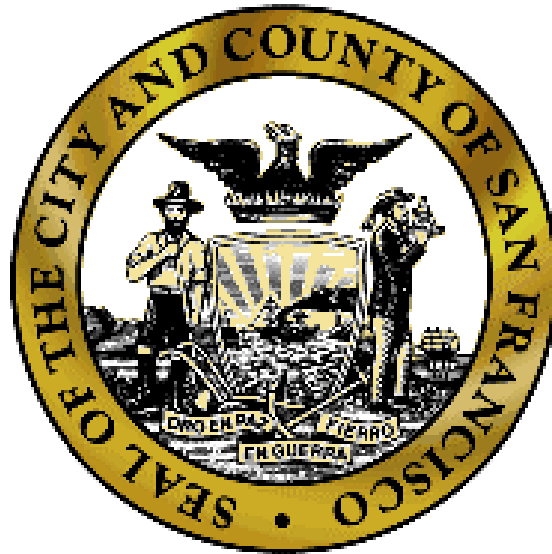


**CANDIDATE GUIDE
FOR
COUNTY CENTRAL COMMITTEES**



**Consolidated Presidential Primary Election
June 5, 2012**

**DEPARTMENT OF ELECTIONS
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San Francisco, CA 94102
415 554-4375/ 415 554-7344 (Fax)
<http://www.sfelections.org>**



Table of Contents

I.	Introduction	3
	A. Central Committee/County Council Rules	4
II.	General Information	4
III.	Nomination Documents	4
	A. Declaration of Candidacy & Oath of Office	5
	B. Nomination Petition	5
	C. Declaration of Names in Chinese Characters	6
	D. Code of Fair Campaign Practices	6
	E. Additional Requirements: Campaign Finance Disclosure	7
IV.	Candidate Ballot Designation	7
V.	Extension Period	9
VI.	Withdrawal of Candidacy	9
VII.	Position on the Ballot	9
VIII.	Conditions for Contest to Appear on Ballot	10
IX.	Special Party Information	10
X.	Election Day and Night	12
XI.	Number of Positions to be Filled on Each County Central Committee	12
XII.	Parties not having a County Central Committee	12
XIII.	Checklist for Filing	14
XIV.	Candidates' Reference Contact Numbers	15



I. INTRODUCTION

This candidate guide has been prepared by the San Francisco Department of Elections to assist candidates for partisan County Central Committees in the June 5, 2012. This candidate guide provides information for each of the political parties: Democratic Party; Republican Party; American Independent Party; Peace and Freedom; and Green Party. This guide is intended to answer only the most frequently asked questions about the nomination (the process by which a candidate qualifies to have his or her name printed on the ballot) and election process and is not intended to be all-inclusive. Furthermore, to the extent there is a conflict between this guide and an applicable law, regulation or rule, the law, regulation or rule applies. For this reason, candidates, committees and campaign staff should not rely solely on this guide.

The Department of Elections strongly recommends that candidates file all required forms in advance of the legal deadlines. Candidates qualify to have their names appear on the ballot only if they satisfy ALL requirements imposed by law, even technical requirements. Many of the filing deadlines, including the deadline for filing nomination papers, are set by law and cannot be extended. If a candidate waits until the end of the filing period to file nomination papers, and if the nomination papers contain errors or omissions, the candidate may not have an opportunity to identify and correct the errors or omissions before the deadline. As a result, the candidate may fail to qualify to have his or her name appear on the ballot. Candidates who submit their nomination papers early usually have an opportunity to identify and correct errors.

There are several important resources available to candidates, and the Department of Elections encourages all candidates to become familiar with and use these resources. The San Francisco Ethics Commission publishes a general candidate guide that explains State and local restrictions and requirements concerning campaign finance and campaign disclosure. In addition to the Ethics Commission, the California Secretary of State (SOS) and Fair Political Practices Commission (FPPC) play a role in administration and enforcement of laws regulating candidates and elections. The FPPC's Manual 2 for Candidates, which is also available at the Ethics Commission, describes in detail many of the disclosure and filing requirements that apply to candidates. The Ethics Commission, located at 25 Van Ness Avenue, Suite 220, can be reached at (415) 252-3100 and www.sfethics.org. The SOS can be reached at (916) 653-6814 and www.ss.ca.gov. The FPPC can be reached at (866) 275-3772 and www.fppc.ca.gov.

The Department of Elections is open from 8:00 a.m. to 5:00 p.m., Monday through Friday, to assist you with any issues you might have. You may visit us in City Hall Rm. 48, on the web at <http://www.sfelections.org>, or you may call us at (415) 554-4375.

The candidate should obtain the most up-to-date information available because of possible change in law or procedure since publication of this document.

A. Central Committees/County Council Rules

There are currently **seven qualified political parties** in California: Democratic Party, Republican Party, American Independent Party, Peace and Freedom Party, Libertarian Party, the Green Party and the Americans Elect Party.

II. GENERAL INFORMATION

Eligibility of Candidates

At the time nomination papers are issued, the candidate must be a resident of San Francisco and registered to vote. If the candidate moves any time during the nomination or election process, the candidate must complete a new affidavit of registration.

At the time of the election, the candidate must be affiliated with the party of the committee to which he or she seeks membership. The candidate must also have been affiliated with that party for three months prior to the date of filing a Declaration of Candidacy, or for as long as he or she has been eligible to register and vote in this State. Also, the candidate must not have been affiliated with any other qualified party for 12 months prior to the date of filing such Declaration. (CAEC § 8001(a)(1).)

Filing Fee

There is no filing fee for candidates for partisan County Central Committees.

III. NOMINATION DOCUMENTS

February 13, 2012 to March 9, 2012, 5:00 p.m.
CAEC §§ 8020, 8028, 8101-8102

Minimum Number of Signatures:	20
Maximum Number of Signatures:	40

Form and Filing of Nomination Documents

Nomination papers are used to establish whether a candidate has qualified to have his or her name appear on the ballot. Candidates may pick up, complete and return the nomination documents between 8:00 a.m. on February 13, 2012 and 5:00 p.m. on March 9, 2012. Candidates must return all nomination papers to the Department of Elections at the same time, no later than 5:00 p.m. on March 9, 2012.

The Department of Elections furnishes all official nomination papers. Candidates may not use forms supplied by any other source. The Department will furnish, free of charge, up to two (2) copies of the official nomination papers to each candidate. The Department will furnish additional copies for \$0.20 per double-sided page.

Pick Up and Return of Nomination Documents

Candidates must personally pick up and return their nomination papers, or designate a representative to do so. The Department of Elections has a letter of authorization form for this purpose, although candidates may prepare their own letter of authorization. The letter should include: the name of the designated representative; the candidate's name, residence address, and daytime telephone number; and the office sought by the candidate. In addition, the letter should refer to the 5:00 p.m. March 9, 2012 deadline for filing nomination papers, and state that the candidate is aware of and understands the deadline. The candidate must sign the letter and deliver it to the Department of Elections. (CAEC § 8028.)

As a general rule, candidates must execute their nomination documents, including the *Declaration of Candidacy and Oath of Office*, in the Department of Elections. If a candidate submits a letter authorizing another person to pick up and file the candidate's nomination papers, the candidate must execute the *Declaration of Candidacy and Oath of Office* in the presence of a notary public.

A. Declaration of Candidacy & Oath of Office

Each candidate must file a *Declaration of Candidacy* declaring that the candidate meets the legal qualifications for the office sought and that if nominated the candidate would accept the nomination. The *Declaration of Candidacy* includes an *Oath of Office*. Candidates must execute their *Declaration of Candidacy and Oath of Office* in the Department of Elections.

The *Declaration of Candidacy* also indicates how the candidate's name and occupation should appear on the ballot. For information about the candidate's name and occupation, see page 7.

B. Nomination Petition

Each candidate must file a ***nomination petition containing a minimum 20 valid nominating signatures***. The Department of Elections will accept a maximum of 40 signatures and strongly recommends that candidates submit more than 20. The candidate must file a minimum of 20 valid nominating signatures when submitting their nomination petitions. The Department will not take less than that number for an initial filing.

Candidates should verify their nomination signatures prior to filing their nomination petitions. Public terminals are available in the Department of Elections lobby for this purpose. Many voters forget to re-register when they move; a signature is invalid if the signer is registered at an address that is different from the address printed by the signer on the Nomination Petition.

All signers must be registered voters of San Francisco, and be registered within the same political party and district (if applicable) (CAEC § 8068). No signer shall sign nomination petitions for more candidates than there are offices to be filled. Each signer must personally print his or her name and residence address on the petition. Only signers with complete address information are acceptable. Ditto marks are NOT permitted when successive signers have the same address.

Each person who circulates a nomination petition must be a registered voter of the City and County of San Francisco. All signatures on a nomination petition must be obtained and witnessed by the same circulator. A candidate may circulate and sign his or her own petition.

C. Declaration of Name in Chinese Characters (SF MEC § 401)

The Department of Elections will publish on all ballots a translation or transliteration of each candidate's name in Chinese characters. Candidates may, but are not required to, submit a proposed translated or transliterated Chinese name for themselves to assist the Department's qualified translator. If a candidate does not submit a proposed Chinese name, the translator will prepare a transliteration of the candidate's name.

The Director of Elections will determine whether to accept a candidate's proposed Chinese name, and whether a candidate's name will appear as a translation or a transliteration, based on the following:

- (1) Information, if any, submitted by the candidate regarding whether or not the candidate has an established Chinese name;
- (2) Information regarding how the Chinese community refers to the candidate at community meetings and events and in the Chinese press;
- (3) Information regarding how the candidate is referred to in campaign materials printed in Chinese;
- (4) Whether or not a proposed translation or transliteration has another meaning in the Chinese language; and
- (5) Any other information the Director deems relevant in order to prevent voter confusion and to allow for effective participation by the Chinese community in the electoral process.

The Director of Elections' determination whether to accept a candidate's proposed Chinese name, and whether a candidate's name will appear as a translation or a transliteration, shall be final. (SF MEC § 401(c)) The Chinese names of all candidates for local office shall be available for public review for ten days, and during that period the Director's determination may be challenged pursuant to CAEC § 13313.

D. Code of Fair Campaign Practices

The State Legislature created a voluntary "Code of Fair Campaign Practices" to encourage candidates for public office to follow basic principles of honesty and fair play. The Department of Elections provides candidates with the form on which to subscribe to the "Code of Fair Campaign Practices." Subscription to the Code is voluntary. Candidates must file the completed forms with the Department of Elections when filing all other nomination papers. (CAEC §§ 20400-20444.)

E. Additional Requirements: Campaign Finance Disclosure

Candidates who are raising or spending money on a campaign should contact the San Francisco Ethics Commission for further campaign reporting requirements:

San Francisco Ethics Commission
25 Van Ness Avenue, Suite 220
San Francisco, CA 94102
415-252-3100
<http://www.sfethics.org>

<http://www.sfethics.org/ethics/2009/06/filing-guidelines-for-county-central-committee.html>

IV. CANDIDATE BALLOT DESIGNATIONS
CAEC § 13107

Each candidate may request that his or her occupation appear below his or her name on the ballot. The submission and form of ballot designations are governed by CAEC § 13107 and the implementing regulations, rules and guidelines issued by the California Secretary of State. A copy of the most recent guidelines issued by the Secretary of State is available at the Department of Elections.

If a candidate does not want a designation to appear on the ballot under his or her name, the candidate must write the word "none" on the ballot designation form and sign the form. The word "none" will *not* appear on the ballot.

No candidate may change his or her designation after the deadline for filing nomination documents, except as specifically requested by the Director of Elections as described below.

Ballot Designation Worksheet

The Ballot Designation Worksheet is a **required** worksheet designed to help support the candidate's proposed ballot designation and/or alternate ballot designation(s). It is recommended to attach copies of any supporting exhibits or documentation. Pursuant to CAEC §13107, upon signing the Ballot Designation Worksheet, the candidate acknowledges that the requested ballot designation represents his/her true principal profession, vocation or occupation to which the candidate is entitled.

Acceptable Designations

Each candidate may choose ONE of the following types of designations (or no designation):

▪ Office Title

The office title is the word or words designating the office (federal, state, county, city or district) which the candidate holds at the time of filing nomination papers *and to which the candidate was elected by a vote of the people*. This title may not include political party affiliation.

Examples: Mayor, Supervisor, Sheriff are acceptable
Democratic Committee Member is not acceptable

- *Incumbent*

The word "Incumbent" may be used if the candidate is a candidate for the same office, which he or she holds at the time of filing nomination papers, *and to which the candidate was elected by a vote of the people*. The word Incumbent must stand alone and cannot be used with any other designation.

- *Appointed Incumbent or Appointed + Office Title*

The words "Appointed Incumbent" or the word "Appointed" and the title of the office may be used if the candidate holds an office by appointment, and is filing as a candidate for election to the same office. The appointed officeholder may not use the unmodified word Incumbent.

- Principal Professions, Vocations or Occupations in up to Three Words

The candidate may use up to three words to describe the principal professions, vocations or occupations which he or she currently holds, or which the candidate held during the preceding 12 months or preceding calendar year.

If a candidate has more than one principal profession, vocation or occupation, the candidate may use slashes or dashes to separate them.

Example: Attorney/Accountant

Candidates may not use designations, which include the following:

- Evaluations such as outstanding, leading, expert, virtuous or eminent.
- Abbreviations of the word "retired." A candidate may include this word only if it is placed in front of the word it modifies.
- Prefixes which indicate a prior status, such as "former" or "ex."
- Avocations which convey a philosophy or refer to a status rather than an profession, vocation or occupation, such as "taxpayer," "activist," "pro" and "anti."
- Proper names of companies, institutions or organizations. Proper names must be replaced with generic terms (for example, "computer company executive" is acceptable, but "IBM executive" is not).
- References to a political party.
- References to unlawful activities.
- References to racial, religious or ethnic groups.
-

Acceptable Ballot Designations	Unacceptable Ballot Designations
Teacher	Consultant
Plumber	Taxpayer
Homemaker	Philanthropist
Retail Salesperson	Neighborhood Community Leader
Community Volunteer (so long as volunteer activities are your principal occupation)	Community Organizer

Review of Ballot Designations

Ballot designations are not available for public review until after the close of the nomination period. After the deadline for filing nomination papers, anyone may examine the nomination papers, including the ballot designations. During a 10-calendar-day period starting the day after the close of nominations, any person may submit a written challenge to the Director of Elections stating that a candidate's ballot designation does not conform to the applicable requirements. Based on a written challenge, or on his or her own initiative, the Director will require that the candidate substantiate or verify the truth and accuracy of his or her ballot designation.

If the Director of Elections determines that a ballot designation is not authorized by law, the Director will notify the candidate by either telephone or facsimile (if possible) and *also* by registered mail (with a return receipt requested). The candidate must provide an alternative designation within three days from the date of receipt of the notice. If the candidate fails to provide an alternative designation within this time, the candidate's name will appear on the ballot without any designation. No candidate designation may be changed after the deadline for filing nomination papers except as described in this section.

Legal Challenges to Ballot Designations

During the 10-calendar-day period starting the day after the close of nominations, any San Francisco voter may seek a writ of mandate or an injunction requiring that a candidate's ballot designation be amended or deleted. The voter must demonstrate by clear and convincing evidence that the designation is false, misleading or inconsistent with the requirements of the California Elections Code, and that action by the court to correct or remove the designation will not substantially interfere with printing or distribution of San Francisco's Voter Information Pamphlet or Sample Ballot.

V. EXTENSION PERIOD

There is no extension for Central Committees or County Council (CAEC §§ 8020, 8024). The deadline for filing for office is 88 days before the election, March 9, 2012, 5:00 p.m.

VI. WITHDRAWAL OF CANDIDACY

CAEC § 8800

No candidate may withdraw his or her candidacy in a Primary election after filing his or her Declaration of Candidacy.

VII. POSITION ON THE BALLOT

CAEC § 13112

On March 15, 2010 at 11:00 a.m. the California Secretary of State will conduct a random drawing of the alphabet and the Department of Elections will use the results to arrange the names of candidates on the ballot.

VIII. CONDITIONS FOR CONTEST TO APPEAR ON BALLOT

CAEC §§ 7228, 7423, 7673, 7772, 7772.1

Democratic	Candidates do not appear on the ballot unless there are a sufficient number of candidates to cause a contested race. Or, if there is an insufficient number of candidates, voters may by E-68 submit a petition signed by 25 qualified voters to run a write-in campaign. In that case, the contest would appear on the ballot. In-lieu of an election, the Board of Supervisors shall declare the candidates for central committee elected.
Republican	
American Independent	
Green	
Peace and Freedom	

IX. SPECIAL PARTY INFORMATION

CAEC §§ 7228, 7423, 7673, 7774, 7777

The California Elections Code contains information about partisan county central committees. Please refer to that Code for more information. CAEC §§ 7200 (Democratic Party), 7400 (Republican Party), 7650 (American Independent Party). In addition, candidates for partisan county central committees should consult their Party's bylaws.

If the number of candidates in any district for the *American Independent, Democratic or Republican* County Central Committee is equal to or less than the number of seats to be filled, neither the office nor the names of the candidates will be placed on the ballot unless a petition -- stating that a write-in campaign will be conducted for the office and signed by 25 voters of the party involved -- is filed by **March 29, 2012**. If no such petition is filed, the Board of Supervisors will declare the nominated candidates elected. (CAEC§§ 7228, 7423, 7673.)

Upon written request the Department of Elections will furnish to each State and County Central Committee, without charge, up to two copies of the printed indexes of registration, or if available, one copy in an electronic form for the Primary election. (CAEC§2185.)

Qualified Political Parties—Committees & Councils

- Democratic Party Central Committee (§ 7200 et.al)
- Republican Party Central Committee (§ 7400 et.al)
- American Independent Party Central Committee (§ 7650 et.al)
- Peace and Freedom Party Central Committee (§ 7750 et.al)
- Green Party County Council (follows some of the Peace & Freedom Code & own bylaws)

X. ELECTION DAY & ELECTION NIGHT

Election Day

The polls are open from 7:00 a.m. to 8:00 p.m. Campaigning and electioneering are NOT allowed within 100 feet of a polling place during voting hours. Prohibited electioneering includes circulating any petition, soliciting votes, and displaying campaign signs.

Election Night

After 8:00 p.m., candidates, members of the media, and the public are invited to observe the vote tabulation from the "Public Viewing Area" in the Department of Elections. Please call 554-4375 to sign up for an observer's tour on election night.

Election Results

Election results are available on the Department of Elections website at <http://www.sfelections.org> to anyone wishing to monitor the returns. Results will be available on election night (or the day after). Please check the website for updates and important announcements. Election results are also recorded and available by phone at (415) 554-4375.

Official Canvass

The Department of Elections office will conduct the official canvass of the returns starting no later than July 3, 2012. The Department will complete the official canvass within 28 days, and submit a certified statement of the results to the California Secretary of State and San Francisco Board of Supervisors.

**XI. NUMBER OF POSITIONS TO BE FILLED ON EACH
 COUNTY CENTRAL COMMITTEE**

	REPUBLICAN		PEACE & FREEDOM		DEMOCRAT	
	# of members	# of sponsors	# of members	# of sponsors	# of members	# of sponsors
17 th Assembly District	11	20-40	11 Members are elected "At Large"	20-40 can be "At Large"	14	20-40
19 th Assembly District	14	20-40			10	20-40

	AMERICAN INDEPENDENT		GREEN	
	# of members	# of sponsors	# of members	# of sponsors
17 th Assembly District	8	20-40	8 Members are elected "At Large"	20-40
19 th Assembly District	6	20-40		can be "At Large"

XII. PARTIES NOT HAVING A COUNTY CENTRAL COMMITTEE

The Americans Elect Party has notified the Secretary of State's office that they will not be participating in the June 5th Primary, including having a party ballot and county central committee. The Libertarian party has notified to the Department of Elections that party will not be having a County Central Committee election

XIII. NO PARTISAN BALLOT PRINTED WHEN THERE ARE NO PARTISAN CANDIDATES

CAEC § 8004. (a) In the event that no candidate files for a party's nomination for any partisan office that would appear on the ballot in a county or a political subdivision within that county, the elections official shall do both of the following:

(1) Refrain from printing a partisan ballot for that party in that county or a political subdivision within that county in which there are no candidates for that political party's nomination.

(2) Send notification to those voters registered as affiliated with that party that there were no qualified candidates for the partisan office for which the voter is eligible to vote, together with a nonpartisan ballot, unless, within 10 days after the final date for filing nomination papers for the office, a petition indicating that a write-in campaign will be conducted is filed with the elections official and signed by 10 percent of the registered voters, or 100 registered voters, whichever is less, affiliated with that party within the county or a political subdivision within that county, whichever is applicable.

(b) A separate petition shall be filed for each specific office for which a write-in campaign is to be conducted.

XIV. CHECKLIST FOR FILING

<u>DOCUMENT</u>	<u>DUE DATE</u>	√
DECLARATION OF CANDIDACY	March 9, 2012, 5:00 p.m.	
BALLOT DESIGNATION WORKSHEET	March 9, 2012, 5:00 p.m.	
NOMINATION PAPERS	March 9, 2012, 5:00 p.m.	
ACKNOWLEDGEMENT OF NOMINATION PETITION & REQUIREMENT TO RECORD CANDIDATE NAME.	March 9, 2012, 5:00 p.m.	
DECLARATION OF LEGAL NAME	March 9, 2012, 5:00 p.m.	
CANDIDATES NAME IN CHINESE CHARACTERS	March 9, 2012, 5:00 p.m.	
PERMISSION TO POST	March 9, 2012, 5:00 p.m.	
CODE OF FAIR CAMPAIGN PRATICES (Filed only if Candidate acknowledges acceptance of Code of Fair Campaign Practices)	March 9, 2012, 5:00 p.m.	

XIV. CANDIDATES' REFERENCE CONTACT NUMBERS

Dept. of Elections CAMPAIGN SERVICES DIVISION <ul style="list-style-type: none"> • Nomination period • Qualification 	415-554-4375	415-554-7344 (fax) 415-554-4386 TTY	www.sfelections.org sfvote@sfgov.org
Dept. of Elections OUTREACH DIVISION <ul style="list-style-type: none"> • Voter Education 	415-554-4340	415-554-7344 (fax)	www.sfelections.org sfvote@sfgov.org
Dept. of Elections PUBLICATIONS DIVISION <ul style="list-style-type: none"> • Ballot Order • Chinese Characters • Voter Information Pamphlet 	415-554-4375	415-554-7344 (fax)	www.sfelections.org sfvote@sfgov.org
Dept. of Elections VOTER SERVICES DIVISION <ul style="list-style-type: none"> • Registration Drives • Vote-By-Mail Ballot Drives • Petition Signature Validation 	415-554-4411 Chinese Line: 415-554-4367 Spanish Line: 415-554-4366	415-554-4372 (fax)	www.sfelections.org sfvote@sfgov.org
Dept. of Public Works (DPW) <ul style="list-style-type: none"> • Political Signs – local streets 	415-554-5800	415-554-5843 (fax)	www.sfdpw.com mailto:dpw@sfdpw.org
Dept. of Transportation, Dist. 4 <ul style="list-style-type: none"> • Political Signs – state streets 	916-651-9378	916-651-9359 (fax)	www.dot.ca.gov/oda/political_signs.htm
Ethics Commission <ul style="list-style-type: none"> • Campaign Finance Disclosure • Ads, Mailers, Telephone Rules 	415-252-3100	415-252-3112 (fax)	www.sfethics.org
Fair Political Practices Commission (FPPC)	866-ASK-FPPC	916-322-0886 (fax)	www.fppc.ca.gov
Secretary of State (SOS) Elections Division	916-657-2166	916-653-3214 (fax)	www.ss.ca.gov
Secretary of State (SOS) Political Reform Division	916-653-6224	916-653-5045 (fax)	www.ss.ca.gov
TTY California Relay Service	800-735-2929 TTY		www.ddtp.org/california