



SAN FRANCISCO
ELECTIONS



Candidates Guide

Superior Court Judge

June 5, 2018
Consolidated Statewide Direct Primary Election

THIS PAGE IS INTENTIONALLY LEFT BLANK

Table of Contents

| | | |
|-------|------------------------------------------------------------------------------------------------|----|
| I. | Introduction..... | 4 |
| II. | Candidate Resources..... | 4 |
| III. | Important Dates..... | 6 |
| IV. | Candidate Eligibility and Initial Steps..... | 7 |
| A. | Basic Requirements..... | 7 |
| B. | Authorization for Candidate Representatives..... | 7 |
| C. | Permission to Post Information to the Internet and the Code of Fair Campaign Practices..... | 7 |
| D. | Seats Subject to This Election..... | 7 |
| V. | Signatures in Lieu of Filing Fee and Filing Fee..... | 8 |
| A. | Signatures- in-Lieu of Filing Fee..... | 8 |
| 1. | Petition Circulator Information..... | 8 |
| 2. | Invalid Petition Signatures..... | 8 |
| B. | Declaration of Intention to Become a Candidate..... | 9 |
| C. | Filing Fee..... | 9 |
| VI. | Nomination Period and Documents..... | 9 |
| A. | Nomination Paper..... | 10 |
| 1. | Use of Sigs-In-Lieu Petition Signatures as Nomination Signatures, Affidavit of Acceptance..... | 10 |
| B. | Declaration of Candidacy..... | 10 |
| 1. | Legal Name, Name as It Should Appear on the Ballot..... | 11 |
| 2. | Name in Chinese Characters / Transliteration..... | 11 |
| C. | Declaration of Qualification..... | 11 |
| D. | Ballot Designation, Ballot Designation Worksheet..... | 11 |
| 1. | Acceptable Designations..... | 12 |
| 2. | Requirements for Designations for Judicial Candidates..... | 13 |
| 3. | Requirements for Designations for Active Members of the State Bar..... | 13 |
| E. | Financial Disclosures (FPPC Forms)..... | 13 |
| VII. | Candidate Qualification Statement and Publication Fee (Optional)..... | 14 |
| 1. | Nominators and Letters of Endorsement for Inclusion in Statement..... | 14 |
| 2. | Format..... | 14 |
| 3. | Restrictions..... | 15 |
| 4. | Word Limit and Rules for Counting Words..... | 15 |
| VIII. | Public Examination and Challenges..... | 16 |
| IX. | Write-In Candidacy..... | 16 |
| | Election Day through Certification of Results..... | 17 |
| A. | Election Day..... | 17 |
| B. | Election Results..... | 17 |

I. Introduction

This candidate guide has been prepared by the San Francisco Department of Elections (the Department) to assist candidates for Superior Court Judge and provide information about the process. The intent of the guide is to answer the most frequently asked questions about the procedures and regulations of the nomination process. This guide is not all-encompassing; in the event there is a conflict between this guide and the law, regulation or rule, the statutory requirements shall apply. As such, candidates, committees, and campaign staff should also examine the applicable laws and regulations to ensure that they meet all legal requirements related to nomination, campaigning, and election. Candidates who do not meet every filing requirement within the nomination filing process will not be eligible to appear on the ballot, and there are no extension provisions for missed or late filings.

The Department recommends that anyone running for office:

- Begin the process as early as possible; this will ensure that you do not miss important deadlines or neglect to submit paperwork that may be important to your candidacy. The Department of Elections is located in Room 48 on the ground floor level of City Hall, we are open from 8 a.m. to 5 p.m. The Department recommends allotting at least 30 minutes for a nomination filing. Our staff will provide you with the necessary forms and documents you will have to complete, conduct intake of necessary documents and fees, and assist you with questions related to the process.
- Schedule an appointment with our staff using our online appointment form, sfelections.org/csapp/, or by calling (415) 554-4375. The Department will prepare documents ahead of time, answer any questions you may have, and expedite your visit here.

II. Candidate Resources

In addition to this guide, the Department encourages candidates and campaigns to familiarize themselves with other important resources:

- a. The Department hosts Candidate Workshops on such topics as signatures-in-lieu-of-filing fees, nomination procedures, and voter registration drives.
- b. The Department's website, sfelections.org, has a wealth of information for candidates and voters, including registration and voting calendars, details about ranked-choice voting, opportunities to observe the elections process, and up-to-date results reports from Election Night through certification of the results.
- c. Candidates may apply to purchase voter registration information for election purposes.
- d. The San Francisco Ethics Commission publishes a general candidate guide that explains state and local requirements concerning campaign finance and campaign disclosure; the Ethics Commission and the Fair Political Practices Commission (FPPC) also provide information regarding laws that govern political literature and advertising.
- e. The California Secretary of State (SOS) and FPPC play a role in the administration and enforcement of laws regulating candidates and elections. The FPPC has created "Campaign Disclosure Manual 2", available online at fppc.ca.gov, which details filing and disclosure requirements for local candidates.

This guide will reference the various state and local laws that regulate the nomination process. Here is a table containing frequently used acronyms that you will see cited throughout this guide. These laws and regulations are easily accessible online.

| Frequently Used Acronyms | |
|---------------------------------|----------------------------------------|
| CA Const. | California Constitution |
| CAEC | California Elections Code |
| CA Gov. Code | California Government Code |
| CA Admin. Code | California Administrative Code |
| SFMEC | San Francisco Municipal Elections Code |
| SOS | Secretary of State |
| FPPC | Fair Political Practices Commission |

III. Important Dates

| Date(s) | Description | Code Reference(s) |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| 12/14/2017 - 2/7/2018 E-173 - E-118 | <p>Signatures in Lieu of Filing Fees</p> <p>The period during which candidates can pick up and file signatures-in-lieu-of-filing fees petition forms in order to pay for all or part of their filing fees by obtaining signatures of qualified voters. In-lieu signatures are due before or upon filing of nomination documents, or the signatures-in-lieu deadline (E-118), whichever comes first.</p> | CAEC §§8061, 8105(b), 8106 |
| 1/29/2018 - 2/7/2018 E-127 - E-118 | <p>Declaration of Intention to Become a Candidate Form</p> <p>The period during which judicial candidates must file their Declaration of Intention form with the Department of Elections which must state for which office (seat #) he or she wishes to become a candidate. Candidates must pay the entire filing fee at this time. Signatures-in-lieu of-the-filing fee forms will not be accepted after the Declaration of Intention is filed. The filing fee is nonrefundable.</p> | CAEC §§8023, 8104-8106 |
| 2/8/2018 – 2/12/2018 E-117 - E-113 | <p>Declaration of Intention: Extension Period</p> <p>If the incumbent has not filed a Declaration of Intention to Become a Candidate form succeed to the same office, then any person other than the incumbent may file a Declaration of Intent form during the extension period.</p> | CAEC §8024 |
| 2/12/2018 – 3/9/2018 E-113 - E-88 | <p>Nomination Period</p> <p>The period during which candidates may obtain and file nomination documents (including nomination papers for the collection of signatures and Declaration of Candidacy form). A candidate shall not be required to execute a nomination paper if the number of in-lieu signatures meets the requirements for nomination signatures.</p> | CAEC §§8020, 8040, 8041, 8061, 8100, 8105, 8800 |
| 3/10/2018, noon – 3/20/2018, noon E-87 – E-77 | <p>Public Examination Period: Candidate Materials</p> <p>Period of public review and possible legal challenge of candidate legal names, candidate qualification statements, ballot designations, and translated or transliterated Chinese names submitted by candidates.</p> | SF MEC §590(a) |
| 3/9/2018 – 3/19/2018 E-88 - E-78 | <p>Petition Indicating Write-In Campaign Against Unopposed Incumbent</p> <p>The last day to file a petition to conduct a write-in campaign against an unopposed Superior Court Judge who has filed nomination papers. The petition must be signed by at least 0.1 percent of the registered voters qualified to vote with respect to the office, provided that the petition shall contain at least 100 signatures but need not contain more than 600 signatures. Write-in candidate must also file a Statement of Write-In Candidacy and nomination papers with the Department of Elections during the period specified below.</p> | CAEC §8203(a) |
| 4/9/2018 – 5/22/2018 E-57 – E-14 | <p>Statement of Write-In Candidacy for Unopposed Seat and Nomination Papers</p> <p>During this period, all write-in candidates for any office must file their Statements of Write-In Candidacy and Nomination Papers with the Department of Elections. (To challenge an unopposed incumbent for this office, at least 78 days before the election, a write-in candidate must submit a petition indicating the intention to conduct a write-in campaign.)</p> | CAEC §§8203(a), 8601 |

IV. Candidate Eligibility and Initial Steps

CA Const. Art. 6, §15; CAEC §§13.5(a)

A. Basic Requirements

In addition to the responsibilities associated with filing documents with the Department, candidates must also meet the following basic requirements:

1. Must be a registered California voter.
2. Must practice law in California as a member of the State Bar, or served as a judge of the court in California for at least 10 years immediately preceding an election.

B. Authorization for Candidate Representatives

Candidates may provide written notification to the Department that will allow an individual to represent them and pick up filing forms, file petitions, and obtain Voter Registration Information on behalf of the candidate. The Department provides a form to assist with this assignment, however another form of written notification, including email, is also acceptable. Candidates are responsible for any errors or omissions made by the agent acting on behalf of the candidate.

C. Permission to Post Information to the Internet and the Code of Fair Campaign Practices

CA Gov. Code §6254.21

The Department maintains a website in which potential and qualified candidates for all local offices are listed. The office sought, filing date and name of candidate are all listed; however, candidates have the option to they may provide additional contact information to the Department to post on our candidate list. Candidates may amend the information posted through any written notification (letter or email).

D. Seats Subject to This Election

Each candidate must specify which numerically enumerated seat they are seeking. Following is the roster of judicial seats that will be up for election on June 5, 2018:

| Roster of Superior Court Judicial Seats for the June 5, 2018, Consolidated Statewide Direct Primary Election | | | |
|--------------------------------------------------------------------------------------------------------------|---------------------|---------------|----------------------|
| Office Number | Incumbent | Office Number | Incumbent |
| Seat No. 1 | Michael I. Begert | Seat No. 8 | Kathleen Kelly |
| Seat No. 2 | Angela Bradstreet | Seat No. 9 | Cynthia Ming-mei Lee |
| Seat No. 3 | Roger C. Chan | Seat No. 10 | Stephen M. Murphy |
| Seat No. 4 | Andrew Y.S. Cheng | Seat No. 11 | Jeffrey S. Ross |
| Seat No. 5 | Samuel K. Feng | Seat No. 12 | Monica F. Wiley |
| Seat No. 6 | Christopher C. Hite | Seat No. 13 | Teresa M. Caffese |
| Seat No. 7 | Curtis E.A. Karnow | | |

V. Signatures in Lieu of Filing Fee and Filing Fee

CAEC §8106(b); SFMEC §230, 840

A. Signatures- in-Lieu of Filing Fee

The first statutory period within the nomination process is the Signatures in-lieu of Filing Fee. Participation in this process is optional for candidates. During this period, candidates are able to obtain petition forms from the Department which may be circulated to offset the required filing fee for office. Each valid signature reduces the filing fee by \$0.50. Signatures may be submitted to cover a portion of or the entire fee. These signatures may also be used towards nomination requirements if they are accompanied by a written request to do so.

The Department is responsible for verifying signatures. If a candidate submits more than 100 signatures at a time the Department will utilize a random sampling method to identify which signatures to review. The sampling shall include 100 signatures or 3% of the amount submitted, whichever is greater. The percentage of valid signatures contained within the sample will be applied and projected to the total amount submitted.

| Judicial Candidate Filing Fee and Signatures Required | | | |
|-------------------------------------------------------|---------------------------|--------------------|-------------------------|
| Salary | Filing Fee (1% of salary) | In-Lieu Signatures | Value of Each Signature |
| \$200,042 (effective July 1, 2017) | \$2,000 | 4,000 | \$0.50 |
| Filing fee based on salary for 2017-2018 fiscal year | | | |

1. Petition Circulator Information

CAEC§§ 106, 2138, 2158

Candidates may circulate and sign their own in-lieu petitions.

The petition contains an Affidavit of Circulator. The circulator must complete each affidavit by hand, sign the affidavit, and return the petition to the candidate or a person authorized by the candidate. The circulator may not complete a section of the affidavit and then duplicate the petition. When making a copy of a petition form, the candidate or circulator must ensure that no fields have been prefilled.

For a voter's signature to be valid, the voter must indicate a residential address on the petition that matches the address in his or her registration record. As voters may not update their residential addresses that have changed, a candidate or circulator may obtain voter registration cards from the Department for signers to complete. Registration cards must be returned to the Department within three days of receipt from a voter.

It is a misdemeanor to circulate a petition knowing it contains false, forged, or fictitious names.

2. Invalid Petition Signatures

CAEC §§100, 100.5, 102, 104, 105

The California Elections Code imposes strict rules governing the verification of petition signatures. For example, a petition signature is invalid and cannot be counted if:

- a) The signer does not provide a San Francisco residential address
- b) The signer provides a different residential address from the address listed in his or her voter registration record
- c) The signer provides a post office box, mail drop, or business address, rather than a residential address

- d) The signer's address is pre-printed
- e) The signer uses ditto marks for an address
- f) The signature does not match the signature in the voter's registration record
- g) The signature appears as a voter's mark but is not witnessed
- h) The petition circulator fails to complete or sign the affidavit portion of the petition
- i) The circulator is not 18 years of age or older

Each signer must personally place his or her own information on the petition unless unable to do so, and must personally sign it. If a signer is unable to personally affix on a petition his or her own information, the signer may request another person to print the signer's name and place of residence on the appropriate spaces of the petition, but the signer shall personally affix his or her mark or signature on the appropriate space of the petition. The mark or signature must be witnessed by another person. The witness must also sign the petition to indicate that the witness in fact witnessed the mark or signature.

The next statutory periods within the nomination process are required for all candidates.

B. Declaration of Intention to Become a Candidate

CAEC §8023

All judicial office candidates are **required** by law to file a Declaration of Intention to Become a Candidate. Candidates will provide their residential address to the Department at this time (this information is redacted from copies placed in the candidates' public files) as well as the Superior Court seat number they are seeking on this form.

Candidates must pay the filing fee for this office at the time they file their Declaration of Intention to Become a Candidate. If an incumbent for an open judicial seat does not file a Declaration of Intention, the filing period for that specific seat shall be extended.

C. Filing Fee

CAEC §§8104(b), 8105(b)

The filing fee for Superior Court judicial candidates represents 1% of the annual salary for this office at the time of filing. The non-refundable \$2,000 fee must be paid in full upon the filing of a Declaration of Intention to Become a Candidate, using a cashier's check, money order, cash, credit card, certified or campaign check. Please make checks payable to the San Francisco Department of Elections.

VI. Nomination Period and Documents

The Department furnishes all official nomination forms at our office; candidates may use only the forms that the Department issues. Candidates or their authorized representatives may pick up their nomination documents during the nomination period. The Department strongly encourages candidates schedule an appointment with the Department and to allow at least 30 minutes for the nomination documents to be issued. You may use an online tool to schedule an appointment:

sfelections.org/csapp/.

All nomination documents must be completed and submitted together to the Department prior to the close of the nomination period.

A. Nomination Paper

CAEC §§ 8041, 8061-2

All candidates must complete and submit nomination papers. Nomination papers are separate from the one issued during the signatures in lieu of filing fee period. All candidates for Superior Court office must obtain 20 signatures of valid voters to qualify his or her nomination. The requirements for circulating and obtaining a signatures or signing a nomination paper are the same as those requirements for sigs-in-lieu-of-filing fee petitions.

1. Use of Sigs-In-Lieu Petition Signatures as Nomination Signatures, Affidavit of Acceptance

Each candidate who submits an sigs-in-lieu petition may request, in writing, that the Department apply the in-lieu signatures toward the number of signatures required for nomination. If the in-lieu petition contains at least 20 valid signatures, the candidate is not required to file a separate nomination paper. If the in-lieu petition contains fewer than 20 valid signatures, the candidate must circulate and file a nomination paper during the nomination period in order to obtain the necessary valid signatures. Candidates may use in-lieu petition forms for nomination purposes only as described here.

Any candidate who submits an in-lieu petition must also submit a separate Affidavit of the Nominee. This affidavit, which is present on the nomination paper, states that the nominee will accept the office in the event of election.

A candidate seeking to use in-lieu signatures towards their nomination requirements must submit a request to do so in writing during the signature in-lieu-of filing fee period.

B. Declaration of Candidacy

Each candidate must file a Declaration of Candidacy stating that the candidate meets the legal qualifications for the office sought. The Declaration of Candidacy form consists of several sections:

1. Legal name
2. Name as it should appear on the ballot
3. Ballot designation (optional; see Section D., below)
4. Name in Chinese characters (if a candidate does not request a particular Chinese name, a transliteration will be provided)
5. Sworn statement of eligibility
6. Oath of office

If a candidate personally obtains and files the nomination documents, the Declaration of Candidacy must be executed in the presence of Department staff. If a candidate authorizes another person to obtain and file the nomination documents, the candidate must execute the declaration, including the oath of office, in the presence of a notary public.

1. Legal Name, Name as It Should Appear on the Ballot

CAEC §§13104, 13106; SFMEC §210

Candidates must use their legal names on the Declaration of Candidacy. The Declaration of Candidacy includes a space to indicate how the candidate's name should be printed on the ballot. Legal names are those given at birth or established by marriage, general usage, or habit, or by decree of any court of competent jurisdiction.

The legal name or name to appear on the ballot may include a nickname, or combination of initials, full names, or individual letters or numerals.

No title or degree may appear on the same line as a candidate's name on a ballot.

With regard to how a candidate's name should appear on the ballot, if there is a discrepancy between the Affidavit of the Nominee and the Declaration of Candidacy, the Department will use the information provided on the Declaration of Candidacy.

2. Name in Chinese Characters / Transliteration

SFMEC §401

Each candidate's name will appear on the ballot in Chinese characters, as well as in English. Candidates may, but are not required to, submit a proposed translated or transliterated Chinese name. Please note that the Department uses traditional Chinese characters, rather than simplified. If a candidate does not submit a proposed Chinese name, the Department's translator will prepare a transliteration of the candidate's name.

The Director of Elections determines whether to accept a candidate's proposed Chinese name based on:

- Any information submitted by the candidate regarding established use of the proposed name;
- Information regarding how the Chinese community refers to the candidate at community meetings or in the media;
- Whether or not a proposed translation or transliteration has another meaning in the Chinese language; or
- Any other information the Director deems relevant in order to prevent voter confusion.

The Director of Elections' determination whether to accept a candidate's proposed Chinese name shall be final. The submitted or transliterated Chinese names of all candidates for local office are available for public review and possible legal challenge for 10 calendar days following close of the nomination period.

C. Declaration of Qualification

California Const., Art. 6, §15

This required document is a sworn statement that must be completed by all candidates that affirms they meet the requirement of being a member of the State Bar or have served as a judge of a court of record in California for 10 years immediately preceding their appointment or election.

D. Ballot Designation, Ballot Designation Worksheet

CAEC §§13107, 13107.3, 13107.5

A candidate's ballot designation consists of one to three words that will follow the candidate's name on the ballot; the designation is a means to convey the candidate's principal occupation or vocation at the time of filing. The designation will be provided on the state's Ballot Designation Worksheet, as well as the local Declaration of Candidacy.

The Ballot Designation Worksheet contains questions that the candidate may respond to, answers to these questions may assist the candidate in determining the validity of a potential ballot designation. Candidates are welcome to contact the Department staff prior to filing paperwork to determine whether or not the potential ballot designation may raise issues.

The designation shall remain the same for a candidate in both the June and November election unless the candidate, requests a different acceptable designation in writing at least 98 days prior to the general election.

Ballot designations are not required for all candidates; if a candidate does not wish to state one they may write "None" on the worksheet and Declaration of Candidacy. If no ballot designation is submitted, no designation shall appear after the candidate's name.

1. Acceptable Designations

CAEC §13107(a)

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

- a. Elective Office Title: The office title is the word or words designating the office (federal, state, county, city, district, or judicial) that the candidate holds at the time of filing nomination documents and to which the candidate was elected by a vote of the people (or was appointed, in the case of a Superior Court Judge). If the candidate is seeking election to a nonpartisan office, this title may not include political party affiliation. Examples: "City Attorney," "Member, Board of Supervisors," "Sheriff"
- b. Incumbent: The word "incumbent" may be used if the candidate is running for the same office that the candidate holds at the time of filing nomination documents and to which the candidate was elected by a vote of the people (or was appointed, in the case of a Superior Court Judge).
- c. No More than Three Words Designating the Candidate's Principal Professions, Vocations, or Occupations: The candidate may use up to three words to describe the principal profession, vocation, or occupation that he or she currently holds or held during the preceding year. California geographical names such as "City and County of San Francisco" are considered one word. Hyphenated words that appear in a Standard English dictionary are also considered one word. Each part of all other hyphenated words are counted as a separate word.

If a candidate has more than one principal profession, vocation, or occupation, the candidate may use slashes to separate them. Dashes may be used only if required in the spelling. Example: "Attorney/Accountant"

| Basic Test of Acceptable Ballot Designation: | Answer: |
|----------------------------------------------|---------|
| Is it true? | Yes |
| Is it factually accurate? | Yes |
| Does it mislead? | No |
| Is it generic? | Yes |
| Is it neutral? | Yes |
| Is it how the candidate makes a living? | Yes |

2. Requirements for Designations for Judicial Candidates

A candidate for judicial office who is an active member of the State Bar, and is employed by a city, county, district, state, or the federal government are required to use one of the following provisions when submitting a ballot designation:

- a. Words that designate the actual job title of the individual as defined by a statute, charter or other governing instrument for the body they are employed by.
- b. If the candidate is an official or employee of a city, county, or City and County the name of the City, County, or City and County, shall appear preceded by the words "City of" or "County of", or "City and County of"
- c. If the candidate performs quasi-judicial functions for a governmental agency, the full name of the agency shall be included

3. Requirements for Designations for Active Members of the State Bar

A candidate for Superior Court that is an active member of the State Bar, and practices law as a principal profession **must** use one of the following ballot designations:

- a. Attorney
- b. Attorney at Law
- c. Lawyer
- d. Counselor at Law

The ballot designations "Attorney" and "Lawyer" may be used in combination with one other current profession, vocation, or occupation.

Hyphenated words (that are found in a dictionary) shall be considered one word.

E. Financial Disclosures (FPPC Forms)

CA Gov. Code §§87201, 87202

The Fair Political Practices Commission (FPPC) is the state body that promotes the integrity of state and local government through the enforcement of political campaign, lobbying, and conflict of interest laws. The FPPC provides a series of forms that candidates must complete and file as a part of the nomination process.

1. Form 501: Candidate Intention Statement – File with the FPPC

The Form 501 is required for candidates for state and local office, it must be filed before candidates solicit or receive any contributions or make any personal expenditures on behalf of his or her candidacy.

2. Form 700: Statement of Economic Interests – File with the Department of Elections

The Form 700 requires candidates for federal, state, and local offices to disclose any interests in real property and income during the 12 months preceding the election. The statement is not required for judicial incumbents who have filed a statement for the same jurisdiction within the 60 days prior to filing a Declaration of Candidacy.

3. Form 410: Statement of Organization – File with the FPPC

The Form 410 must be filed if candidates or office holders use personal funds totaling over \$2,000 in a calendar year to seek or hold office. These funds are considered campaign contributions and will count towards qualifying as a recipient committee. This form must be filed within 10-days of receiving a \$2,000 or more contribution.

VII. Candidate Qualification Statement and Publication Fee (Optional)

CAEC §13307, 13311-13312; SFMEC §220

This form is optional but must be completed with the filing of required nomination documents. Candidates have the opportunity to submit and pay for a candidate statement to appear in the Voter Information Pamphlet published by the Department.

The non-refundable fee for publication of a candidate statement for the **June, 5, 2018** election will be **\$2,710**. This optional fee for publication is in addition to the required filing fee for nomination.

This descriptive statement is limited to 200 words and may include references to education, occupation, and experience. Candidates are encouraged to thoroughly proofread and review the statement prior to submission, the Department strongly encourages that candidates type this statement to avoid misinterpretation of illegible handwriting or format. This statement may be withdrawn by the candidate up to 87 days prior to the election. The statement may not be viewed by the public until the close of the nomination filing deadline.

The Department requests that statements are submitted electronically for type-setting purposes to publications@sfgov.org. If there is any discrepancy between the electronic submission and the submitted hard copy, the Department will rely on the physical submission.

1. Nominators and Letters of Endorsement for Inclusion in Statement

If a candidate wishes to include in his or her Candidate Qualification Statement the names of nominators or supporters, the names and any titles will be counted toward the 200-word limit. If the candidate includes names of people who have not signed the candidate's nomination paper, the candidate must file a signed letter of endorsement or support from each individual whose name is included. The endorsement letter should include the name of the candidate, the elective office, the date of the election, and the supporter's signature.

A Candidate Qualification Statement that indicates that an organization or entity supports the candidate must be accompanied by a statement of confirmation signed by an officer or authorized representative of the organization or entity.

Supporters who are not nominators but who authorized use of their name in a Candidate Qualification Statement may withdraw this authorization by filing with the Department a signed and sworn statement of withdrawal at any time up until 5 p.m. on the last day of the nomination period. No endorser or supporter may withdraw authorization after this deadline.

2. Format

CAEC §13307

Candidate Qualification Statements should follow these guidelines:

- a. The candidate's name at the top of the statement should match the name to be used on the ballot.
- b. Type the statement exactly as it should appear, with clear spacing between paragraphs.

- c. Do not include underlining, bold, or italicized type, all capital letters (except for acronyms), or unusual spacing; by law, the Department must print all statements in type of uniform size and darkness and with uniform spacing.

The Department strongly recommends that candidates not submit handwritten or hand-annotated statements. If the handwriting is illegible or any intended changes are unclear, the Department may need to interpret. In such cases, a statement may not be printed as the candidate intended.

Proofread the statement prior to submitting it. Statements are printed exactly as they are submitted. No corrections are permitted after submission, and the Department cannot correct spelling or grammatical errors.

3. Restrictions

CAEC §§13307, 13308

For nonpartisan offices, candidate statements must not include a candidate's party affiliation nor membership or activity in partisan political organizations. Statements also must not refer in any manner to other candidates for that office.

If a candidate refers to any subject other than his or her qualifications, the candidate could be subject to legal action.

4. Word Limit and Rules for Counting Words

CAEC §9

The Candidate Qualification Statement may not exceed 200 words. The Department uses the following guidelines for counting words. The decision of the Director of Elections concerning word count is final. Candidates are encouraged to consult the Department regarding word count prior to submission.

| Examples | Number of Words |
|---------------------------------------------------------------------------------------------------------|-------------------------|
| Title of document, signature | n/a |
| Punctuation | n/a |
| Abbreviations or acronyms (SFSU, PTA, SFPD, U.S.M.C.) | 1 |
| Proper nouns, including geographical names (San Francisco, San Franciscans, California, Haight Ashbury) | 1 |
| Dates, whether numbers or a combination of words and numbers (6/5/2018, June 5, 2018) | 1 |
| Numbers consisting of one or more digits (1,000), percentages (12%), fractions (1/2) | 1 |
| Numbers that are spelled out (one hundred) | Varies; count each word |
| Characters used in place of a word or number (&, #) | 1 |
| Phone numbers or internet addresses | 1 |

VIII. Public Examination and Challenges

CAEC §§13313-13314; SFMEC §590(a)

All nomination documents are available for public review during the 10-calendar-day period starting at noon the day after the nomination period ends at the Department's office. During this period, any voter of the jurisdiction in which the election is being held, or the Department, may challenge a candidate's legal name, qualification statement, ballot designation, or a translated or transliterated Chinese name requested by a candidate. Chinese transliterations of candidates' names that are provided by the Department's translator are also available for a 10-day examination period, which starts at noon on the 77th day before the election.

Any challenges must be submitted to the Department in writing during the 10-day public examination period. The challenge must demonstrate that the material is inconsistent with election law requirements and that action by the court to correct or remove the material will not substantially interfere with the conduct of the election.

Following the close of the public examination period for each category of material, the Department may proceed with publication of that material.

IX. Write-In Candidacy

CAEC §8203, 8600-8604

Prospective write-in candidates should note that a write-in candidacy is subject to different provisions if the office subject to election does not appear on the ballot. If an incumbent files paperwork to become a candidate for reelection as Superior Court Judge and no other candidates file nomination paperwork for the same seat, that office will not appear on the ballot.

In the event no other candidate files nomination papers to challenge the incumbent, write-in candidates may file a petition provided by the Department indicating that a write-in campaign will be conducted against an unopposed Superior Court candidate who has filed nomination documents. The number of signatures needed to qualify as a write-in candidate represents 0.1% of the total number of registered voters eligible to vote on the contest, additionally this petition shall contain at least 100 signatures but not more than 600.

| Write-In Candidate Signature Requirements for Unopposed Seats | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Total number of San Francisco voters: (February 10, 2017 SoS Report) | 0.1% of Overall Voters |
| 513,401 | 513 |
| The 0.1% figure exceeds the maximum signature threshold; as such write-in candidates must obtain 600 signatures to qualify as a candidate for Superior Court. | |

Approximately 11 days prior to every election, the Department creates a qualified write-in candidates list that is available on our website, at our office, and at each polling place in the City.

Election Day through Certification of Results

A. Election Day

CAEC §§319.5, 18370

The polls are open from 7 a.m. to 8 p.m.

Electioneering, which is any visible or audible activity that advocates for or against any candidate or measure on the ballot, is prohibited within 100 feet of the room in which voters are casting ballots. Examples of prohibited materials and activities include displaying a candidate's name, likeness, or logo; buttons, hats, pencils, pens, shirts, signs, or stickers with information about candidates or issues on the ballot; or any audible broadcasting of information about candidates or measures on the ballot. Electioneering also includes soliciting petition signatures within 100 feet of a polling place. Violations can be charged as misdemeanors.

B. Election Results

CAEC §§8141, 15372(a)

On Election Night, the Department will release the first preliminary summary report of election results at approximately 8:45 p.m. This report will provide the results from the vote-by-mail ballots processed before Election Day.

Approximately hourly after that, the Department will release additional summary results reports that include votes cast at the polling places.

After all polling places have reported, the Department will release a final summary report.

The Department will release updated results reports at approximately 4 p.m. on every day on which it counts ballots. On any days during which no ballots are counted, the Department will post a notice on sselections.org stating that no update will be issued.

The Department will release final election results at the end of the official canvass period, no later than 30 days after the election.

If no candidate receives a majority of votes for a nonpartisan office, the candidates with the two highest vote totals will appear on the ballot for the general election.

For more information about results reporting, visit sselections.org.