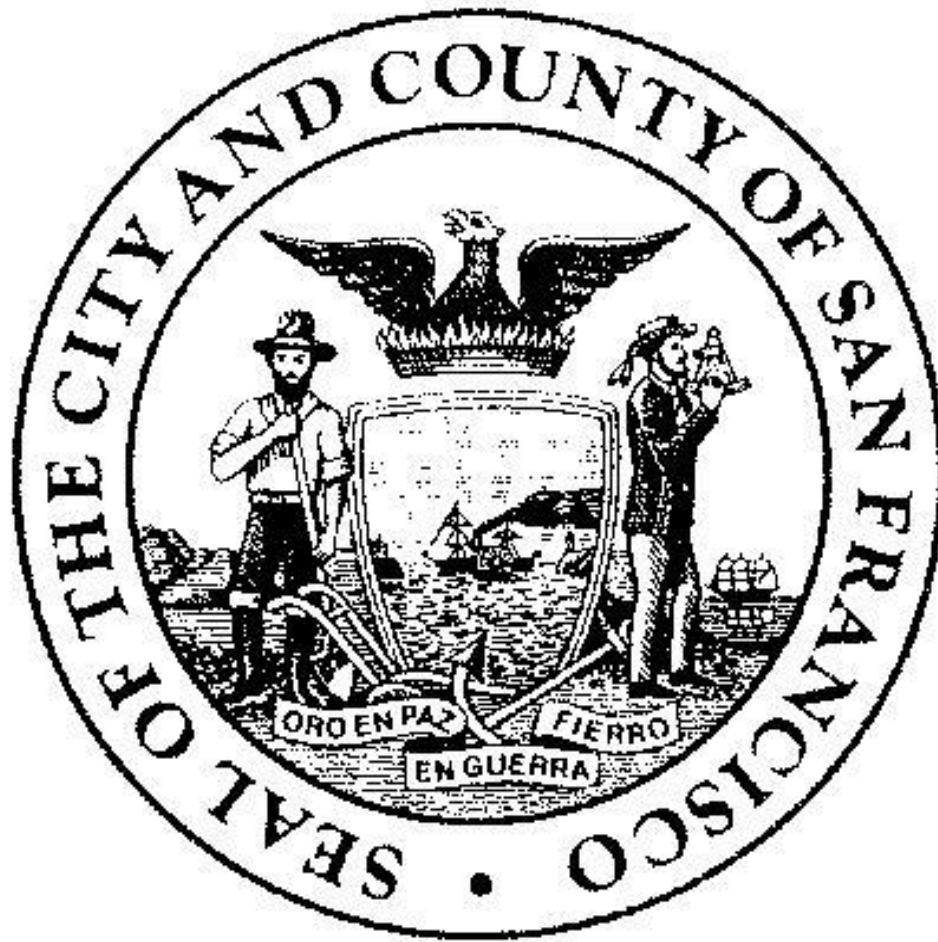


# **Candidate Guide For County Central Committees**



## **June 7, 2016 Presidential Primary Election**

John Arntz, Director  
DEPARTMENT OF ELECTIONS  
1 Dr. Carlton B. Goodlett Place, City Hall, Room 48  
San Francisco, CA 94102  
sfelections.org  
(415) 554-4375 (voice), (415) 554-7344 (fax), (415) 554-4386 (TTY)

## Table of Contents

<b>I.</b>	<b>Introduction</b>	<b>2</b>
<b>II.</b>	<b>General Information</b>	<b>3</b>
	a. Eligibility of Candidates	3
	b. Filing Fee	3
<b>III.</b>	<b>Nomination Documents</b>	<b>3</b>
	a. Declaration of Candidacy and Oath of Office	4
	b. Nomination Petition	4
	c. Declaration of Name in Chinese Characters	4
	d. Code of Fair Campaign Practices	5
	e. Additional Requirements: Campaign Finance Disclosure	5
	f. Extensions for Nominations and Withdrawal of Candidacy	5
<b>IV.</b>	<b>Candidate Ballot Designations</b>	<b>5</b>
	a. Ballot Designation Worksheet	6
	b. Acceptable Designations	6
	c. Review of Ballot Designations	7
	d. Legal Challenges to Ballot Designations	7
	e. Position on the Ballot	8
<b>V.</b>	<b>Election Day and Night</b>	<b>8</b>
	a. Election Day	8
	b. Election Night	8
	c. Election Results	8
	d. Official Canvass	8

## I. Introduction

This guide is to assist potential candidates in preparation for the June 7, 2016 Consolidated Presidential Primary Election. The Department of Election's goal in creating this guide for candidate is to address the most commonly asked questions about the process. The parties that participate in the Central Committee process include: the Democratic Party, the Green Party, the Peace and Freedom Party, and the Republican Party.

This document may provide some general guidance for the process in which candidates are placed on the ballot. These processes are dictated by the requirements set forth predominantly within the San Francisco Municipal Election Code (SFMEC), the California Elections Code (CAEC). The City Charter and other State codes may also clarify definitions and processes associated with the Central Committee Election to a lesser extent. In the event that there is a conflict of information amongst this guide and any law or regulation, the law or regulation shall always apply. As such, candidates should not solely rely on this guide as their only source of information.

While this guide may provide a useful introduction to our processes the Department of Elections always encourages candidates to examine pertinent codes and laws as a means to expand their understanding.

The Department of Elections **strongly** recommends that all candidates file their required forms prior to the legal deadlines noted in this guide. Early submissions minimize and capacity for error, allow staff to provide candidates with a higher level of service, minimize wait times, and may serve to make the process easier for all parties involved. Candidates must satisfy **all** filing candidates required by law, even the most technical of details could prevent placement of a candidate on the ballot if legal requirements are not met. Coming in early to submit papers gives candidates ample time to identify errors and omissions and respond accordingly.

There are many valuable resources for candidates that exist beyond the Department of Elections. All candidates must visit the San Francisco Ethics Commission to file declarations there. Additionally, the Ethics Commission may have other guides and information that candidates will find helpful. The California Secretary of State (SOS) and Fair Political Practices Commission (FPPC) are also important bodies as they play a role in the administration and enforcement of laws regarding candidates and elections.

The Department of Elections is open from 8 a.m. to 5 p.m., Monday through Friday, to assist with general inquiries. You may visit us in City Hall, Room 48, our phone number is 415-554-4375. This guide is available online as well, you may visit us at [sfelections.org](http://sfelections.org) to learn more.

## **II. General Information**

There are currently six qualified political parties in the state of California: the American Independent Party, the Democratic Party, the Green Party, the Libertarian Party, Peace and Freedom Party, and the Republican Party.

### **Eligibility of Candidates**

At the time nomination papers are issued to a candidate, the individual must be a registered voter in San Francisco. If the candidate moves during any point in the nomination or selection period they must complete and file a new voter registration card.

At the time of election, the candidate must be affiliated with the party of the committee to which he or she is seeking 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**

The Department of Elections furnishes all official nomination papers, candidates may not create their own forms or use documents from other sources. Nomination papers are necessary to qualify a candidate and therefore place him or her on the ballot.

Candidates for County Central Committee may pick up their documents at the beginning of the nomination period which will start on January 1, 2016 and end on March 11, 2016. Staff recommends that candidates allot approximately half an hour of time to pick up nomination papers. Candidates must return all nomination papers to the Department of Elections at the same time; no later than 5 p.m. on March 11, 2016.

Candidates must personally pick up and return their nomination papers or specifically designate an agent to do so (the Department of Elections may provide an authorization form for candidates if necessary or they may create their own letter authorizing agents).

## **Declaration of Candidacy and Oath of Office**

As a general rule, candidates must execute their nomination documents, including the *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 (ballot designation) should appear on the ballot.

## **Nomination Petition**

Each candidate must file a nomination petition with the Department of Elections containing a minimum of 20 **valid** signatures. The Department of Elections will accept a maximum of 40 signatures and strongly recommends that candidates submit more than 20 in the event some signatures are unacceptable.

Public terminals are available at the Department of Elections for candidates to verify the validity of signatures in their possession prior to filing them with the Department of Elections.

All signers must be registered San Francisco voters and members of the same political party as the candidate. No signer shall sign nomination petitions for more candidates than there are offices to be filled (for example, if there are 4 open seats and 7 candidates, you may only sign 4 petitions). Each signer must print their name and address. Ditto marks are not permitted when successive signers have the same address. Circulator affidavits must be complete when petitions are submitted.

## **Declaration of Name in Chinese Characters**

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 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 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) 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.

## **Code of Fair Campaign Practices**

The State Legislature created 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.)

## **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    Sfethics.org

## **Extensions for Nominations and Withdrawal of Candidacy**

There are **no** extensions for Central Committees or County Council (CAEC §§ 8020, 8024). The deadline for filing for office is 88 days before the election, March 11, 2016, 5 p.m.

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

# **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. The Secretary of State issues guidelines for ballot designations for Ballot Designations, these documents are available at the Department of Elections as well as online.

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 or 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.

Acceptable examples are: Mayor, Supervisor, or Sheriff

Unacceptable examples are: Democratic Committee Member

#### 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

#### 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 their 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 use it 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 a 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.

<b>Acceptable Ballot Designations</b>	<b>Unacceptable Ballot Designations</b>
Teacher	Activist
Plumber	Philanthropist
Homemaker	Taxpayer
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 Department 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 own initiative, the Director will require that the candidate substantiate or verify the truth and accuracy of his or her ballot designation.

If the Department of Elections determines that a ballot designation is not authorized by law, the Department will notify the candidate by either telephone or email and *also* by registered mail (with a return receipt requested). The candidate must provide an alternative designation within three days from the date of the 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 situation.

**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 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 California Elections Code, and that action by the court to correct or remove the designation will not be substantially interfere with printing or distribution of San Francisco’s Voter Information Pamphlet or Sample Ballot.



### **Position on the Ballot**

On March 17 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.

## **V. Election Day and Night**

### **Election Day**

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

### **Election Night**

After 8 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.

### **Election Results**

Election results are available on the Department of Elections website at [selections.org](http://selections.org) to anyone wishing to monitor returns. Results will be available on Election Night (or the day after). Please check our website for updates and important announcements.

### **Official Canvass**

The Department of Elections office will conduct the official canvass of the returns starting no later than the Thursday following the election (June 9<sup>th</sup>). The Department will complete the official canvass within 30 days, and submit a certified statement of the results