occurs in any of the information contained on a Statement of Organization, an amendment must be filed within 10 days. In addition, several other important requirements should be noted.

Forms 460 and 470 - Semi-Annual & Pre-Election Campaign Statements

The Fair Political Practices Commission also requires all candidates to file two campaign statements prior to election. The first statement is due on July 31, 2024 and covers the period of July 1, 2024 through September 25, 2024 (if no previous statement has been filed).

The second pre-election statement is due September 26, 2024, and covers the period of September 26, 2022 through October 23, 2024. The necessary forms are included in this packet. *These Statements must be filed in the City Clerk’s office no later than 5:00 p.m. on the due date.*

Form 460 - Long Form - For use by officeholders and candidates whose committee has raised or spent, or intends to raise or spend, \$2000 or more in a calendar year or received a contribution of \$100 or more from a single source.

Form 470 - Short Form - Candidates and officeholders may file Form 470 if total receipts and total expenditures are less than \$2000.

Form 497 – Contribution Report

This Form is used to report contributions of \$1000 or more (in aggregate). It must be filed by fax, telegram, guaranteed overnight delivery service or personal delivery. Regular mail may not be used.

November 5, 2024

Filing Schedule for

Candidates and Controlled Committees for Local Office Being Voted on November 5, 2024

Fair Political Practices Commission - Filing Schedule - November 5, 2024 Ballot

<i>Deadline</i>	<i>Period</i>	<i>Form</i>	<i>Notes</i>
Jul 31, 2024 <i>Semi-Annual</i>	* – 6/30/2024	460 or 470	<ul style="list-style-type: none"> All committees must file Form 460.
Within 10 Business Days <i>Contribution Reports</i>	Within 90 days of the Election	497	<p><u>Only E-Filers file this report:</u></p> <ul style="list-style-type: none"> File if a contribution of \$5,000 or more is received from a single source No paper copy is required File within 10 business days of receipt of contribution
Within 24 Hours <i>Election Cycle Reports</i>	08/07/2024 – 11/05/2024	497	<ul style="list-style-type: none"> File if a contribution of \$1,000 or more in the aggregate is received from a single source. File if a contribution of \$1,000 or more in the aggregate is made to or in connection with a candidate listed on the November 5, 2024 ballot. The recipient of a non-monetary contribution of \$1,000 or more in the aggregate must file a Form 497 within 48 hours from the time the non-monetary contribution is received. E-File only. No paper copy required.
Sep 26, 2024 <i>1st Pre-Election</i>	7/1/2024 – 9/21/2024	460 or 470	<ul style="list-style-type: none"> Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
Oct 24, 2024 <i>2nd Pre-Election</i>	9/22/2024 – 10/19/2024	460	<ul style="list-style-type: none"> All committees must file Form 460. File by personal delivery, guaranteed overnight service or online, if available.
January 31, 2025 <i>Semi-Annual</i>	10/20/24 – 12/31/24	460	<ul style="list-style-type: none"> All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before December 31, 2024

Additional Notes:

- * Period Covered: The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- Deadline Extensions: Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to the deadline for a Form 497 due the weekend before the election, or to any Form 496. 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 may be filed by first class mail unless otherwise noted.
- 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 raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2024 and do not have an open committee may file Form 470 on or before September 26, 2024. If, later during the calendar year, a campaign committee must be opened, a Form 470 Supplement and a Form 410 must be filed.

It is the responsibility of the candidate to file the appropriate Fair Political Practices Commission paperwork by the deadlines listed in this guide. The City Clerk's Office will not be responsible for reminding candidates of these filing dates.

- After the Election: Reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open. See [Campaign Disclosure Manual 2](#) for additional information.
- Public Documents: All forms are public documents. Campaign manuals and instructional materials are available at www.fppc.ca.gov. Click on Learn, then Campaign Rules.
- Independent Expenditures: Committees making independent expenditures totaling \$1,000 or more to support or oppose other candidates or ballot measures also file:
 - [462](#): This form must be e-mailed to the FPPC within 10 days.
 - [496](#): This form is due within 24 hours if made in the 90-day, 24-hour reporting period of the candidate's or measure's election. Refer to the applicable filing schedule. Form 496 is filed with the filing officer in the jurisdiction of the affected candidate or measure.

Candidates: Form 496 is not required for expenditures supporting your election that are **made from your committee**, including expenditures opposing an opponent.

- All independent expenditures reported on Form 496 must also be reported on subsequent campaign reports (i.e., Forms 460, 450 or 461).

POLITICAL REFORM ACT OF 1974

All candidates for municipal offices, and all committees supporting or opposing state or local candidates or ballot measures, are subject to the provisions of the Political Reform Act of 1974 that cover conflict of interest regulations. A Guide for Political Reform Act is available for your review in the Office of the City Clerk or can be ordered from the Fair Political Practices Commission.

Disclosure of Interests

This act requires all candidates to file Form 700 (Statement of Economic Interests) with the City Clerk at the time of filing nomination papers. The Candidate is instructed to disclose investments, interests in real property, sources and amounts of income and gifts. Once filed, the document becomes part of the public record, which is open for inspection.

The City Clerk's Office is not responsible for providing assistance or advice on completion of Fair Political Practices Commission forms. This responsibility lies with the candidate and/or their legal representative. To seek advice on the completion of these forms, the candidate and/or their legal representative is highly encouraged to reach out the FPPC directly at:
<https://www.fppc.ca.gov/advice.html>

**REGULATIONS REGARDING
MASS MAILINGS/CAMPAIGN LITERATURE**

“Mass Mailing” means over two hundred (200) substantially similar pieces of mail, but does not include a form letter or other mail which is sent in response to an unsolicited request, letter or other inquiry. Government Code 82041.5

**EXCERPT FROM GOVERNMENT CODE SECTION 84305 – GOV - TITLE 9.
POLITICAL REFORM**

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

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

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

(c) (1) A candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee shall not send a mass electronic mailing unless the name of the candidate or committee is shown in the electronic mailing preceded by the words “Paid for by” in at least the same size font as a majority of the text in the electronic mailing.

(2) A committee, other than a candidate controlled committee established for an elective office for the controlling candidate or a political party committee, shall not send a mass electronic mailing that is not required to include a disclosure pursuant to Section 84502 or 84504.3 unless the name of the committee is shown in the electronic mailing preceded by the words “Paid for by” in at least the same size font as a majority of the text in the electronic mailing.

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

(e) For purposes of this section, the following terms have the following meanings:

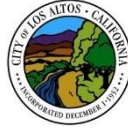
(1) “Mass electronic mailing” means sending more than 200 substantially similar pieces of electronic mail within a calendar month. “Mass electronic mailing” does not include a communication that was solicited by the recipient, including, but not limited to,

acknowledgments for contributions or information that the recipient communicated to the organization.

(2) “Sender” means the candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee who pays for the largest portion of expenditures attributable to the designing, printing, and posting of the mailing which are reportable pursuant to Sections 84200 to 84216.5, inclusive.

(3) To “pay for” a share of the cost of a mass mailing means to make, to promise to make, or to incur an obligation to make, any payment: (A) to any person for the design, printing, postage, materials, or other costs of the mailing, including salaries, fees, or commissions, or (B) as a fee or other consideration for an endorsement or, in the case of a ballot measure, support or opposition, in the mailing.

(f) This section does not apply to a mass mailing or mass electronic mailing that is paid for by an independent expenditure. (*Amended by Stats. 2019, Ch. 558, Sec. 1. (AB 864) Effective January 1, 2020.*)



CITY OF LOS ALTOS TEMPORARY CAMPAIGN SIGN REGULATIONS

Campaign signs are considered *temporary noncommercial signs*, as defined by the Los Altos Municipal Code. The following provisions of the sign ordinance apply to all campaign signs placed on residential and commercial properties:

Residential Districts

1. Each residential dwelling unit (including multi-family, town home, condominium, or apartment type structures) is allowed a cumulative display area of twelve (12) square feet.
2. Residential signs may be freestanding or attached to walls, windows, doors, or fences, but may not be attached to trees, bushes or living plants. If freestanding, residential sign structures may not exceed six feet in height.

Commercial Districts

3. Temporary campaign signs are allowed in store front windows. The maximum area for window signs is fifteen (15) percent of window area. The total of permanent and temporary signage allowed on windows may not exceed forty (40) percent.
4. In addition to the above, signs may be freestanding but may not exceed twelve (12) square feet or six feet in height.

General Provisions

5. Signs shall not be specially illuminated.
6. Sign display area is computed by means of the smallest geometric shape within which the sign face can be enclosed.
7. Signs shall not be placed on City property, including City streets, roads, sidewalks, parking areas and all public rights-of-way. Any unauthorized sign posted on City property may be summarily removed by the City.
8. No sign may be placed on private property without the consent of the owner.
9. These regulations do not override terms of private contracts, such as leases and rental agreements, or private covenants, conditions, restrictions.

*Excerpts from Chapters 9.26 and 14.68 of the Municipal Code
Adopted by the Los Altos City Council on November 23, 2010*

CAMPAIGN CALENDAR

&

KEY DATES

CITY OF LOS ALTOS

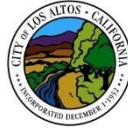
COUNCIL CANDIDATE ABBREVIATED ELECTION CALENDAR

GENERAL MUNICIPAL ELECTION

NOVEMBER 5, 2024

For more detailed information contact the Santa Clara County Registrar of Voters

July 15, 2024	<p><u>NOMINATION PERIOD OPENS</u> First day candidates may pick up nomination packets and circulate nomination papers for the office of City Council. Nomination papers must be obtained from the Office of the City Clerk, City Hall, 1 N. San Antonio Road, Los Altos Ca 94022.</p>
August 9, 2024	<p><u>NOMINATION PERIOD CLOSES</u> Deadline to file all necessary nomination documents No candidate may withdraw her or his candidacy after 5:00 p.m. on this date.</p>
August 14, 2024	<p><u>EXTENDED NOMINATION PERIOD CLOSES</u></p>
August 15, 2024	<p><u>RANDOMIZED ALPHABET</u> On this date the Secretary of State shall conduct a drawing of the alphabet for determining the order of the candidates' names on the ballot.</p>
September 9– October 22, 2024	<p><u>FILING PERIOD FOR WRITE-IN CANDIDATE</u> During this period, any person desiring to be a write-in candidate must file with the election official (City Clerk) a written statement declaring him/herself a write-in candidate and file the nomination petition as required for that office.</p>
September 21, 2024	<p><u>FIRST PRE-ELECTION STATEMENT CLOSING DATE (Period Covering 07/01/2024-09/21/2024)</u></p>
September 26, 2024	<p><u>FIRST PRE-ELECTION CAMPAIGN EXPENDITURE STATEMENTS DUE</u></p>
October 21, 2024	<p><u>CLOSE OF REGISTRATION</u> Last day to register or transfer registration for this election.</p>
October 19, 2024	<p><u>SECOND PRE-ELECTION STATEMENT CLOSING DATE (Period Covering 09/22/2024 – 10/19/2024)</u></p>
October 24, 2024	<p><u>SECOND PRE-ELECTION CAMPAIGN EXPENDITURE STATEMENTS DUE</u></p>
October 26, 2024 – November 5, 2024	<p>Vote Centers are open to all registered voters in Santa Clara County. Any voter can go to any Vote Center location throughout the county. Hours vary by location please see Vote Center listing https://rovservices.sccgov.org/</p>
November 5, 2024	<p><u>ELECTION DAY</u> All Vote Centers open from 7 a.m. to 8 p.m. Vote by Mail ballots may be turned in to any Vote Center throughout the County or at the Registrar of Voters.</p>



City Clerk’s Appointment Intake Method of Nomination Papers and Availability

The Clerk’s Department will be operating by appointment only for this Election Season for submitting election papers.

Candidate Initials

Candidates are **highly** encouraged to submit their papers as soon as possible to allow the Registrar of Voters time to review and if needed, allow the candidate to address corrections. *Waiting until the last day of the last week could lead to an appointment scheduling conflict and/or potential disqualification from the November 2024 election period.*

Candidate Initials

The City Clerk will **not** be available to accept nomination papers past the deadlines listed in this document. *If the cutoff time indicates a time of 5:00 p.m., papers will not be accepted at 5:01 p.m. or thereafter.*

Candidate Initials

MISCELLANEOUS RESOURCES

VOTER REGISTRATION AND ELECTION DATA

Per confidentiality laws of 1995, voter information is confidential; however, there are specific permissible exceptions to the law. The California Administrative Code, Title 2, Division 7, Article 1, Section 19003, specifies permissible uses for any data obtained from voter registration files. Permissible usage includes direct election campaigning, surveys in conjunction with an election campaign, and distribution of information of a political nature. Data obtained from voter registration or election files may not be sold, leased, loaned, reproduced, or possession thereof relinquished without receiving written authorization to do so from the Secretary of State or the Office of the Registrar of Voters. Prohibited usage includes commercial purposes and solicitations of contributions or services for any purpose other than on behalf of a candidate or political party, or in support of or opposition to a ballot measure.

Public Viewing Terminals

The voter registration database may be viewed from a public terminal in the lobby area of the Office of the Registrar of Voters. The public viewing terminal is available during normal business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. The public terminal screen does not reveal confidential voter registration information. Confidential information includes such items as: residential street address, telephone number, precinct number, occupation, driver's license number and the last four digits of a social security number.

Confidential Viewing Terminals

Viewing of the confidential voter registration database is only available in the Office of the Registrar of Voters. To view the confidential voter registration database, a person will be required to provide identification and complete an Application for Voter Information. The confidential viewing terminal is available during normal business hours, Monday through Friday, 8:00 a.m. to 4:45 p.m.

Purchasing Voter Information

Voter information and maps are available for purchase from the Office of the Registrar of Voters located at 1555 Berger Drive, San Jose.

Voter registration data files are available for purchase only for election, scholarly, journalistic, political or governmental purposes. Driver's license numbers, social security numbers, and voters' signatures cannot be released. Commercial use of voter registration information is prohibited by law.

To purchase voter registration data, complete the online [Voter Registration File Request Application](#) at <https://www.sccgov.org/sites/rov/Resources/Pages/DataRequests.aspx>

For a complete list of data available for purchase, please see the Santa Clara County Registrar of Voters [Fee Schedule](#).

<https://www.sccgov.org/sites/rov/Resources/Documents/VoterDataFileRequests/Fee%20Schedule%20rev%2010.11.19.pdf>

Related Links:

- [Voter Privacy Statements](https://www.sccgov.org/sites/rov/Register/Pages/Privacy.aspx) -
<https://www.sccgov.org/sites/rov/Register/Pages/Privacy.aspx>
- [Precinct Maps](https://www.sccgov.org/sites/rov/Resources/Pages/Precinct-Maps.aspx)
<https://www.sccgov.org/sites/rov/Resources/Pages/Precinct-Maps.aspx>
- [Voter Registration File Request Application](https://www.sccgov.org/sites/rov/Resources/Documents/Voter%20Registration%20File%20Request%20Application.pdf)
<https://www.sccgov.org/sites/rov/Resources/Documents/Voter%20Registration%20File%20Request%20Application.pdf>
- [Voter Data Specifications](https://www.sccgov.org/sites/rov/Register/Documents/Voter%20Data%20Specifications%20-Revised%202019.pdf) -
<https://www.sccgov.org/sites/rov/Register/Documents/Voter%20Data%20Specifications%20-Revised%202019.pdf>

PROOF OF RECEIPT OF CANDIDATE ELECTION DOCUMENTS

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ACKNOWLEDGEMENT OF RESPONSIBILITY

FOR ACTUAL PRINTING COST OF CANDIDATE STATEMENT

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ACKNOWLEDGEMENT OF CAMPAIGN CONTRIUBUTION LIMITS

Signature below acknowledges receipt of the following documents in the Candidate’s Packet.
Items in **RED** are to be returned to the City Clerk:

1. Candidate’s Guide
2. **Nomination Papers - Official Filing Form**
3. **Candidate’s Statement of Qualifications Form**
4. **Ballot Designation Worksheet**
5. **Candidate Information Request Form**
6. **Preferred Transliteration Form**
7. **Request For Vietnamese Name Accents**
8. **Code of Fair Campaign Practices Form (optional)**
9. **Permission To Post Personal Information on County Of Santa Clara Registrar Of Voters Internet Website**
10. **Permission To Post Personal Information on City of Los Altos Internet Website**
11. State Of California • Department of Transportation Statement of Responsibility For Temporary Political Signs
12. **Campaign Disclosure Manual 2** Information Page
13. **FPPC Form - 410 - Statement of Organization Recipient Committee**
14. **FPPC Form - 460 Candidate Campaign Statement - Long Form**
15. **FPPC Form - 470 - Candidate Campaign Statement - Short Form**
16. **FPPC Form - 501 - Candidate Intention**
17. **FPPC Form - 700 - Statement of Economic Interests**

Candidate’s Signature
Candidate for the Office of City Council

Acknowledgement of Responsibility for Associated Printing Cost of Candidate Statement

I understand that placement of a candidate’s statement is optional. I further understand that cost of printing the candidate statement is an estimated amount to be paid to the City at the time of filing my nomination papers should I elect to submit a candidate’s statement. Following the election, I will either be billed for or refunded the difference (if any) in actual cost.

Candidate’s Signature

Candidate’s Printed Name

Acknowledgement of Campaign Contribution Limits

I understand that per state law, the campaign contribution limit for 2024 City Council candidates is \$5,500.00 per election and contributions from affiliated entities are aggregated for purposes of the limits. I further understand that it is my/my Committee Treasurer’s responsibility to track and report contributions and ensure compliance with the contribution limit set at \$5,500.

Candidate’s Signature

Candidate’s Printed Name