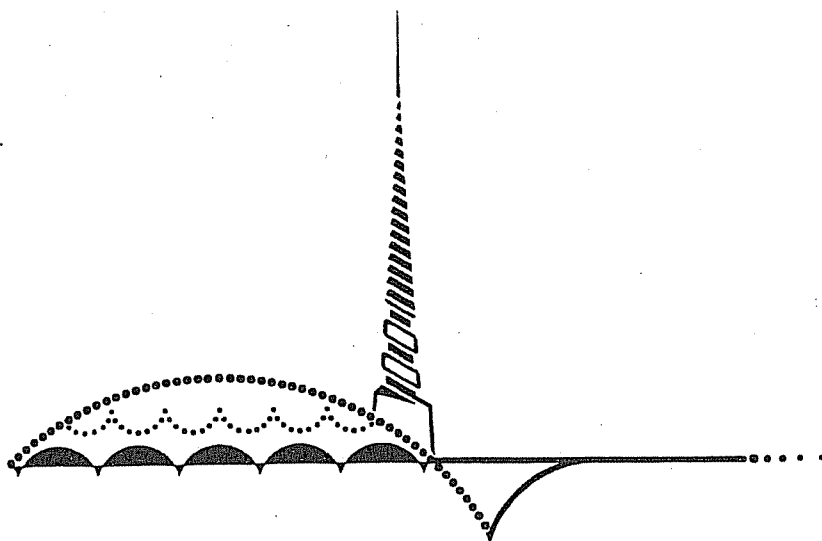


2001 CANDIDATES GUIDELINES



CONSOLIDATED GENERAL DISTRICT & SCHOOL ELECTION

November 6, 2001

PREPARED AND DISTRIBUTED
BY
THE STAFF OF MICHAEL J. SMITH
MARIN COUNTY REGISTRAR OF VOTERS



**COUNTY CLERK
REGISTRAR OF VOTERS**

Michael J. Smith
County Clerk-Registrar of Voters

Madelyn DeJusto
Assistant County Clerk-Registrar

May 10, 2001

Dear Candidate:

The purpose of this Handbook is to help guide you through the Forms, Fees, Deadline Dates and Laws you are certain to encounter as a Candidate for public office.

The laws surrounding raising funds, expenditure and reporting of campaign contributions are continually changing. The attached candidate guidelines contains most recent changes.

In addition to calling our Elections Office at 499-6442, you may want to call the following State Offices in Sacramento:

Fair Political Practices Commission (Toll Free) 1-866-275-3772
www.fppc.ca.gov

Secretary of State Elections Division (916) 657-2166
www.ss.ca.gov

You are encouraged to call or visit our Elections staff for any assistance they may be able to provide. Additionally, elections information is available on our web page through <http://marin.org>.

Yours truly,

MICHAEL J. SMITH
Marin County Registrar of Voters

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SECTION I

NOVEMBER 6, 2001

CONSOLIDATED GENERAL DISTRICT

AND SCHOOL ELECTION

FILING PERIOD - JULY 16, 2001 - AUGUST 10, 2001

DISTRICTS:

NUMBER OF VACANCIES*

Regular Term

Short Term

COMMUNITY SERVICES

Bel Marin Keys	2	
Marin City	3	1
Marinwood	2	1
Muir Beach	3	
Tamalpais	2	
Tomales	3	

FIRE PROTECTION

Kentfield	3	
Novato	2	
Sleepy Hollow	1	
Southern Marin	4	
Stinson Beach	2	
Tiburon	3	

PUBLIC UTILITY

Bolinas Community	3	
Inverness	2	

* Number of Vacancies as of April 2001 Roster of Public Agencies.

DISTRICTS:

NUMBER OF VACANCIES*

Regular Term

Short Term

SANITARY

Alto.	2	
Homestead Valley	2	1
Las Gallinas Valley	3	
Novato	3	
Richardson Bay.	3	
Sausalito-Marín City.	3	
District No. 5 - Tiburon.	2	2

COUNTY WATER

North Marin Water **	2	
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SCHOOL DISTRICTS:

NUMBER OF VACANCIES*

Regular Term

Short Term

County Board of Education:

Trustee Area No. 3	1	
Trustee Area No. 5	1	
Trustee Area No. 6	1	
Dixie	3	1
Kentfield	3	
Laguna Joint ***	2	
Lagunitas	3	
Larkspur	3	
Lincoln	2	
Marin Community College	3	

* Number of Vacancies as of April 2001 Roster of Public Agencies.

** Papers issued **ONLY** by Marin County. Sonoma voters **MUST** file in Marin County.

*** Papers issued in county where voter resides (Marin or Sonoma).

SCHOOL DISTRICTS:

NUMBER OF VACANCIES*

	<u>Regular Term</u>	<u>Short Term</u>
Mill Valley	3	1
Nicasio	2	
Novato Unified	3	
Reed Union	3	
Ross	3	
Ross Valley	2	
San Rafael **.	2	
Shoreline:		
Trustee Area No. 1	2	
Trustee Area No. 2	1	
Tamalpais Union High	3	
Union Joint ***	2	

CITIES/TOWNS:

NUMBER OF VACANCIES*

	<u>Regular Term</u>	<u>Short Term</u>
Corte Madera **.	3	
Fairfax **.	3	
Larkspur **.	3	
Mill Valley **.	2	
Novato **.	2	
San Anselmo **.	3	
San Rafael **.	2	
Tiburon **.	3	

* Number of Vacancies as of April 2001 Roster of Public Agencies.
 ** Papers issued **ONLY** by City or Town Clerk.
 *** Papers issued in county where voter resides (Marin or Sonoma).

QUALIFICATIONS FOR OFFICE

SCHOOL DISTRICTS

Any person, regardless of sex, who is 18 years of age or older (or will be 18 by Election Day), a citizen of the State, a resident of the school district, a registered voter, and who is not disqualified by the Constitution or laws of the State from holding a civil office, is eligible to be elected or appointed a member of a governing board of a school district, or a community college district. (Ed. Code Sec. 35107, 72103)

Any registered voter is eligible to be a member of the County Board of Education except the County Superintendent of Schools, any member of his staff, or any employee of a school district. (Ed. Code 1006)

UDEL DISTRICTS

A candidate must be a registered elector residing within the district.

DECLARATION OF CANDIDACY - WHEN AND WHERE TO FILE

Declarations of candidacy are available from the County Clerk/Elections Division, Room 121, Hall of Justice, San Rafael, between July 16 and August 10, 2001. No withdrawals of candidacy will be permitted after 5:00 p.m., August 10, 2001. No filing fee or sponsors signatures are required. (Ed. Code 5012; Elec. Code 10510)

EXTENDED FILING PERIOD

If declaration of candidacy forms are not filed by **ALL** incumbents in any one district by 5:00 p.m. August 10, 2001, the filing period, in that respective district **ONLY**, will be extended to 5:00 p.m. August 15, 2001. **Only non-incumbent candidates may file declaration of candidacy forms during the extended filing period.** (Ed. Code 5012.5; Elec. Code 10516)

BALLOT DESIGNATION - **THE OCCUPATIONAL DESIGNATION MUST BE HOW YOU EARN YOUR LIVING.**

A candidate may use a nickname, in addition to his legal name, provided his candidacy has been declared under such name on the Declaration of Candidacy. (A.G. Ops. 50-87, 5/27/80)

No title or degree shall appear on the same line on a ballot as a candidate's name, either before or after the candidate's name in the case of any election to any office. (Elec. Code 13106)

A candidate may choose an occupational designation following the regulations found on pages 5 - 15.

A GUIDE FOR SELECTING BALLOT DESIGNATIONS

Ballot designations are governed by California Elections Code Section 13107. In the following outline, the provisions of Section 13107 are broken down into pertinent parts and are printed in the boxes with the subdivision identified. The text of Section 13107 in its entirety appears below, prior to the discussion by subdivision.

CALIFORNIA ELECTIONS CODE SECTION 13107

(a) With the exception of candidates for Justice of the State Supreme Court or court of appeal, immediately under the name of each candidate, and not separated from the name by any line, may appear at the option of the candidate only one of the following designations:

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

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

(3) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. For purposes of this section, all California geographical names shall be considered to be one word.

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

(b) Neither the Secretary of State nor any other election official shall accept a designation of which any of the following would be true:

(1) It would mislead the voter.

- (2) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
 - (3) It abbreviates the word "retired" or places it following any word or words which it modifies.
 - (4) It uses a word or prefix, such as "former" or "ex-," which means a prior status. The only exception is the use of the word "retired."
 - (5) It uses the name of any political party, whether or not it has qualified for the ballot.
 - (6) It uses a word or words referring to a racial, religious, or ethnic group.
 - (7) It refers to any activity prohibited by law.
- (c) If, upon checking the nomination documents, the election official finds the designation to be in violation of any of the restrictions set forth in this section, the election official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address appearing on the candidate's nomination documents.
- (1) The candidate shall, within three days from the date of receipt of the notice, appear before the election officer or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide an alternate designation.
 - (2) In the event the candidate fails to provide an alternate designation, no designation shall appear after the candidate's name.
- (d) No designation given by a candidate shall be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the elections official as specified in subdivision (c) or as provided in subdivision (e).
- (e) The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days prior to the general election, requests in writing a different designation which the candidate is entitled to use at the time of the request.
- (f) In all cases, words so used shall be printed in 8-point roman uppercase and lowercase type except that, if the designation selected is so long that it would conflict with the space requirements of Sections 13207 and 13211, the elections official shall use a type size for the designation for each candidate for that office sufficiently smaller to meet these requirements.
- (g) Whenever a foreign language translation of a candidate's designation is required under the Voting Rights Act of 1965 (42 U.S.C.A. Sec. 1971), as amended, to appear on the ballot in addition to the English language version, it shall be as short as possible, as consistent as is practicable with this section, and shall employ abbreviations and initials wherever possible in order to undue length.

I. General Provision

- A. Section 13107, subd. (a) With the exception of candidates for Justice of the State Supreme Court or court of appeal, immediately under the name of each candidate, and not separated from the name by any line, may appear at the option of the candidate only one of the following designations:

1. Subdivision (a) is divided into four parts, each with its own requirements. The candidate may use only one of the four categories.
2. The candidate, however, may opt to not use subdivision (a) (1) (unlimited words designating the elective office) and may opt, instead, to use subdivision (a) (3) ("no more than three words designating principal professions, vocations, or occupations"). For example, the Assembly representative from the Nth Assembly District who happens to be a lawyer and rancher can use the designation "Member of the Assembly, Nth District" under subdivision (a) (1), or the incumbent may use "Legislator/Lawyer/Rancher" under subdivision (a) (3).
3. Candidates are not required to use ballot designations and may opt to leave the space blank. The candidate must initial the appropriate box on the nomination document to notify the elections official of this choice.

II. Acceptable Ballot Designations

- A. Section 13107, subd. (a) (1) Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which he or she was elected by vote of the people, or to which he or she was appointed, in the case of a superior, municipal, or justice court judge.

1. Words designating the elective offices specified in this subdivision are not subject to the three-word limitation found at subdivision (a) (3).
2. Legislative leadership titles, e.g., "Majority Leader of the California Senate" and "Speaker of the California Assembly" are not elective offices as described in subdivision (a) (1). Therefore, these designations must satisfy the subdivision (a) (3) three-word limitation. "Senate Majority Leader" and "California Assembly Speaker" would be acceptable.

II. A. Acceptable Ballot Designations (cont.)

3. If the elected official opts to include another profession, vocation, or occupation with the elective office, the designation must satisfy the three-word limitation. For example, "Legislator, Businessman"; "Physician/Senator"; "State Assemblyman, Businessman" would be acceptable. See Part I.A.2, above. An example of an impermissible designation would be "Member of the Senate/Rancher".

4. Political party central committee designations are not elective county or state offices as prescribed in this statute, nor are they principal professions, vocations, or occupations.

B.

Section 13107, subd. (a) (2) The word "incumbent" if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination papers, and was elected to that office by a vote of the people, or, in the case of a superior, municipal, or justice court judge, was appointed to that office.

1. Subdivision (a) (2) cannot be combined with subdivisions (a) (1), (a) (3) or (a) (4). Therefore, the word "Incumbent" cannot be used with any other words; it must stand alone.

2. Examples of impermissible designations: "Incumbent Assemblymember, Nth Assembly District" (either "Incumbent" or "Assemblymember Nth Assembly District" is acceptable) and "Incumbent Senator/Baker" (either "Incumbent" or "Senator/Baker" is acceptable).

C.

Section 13107, subd. (a) (3) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. For purposes of this section, all California geographical names shall be considered to be one word.

1. A principal profession, vocation, or occupation is the primary job or work one does which is the means of livelihood or production of income, as opposed to a hobby or avocation. Some persons may work at more than one profession, vocation, or occupation. Exceptions may apply for persons retired or unemployed by choice or by circumstance. No designation which connotes a status is acceptable. Examples of acceptable designations of a "vocation," include, "minister," "priest," "mother," "father," "homemaker," "dependent care provider," "carpenter," "plumber," "electrician," and "cabinetmaker." Examples of unacceptable status claims include "parent", "taxpayer", "citizen", "patriot", "renter", and "presidential appointee".

II. C Acceptable Ballot Designations (Cont.)

2. A candidate may use either his or her current principal profession, vocation or occupation, regardless of the amount of time in which the candidate has engaged in such or, in the alternative, any principal profession, vocation or occupation in which the candidate was engaged over the course of the previous calendar year even though it may no longer be one in which the candidate is currently engaged. In choosing between the alternatives, the candidate must ask himself or herself: "What is my primary job right now?" and "What was my primary job last year?" Either job, if otherwise proper, based on the statutory criteria, may be used as a ballot designation. For purposes of this section, the "calendar year immediately preceding the filing of nomination papers" is defined as that year beginning January 1 immediately preceding the year in which nomination papers for the office are allowed to be filed.

3. Multiple designations are usually acceptable, provided that the three-word limitation is met. See examples and brief explanations at Parts I.A.2, II.A.3, and II.B.2.

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

5. Organization names must be replaced with generic references. For example, "President, Computer Company" would be acceptable; "President, Apple Computer" would not be allowed. Similarly, based on previous court interpretation, a designation such as "Director, ABC Club" would not be permissible, whereas, "Administrator, Environmental Club" would be. Ballot designations are not intended to advertise a specific product, corporation or organization; they are intended to reveal what a candidate does, not for whom the work or service is performed.

6. Word count

a. Each word, regardless of the number of letters in the word, is counted as one word.

b. The only exception to this is geographical names. While subdivision (a) (3) specifies California geographic names, this subdivision has been construed to mean all geographic names.

c. The Elections Code Section 9 word-count provision relating to ballot arguments, recall notices and answers, etc., is not applicable to the subdivision (a) (3) three-word limitation. See Section 9, subdivision (b).

d. Only those words generally hyphenated may be hyphenated for ballot designation purposes. The use of hyphens will not serve as a means around the three-word limitation. (See example, e. (6), immediately below)

II. C Acceptable Ballot Designations (cont.)

e. Word count examples:

- (1) "District Attorney" - 2 words
- (2) "Certified Public Accountant" - 3 words
- (3) "CPA/Attorney" - 2 words
- (4) "City Councilmember" - 2 words
- (5) "Chief Deputy Public Defender" - 4 words; unacceptable
- (6) "Businessman-Social Planning Consultant" - 4 words: unacceptable

D.

Section 13107, subd. (a) (4) The phrase "appointed incumbent" if the candidate holds an office other than a judicial office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word "appointed" and the title of the office. In either instance, the candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed". However, the phrase "appointed incumbent" shall not be required of a candidate who seeks reelection to an office which he or she holds and to which he or she was appointed, as a nominated candidate, in lieu of an election, pursuant to Sections 5326, and 5328 of the Education Code or Section 7228, 7423, 7673, 10229, or 10515 of the Elections Code.

1. If an incumbent was appointed as being the lone candidate at the last election for the office being sought at this election, the candidate is not required to use "appointed".

III. Unacceptable Ballot Designations

NOTE: Ballot designations may be challenged by elections officials or through the courts by other candidates or voters.

A.

Section 13107, subd. (b) Neither the Secretary of State nor any other election official shall accept a designation which:

III. Unacceptable Ballot Designations (Cont.)

B. Section 13107, subd. (b) (1) Would mislead the voter.

1. The candidate may be required to provide the elections official with substantiation, evidence or documentation to support the requested designation.

C. Section 13107, subd. (b) (2) Would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.

1. Examples of ballot designations usually considered to suggest an evaluation of a candidate include: "Best _____", "Exalted _____", "Prominent _____", "Advocate", "Activist", "Reformer", "Pro-", and "Anti-" anything conveying a philosophy, or words connoting a status. Statements of philosophy belong in campaign ads and literature, not as ballot designations.

2. Commercial or proper names such as "IBM President", "Director, Health Services" or "Sierra Club Secretary" are impermissible. Generic descriptions of specific jobs should be substituted; for example, "Computer Corporation President", "State Agency Director", or "Nonprofit Organization Secretary". See Part II.C.5.

3. Certain requested designations may connote a status which also suggest an evaluation; for example, "Patriot" or "Presidential Appointee". For status examples, see Part II.C.1.

D. Section 13107, subd. (b) (3) Abbreviates the word "retired" or places it following any word or words which it modifies.

1. Examples of impermissible designations: "Ret. Army General" and "Navy Admiral, Retired".

III. Unacceptable Ballot Designations (cont.)

E.

Section 13107, subd. (b) (4) Uses a word or prefix, such as "former" or "ex-," which means a prior status. The only exception is the use of the word "retired."

1. "Retired" is defined as having given up one's work, business, career, etc., especially because of advanced age.
2. Generally, a retired status may be allowed if the candidate can demonstrate retirement. The following are examples of evidence supporting retired status:
 - a. served in the position being requested to be listed as retired from for more than 5 years;
 - b. is collecting or eligible to collect retirement benefits/pension (i.e. is vested);
 - c. is 55 or more years old;
 - d. left the position voluntarily after serving a minimum of 5 years;
 - e. if requesting the use of a retired public office designation, was not recalled from or did not fail to win that office or surrender it to run for another office in a previous election campaign;
 - f. has not had another more recent occupation;
 - g. retirement benefits are providing a principal source of income.
3. Because the Elections Code specifically forbids the use of a prior profession, vocation, or occupation, unless the candidate is retired therefrom, election officials may require candidates to provide substantiating evidence or documentation in support of the requested designation.

F.

Section 13107, subd. (b) (5) Uses the name of any political party, whether or not it has qualified for the ballot.
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1. "Democratic Party Chair", "Republican Central Committeemember", and "Socialist" are examples of unacceptable designations.

III. Unacceptable Ballot Designations (Cont.)

G.

Section 13107, subd. (b) (6) Uses a word or words referring to a racial, religious, or ethnic group.

1. Examples of impermissible designations are "Indian Sculptor", "Polish Pope", "Latino Notary", "African-American Firefighter", "Mormon Physician", and "Caucasian Policeman".

H.

Section 13107, subd. (b) (7) Refers to any activity prohibited by law.

1. "Gambler" refers to a generally-unlawful activity. However, "Poker Player" may be acceptable in some circumstances, since in some communities that activity is allowed. See also Part II.C.1.

IV. Alternatives And Procedures If The Ballot Designation Is Not Acceptable

A.

Section 13107, subd. (c) If, upon checking the nomination documents, the election official finds the designation to be in violation of any of the restrictions set forth in this section, the election official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address appearing on the candidate's nomination documents.

1. It is important for the candidate to include a correct telephone number, facsimile number (if available) and mailing address on the nomination document in order to expedite communication in the event the ballot designation is being questioned.

IV. Alternatives and Procedures if the Ballot Designation is Not Acceptable (Cont.)

B. Section 13107, subd. (c) (1) The candidate shall, within three days from the date of receipt of the notice, appear before the election officer or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide an alternate designation.

1. Time is of the essence. Note Section 13107, subdivision (c) (2) following.
2. Facsimile transmission may be used to expedite communications as an alternative to telephone conversations upon approval of the Secretary of State's staff and by agreement with the candidate. This method serves to establish written documentation of agreed-upon alternative designations and can be used to provide substantiation materials in the event designations are later challenged.

C. Section 13107, subd. (c) (2) In the event the candidate fails to provide an alternate designation, no designation shall appear after the candidate's name.

1. Every effort will be made to help the candidate select an acceptable substitute ballot designation, if the candidate so desires.

V. Changing Ballot Designations

A. Section 13107, subd. (d) No designation given by a candidate shall be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the election official as specified in subdivision (c) or as provided in sub-division (e).

V. Changing Ballot Designations (cont.)

B.

Section 13107, subd. (e) The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days prior to the general election requests in writing a different designation which the candidate is entitled to use at the time of request.

NOTE: In the event of a special election, this time frame cannot be followed. Contact the involved local elections official(s) to determine certification deadlines.

1. A candidate who validly uses a ballot designation for a primary election will not be required to change that designation for the subsequent general election even if his/her profession, vocation, or occupation changes.

VI. Miscellaneous

A.

Section 13107, subd.(f) In all cases, words so used shall be printed in 8-point roman uppercase and lowercase type except that, if the designation selected is so long that it would conflict with the space requirements of Sections 13207 and 13211, the election official shall use a type size for the designation for each candidate for that office sufficiently smaller to meet these requirements.

B.

Section 13107, subd. (g) Whenever a foreign language translation of a candidate's designation is required under the Voting Rights Act of 1965 (42 U.S.C.A. Sec. 1971) to appear on the ballot in addition to the English language version, it shall be as short as possible, as consistent as is practicable with the provisions of this section, and shall employ abbreviations and initials wherever possible in order to avoid undue length.

BALLOT ORDER OF NAMES

On August 16, 2001, the Secretary of State will conduct a drawing of the letters of the alphabet at 11:00 A.M. The resulting randomized alphabet will be the basis for determining the order of all candidates in all elections. Each candidate will be placed on the ballot in the order that each of the letters of his/her surname was drawn in the drawing. For example, the placement of candidates with the surnames of Campbell and Carlson will depend on the order in which the letters M and R were drawn. (Elec. Code 13112)

WHEN CANDIDATES TAKE OFFICE

Candidates who are elected or appointed to a four year term in lieu of an election contest take office at 12 o'clock noon on Friday, December 7, 2001. Candidates who are elected to short terms take office as soon as the election is certified. Candidates appointed to short terms in lieu of an election contest take office as of election day, November 6, 2001. Prior to taking office each elective officer shall take the official oath and execute such bond as may be required by the Principal Act. Oaths are forwarded to the District Secretary or Manager for administering. (Elec. Code 10554; 10515; Ed. Code 1007; 5017; 5093)

CANDIDATE'S STATEMENTS OF QUALIFICATIONS

A candidate for non-partisan office may, at the time of filing her/his declaration of candidacy, file a typed 200 word statement of education and qualifications on the appropriate form provided by the County Clerk/Elections Department. Information attached to the form will explain legal restrictions pertaining to the contents of a statement. (Elec. Code 13307)

Each candidate submitting a statement of qualifications will receive proofs prior to printing. Printing errors will be corrected but changes are not allowed. Statements may be withdrawn until 5:00 P.M., of the next working day after the close of filing. (EC 13307)

Candidate's statements of qualifications will be mailed to voters in the voter pamphlet portion of the sample ballot booklet.

Candidate's statements must be paid for at the time they are submitted to our office with the declaration of candidacy. Estimated cost of statements of qualifications appear on Pages 20 - 22. If a candidate wishes to have a Spanish translation of the statement, costs will be double plus translation fees.

PLEASE NOTE: Statements will not be accepted unless they are **TYPED** on the form provided by the County Clerk/Elections Department in paragraph form ONLY. This form is part of your election packet distributed with your Declaration of Candidacy. If your statement is typed on a personal computer, please attach a copy to each of the three parts of our form.

SEE THE FOLLOWING PAGE FOR SAMPLE OF STATEMENT OF QUALIFICATIONS.

Preparation of Candidate's Statement

Shown below is a facsimile of a full-size 8 1/2" x 15" Candidate's Statement form. Note that the top portion contains information as to the number of words limitation and cost of printing and mailing your statement. This portion of

the form is to be completed by the officer conducting the election.

The statement shown has been typed, double-spaced, in block paragraph form, and the candidate has requested a translation of his statement pursuant to Sec.13307 of the Elections Code.

If additional space is required, the remainder of your statement should be typed on a separate sheet of paper, double-spaced, in block paragraph form, and in triplicate. Remember to sign the bottom of the form, and supplemental sheets (if used) attached to your statement.

To be completed by officer conducting election

Name of candidate

Occupation (may be more descriptive than on ballot)

Check here if you do not wish to file a statement.

Check here if you wish to have a Spanish translation of your statement pursuant to Sec. 10012, Elections Code.

Date submitted

CANDIDATE'S STATEMENT (Elections Code 10012, 10012.1)

INSTRUCTIONS TO CANDIDATE

- Carefully read the Notice, below
- PLEASE TYPE your statement. What you submit is the printer's copy. Be sure that the second copy of this form is clear and legible, and shows all corrections
- Return the complete set to the officer conducting the election, either with Nomination Papers or if none, no later than 88 days before the election

The governing body conducting this election has determined that the cost of the statement is the responsibility of the Candidate ★. The estimated cost of printing and mailing the following statement is \$ 200.00 ★.

NOTICE TO CANDIDATE: This statement may include your age, occupation and a brief description of not more than 200 ★ words of your education and qualifications. All statements will be printed in a style determined by the governing body conducting the election. Please type, in upper and lower case. Your statement will be printed exactly as submitted by you; check carefully for errors in spelling, punctuation and grammar before filing.

As a candidate for MEMBER OF CITY COUNCIL (TITLE OF OFFICE SOUGHT) of the CANDIDATE'S CITY (NAME OF LOCAL AGENCY CITY COUNTY OR DISTRICT) at the General Municipal (TITLE OF ELECTION) election to be held Tuesday, April 10 (DATE) 19 84.

I submit the following statement:

(NAME): DAVID HOWELL AGE: 36 (Optional)

Occupation: Attorney (Optional) (May be more descriptive than what will appear on ballot)

Education and Qualifications: I can bring to the office a diversity of viewpoints and experience. Born and raised in the San Francisco area, with my family still farming, I can appreciate the concerns of the environmentalist. On the other hand, having been in business since my undergraduate days at college, and with my experience in the rental and real estate fields, I appreciate the practical housing requirements of our community. As a recent student, I understand renters' needs for a variety of housing choices and frustrations with high rental costs. I tend towards moderation and a balancing of competing elements of our community. I encourage differing viewpoints rather than "them" and "us" competitions.

As a Member of the City Council, I would balance the narrow spectrum of views that have dominated the Council the past four years. I advocate a program to protect our neighborhoods from increasing overcrowding and visual blight. I support a shopping center in the city and would insist on a plan to encourage the commercial enterprises which complement our shopping needs. Our Council should actively consider subsidized housing for senior citizens and perhaps others, but with implementation only after voter approval of a specific program.

***NOTE: No lines on original**

If additional space is required, attach supplemental sheet. If supplemental sheet used, please sign supplemental sheet at bottom.

I do not wish to file a statement.

I wish to have my statement translated and printed in Spanish in addition to the English with the understanding that I will pay the actual cost incurred.

PURSUANT TO SECTIONS 13307 ELECTIONS CODE, I state that I prepared the above statement which is to be printed in a voter's pamphlet and mailed to each registered voter of my District. I further state that if the cost of printing is the responsibility of the candidate that I will pay for my prorated cost of such statement at such time as instructed by the officer conducting the election.

DATE: January 17, 1984

David Howell
Signature of Candidate

1315 West College Avenue
Address of Candidate

FORM 1-200 (REV. 8-83) **CLERK'S COPY**

Instructions to candidate

Cost of printing notice

Number of words notice

Age (optional)

Additional space notice

Sign here and at bottom of supplemental sheets if used.

Address

THE CANDIDATE'S STATEMENT ON THE PRECEDING PAGE,
TYPED ON OUR FORM,
WILL APPEAR ON THE SAMPLE BALLOT AS FOLLOWS:

Standardized Heading — STATEMENT OF CANDIDATE FOR
MEMBER OF CITY COUNCIL
City of Candidate

Name of candidate — DAVID HOWELL AGE: 36 — Age (optional)

Occupation — Occupation: Attorney

Qualifications: I can bring to the office a diversity of viewpoints and experience. Born and raised in the San Francisco area, with my family still farming, I can appreciate the concerns of the environmentalist. On the other hand, having been in business since my undergraduate days at college, and with my experience in the rental and real estate fields, I appreciate the practical housing requirements of our community. As a recent student, I understand renters' needs for a variety of housing choices and frustrations with high rental costs. I tend towards moderation and a balancing of competing elements of our community. I encourage differing viewpoints rather than "them" and "us" competitions.

As a Member of the City Council, I would balance the narrow spectrum of views that have dominated the Council the past four years. I advocate a program to protect our neighborhoods from increasing overcrowding and visual blight. I support a shopping center in the city and would insist on a plan to encourage the commercial enterprises which complement our shopping needs. Our Council should actively consider subsidized housing for senior citizens and perhaps others, but with implementations only after voter approval of a specific program.

s/ David Howell

THE STATEMENT WILL BE SPACED INTO A SQUARE 5 1/2" X 3 3/4" or 1/4 of a page. The count (200 words) commences after "EDUCATION AND QUALIFICATIONS".

No "special" marks such as underlining, stars, dots/bullets, italics, bold type or all capital letters will be accepted. Candidate Statements are to be in BLOCK FORM as explained on the previous page. Any listing or outline form on the statement will be reformatted by the Elections Department. If the statement exceeds the space limit mentioned above, you will be contacted to reformat the statement.

Persons who have filed Candidate Statements will receive a full refund if that district's race does not appear on the ballot due to insufficient filings.

INSUFFICIENT NUMBER OF CANDIDATES FOR ELECTION CONTEST

SCHOOL DISTRICTS

If the number of candidates is less than the number of offices to be filled within a particular school district, an election will not be held and the qualified person (or persons) shall be seated at the organizational meeting of the board. (Ed. Code 5326; 5328)

The governing board shall publish a notice once in a newspaper of general circulation published in the district, or if no such newspaper is published in the district, in a newspaper having general circulation in the district, stating that the board intends to make an appointment informing persons of the procedure available for applying for the office. (Ed. Code 5328.5)

If no person has been nominated, or an insufficient number is nominated, the governing board shall appoint any qualified person (or persons) at a meeting **held prior to the day fixed for the election.** Such appointees shall be seated at the organizational meeting of the board as if elected at a district election. (Ed. Code 5328)

Persons appointed **after the election** by the governing body shall serve until the next district election (short term). (Ed. Code 5091)

UDEL DISTRICTS

If the number of candidates is less than the number of offices to be filled within a particular district, an election will not be held and the County Clerk shall request the Board of Supervisors to appoint the candidates who have been nominated. If no person has been nominated, the supervising authority shall appoint any qualified person. Appointees shall qualify and take office and serve exactly as if elected at a General District Election. (Elec. Code 10515)

CONSOLIDATED GENERAL DISTRICT AND SCHOOL ELECTION

November 6, 2001

ESTIMATED COSTS

District	Estimated No. of Voters	Candidates Statement Hard Copy
----------	----------------------------	--------------------------------------

DISTRICTS:

COMMUNITY SERVICES

Bel Marin Keys	1,104	\$ 116.00
Marin City	1,435	119.00
Marinwood	2,930	130.00
Muir Beach	262	110.00
Tamalpais	3,799	136.00
Tomales	140	109.00

FIRE PROTECTION

Kentfield	4,278	140.00
Novato	30,990	340.00
Sleepy Hollow	1,562	120.00
Southern Marin	11,135	192.00
Stinson Beach	573	112.00
Tiburon **	4,757	144.00

PUBLIC UTILITY

Bolinas	874	115.00
Inverness	571	112.00

** District pays for Candidate Statement of Qualifications.

ESTIMATED COSTS
(Continued)

District	Estimated No. of Voters	Candidates Statement Hard Copy
<u>SANITARY</u>		
Alto	596	\$ 112.00
Homestead Valley	1,656	120.00
Las Gallinas Valley	17,240	237.00
Novato	28,531	322.00
Richardson Bay	5,475	149.00
Sausalito-Marín City	7,137	162.00
District No. 5 Tiburon	2,460	126.00
<u>WATER</u>		
North Marin **	32,822	354.00
<u>SCHOOLS:</u>		
County Board of Education		
Tr. Area No. 3	21,603	\$ 270.00
Tr. Area No. 5	22,392	276.00
Tr. Area No. 6	23,936	288.00
Dixie	12,504	202.00
Kentfield	7,423	164.00
Laguna Joint **	115	109.00

** District is also in Sonoma County.

ESTIMATED COSTS
(Continued)

District	Estimated No. of Voters	Candidates Statement Hard Copy
Lagunitas	2,510	\$ 127.00
Larkspur	8,839	174.00
Lincoln	79	109.00
Marin Community College	143,838	1,187.00
Mill Valley	19,354	253.00
Nicasio	399	111.00
Novato Unified	31,096	341.00
Reed Union	8,730	173.00
Ross	1,898	122.00
Ross Valley	15,325	223.00
San Rafael	36,697	383.00
Shoreline Unified Trustee Areas No. 1 & 2	2,311	125.00
Tamalpais High	73,386	658.00
Union Joint **	31	108.00

** District is also in Sonoma County.

CALENDAR OF IMPORTANT DATES FOR CANDIDATES

- July 16, 2001** FIRST day declaration of candidacy forms may be picked up and filed with the Registrar of Voters
(See page 4)
- August 10** LAST day to file declaration of candidacy and candidate's statement of qualifications unless extended filing periods are applicable.
(See page 4)
- August 10** LAST day to withdraw candidacy.
- August 13** LAST day to withdraw candidate's statement of qualifications if nomination filing period closed August 10. Withdrawal of statements must be in writing. (See page 16)
- August 15** LAST day to file declaration of candidacy for districts having extended filing periods.
(See page 4)
- August 16** LAST day to withdraw candidate's statements of qualifications if nomination filing period closed on August 15. (See page 16)
- August 16** RANDOMIZED ALPHABET DRAWING to be held for determining the order of candidate's names on the ballot. (See page 16)
- September 10** FIRST day to file Statements of Write-in Candidacy and Nomination Papers.
- September 27** LAST day to file first pre-election campaign expense statement with the County Clerk/Elections.
(See page 32)
- October 22** LAST day to register to vote for the November 6, 2001 election.
- October 8** FIRST day to vote by absentee ballot.
- October 23** LAST day to file a declaration of write-in candidacy.
- October 25** LAST day to file second pre-election campaign expense statement with the Registrar of Voters.
(See page 32)

ESTIMATED COSTS
(Continued)

District	Estimated No. of Voters	Candidates Statement Hard Copy
<hr/> <u>CITIES/TOWNS:</u>		
Corte Madera	5,585	\$ 150.00
Fairfax	4,973	145.00
Larkspur	7,757	166.00
Mill Valley	9,110	176.00
Novato	26,461	306.00
San Anselmo	7,899	167.00
San Rafael	28,379	321.00
Tiburon	5,586	150.00

Computer tapes, disks or CD's are available for any district. For further information, contact Corinne Hubbard at 499-6443. Precinct maps are available @ \$5.00 each or \$20.00 for a set of four (4).

CALENDAR OF IMPORTANT DATES FOR CANDIDATES
(Continued)

October 30	LAST day to request an absentee ballot by mail.
November 6	ELECTION DAY - Polls open 7:00 a.m. to 8:00 p.m.
December 7	ELECTED candidates take office. (See page 16)
January 6, 2002	LAST day for candidates elected or appointed in lieu of an election contest to file a statement of economic interest. (See page 27)
January 31	LAST day to file a post-election (semi-annual) campaign expense statement with the Registrar of Voters. (See page 32)

SECTION II

THE FOLLOWING BLUE PAGES OF THIS
MANUAL PERTAIN TO THE FILING REQUIREMENTS OF
EVERY CANDIDATE

NOTE

ALL FORMS ARE AVAILABLE FOR DOWNLOADING AT

<http://www.fppc.ca.gov/>

OR OBTAINING AT

**County Clerk-Elections
Room 121, Civic Center
Hall of Justice
San Rafael, CA 94903**

ALL MANUALS ARE AVAILABLE AT

**County Clerk-Elections
Room 121, Civic Center
Hall of Justice
San Rafael, CA 94903**

FOR FURTHER INFORMATION, NOT INCLUDED IN THIS MANUAL,
CONTACT OUR OFFICE - Wes Steele - 499-6437

or

**FAIR POLITICAL PRACTICES
COMMISSION, SACRAMENTO
Toll Free 1-866-275-3772**

ADDRESS OF SECRETARY OF STATE: PO BOX 1467, SACRAMENTO, CA 95807

CAMPAIGN FILING REQUIREMENTS

Candidates who expect to spend or receive \$1,000 or more in their campaign should contact the elections department 499-6437 to obtain an INFORMATION MANUAL A.

Treasurers of committees for ballot measure campaigns or general purpose committees should contact the elections department 499-6437 to obtain the appropriate information manual.

STATEMENT OF INTENT

A Form 501 Statement of Intent must be filed with the Secretary of State as soon as a candidate intends to spend or receive ANY funds to run for office.

CAMPAIGN BANK ACCOUNT

A separate bank account must be set up for the campaign with a financial institution in California. If a candidate plans to spend less than \$1,000 on his/her campaign, they must file a Form 502, If they plan to spend \$1000 or more they must File a Form 410.

STATEMENT OF ECONOMIC INTEREST

All candidates will be required to file a Statement of Economic Interest form disclosing certain financial interests. Form 700 is issued with the nomination papers and we request that it be filed together with the nomination papers.

The candidates elected to office or appointed in lieu of an election contest will be required to file an additional Form 700 WITHIN 30 days after assuming office.

CAMPAIGN EXPENSE STATEMENTS

All candidates for public office and committees supporting or opposing candidates or committees supporting or opposing ballot measures have campaign expense statement filing requirements. "Committee" definitions are explained further in this section. The following information is not applicable to candidates for federal office as disclosure of campaign funds is governed by federal regulations; such candidates will receive reporting schedules and forms from federal authorities. Information on federal campaign filing may be obtained from the Federal Election Commission, 1 (800) 828-9530.

"COMMITTEE" DEFINITION

"Committee" means any individual, organization or any other entity if, for the purpose of influencing or attempting to influence the action of the voters for or against the nomination or election of a candidate or the passage or defeat of any measure or qualification of a petition, the individual or other entity directly or indirectly qualifies as follows:

a) RECIPIENT COMMITTEE: spends or receives \$1,000 or more in contributions during a calendar year. (A form 410 must be filed with Secretary of State and a Treasurer should be appointed. An Assistant Treasurer may also be appointed) Form 460 should be filed for this type committee.

b) EXPENDITURE COMMITTEE: makes independent expenditures of \$1,000 or more in a calendar year. (Receives no contributions.) (Form 461 should be filed for this committee)

c) MAJOR DONOR COMMITTEE: makes contributions to or expends funds at the behest of candidates or committees totaling \$10,000 or more in a calendar year. (Form 461)

COMMITTEE STATEMENT OF ORGANIZATION - Form 410

Committees which spend or receive \$1,000 or more in a calendar year are required to file a Committee Statement of Organization within 10 days after the committee has spent or received \$1,000. This form is available from the County Clerk/Elections Department and the original must be filed with:

Secretary of State
Political Reform Division
P. O. Box 1467
Sacramento, CA 95807

Also, local committees must file a copy with the elections Department. The Secretary of State will in turn issue the Committee an identification number which must appear on all campaign statements filed.

The committee name which appears on this form is the only one which may be used. If there is any change in the information contained in the Statement of Organization such as Treasurer, Assistant Treasurer, Name, or Address, an amendment must be filed within 10 days of the change. An "Amendment" may be done by forwarding an amended Form 410 to the Secretary of State. (GC 84103)

TERMINATION OF COMMITTEE - Form 410 Part 5

A committee which has ceased to receive contributions and make expenditures and does not anticipate receiving contributions or making expenditures in the future; and has eliminated or has no intention or ability to discharge debts, loans received and other obligations; and has no surplus campaign funds; and has filed all required campaign statements disclosing all reportable transactions can file a Termination of Committee Statement (Form 410 Part 5). This form is available from our office and is filed with the Secretary of State.

CONTRIBUTION LIMITS

Laws affecting contributions are being challenged in the courts at the time of this printing. Updates will be issued to candidates when they take out their candidates papers.

COMMINGLING WITH PERSONAL FUNDS PROHIBITED

No contribution shall be commingled with the personal funds of the recipient or any other person. (Gov. Code 84307)

PROMPT REPORTING OF CONTRIBUTIONS

All contributions received by a person acting as an agent of a candidate shall be reported promptly to the candidate or any of his or her designated agents. All contributions received by a person acting as an agent of a committee shall be reported promptly to the committee's treasurer or any of his or her designated agents. "Promptly" as used in this section means not later than the closing date of any campaign statement the committee or candidate for whom the contribution is intended is required to file. (Gov. Code 84306)

LATE CONTRIBUTIONS

A candidate or committee who receives \$1,000 or more THE LAST 16 DAYS BEFORE THE ELECTION, must report within 24 hours by telegram, mailgram, any over night guaranteed delivery service or personal delivery (not by regular mail) to every place where the candidate or committee receiving the contribution is required to file campaign statements. Reports to our office may be sent by FAX (415) 499-6447.

A candidate or committee that makes the "late contribution" must also report to the place of filing campaign statements within 24 hours. Please refer to the Information Manual on Campaign Disclosure Provisions of the Political Reform Act available from our office

PENALTIES FOR VIOLATIONS

Persons who file original statements late are subject to \$10 per day beginning the day after the filing deadline until the statement is filed. Maximum penalty is \$100 or the total amount of contributions received or the total amount of expenditures made (whichever is grater) during the period covered by the statement.

Any person who knowingly or willfully violates any provisions of the Political Reform Act of 1974 is guilty of a misdemeanor. The law requires that names of persons filing late be forwarded to the proper authorities for prosecution. (GC 91013 et seq.)

DEFINITION OF "MASS MAILING"

"Mass Mailing" means over two hundred 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. (Gov. Code 82041.5)

MASS MAILING

The sender of a mass mailing is the candidate or committee who pays for the largest portion of the mailing. The sender must be identified by name, address, and city on the outside of the mailing and on at least one insert. If the sender of the mass mailing is a single officeholder, candidate, or committee, the identification need only be shown on the outside of each piece of mail. If the sender is a controlled committee, the name of the person controlling the committee must also be included. A committee may use a post office box if its street address is a matter of record with the Secretary of State. It is not necessary to include the committee's identification number or the name of a committee treasurer or printer on the mailing.

Type size must be at least six points, printed in a color or typeface that contrasts with the background.

If two or more officeholders, candidates, or committees pay an equal share of the costs of the mailing, at least one of them must be identified on the outside of the mailing, and all of them must be identified on the inside.

In the case of a mass mailing paid for by one officeholder, candidate or committee on behalf of another candidate or committee (i.e., mass mailings that are in-kind contributions), the officeholder, candidate, or committee that pays for the mailing must be identified as the sender of the mailing.

For each mass mailing sent by or on behalf of the committee, the following records must be retained:

- The date of the mailing;
- The number of pieces mailed; and
- The method of postage used.

An original sample of each mass mailing must also be retained.

IDENTIFICATION OF SENDERS OF A "SLATE MAILER"

A "slate mailer" is a mass mailing (more than 200 substantially similar pieces of mail sent in a calendar month) which supports or opposes a total of four or more candidates or ballot measures. Identification may be made either in the manner provided for mass mailings with more than one sender, or by identifying the person who is responsible for the mailing (i.e., the person who both produces the mailer and chooses the candidates and measures which will be supported in the mailer) on the outside, and by indicating all the candidates and committees who have paid for the mailer on the inside, whether by an asterisk or by listing their names. More slate mailer information is included in Information Manual F, available in our office.

NEWSPAPER ADVERTISING

Paid Political Requirements - Any paid political advertisement which refers to an election or candidate for state or local office and which is contained in or distributed with a newspaper must say "Paid Political Advertisement" in type at least one half the size type in the advertisement or 10 point roman type, whichever is larger. Such 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.

SIMULATED BALLOT

1) Every simulated ballot or simulated sample ballot shall bear on each surface page, in lettering at least one 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 Clerk, Registrar of Voters, 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 any such notice in any editorial or other statement appearing in a regularly published newspaper or magazine other than a paid political advertisement.

2) No such simulated ballot or simulated sample ballot shall bear any official seal or insignia of any public entity, nor shall any such seal or insignia appear upon the envelope in which it is mailed or otherwise delivered.

3) 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. (EC 20009, 18301)

ELECTIONEERING

No person on election day shall, within 100 feet of a polling place:

1. Circulate an initiative, referendum, recall or nomination petition.
2. Solicit a vote or speak to a voter on the subject of marking his ballot.

3. Place a sign relating to voters' qualifications or speak to a voter on the subject of his qualifications.

4. Do any electioneering.

As used in this section, "100 feet of a polling place" shall mean a distance of 100 feet from the entrance to 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. (EC 18370)

November 6, 2001 Filing Schedule

<i>Filing Deadline</i>	<i>Type of Statement</i>	<i>Period Covered by Statement</i>	<i>Method of Delivery *</i>
July 31, 2001	Semi-Annual for Committees formed prior to June 30, 2001	1/1/2001 - 6/30/2001	- Personal Delivery - First Class Mail
September 27, 2001	Pre-election	7/1/01 - 9/22/01	- Personal Delivery - First Class Mail
October 25, 2001	Pre-election	9/23/01 - 10/20/01	- Personal Delivery ** - Guaranteed Overnight Service
24 Hours	Late Contributions and Late Independent Expenditures of \$1,000 or more ***	10/21/01 - 11/5/01	- Personal Delivery - Telegram - Guaranteed Overnight Service - Fax
January 31, 2002	Semi-Annual	10/21/01 - 12/31/01	- Personal Delivery - First Class Mail

* 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

** Personal or guaranteed overnight delivery is required for officeholders/candidates, their controlled committees, and committees primarily formed to support or oppose candidates or measures being voted upon on November 6, 2001. All others may file First Class Mail.

*** The recipient of a late "in-kind" contribution must file a Late Contribution Report within 48 hours from the time the contribution is received.

Notes:

Campaign statements containing 30 pages or less may be faxed provided that the exact original and the required copies are sent to the filing officer(s) by first-class mail or by guaranteed overnight delivery service within 24 hours of the filing deadline. Late Contribution and Late Independent Expenditure Reports may be faxed but are not also required to be mailed.

A committee that makes independent expenditures of \$500 or more may be required to file special campaign statements. Contact the FPPC, 1- 866-275-3772.

**WHERE CAMPAIGN EXPENSE STATEMENTS MUST BE FILED
(Forms 425, 450, 460, 461 and 470)**

County Office, County District Office, Judges, County Ballot Measure Committees, County General Purpose Recipient Committees and County Major Donor and Independent Expenditure Committees must file:

The Original and one copy with the County Clerk/Elections Department.

Legislative, Board of Equalization and Statewide Committees must file:

- a. The original and one copy with the Secretary of State.
- b. Two copies with the County Clerk/Elections department.
- c. Two copies with the filer's county of domicile.

City Office, City Ballot Measure Committee, City General Purpose Recipient Committees and City Major Donor and Independent Expenditure Committees must file:

The original and one copy with the clerk of the city.

DEPARTMENT OF TRANSPORTATION**RIGHT OF WAY PROGRAM**

Outdoor Advertising Branch

1120 N STREET, MS-37

P. O. BOX 942874

SACRAMENTO, CA 94274-0001

PHONE (916) 654-4790

FAX (916) 654-4956

**SECTION III**

Dear Candidate or Committee Member:

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

Section 5405.3 of the State Outdoor Advertising Act authorizes the placing of "temporary political signs" separate and apart from the normal outdoor advertising display controls. Political signs may not be placed within the right of way of any highway or within 660 feet of the edge of and visible from the right of way of a landscaped freeway.

Temporary political signs are signs which meet the following criteria:

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

A Statement of Responsibility form is attached to this letter.

Please pass this information along to those assisting in your campaign and complete and return the Statement of Responsibility form to the appropriate district office located on the attached map. We will gladly answer any questions regarding the form.

Because the law directs the Department of Transportation to remove signs that do not comply with the regulations before an election and to bill the responsible party for removal costs after the election, we are calling these provisions to your attention to avoid possible embarrassment to you and your supporters.

Enclosures

Mail Statements of Responsibility to: Appropriate district office located on the attached map.

DEPARTMENT OF TRANSPORTATION
RIGHT OF WAY PROGRAM
Outdoor Advertising Branch
1120 N STREET, MS-37
P. O. BOX 942874
SACRAMENTO, CA 94274-0001
PHONE (916) 654-4790



**STATEMENT OF RESPONSIBILITY FOR
TEMPORARY POLITICAL SIGNS**

Election Date: _____ June _____ November Other: _____

**County, in which Election
is Being Held:** _____

Candidate's Name: _____

**Office Sought or
Proposition Number:** _____

Number of Signs to be to be Placed: _____

Responsible Party's Name: _____

Address: _____

Phone Number (Include Area Code): _____

The undersigned accepts responsibility for removal of signs placed in respect to the above candidate (or proposition) as stated below and in accordance with Section 5405.3 of the Business and Professions Code.

It is understood and agreed that any signs placed pursuant to Section 5405.3 of the Business and Professions Code and not removed within ten (10) days after the election may be removed by the Department and the undersigned hereby agrees to pay the costs of removal upon the submission of invoice therefor by the Department.

Date

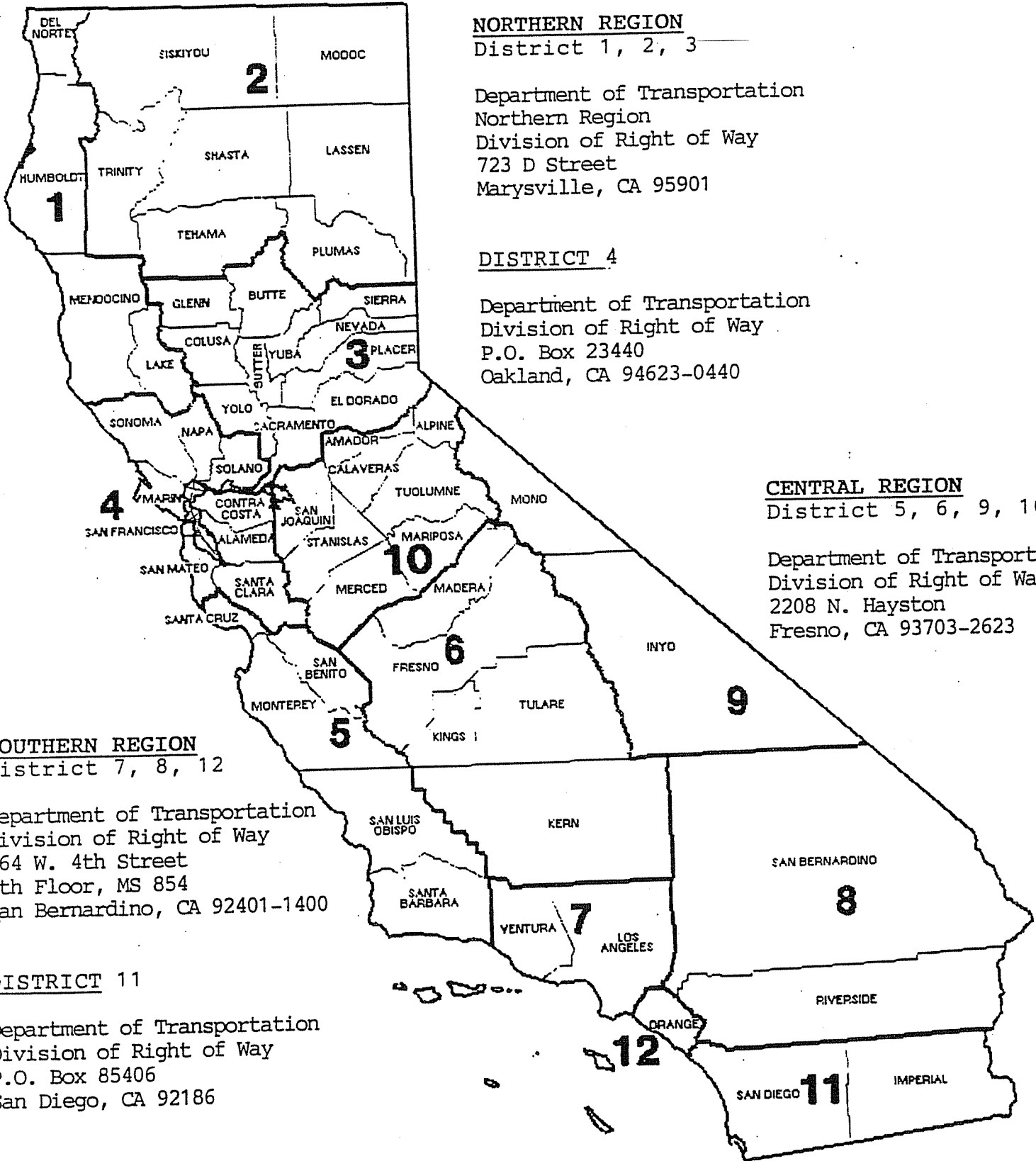
Signature of Responsible Party

Mail Statement of Responsibility to:

**Appropriate district office located on the
attached map.**

Region / District

Right of Way / Outdoor Advertising Offices



NORTHERN REGION

District 1, 2, 3

Department of Transportation
Northern Region
Division of Right of Way
723 D Street
Marysville, CA 95901

DISTRICT 4

Department of Transportation
Division of Right of Way
P.O. Box 23440
Oakland, CA 94623-0440

CENTRAL REGION

District 5, 6, 9, 10

Department of Transportation
Division of Right of Way
2208 N. Hayston
Fresno, CA 93703-2623

SOUTHERN REGION

District 7, 8, 12

Department of Transportation
Division of Right of Way
164 W. 4th Street
3th Floor, MS 854
San Bernardino, CA 92401-1400

DISTRICT 11

Department of Transportation
Division of Right of Way
P.O. Box 85406
San Diego, CA 92186

**INFORMATION AND CONTACTS REGARDING CAMPAIGN SIGNS
FOR
COUNTY OF MARIN**

County roads phone number is -- 499-7388.

CITY OF BELVEDERE

Contact **Art Bibney** -- 435-3838.

TOWN OF CORTE MADERA

Director of Environmental Services -- **Jay Tashiro** -- 927-5064.

TOWN OF FAIRFAX

Planning Department -- **Judy Anderson** -- 453-1584.

CITY OF LARKSPUR

Planning Department -- 927-5038.

CITY OF MILL VALLEY

City Clerk -- **Mary Herr** -- 388-4033.

CITY OF NOVATO

City of Novato -- For Code Enforcement (Complaints) -- 897-4341
-- Guidelines (putting up signs) -- 897-4311.

TOWN OF ROSS

Town of Ross -- Contact **Laura Thomas** -- 453-1453

TOWN OF SAN ANSELMO

Planning Department - **Debra Stutsman** - 258-4664

CITY OF SAN RAFAEL

City of San Rafael -- For Code Enforcement Officer is -- **Lynda Ferris** -- 485-3097
and her assistant is -- **Larry Salvisberg** -- 485-3445

CITY OF SAUSALITO

City Clerk -- **Debbie Pagliaro** -- 289-4100.

TOWN OF TIBURON

Town Clerk -- **Diane Crane** -- 435-7377.

5/01