



COUNTY
OF
SAN LUIS OBISPO

CAMPAIGN COMMITTEE
INFORMATION
MANUAL
2016

PREPARED BY:

County Clerk-Recorder

County of San Luis Obispo

Elections Division

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You are encouraged to go to the website below to help you navigate through the requirements of being a candidate.

WWW.FPPC.CA.GOV

California Fair Political Practices Commission

HOME CONTACT LIST FILING OFFICERS ETHICS PRESS CENTER ENFORCEMENT

Google Translate

CANDIDATE TOOLKIT

Getting Started Fundraising Campaign After the Election Communications

Getting Started

Overview Tools & Resources Laws & Regs Local Ordinances

Congratulations on your interest in running for office and serving the people of California. Whether you are running for your local school board or the State Senate there are some laws and regulations you should be aware of. When people run for office, the law requires their campaign contributions and expenditures to be disclosed so that the public may be fully informed and improper practices inhibited. The purpose of this toolkit is to help you learn the rules that ensure transparency and accountability in California's elections.

This toolkit is designed to help explain the rules every candidate must follow. Specifically, this tool addresses:

- **Form 700**
 - What is a Statement of Economic Interests?
 - How do you file your Form 700?
 - What can happen if you don't file?
- **Campaign Communications**
 - What do you need to consider when you send out mailers?
 - What are the rules about making commercials?
 - What are the rules about campaign signs?
 - What happens if the rules are not followed?
- **Fundraising**
 - What do you need to do once you start fundraising?
 - When are the important deadlines?
 - What can happen if you don't follow the rules?

To begin to get a grasp on the basic, fundamental rules of a campaign, the FPPC recommends new candidates watch the following informational video:

ELECTRONIC FILING OF CAMPAIGN DISCLOSURE DOCUMENTS NOW REQUIRED FOR ALL COMMITTEES!

On June 3, 2014 the San Luis Obispo County Board of Supervisors adopted an ordinance **requiring** electronic filing of campaign disclosure documents for all committees. The Clerk-Recorder has partnered with NetFile to provide a user-friendly tool for you to meet the requirements of this ordinance.

THE BENEFITS TO YOU INCLUDE:

- Your data is saved for future filings.
- The system guides you through the filing process to eliminate common errors that would require an amendment to your filing.
- You no longer have to print, sign and mail your filing; upon submission the statement is electronically filed into our system, allowing you to easily meet deadlines.

TO GET STARTED:

- Complete and file a form 501 if you are a candidate.(you must provide an email address)
- You will receive an email with your Filer ID and Filer Password.
- Go to our website <http://www.slocounty.ca.gov/clerk>, OR <http://slovote.com> click on NetFile Campaign Finance Filer Login link.
- Create a NetFile User and link to your filer account by selecting “How to Create a NetFile User and Link a Campaign Filer Account”. Use the Filer ID and Password that was emailed to you.
- Complete your Form 410-Statement of Organization, e-file and print out a hard copy, sign and mail it to the Secretary of State. (For local committees, this is the only form filed with the Secretary of State)
- Use the system to track your contributions and expenditures and electronically file the Form 460 or Form 497 by the required deadlines.

NetFile User Log In

E-Mail Address

Password

[Lost Your Password?](#)

[Get Help for this Page](#)

Campaign Committee Filers	Form 700 (SEI) Filers	Lobbyist Filers
New Campaign Committee Filers Create a New NetFile User	New Form 700 Filers New User? Request a Password	New Lobbyists Registration and Links
Training Request Campaign Committee Phone Training	Videos How to use the "Lost Your Password?" Feature	
FPPC Information Candidate Toolkit	Documents FPPC Form 700 Instructions for 2014/2015 FPPC Form 700 Reference Pamphlet for 2014/2015	
Signature Verification Sign Pending Campaign Statements (For San Diego, San Francisco, Oakland, & Berkeley Filers Only)		
Third-Party Uploads Upload a CAL File		
Videos How to Create a New Campaign NetFile User How to use the "Lost Your Password?" Feature How to Use the Committee Set-Up Wizard		
Documents Create a NetFile User & Link a Campaign Account How to Use Signature Verification		

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DUE DATES

Please remember that you are responsible for filing your documents on time. We advise you to go to the Fair Political Practices Commission (FPPC) web site at www.fppc.ca.gov. You will be able to look at manuals and email requests for advice. Since the Clerk-Recorder's office is a filing agent, we are limited in our knowledge of completing your forms and are requested by the FPPC to direct any questions about completing your form to them. Their toll free number is 1-866-275-3772. When you call them, expect to be on hold for a time, but once you get a live person, they will spend all the time you need to help you.

Please be aware that once you create a committee you will have semi annual filings due twice a year until you terminate your committee. Those dates are always January 1st thru June 30th due on July 31st and July 1st thru December 31st due January 31st. When involved in an election cycle there are pre-election filing dates. The Clerk-Recorder's office will provide candidates with those dates when papers are pulled to run for office. The FPPC will also have it posted on their web site for other committees that are not candidate controlled.

There is a \$10 a day fine for every day your filing is late.

NEED HELP WITH ELECTRONIC FILING? The system has tutorials and links to How to Videos to assist you in completing your forms or call our office at 805 781-5080.

The FPPC cannot help with NetFile. Direct any questions regarding using the NetFile electronic filing system to the Clerk-Recorder's office.

PROVISIONS OF THE CODE OF FAIR CAMPAIGN PRACTICE

As found in Chapter 5 of Division 20 of the California Elections Code

Chapter 5. Fair Campaign Practices

Article 1. General Intent

§20400. Intent of legislature

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 (1)

§20420. Definition of "Code."

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

Article 3. Code of Fair Campaign Practices

§20440. Subscription to code; form

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

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

The text of the code shall read, as follows: **(see reverse)**

§20441. Supply of forms

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

§20442. Retention of forms; public inspection

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. Public record

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

§20444. Voluntary

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

EC 304. Campaign advertising or communication means a communication authorized by a candidate or a candidates controlled committee, as defined in section 82016 of the Government Code, or by a committee making independent expenditures, as defined in Section 82031 of the Government Code, or by a committee formed primarily to support or oppose a ballot measure, as defined in Section 82047.5 of the Government Code, for the purpose of advocating the election or defeat of a qualified candidate through any broadcasting station, newspaper, magazine, outdoor advertising facility, direct mailing, or any other type general, public, political advertising.

EC305. Candidate for public office means an individual who has qualified to have his or her name listed on the ballot of any election, or who has qualified to have written votes on his or behalf counted by election officials, for nomination for or election to, any state, regional, county, municipal, or district office which is filled at an election.

(The provisions of this chapter do not apply to candidates for federal office.)

CODE OF FAIR CAMPAIGN PRACTICES

(Elections Code § 20440)

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 untrammled 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

Print Name

Signature

Date

Office Sought

Important Things to Remember to Comply with the Requirements of the Fair Political Practices Commission (FPPC)

1. BE INFORMED

Study FPPC Manual 2 and the Addendum. Local candidates should ask their election official about any local campaign restrictions. San Luis Obispo County has **no** local rules.

2. BEFORE RAISING OR SPENDING ANY MONEY

File Form 501 (Candidate Intention) and then open a campaign bank account. Once \$1,000 is raised or spent, obtain an identification number by filing Form 410. Name of a candidate controlled committee must include the name of the candidate, office sought and the year of the election.

3. MARK YOUR CALENDAR

Know the due dates for campaign statements and file on time. It is your responsibility.

4. KEEP GOOD RECORDS

Maintain details on contributions and expenditures of \$25 or more. Refer to record keeping guidelines in FPPC Manual 2.

5. \$100 OR MORE IN CASH?

Never accept or spend \$100 or more in cash.

6. USING PERSONAL FUNDS FOR CAMPAIGN EXPENSES

All personal funds of the candidate must first be deposited in the campaign bank account, except for the filing fee and candidate statement of qualification fee.

7. REPORT LATE CONTRIBUTIONS

If \$1,000 or more is received from one contributor during the last **90** days before the election, disclose receipt within 24 hours, even if the contribution is from your personal funds. Use form 497 for this report - see additional information on page 7.

8. ITEMIZE CONTRIBUTIONS

For contributions of \$100 or more, including loans and in-kind contributions, you must disclose the contributor's name, address, occupation and employer.

9. IF AN AGENT/CAMPAIGN CONSULTANT BUYS GOODS OR SERVICES FOR THE CAMPAIGN

Itemize expenditures of \$500 or more made by the agent or consultant.

10. IDENTIFY CANDIDATE/COMMITTEE ON MAILINGS

Include your committee name and address in at least 6-point type on the outside of all mass mailings (more than 200 pieces). You must also include the words "Paid for by" immediately adjacent to or before the committee name and address. See additional information on disclosure requirements on page 16.

11. NO PERSONAL USE OF CAMPAIGN FUNDS

Use campaign funds only for political, legislative, or governmental purposes.

12. BE MORE INFORMED

Attend a campaign workshop in your area. Contact your local filing officer or the FPPC if you have any questions.

Fair Political Practices Commission
Filing Schedule for STATE Candidate Controlled Committees
June 7, 2016 Ballot

Deadline	Period	Form	Notes
Feb 1, 2016 <i>Semi-Annual</i>	* - 12/31/15	460	All committees must file this report. The January 31 deadline falls on a Sunday, so the deadline is extended to the next business day.
Within 10 Business Days \$5,000 Report	Ongoing – file any time other than 90 day election cycle	497	Only e-filers file this report: <ul style="list-style-type: none"> • Filer if a contribution of \$5,000 or more is received from a single source. • No paper copy is required.
Within 24 Hours <i>Election Cycle Reports</i>	3/9/16 – 6/7/16	497	<ul style="list-style-type: none"> • File if 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 in connection with another candidate or ballot measure being voted on the June 7 ballot or made to a political party committee. • The recipient of a non-monetary contribution of \$1,000 must file a Form 497 within 48 hours from the time contribution is received. • File by personal delivery, e-mail, guaranteed overnight service, fax or online, if available.
April 28, 2016 <i>Pre-Election</i>	1/1/16 - 4/23/16	4600	All committees must file this report.
May 26, 2016 <i>Pre-Election</i>	4/24/16 – 5/21/16	460	All committees must file this report. Paper copies must be filed by personal delivery or guaranteed overnight service only.
Aug 1, 2016	5/22/16 – 6/30/16	460	All committees must file this report The July 31 deadline fall on a Sunday, so the deadline is extended to the next business day.
Additional Reports			<p>E-Filers Only: Payments of \$5,000 or more in connection with a state ballot measure will require filing the 496/497 within 10 business days.</p> <p>Form 511: File within 10 days of making either of the following expenditures related to an advertisement to support or oppose a ballot measure: 1) A payment totaling \$5,000 or more to an individual to appear in an advertisement, or 2) A payment of any amount to an individual portraying a member of a licensed occupation (i.e. nurse, doctor, fire-fighters). E filers also file online.</p> <p>Form E-530: Committees that make a payment of \$50,000 or more during the 30 days prior to an election for a communication that identifies a state candidate to be voted upon in the election but does not expressly advocate the election or defeat of the candidate file within 48 hours. No paper copy is required.</p>

- *** 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.
- **E-Filer:** A state committee that has received contributions or made expenditures totaling \$25,000 or more
- **Form 460:** All state committees, including e-filers, must also file paper reports.
- **Form 497:** All reports filed online only
- **Paper Filings:** All paper filings may be filed by first class mail unless otherwise noted.
- **Where to File:** State committees file reports with the Secretary of State. Only candidate controlled committees that are not e-filers file paper copies with the elections official at the candidate's county of domicile.

- **Filing Deadlines:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to any 24-hour contribution reports (Form 497) that are due the weekend before the election. Such reports must be filed within 24 hours regardless of the day of the week and are subject to a \$10 per day late fine.
- **Penalties:** Failure to file a statement on time subjects a committee to a fine of \$10 per day on both the paper and the e-filed version (e.g., \$20 per day for a late e-filed Form 460). Failure to file a statement could result in an enforcement penalty of \$5,000 per violation.
- **Contribution Limits:** Refer to the contribution limits chart on the FPPC website.
- **Public Documents:** All statements are public documents. Campaign manuals and instructional materials are available at www.fppc.ca.gov, click on the Campaign link.
- **Multiple Committees:** All committees controlled by a state candidate listed on the June ballot must file statements on the pre-election filing deadlines, in addition to the committee formed for this election. For example, a candidate for Senate listed on the June 7, 2016 ballot who maintains an Assembly officeholder committee must file pre-election reports for both committees even if the Assembly committee has not received or made payments
- Committees making independent expenditures to support or oppose other candidates or ballot measures also file:
 - **462:** A verification form must be e-mailed to the FPPC within 10 days of an independent expenditure of \$1,000 or more.
 - **496:** This form is due within 24 hours when made in a 90-day period of the election. Refer to the candidate or ballot measure election filing schedule.

Fair Political Practices Commission
Filing Schedule for Candidates and Controlled Committees for LOCAL Office
June 7, 2016 Ballot

Deadline	Period	Form	Notes
Feb 1, 2016 <i>Semi-Annual</i>	* - 12/31/15	460 470	Form 460: All committees must file this report. Form 470: If a candidate has raised or spent less than \$1,000 during 2015, file Form 470. The January 31 deadline falls on a Sunday, so the deadline is extended to the next business day.
Within 24 Hours <i>Contribution Reports</i>	3/9/16 – 6/7/16	497	<ul style="list-style-type: none"> • File if 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 in connection with a candidate or ballot measure being voted on the June 7 ballot or made 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. • E-file, personal delivery, e-mail, guaranteed overnight service or fax.
April 28, 2016 <i>Pre-Election</i>	1/1/16 - 4/23/16	460 470	Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
May 26, 2016 <i>Pre-Election</i>	4/24/16 – 5/21/16	460	All committees must file this report. Paper copies must be filed by personal delivery or guaranteed overnight service only.
Aug 1, 2016	5/22/16 – 6/30/16	460	All committees must file unless the committee filed termination Forms 410 and 460 before June 30, 2016. The July 31 deadline fall on a Sunday, so the deadline is extended to the next business day.

- **Local Ordinance:** Always check on whether additional local rules apply. SLO COUNTY has no local rules other than a requirement to e-file.
- *** 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.
- **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. During 2015, these thresholds were at \$1,000.
- **Form 470 (2015):** If a candidate raised or spent less than \$1,000 during 2015 and does not have an open committee, a Form 470 is required to be filed by February 1, 2016.
- **Form 470 (2016):** Candidates who do not have an open committee and do not raise or spend \$2,000 in 2016 may file Form 470 on or before April 28, 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 [Campaign](#) link.
- Committees making independent expenditures to support or oppose candidates or ballot measures also file:
 - **462:** A verification form must be e-mailed to the FPPC within 10 days of an independent expenditure of \$1,000 or more.
 - **496:** This form is due within 24 hours when made in a 90-day period of the election. Refer to the candidate or ballot measure election filing schedule.

Fair Political Practices Commission
Filing Schedule for Committees Primarily Formed to Support /Oppose LOCAL Measures
June 7, 2016 Ballot

Deadline	Period	Form	Notes
Feb 1, 2016 <i>Semi-Annual</i>	* - 12/31/15	460	Form 460: All committees must file this report. The January 31 deadline falls on a Sunday, so the deadline is extended to the next business day.
Within 24 Hours <i>Contribution Reports</i>	3/9/16 – 6/7/16	497	<ul style="list-style-type: none"> • File if 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 in connection with a candidate or ballot measure being voted on the June 7 ballot or made 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.
April 28, 2016 <i>Pre-Election</i>	1/1/16 - 4/23/16	460	All committees must file Form 460.
May 26, 2016 <i>Pre-Election</i>	4/24/16 – 5/21/16	460	All committees must file Form 460. Paper copies must be filed by personal delivery or guaranteed overnight service only.
Aug 1, 2016	5/22/16 – 6/30/16	460	All committees must file 460 unless the committee filed termination Forms 410 and 460 before June 30, 2016. The July 31 deadline fall on a Sunday, so the deadline is extended to the next business day.

ADDITIONAL REPORTS

Depending on Committee activity, one or all of the following reports may also be required:

- **460 Ballot Measure Quarterly Report:** Prior to the semi-annual period in which the measure(s) supported or opposed is being voted upon, primarily formed ballot measure committees must file quarterly campaign statements in addition to semi-annual statements. Following the election, quarterly statements may also be required.
- **511 Paid Spokesperson Report:** File within 10 days of making either of the following expenditures related to an advertisement to support or oppose a ballot measure: 1) A payment totaling \$5,000 or more to an individual to appear in an advertisement, or 2) A payment of any amount to an individual portraying a member of a licensed occupation (i.e., nurse, doctor, firefighter).
- **Local Ordinance:** Always check on whether additional local rules apply. SLO County only has ordinance requiring e-filing.
- *** 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.
- **Public Documents:** All forms are public documents. Campaign manuals and instructional materials are available at www.fppc.ca.gov, click on the [Campaign](#) link.
- **Committee Status:** Contact the FPPC if the committee makes independent expenditures/contributions to candidates and/or other measures. Additional reports may be required.

- **Multi-Purpose Organizations (including non-profits):** Effective July 1, 2014, multi-purpose organizations making political contributions or expenditures are subject to new campaign disclosure rules. In general, an organization that uses its general dues account to make contributions or expenditures may qualify as a major donor or independent expenditure committee and report payments on Campaign Form 461. Such organizations qualify as a recipient committee if expenditures exceed \$50,000 in a 12-month period or \$100,000 in four consecutive calendar years. An organization that qualifies as a recipient committee may need to file reports disclosing contributors. Some organizations will not need to file the year-end semi-annual report. See FPPC Campaign Manual 4 Chapter 15 for instructions

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CAMPAIGN DISCLOSURE REQUIREMENTS

The Political Reform Act of 1974 requires all candidates for state and local elective office, all state and local elected officeholders, proponents of state and local ballot measures who control a ballot measure committee, and committees supporting or opposing state and local candidates, and all measure and petition circulation committees, to file campaign disclosure statements disclosing contributions received and expenditures made.

It is the responsibility of the candidate and the committee treasurer to be aware of and to file the required campaign disclosure statements in a correct and timely manner. **Government Code §91013 provides for a late filing fine of \$10 per day for the late filing of any campaign disclosure statements after the deadline until the statement or report is filed.**

San Luis Obispo County has passed local ordinance 3261 that **requires** campaign statements to be filed solely in electronic form.

PRE-CAMPAIGN REPORTING REQUIREMENTS FOR CANDIDATES AND/OR COMMITTEES

FORM 501 – CANDIDATE INTENTION STATEMENT

WHO FILES:

A candidate for state or local office must file Form 501 **prior to solicitation or receipt of any contribution or expenditure** of any personal funds used for the election. You must file a separate Form 501 for each election, including reelection to the same office.

Exception: This form is not required if you will not solicit or receive contributions from other persons and the only expenditures will be from your personal funds used for the filing fee and/or Statement of Qualifications printed in the voter information guide.

WHEN TO FILE:

Form 501 must be filed before you solicit or receive any contributions or before you make any expenditure from personal funds on behalf of your candidacy. This form is considered filed the date it is postmarked or hand delivered.

Exception: A candidate may use his or her person check to pay for the filing fee and/or Statement of Qualifications fee.

WHERE TO FILE:

State Candidates	Local Candidates
Send Original to	Send Original to:
Secretary of State Political Reform Division 1500 11th Street, Room 495 Sacramento CA 95814	County Clerk-Recorder 1055 Monterey St. Ste. D120 San Luis Obispo CA 93408

See appropriate Campaign Disclosure Manual and California Form 501 for additional instructions and filing requirements. www.fppc.ca.gov.

FORM 410—STATEMENT OF ORGANIZATION

DEFINITIONS:

RECIPIENT COMMITTEE - A recipient committee is any individual (including an officeholder or a candidate), group of individuals, organization, or any other entity that receives contributions totaling \$2,000 or more during a calendar year.

CONTRIBUTION -The term “contribution” includes monetary payments, loans and non-monetary goods or services.

PERSONAL FUNDS—Candidates- The personal funds of a candidate or officeholder used in connection with seeking or holding elective office are contributions and are counted towards 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 voter information guide are not counted toward the \$2,000 threshold.

Pursuant to Government Code §84300(a), no contribution of one hundred dollars (\$100) or more shall be made or received in cash. Pursuant to Government Code §84300(b), no expenditure of one hundred dollars (\$100) or more shall be made in cash.

WHO FILES:

Recipient committees as defined above.

WHEN TO FILE:

File the Form 410 within 10 days of receiving \$2,000 in contributions. The date this form is postmarked is the date it is considered filed.

A recipient committee qualifying during the 16 days prior to an election in which it must file pre-election statements must file a Form 410 (or the information required on a Form 410) by fax, guaranteed overnight delivery, or personal delivery within 24 hours of qualification with the filing officer who will receive the committee’s original disclosure statements. A Form 410 must also be filed with the Secretary of State within 10 days.

A recipient committee qualifying during the 16 days prior to an election in which the committee makes independent expenditures of \$2,000 or more to support or oppose a candidate in that election must file the Form 410 (or the information contained on 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. These filings must be made by fax, guaranteed overnight delivery, personal delivery, or online (if online filing is available).

WHERE TO FILE:

All Committees	County, School & District Committees:
Send Original and one copy to:	Send Copy to:
Secretary of State Political Reform Division 1500 11th Street, Room 495 Sacramento CA 95814	County Clerk-Recorder 1055 Monterey St. Ste. D120 San Luis Obispo CA 93408

You will receive written notification from the Secretary of State’s Office assigning an identification number to your committee. (Identification numbers are also posted on the Secretary of State’s web site at www.cal-access.ss.ca.gov.) See appropriate Campaign Disclosure Manual and California Form 410 for additional instructions and filing requirements.

FORM 470- CAMPAIGN STATEMENT - SHORT FORM

WHO FILES

Candidates who:

- do not have a controlled committee
- do not anticipate receiving contributions totaling \$2,000 or more in the calendar year
- do not anticipate spending \$2,000 or more in the calendar year

Exceptions: County Central Committee and County Council members are not required to file.

WHEN TO FILE

Candidates are encouraged to file at same time as Declaration of Candidacy. Form 470 must be filed by first pre-election filing deadline noted on Schedule on Pages 9-12.

WHERE TO FILE

County Clerk-Recorder's Office
1055 Monterey St. Ste D120
San Luis Obispo CA 93408

FORM 460- CAMPAIGN STATEMENT - LONG FORM

WHO FILES

- Candidate, Officeholders and their Controlled Committees
- Primarily Formed Ballot Measure Committees
- Primarily Formed Candidate/Officeholder Committees
- General Purpose Committees

WHEN TO FILE

See Schedule on Pages 9-12 for filing deadlines and reporting periods.

WHERE TO FILE

On Line with the NetFile Campaign Disclosure filing system through the County Clerk-Recorder's Office. San Luis Obispo County has passed local ordinance 3261 that **requires** campaign statements to be filed solely in electronic form.

FORM 497- LATE CONTRIBUTION

WHO FILES

Local Committees must file a form 497 in the following situations:

- Contributions that total in aggregate \$1,000 or more within the 90 days before an election that are either:
 - Made to a committee or ballot measure committee; or
 - Received by a candidate or ballot measure committee.
- Contributions that total in aggregate \$1,000 or more made to committees primarily formed to support or oppose a local candidate(s) or measure(s). A measure includes certain LAFCO proceedings 90 days before an election
- Contributions that total in the aggregate \$1,000 or more made to state or county political party committee 90 days prior to any state election.
- Contributions that total in aggregate \$1,000 or more made to a candidate in a CalPERS or CalSTRS election 90 days before an election.

WHEN TO FILE

Within 24 hours of receiving the qualifying contribution.

WHERE TO FILE

Regular mail is **not** allowed. E-File, overnight delivery, personal delivery or fax 805-781-1111.

PENAL PROVISIONS INVOLVING ELECTIONS

These code sections are provided for information. It is the candidate's responsibility to be aware of all election-related activities that could result in criminal penalties

Election Code Sections:

§18301 Printing of simulated sample ballots:

In addition to any other penalty, any person who prints or otherwise duplicates, or causes to be printed or duplicated, a simulated ballot or simulated sample ballot that does not contain the statement required by Section 20009 or that uses an official seal or insignia in violation thereof, is guilty of a misdemeanor.

§18302 Distribution of precinct polling place information

Every person is guilty of a misdemeanor who knowingly causes to be mailed or distributed, or knowingly mails or distributes, literature to any voter that includes a designation of the voter's precinct polling place other than a precinct polling place listed for that voter in an official precinct polling list that constituted the latest official precinct polling list at sometime not more than 30 days prior to the mailing or distribution.

§18303 Mass mailing penal provisions:

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.

§18304. Use of seal of the county or local government agency.

(a) Any person who uses or allows to be used any reproduction or facsimile of the seal of the county or the seal of a local government agency in any campaign literature or mass mailing, as defined in Section 82041.5 of the Government Code, with intent to deceive the voters, is guilty of a misdemeanor.

(b) For purposes of this section, the use of a reproduction or facsimile of a seal in a manner that creates a misleading, erroneous, or false impression that the document is authorized by a public official is evidence of intent to deceive.

(c) For purposes of this section, the term "local government agency" means a school district, special or other district, or any other board, commission, or agency of local jurisdiction.

Deceptive Online Activities

§18320.

(a) This act shall be known and may be cited as the "California Political Cyberfraud Abatement Act."

(b) It is unlawful for a person, with intent to mislead, deceive, or defraud, to commit an act of political cyberfraud.

(c) As used in this section:

(1) "Political cyberfraud" means a knowing and willful act concerning a political Web site that is committed with the intent to deny a person access to a political Web site, deny a person the opportunity to register a domain name for a political Web site, or cause a person reasonably to believe that a political Web site has been posted by a person other than the person who posted the Web site, and would cause a reasonable person, after reading the Web site, to believe the site actually represents the views of the proponent or opponent of a ballot measure. Political cyberfraud includes, but is not limited to, any of the following acts:

(A) Intentionally diverting or redirecting access to a political Web site to another person's Web site by the use of a similar domain name, meta-tags, or other electronic measures.

(B) Intentionally preventing or denying exit from a political Web site by the use of frames, hyperlinks, mousetrapping, popup screens, or other electronic measures.

(C) Registering a domain name that is similar to another domain name for a political Web site.

(D) Intentionally preventing the use of a domain name for a political Web site by registering and holding the domain name or by reselling it to another with the intent of preventing its use, or both.

(2) "Domain name" means any alphanumeric designation that is registered with or assigned by any domain name registrar, domain name registry, or other domain registration authority as part of an electronic address on the Internet.

(3) "Political Web site" means a Web site that urges or appears to urge the support or opposition of a ballot measure.

§18321.

This article does not apply to a domain name registrar, registry, or registration authority.

§18322.

In addition to any other remedies available under law, a court may order the transfer of a domain name as part of the relief awarded for a violation of this article.

§18323.

Jurisdiction for actions brought pursuant to this article shall be in accordance with Section 410.10 of the Code of Civil Procedure.

BUSINESS AND PROFESSIONS CODE SECTIONS

§17525. (a) It is unlawful for a person, with a bad faith intent to register, traffic in, or use a domain name, that is identical or confusingly similar to the personal name of another living person or deceased personality, without regard to the goods or services of the parties.

§17526 In determining whether there is bad faith intent pursuant to Section 17525, a court may consider factors, including, but not limited to, the following: ...

(j) The intent of a person alleged to be in violation of this article to mislead, deceive, or defraud voters.

§17528.5 In addition to any other remedies available under law, a court may order the transfer of a domain name as part of the relief awarded for a violation of this article.

MISREPRESENTATION BY CANDIDATES

§18350 Misleading of voters; incumbency; public officer

Every person is guilty of a misdemeanor who, with intent to mislead the voters in connection with his or her campaign for nomination or election to a public office or in connection with the campaign of another person for nomination or election to a public office, does either of the following acts:

- (a) Assume, pretend, or imply, by his or her statements or conduct, that he or she is the incumbent of a public office when that is not the case.
- (b) Assume, pretend, or imply, by his or her statements or conduct, that he or she is or has been acting in the capacity of a public officer when that is not the case.

Any violation of this section may be enjoined in a civil action brought by any candidate for the public office involved.

§18351 False statements in candidate statement; fine.

Any candidate in an election or incumbent in a recall election who knowingly makes a false statement of a material fact in a candidate's statement, prepared pursuant to Section 11327 or 13307, with the intent to mislead the voters in connection with his or her campaign for nomination or election to a nonpartisan office is punishable by a fine not to exceed one thousand dollars (\$1,000).

ELECTIONEERING

§18370 Electioneering within 100 feet of a polling place.

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

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

As used in this section, "100 feet of a polling place, a satellite location under Section 3018, or an elections official's office" means a distance 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

Any person who violates any of the provisions of this section is guilty of a misdemeanor.

§18371 Electioneering during vote by mail voting.

(a) No candidate or representative of a candidate, and no proponent, opponent, or representative of a proponent or opponent, of an initiative, referendum, or recall measure, or of a charter amendment, shall solicit the vote of a vote by mail voter, or do any electioneering, while in the residence or in the immediate presence of the voter, and during the time he or she knows the vote by mail voter is voting.

(b) Any person who knowingly violates this section is guilty of a misdemeanor.

(c) This section shall not be construed to conflict with any provision of the federal Voting Rights Act of 1965, as amended, nor to preclude electioneering by mail or telephone or in public places, except as prohibited by Section 18370, or by any other provision of law.

CAMPAIGN LITERATURE

§20008 Political advertisement requirements:

Any paid political advertisement that refers to an election or to any candidate for state or local elective office and that is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the advertisement or in 10-point roman type, whichever is larger, the words "Paid Political Advertisement." The words shall be set apart from any other printed matter.

As used in this section "paid political advertisement" shall mean and shall be limited to, published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office.

§20009 Simulated ballot requirements:

(a) Every simulated ballot or simulated sample ballot shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the statement or words or in 10-point roman type, whichever is larger, in a printed or drawn box and set apart from any other printed matter, the following statement:

"NOTICE TO VOTERS
"(Required by Law)

"This is not an official ballot or an official sample ballot prepared by the county elections official or the Secretary of State.
"This is an unofficial, marked ballot prepared by ____ (insert name and address of the person or organization responsible for preparation thereof)."

Nothing in this section shall be construed to require this notice in any editorial or other statement appearing in a regularly published newspaper or magazine other than a paid political advertisement.

- (b) No simulated ballot or simulated sample ballot referred to in subdivision (a) shall bear any official seal or the insignia of any public entity, nor shall that seal or insignia appear upon the envelope in which it is mailed or otherwise delivered.
- (c) The superior court, in any case brought before it by any registered voter, may issue a temporary or permanent restraining order or injunction against the publication, printing, circulation, posting, or distribution of any matter in violation of this section, and all cases of this nature shall be in a preferred position for purposes of trial and appeal, so as to assure the speedy disposition thereof.

§20010- Superimposed Photographs in Campaign material:

(a) Except as provided in subdivision (b), no person, firm, association, corporation, campaign committee, or organization may, with actual malice, produce, distribute, publish, or broadcast campaign material that contains (1) a picture or photograph of a person or persons into which the image of a candidate for public office is superimposed or (2) a picture or photograph of a candidate for public office into which the image of another person or persons is superimposed. "Campaign material" includes, but is not limited to, any printed matter, advertisement in a newspaper or other periodical, television commercial, or computer image. For purposes of this section, "actual malice" means the knowledge that the image of a person has been superimposed on a picture or photograph to create a false representation, or a reckless disregard of whether or not the image of a person has been superimposed on a picture or photograph to create a false representation.

(b) A person, firm, association, corporation, campaign committee, or organization may produce, distribute, publish, or broadcast campaign material that contains a picture or photograph prohibited by subdivision (a) only if each picture or photograph in the campaign material includes the following statement in the same point size type as the largest point size type used elsewhere in the campaign material: "This picture is not an accurate representation of fact." The statement shall be immediately adjacent to each picture or photograph prohibited by subdivision (a).

(c) (1) Any registered voter may seek a temporary restraining order and an injunction prohibiting the publication, distribution, or broadcasting of any campaign material in violation of this section. Upon filing a petition under this section, the plaintiff may obtain a temporary restraining order in accordance with Section 527 of the Code of Civil Procedure.

(2) A candidate for public office whose likeness appears in a picture or photograph prohibited by subdivision (a) may bring a civil action against any person, firm, association, corporation, campaign committee, or organization that produced, distributed, published, or broadcast the picture or photograph prohibited by subdivision (a). The court may award damages in an amount equal to the cost of producing, distributing, publishing, or broadcasting the campaign material that violated this section, in addition to reasonable attorney's fees and costs.

(d) (1) This act shall not apply to a holder of a license granted pursuant to the federal Communications Act of 1934 (47 U.S.C. Sec. 151 et seq.) in the performance of the functions for which the license is granted.

(2) This act shall not apply to the publisher or an employee of a newspaper, magazine, or other periodical that is published on a regular basis for any material published in that newspaper, magazine, or other periodical. For purposes of this subdivision, a "newspaper, magazine, or other periodical that is published on a regular basis" shall not include any newspaper, magazine, or other periodical that has as its primary purpose the publication of campaign advertising or communication, as defined by Section 304.

NOTE: Please see AB 990(Bonilla)-Chapter 747, Statutes of 2015 effective October 10, 2015, for revised advertisement disclaimer rules.

California Fair Political Practices Commission

Political Advertising Disclaimers

Under California's Political Reform Act, committees must put "paid for by" disclaimers on campaign advertising, including campaign mailers, radio and television ads, telephone robocalls, and electronic media ads. This brochure discusses disclaimer requirements for committees that purchase advertisements or circulate material supporting or opposing a state or local candidate or ballot measure in California.

What is a disclaimer?

A "disclaimer" is the portion of a political message that identifies the person or entity who paid for or authorized the communication. "Paid for by *committee name*" is the basic disclaimer required by the Act on most campaign communications sent by a *committee*.

Who is a committee?

A candidate's campaign committee, a political action committee, a political party committee, a major donor, and a person or entity making independent expenditures on candidates or ballot measures in California are all types of committees. A person or entity qualifies as a *committee* under the Act if they receive contributions from others for political purposes of \$1,000 or more per year; if they make independent expenditures on California candidates or ballot measures of \$1,000 or more per year; or if they make contributions to California candidates or ballot measures of \$10,000 or more per year.

When is a disclaimer required on political ads or materials?

Political committees must include the following disclaimers:

- **Mass mailings**, including blast campaign emails, must include identification of the sender.
- **Paid telephone calls** must identify the candidate or committee who paid for or authorized the call.
- **Radio and television ads** must include "paid for by" disclaimer under Federal Communications Commission (FCC) law.
- **Ballot measure ads and independent expenditure ads** must include "paid for by *committee name*" and such ads by primarily formed committees must also list top two donors of \$50,000 or more. This applies to television, radio, and electronic media advertisements, robocalls, mass mailings, and print ads such as newspaper ads, billboards and yard signs.

Are the Act's disclaimer rules the same for all committees and all ads?

No. Basic disclaimer rules apply to campaign materials disseminated by a candidate for their own election campaign because it is generally clear to the public that the candidate is sending the communication. Stricter disclaimer rules apply to (1) ballot measure advertisements and (2) independent expenditure advertisements on candidates and ballot measures, because it is less clear to the public who is responsible for these ads.

What does the disclaimer have to state?

The basic disclaimer must state: "Paid for by *committee name*." Ballot measure and independent expenditure ads paid for by primarily formed committees must also list top two donors of \$50,000 or more and special committee name rules apply. All *independent expenditure* ads for or against a candidate must state that the ad was: "Not authorized by a candidate or a committee controlled by a candidate."

What is an independent expenditure?

An "independent expenditure" is an expenditure made by any person in connection with a communication that expressly advocates the election or defeat of a clearly identified candidate or measure, or taken as a whole and in context, unambiguously urges a particular result in an election but which is not made at the behest of (e.g., in consultation, cooperation or coordination with) the affected candidate or committee. For further clarification see FPPC Regulation 18225.

(FPPC Website www.fppc.ca.gov)

Political Advertising Disclaimer Charts

Click on these links to charts showing the disclaimer requirements for your communication.

Candidates

1. [Communications by Candidate Committees for their own Election](#)
2. [Independent Expenditure Ads on Candidates](#)

Ballot Measures

3. [Ballot Measure Ads](#) (by committees primarily formed for a state or local ballot measure)
4. [Independent Expenditures Ads on Ballot Measures](#)
(by general purpose recipient committees, major donors, and independent expenditure committees)

On mass mailings, what does the disclaimer state?

A mass mailing -- over 200 substantially similar pieces of mail -- must include on the outside of the envelope: "Paid for by" and the name and address of the candidate or committee sending the mailing. The name and address must be in no less than 6-point type and in a color or print which contrasts with the background so that it is easily read.

If a mass mailing is paid for by more than one candidate or committee, the name and address of the candidate or committee who is paying the greatest share of the mass mailing (including costs for designing, postage, and printing) must be placed on the outside of each piece of mail. If two or more candidates or committees pay equally for the mailer, the name and address of at least one of the candidates or committees must be shown on the outside, and the names and addresses of all candidates or committees paying for the mailer must appear on at least one insert.

Candidate:

Paid for by Jones for Mayor 2014 123 Elm Street Elmton, CA 95523	Fred Smith 7200 Oak St Oakville, CA
--	---

Measure:

Paid for by Citizens in Support of Measure B 123 Elm Street Elmton, CA 95523	Fred Smith 7200 Oak St Oakville, CA 92253
--	---

Independent Expenditure:

Paid for by ABC Company 123 Elm Street Elmton, CA 95523	Fred Smith 7200 Oak St Oakville, CA 92253
---	---

On emails, what does the disclaimer state?

When over 200 substantially similar emails are sent by a political committee, the email must include "Paid for by and the committee name." The committee's street address is not required on mass emails sent by a committee, but may be included.

How must the disclaimer appear?

Disclaimers on political ads and literature must be clear and conspicuous so as to be understood by the intended public. Written disclaimers must be printed clearly and legibly. Spoken disclaimers must be clearly audible and intelligible. Specific requirements for color contrast, print font size and time appearing on screen are listed in the disclaimer charts above.

Updating a disclaimer

When a committee's name changes because of new top donors or otherwise, advertisement disclaimers must be revised. Television, radio, electronic media, or robocalls must be amended within five calendar days. Print media, mass mailings, or other tangible items must be amended every time an order to reproduce is placed.

Advertisements in Languages Other than English

Disclaimers on political advertisements should be written or spoken in the same language used in the advertisement.

Does a disclaimer have to appear on ALL printed materials or campaign items?

No. A disclaimer is not required on regular-size campaign buttons, pins, bumper stickers, or magnets. It is not required on pens, pencils, rulers, mugs, potholders, key tags, golf balls and similar small campaign promotional items where a disclaimer cannot be conveniently printed. The disclaimer is not required on t-shirts, caps, hats, and other articles of clothing; skywriting and airplane banners; or committee checks and receipts.

Does a disclaimer have to appear on communications from an organization to its members?

For political party communications, yes. For communications from other organizations to their members, a disclaimer is not required.

Can the FPPC answer my questions about disclaimers on my campaign communications?

Yes. The FPPC can assist you with questions about disclaimers on campaign communications. Use the Technical Assistance division advice email - advice@fppc.ca.gov. In some cases a copy of the ad will be required.

Is there a penalty for circulating or publishing literature or other material concerning a candidate or ballot measure without a disclaimer?

Yes. The penalty for failing to comply with the Act's disclaimer requirements is a fine of up to \$5,000 per violation. In addition, any person who violates the disclaimer requirements concerning ballot measure and independent expenditure advertisements may be liable for a fine of up to three times the cost of the advertisement, including placement costs.

What is the proper procedure to report violations for circulating or publishing materials without a disclaimer?

You may file a written complaint with the Fair Political Practices Commission's Enforcement division.

Can the FPPC check the truth or accuracy of the political communication?

No. The Act does not regulate the truth or accuracy of the content of political communications, given the broad First Amendment protection for political speech.

Must political messages in literature or other material concerning candidates for federal offices include a disclaimer?

Federal election law governs disclaimers on election materials for federal candidates. Contact the Federal Election Commission at www.fec.gov or (800) 424-9530 for information.

“Do not call” lists

Questions or comments regarding “do not call” lists should be addressed to the National Do Not Call Registry, administered by the Federal Trade Commission (FTC) at www.donotcall.gov. The federal Do Not Call Registry is a list of phone numbers of consumers who want to limit the telemarketing calls they receive. The “do not call” provisions do not cover calls from political organizations, charities, telephone surveyors or companies with which a consumer has an existing business relationship.

Posting political signs on utility poles and other public property

Check local ordinances for rules on posters and yard signs. Local law may restrict or prohibit the placement of campaign signs on government-owned property.

This brochure presents a summary of the law. For further legal information, consult the Act and its corresponding regulations and opinions.



DEPARTMENT OF PLANNING AND BUILDING COUNTY OF SAN LUIS OBISPO

REGULATIONS FOR POLITICAL SIGNS IN UNINCORPORATED SAN LUIS OBISPO

To: Candidates for Office

The San Luis Obispo County Code has regulations regarding the placement and size of campaign signs that are placed in the unincorporated areas of the county. We are providing this letter in the candidate's package with the hopes that you and your staff will advise supporters of the regulations when they provide them with campaign signs.

San Luis Obispo County Code Section 23.04.306b (coastal) and 22.20.040B12 (inland) exempts political signs from requiring a permit, but only if the following regulations are adhered to:

1. In Residential land use categories within urban or village area (such as Templeton, Cambria, San Miguel, Los Osos, Huasna, etc.), political signs are not to exceed four (4) square feet total for each site.
2. In other land use categories (such as Commercial, Industrial), within urban or village areas, political signs are not to exceed 16 square feet total for each site.
3. In areas outside of village reserve lines, political signs are not to exceed 32 square feet total for each site.
4. Signs are not to be posted any earlier than 60 days before the election, and must be removed within 14 days after the election.
5. Signs are not to be posted on or adjacent to any utility poles, parking meters, traffic sign posts, traffic signals or other traffic markers, or within the road right-of-way or other public property. These signs may be removed by county staff.

Best wishes in your campaign and if you have any questions, please feel free to call the San Luis Obispo County Planning Department Code Enforcement at 805-781-5705.

CITY REQUIREMENTS

Each incorporated city may have additional or different requirements for signs placed within the city limits. For more information, contact the city's Community Development Department, Planning or the City Clerk's Office.

WHO YOU GONNA CALL?

The San Luis Obispo County Elections Department is NOT an enforcement agency and is therefore unable to investigate any violations. When our office receives reports of violations, we simply refer them to the agencies listed below:

ISSUE	WHO TO CONTACT
False or misleading campaign materials	No agency enforcement. These issues are dealt with in court. Seek legal advice.
Violations of the Political Reform Act (Title 9 of the California Government Code at Sections 81000 through 91015), i.e. mass mailing requirements; slate mailers; campaign disclosure; proper use of campaign fund; disclosure of economic interests.	Contact the Fair Political Practices Commission at www.fppc.ca.gov 866-275-3772
Unlawful use of public funds, violations of the Elections Code, or any laws other than the Political Reform Act.	Contact your local district attorney, 781-5800, or the California State Attorney General at www.caag.state.ca.us 800-952-5225
Federal campaigns, Congress, U.S. Senate, President of the United States, etc.	Contact the Federal Election Commission at www.fec.gov 800-424-9530
Open meeting laws. (Brown Act)	Contact your local district attorney, 781-5800, or the California State Attorney General at www.caag.state.ca.us 800-952-5225
Vandalism concerning campaign signs.	Contact the sheriff's department 781-4550, or city police where vandalism occurred.
Requirements concerning campaign signs.	Contact local city clerk or city's Community Development Department, OR The County Department of Planning and Building, 781-5600, OR State Department of Transportation at 916-654-4790, depending on the location of the sign - see previous pages.

FEDERAL & STATE ENFORCEMENT OFFICES

Fair Political Practices Commission
PO Box 807 (95812-0807)
428 J St, Ste 450
Sacramento CA 95814
866-275-3772 Fax 916-322-3711
Reporting Enforcement Violations
800-561-1861

Attorney General
PO Box 944255
Sacramento CA 94244-2250
916-445-9555 // 800-952-5225

Secretary of State
Political Reform Division
1500 11th St. Rm 495
Sacramento CA 95814
916-653-6224 Fzx 916-653-5045
Elections Division
916-657-2166

LOCAL ENFORCEMENT OFFICES

San Luis Obispo County District Attorney
4th Floor, County Government Center
San Luis Obispo CA 93408
805-781-5800

Federal Election Commission
999 E Street, NW
Washington DC 20463
800-424-9530
TTY 202-219-3336

San Luis Obispo County Sheriff's Department
1585 Kansas Ave
PO Box 32
San Luis Obispo CA 93406
805-781-4540

DIMS System Voter Information (in house processes)

Description	Process #	Contents	Fee
Precinct Walking List: Standard Selection Criteria:	R708.01: Printed in Precinct-Street Name & Number	Name, Residence Address Precinct, Party, Phone #	.50 per 1000 names
Alpha Voter List: Standard Selection Criteria:	R102.01: Alpha list by last name	Affidavit #, Name, Address (Residence & Mailing) Precinct, Phone #	\$42.00 Setup plus .50 per 1000 names
Voter Master File with or without Voter History on CD: Standard Selection Criteria:*	Multi-Purpose Voter File Export: Voter Master File & Those who Voted in Previous Elections or a Specified Election. Tab Delimited format.	May be ordered back to General Election 2000. Nothing before that date. All voter information included for all voters.	\$42.00 Setup plus 2.00 per CD plus .50 per 1000 names
VBM Issued/Returned File Standard Selection Criteria: (Available only during election period)	AV Multi-Purpose Flat File: Created in Tab Delimited format. May require separate files for voted and non- voted records.	File listing those voters issued vote by mail ballots during an election with vbm date entered and date returned.	\$42.00 Setup plus 2.00 per CD plus .50 per 1000 names

Candidate/Campaign Name: _____

Contact Name: _____

Phone & Email _____

Specific Information Requested: _____

Format Delimiters: Tab _____ Comma _____ Flat File _____

VOTER MULTIPURPOSE FILE LAYOUT Version7.6.xx

ITEM SEQ	FIELD NAME/DESCRIPTION	Max SIZE	START	END
1	VOTER ID	9	0	9
2	STATUS	1	10	10
3	ABBR (REASON)	12	11	22
4	AFFIDAVIT	12	23	34
5	LAST VOTED	1	35	35
6	PREFIX	5	36	40
7	VOTERS NAME; LAST	32	41	72
8	FIRST	16	73	88
9	MIDDLE	16	89	104
10	SUFFIX	5	105	109
11	HOUSE NUMBER	10	110	119
12	HOUSE FRACTION	3	120	122
13	PRE DIR	5	123	127
14	STREET	24	128	151
15	TYPE	5	152	156
16	POST DIR	5	157	161
17	BUILDING NUMBER	4	162	165
18	APT NUMBER	12	166	177
19	CITY	25	178	202
20	STATE	2	203	204
21	ZIP	10	205	214
22	PRECINCT	9	215	223
23	PORTION	3	224	226
24	CONSOLIDATION	9	227	235
25	ALPHA SPLIT	32	236	267
26	PARTY	5	268	272
27	REG DATE (mm/dd/yyyy)	10	273	282
28	IMAGE ID	9	283	291
29	PHONE 1	16	292	307
30	PHONE 2	16	308	323
31	MILITARY (Y, N, BLANK)	1	324	324
32	GENDER (F, M)	1	325	325
33	PERMANENT AV (Y/N)	1	326	326
34	SOURCE (NVRA)	5	327	331
35	BIRTH PLACE	5	332	336
36	BIRTH DATE (mm/dd/yyyy)	10	337	346
37	CARE OF	40	347	386
38	MAIL STREET	40	387	426
39	MAIL CITY	40	427	466
40	MAIL STATE	2	467	468
41	MAIL ZIP	10	469	478
42	MAIL COUNTRY	16	479	494
43	LTD (LAST TRANSACTION DATE)	10	495	504
44	LANGUAGE (when allowed)	5	505	509
45	DRIVERS LICENSE (when allowed)	16	510	525
46	EMAIL	64	526	589
47	ORIGINAL REGISTRATION DATE	10	590	599
48	PAV CATEGORY	5	600	604
49	CONFIDENTIAL	1	605	605
50	ID REQUIRED	1	606	606
51	CITIZEN	1	607	607
52	UNDERAGE	1	608	608
53	PRECINCT NAME	24	609	632
54	HOUSE DISTRICT	32	633	664
55	SCHOOL DISTRICT	32	666	696
56	VOTER HISTORY (V=Poll, A=VBM, N=Did Not Vote, Null=Not Registered at the Time)	160	697	856
57	CR/LF	2	857	858

PRECINCT MAPPING RESOURCES

The Clerk-Recorder's office has implemented GIS (Geographical Information Systems) technology in maintaining precinct boundaries and map printing. This allows the use of data maintained by various county departments and agencies (Public Works, Assessor, Planning, Cities, LAFCO, the Citizens Redistricting Commission and the Census Bureau) when drawing precinct boundary lines. The use of technology in these functions will result in more accurate and up-to-date maps.

Large format pdf maps (48" x 36") are available free of charge for download on the Clerk-Recorder's website. Maps of the entire county, supervisorial districts, cities, and major communities are available online.

For more detailed viewing, a mapping application is also available with print functionality (11" x 17" maps) on the Clerk-Recorder's website:

www.slovote.com

PRECINCT MAPS

Every attempt has been made to provide electronic precincts maps to the public on the Clerk-Recorder's website. Upon request, existing pdf maps can be burned onto a cd for \$2. Printed versions of existing large format map must be ordered and cost \$15 each.

If you have any questions, please contact the Clerk-Recorder office 805-781-5228.

NOTE: The County of San Luis Obispo does not assume liability for any damages caused by any errors or omissions in the data of the precinct maps. The County of San Luis Obispo makes no warranty of any kind, express or implied, that these data are accurate and reliable, nor does the fact of distribution constitute such a warranty. Independent verification of all data contained on these maps should be obtained by any user thereof. Users assume responsibility to determine the appropriate use of these data.