



CANDIDATE GUIDE FOR LOCAL ELECTIVE OFFICE

November 8, 2016 Consolidated General Election

Important Dates for the November 8, 2016 Consolidated General Election

Board of Supervisors, Odd Numbered Districts

Dates and Code References	Event or Action
April 5 – May 31** (E-217 – E-162) CAEC §8106 SF MEC §§ 205, 230	Signatures in Lieu of Filing Fees The period during which candidates can pick up and file in-lieu petitions to pay for all or part of their filing fees by obtaining signatures of qualified voters. All signatures are due by May 31.
May 20 – June 14 (E-172 – E-147) SF MEC §205 (a) CAEC §10220	Nomination Period The period during which candidates may obtain and file nomination documents. All nomination documents and fees must be filed no later than June 14 at 5 p.m.
June 14, 5 p.m. (E-147)	Withdrawal of Nominators (Signers) The last day nominators may withdraw their nomination of a candidate by filing a signed and sworn statement of withdrawal with the Department of Elections.

BART Board (Districts 7 & 9), Board of Education, Community College Board

Dates and Code References	Event or Action
June 3 – July 28 (E-158 – E-103) CAEC §8106 SF MEC §230	Signatures in Lieu of Filing Fees The period during which candidates can pick up and file in-lieu petitions to pay for all or part of their filing fees by obtaining signatures of qualified voters. All signatures are due by July 28.
July 18 – August 12 (E-113 – E-88) CAEC §10220	Nomination Period The period during which candidates may obtain and file nomination documents. All nomination documents must be filed no later than August 12, at 5 p.m. Filing fees are due upon filing of nomination documents.

Important Dates for All Candidates

Dates and Code References	Event or Action
October 10 (E-29) CAEC §3018	City Hall Voting Center Opens Operating hours are Monday through Friday, 8 a.m. to 5 p.m., Monday through Friday, outside of Room 48 (Department of Elections), City Hall.
October 24 (E-15)	Last Day to Register to Vote This is the last day to register to vote in the November 8, 2016 Election. Mailed Voter Registration Form must be postmarked by this date. Online forms may be submitted until 11:59 p.m.
October 29-30 November 5-6 CAEC §3018	Weekend Voting at City Hall Voting Center Available Saturday and Sunday, 10 a.m. to 4 p.m., outside of room 48 (Department of Elections), City Hall. The public must enter from the Grove Street side of City Hall.

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Code References	
CA Gov. Code	California Government Code
SF C&GC	San Francisco Campaign and Governmental Code
CAEC	California Elections Code
Ed Code	California Education Code
SF MEC	San Francisco Municipal Elections Code
CCR	California Code of Regulations
SFC	San Francisco City Charter

Introduction

This candidate guide has been prepared by the San Francisco Department of Elections to assist candidates for local elective offices. This guide is intended to answer only the most frequently asked questions about the nomination 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 shall always apply. For this reason, candidates, committees and campaign staff should not rely solely on this guide, but should consult applicable laws and ordinances to ensure they meet all legal requirements for nomination.

The Department of Elections **strongly** recommends that candidates file all required forms well in advance of the legal deadlines. Candidates qualify to have their names appear on the ballot only if they satisfy each and every requirement imposed by law, even those of a technical nature. Many of the filing deadlines, including the deadline for filing nomination papers, are set by law and cannot be extended under any circumstances. If candidates wait until the end of the filing period to file nomination papers, and if the nomination papers contain errors or omissions, candidates may not have ample time to identify and correct the errors prior to the deadline thus denying them placement on the ballot. Candidates who submit their nomination papers early usually have an opportunity to identify and correct any errors that may exist.

There are many important resources available to candidates, The Department of Elections encourages candidates to familiarize themselves with these resources. The San Francisco Ethics Commission publishes a general candidate guide that explains state and local 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 the administration and enforcement of laws regulating candidates and elections. The FPPC has created a Campaign Disclosure Manual 2, which details filing and disclosure requirements for local candidates. This manual is available online (fppc.ca.gov) and at the Ethics Commission's office which is located at 25 Van Ness Avenue, Suite 220.

The Department of Elections is open from 8 a.m. to 5 p.m., Monday through Friday, to assist you with any issues you might have. You may visit us in City Hall Room 48, on the web at selections.org or call us at (415) 554-4375. **The Department of Elections strongly encourages candidates to call ahead prior to visits so that we may prepare your documents ahead of time. This will expedite your visit to our office.**

General Candidate Filing Requirements

Candidates may be subject to various filing requirements before they pick up or file nomination documents. As such local candidates are strongly encouraged to contact the San Francisco Ethics Commission for guidance.

All persons interested in becoming a candidate must file a Declaration of Intent to Solicit and Accept Contributions with the Department of Elections. San Francisco Campaign and Governmental Code Sec 1.122(a) states, "No candidate or candidate committee shall solicit or accept, or cause to be solicited or accepted, any contribution unless and until the candidate has filed a declaration of intention to become a candidate for a specific City elective office with the Department of Elections on a form prescribed by the Director of Elections. No person shall file a declaration of intention to become a candidate for more than one City elective office."

Eligibility of Candidates

All candidates for elective office in the City and County of San Francisco shall be a resident, and registered to vote, in San Francisco at the time nomination papers are issued and qualified to vote for that office. If the candidate moves at any time during the nomination or election process, the candidate must complete a new voter registration form (SFC §13.106, CAEC §201).

In addition to the general requirements mentioned above, candidates for the following offices must also meet the following requirements:

Board of Education

The San Francisco Unified School District shall be under the control and management of a Board of Education composed of seven members who shall be elected by the voters of the Unified School District. No member of the Board of Education may serve on the Governing Board of the Community College District. An employee of the Unified School District may not be sworn into office as an elected or appointed member of the Board of Education unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. (SF Charter §8.100; Education Code §35107)

Members of the Board of Education are not subject to term limits.

Board of Supervisors

A candidate for the Board of Supervisors must reside and be registered to vote in his or her district for at least 30 days immediately preceding the date he or she files the declaration of candidacy.

Members of the Board of Supervisors are limited to serving two successive four-year terms (SF Charter §§ 2.101, 13.110).

BART Board of Directors

No person is eligible to be elected to the BART Board of Directors unless that person is a resident of the BART district and registered to vote at the time that nomination papers are issued to the person (Public Utilities Code Article 2.2 §28747.6).

Community College Board

The Community College District shall be under the control and management of a Board of Trustees composed of seven members who shall be elected by the voters of the Community College District. No member of the Community College Board of Trustees is eligible to serve on the Board of Education. An employee of a Community College District may not be sworn into office as an elected or appointed member of that Community College District's

governing board unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. This restriction does not apply to an individual who is usually employed in an occupation other than teaching and who is also employed part time by the Community College District to teach no more than one course per semester or quarter in the subject matter of the individual's occupation (SF Charter §8.101; Education Code §72103).

Members of the Community College Board are not subject to term limits.

Filing Fee and Signatures in Lieu of Filing Fee

CAEC §§8105-8106, 8040-8065

SF MEC §§ 230, 810, 840

Filing Fee

Each candidate must pay a filing fee at the time the candidate files his or her nomination documents. The filing fee is non-refundable. Please refer to the chart below to examine filing fees and the number of signatures necessary to reduce the filing fee to zero.

The filing fee for each office may be submitted in cashier's check, money order, certified or campaign (company) checks or cash. Checks should be made payable to the San Francisco (SF) Department of Elections.

Office	Salary	Filing Fee	Number of Signatures in Lieu
Member, Board of Education	\$6,000	\$500 (SF MEC §810 (b))	1,000
Member, Board of Supervisors	\$113,851	\$500	1,000
Member, Community College Board	\$6,000	\$500 (SF MEC §810 (b))	1,000
Member, BART Board of Directors	\$18,037.08 (annual stipend)	No Filing Fee but if a candidate wishes to publish a Candidate Qualification Statement in the Voter Information Pamphlet there is a \$750 fee.	n/a

Signatures in Lieu of Filing Fee

Candidates may submit petitions with signatures of registered voters in lieu of paying the filing fees ("in-lieu petitions"). Each signature reduces the filing fee by \$0.50, signatures may be submitted to cover the entire fee or a portion thereof (SF MEC §§ 230, 840).

Any portion of the filing fee not covered by the signatures must be paid in full at the time the candidate files the nomination documents.

Candidates may circulate petitions to gather signatures during the signatures in-lieu period. Please refer to the calendar at the beginning of this guide for dates applicable for such petitions. All petitions must be filed by the signature in-lieu deadline. Within 10 days after a receipt of an in-lieu petition, the Department of Elections will notify the candidate of any deficiency in the in-lieu signatures submitted. The candidate may, before the close of the in-lieu

period, submit additional signatures to correct the deficiency. As indicated above any portion of the filing fee not covered by the signatures must be paid in full at the time the candidate files the nomination documents (CAEC §8106 (b) (3)).

The Department of Elections uses a random sampling technique for verification if there are more than 100 signatures affixed. The random sampling shall include an examination of 100 signatures or three percent (3%) of the total number of signatures submitted, whichever is greater. Upon completion of the verification of signatures in the sample, the percentage of signatures which are valid shall be applied and projected to the total number of signatures submitted. (SF MEC §230 (c))

Petition Signer Information

Any registered San Francisco voter may sign an in-lieu petition for any candidate for whom the voter is eligible to vote (SF MEC §230, CAEC §§100, 8106 (b) (2)). Except as set forth below, each signer must personally print his or her name and residence address on the in-lieu petition (CAEC §100.5). Ditto marks (“”) are not permitted when successive signers have the same address, nor is writing “see above” or any other reference other than the signer’s actual address.

Petition Circulator Information

Each circulator of a petition in-lieu shall be 18 years of age or older (CAEC 102). A candidate may circulate and sign his or her own petition.

The in-lieu petition contains an Affidavit of Circulator. The circulator must complete the affidavit by hand, sign the affidavit, and return the petition to the candidate or person designated 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 ensure that no fields have been prefilled). Each affidavit must contain the circulator’s original signature.

Voters often forget to re-register when they have moved within San Francisco. The circulator may obtain voter registration cards for signers to complete and may turn them in to the Department when the petition is submitted.

Use of In-Lieu Petition Signatures as Nomination Signatures

Each candidate who submits an in-lieu petition can request, in writing, that the Director of Elections count 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 petition (CAEC §8061). The candidate must give The Department of Elections a written request to use in-lieu signatures towards their nomination requirements. If the in-lieu petition contains less than twenty valid signatures, the candidate may circulate and file a nomination petition during the nomination period. Candidates may not use in-lieu petition forms for nomination purposes except as described here.

Note: Signatures in-lieu-of the filing fee must be filed by the deadline whether or not the signatures are being applied towards the signature requirement for filing nomination papers.

Invalid Petition Signatures

CAEC §§ 100, 100.5, 104

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:

- the signer is not a registered voter in San Francisco;
- the signer does not provide a San Francisco address on the petition;
- the residential address provided on the petition is different from the residence address listed on the signer's Voter Registration card;
- the residential address provided on the petition is for a post office box, a mail drop, or a business;
- the signature on the petition does not match the signature on the Voter Registration Card;
- a person other than the signer pre-printed the signer's address on the petition;
- the signature appears as a voter's mark but is not witnessed;
- the petition circulator failed to complete or sign the affidavit portion of the petition;
- the signer uses ditto marks for an address;
- the signer is not a registered voter in the district in which the candidate is running;
- the circulator is not 18 years of age or older.

Public Access to in-Lieu and Nomination Petitions

Review of nomination signatures shall be limited viewing the documents only. The public may not copy or distribute copies of the documents that contain the signatures of voters (CAEC §17100). The use of cellphones or any other image replicating device is prohibited while viewing petitions.

Circulator Violations

It is a misdemeanor to circulate a petition knowing it contains false, forged, or fictitious names (CAEC §§18610-18614).

Nomination and Related Documents

CAEC §§10220, 10510-10512

SF MEC §200

Pick-Up and Return of Nomination Documents

The Department of Elections **strongly** encourages candidates to contact the Department prior to attempting to pull nomination papers. Candidates who contact the Department ahead of time can expect a quicker visit as staff will prepare his or her documents prior to his or her arrival. Candidates should allow 30 minutes for nomination documents to be issued.

Candidates must personally pick up their nomination documents or designate a representative to do so. To authorize a representative, a candidate may use the Department of Elections Candidate Authorization form or may prepare his or her own properly executed letter of authorization and include: the name of the designated representative, the contact address, email, and phone; the candidate's signature, and the office being sought. Additionally the candidate should indicate that they are bound to any mistakes made by an authorized representative on their behalf (for instance the 5 p.m. nomination deadline or format of petition reproductions). The candidate must sign the letter and submit it to the Department of Elections.

Form and Deadline for Filing of Nomination Documents

Nomination documents are used to establish whether a candidate has qualified to have his or her name appear on the ballot. The Department of Elections furnishes all official nomination forms at our office. Candidates may not use forms supplied by any other source. Candidates may pick up their nomination documents at the beginning of the nomination period. All nomination papers must be returned together to the Department of Elections no later than the close of the nomination period (CAEC §10224). Please allow roughly 30 minutes for nomination papers to be issued; this wait may be expedited when candidates call ahead of time and indicate their intention to receive nomination documents to staff.

Declaration of Candidacy

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, which includes an Oath of Office, must be executed in the presence of Department of Elections staff (CAEC §200). If the candidate authorizes another person to obtain and file the candidate's nomination papers, the candidate must execute both the Declaration and Oath in the presence of a notary public (CAEC §§ 8020, 8028 (a) 8040).

The Declaration of Candidacy also indicates how the candidate's ballot designation should appear on the ballot. For rules about ballot designations, refer to page 12 of this guide. The Declaration of Candidacy requires candidates to use their legal names. Legal names are those name given at birth or established by marriage, general usage or habit, or by decree of any court of competent jurisdiction. A candidate's legal name may include a nickname, or combination of initials, full names, or individual letters or numerals. The candidate's name, as provided by the candidate on the Declaration of Candidacy, is the name that will appear on the ballot.

Every person acting on behalf of a candidate is guilty of a misdemeanor who deliberately fails to file at the proper time and in the proper place any nomination paper of declaration of candidacy in his or her possession that is entitled to be filed under California Elections Code (CAEC §18202).

Nomination Paper

All candidates must submit a nomination paper containing at least 20, and no more than 30, valid nominating signatures (CAEC §10220). The Department of Elections strongly recommends that candidates submit more than 20 signatures.

Any registered San Francisco voter may sign a nomination paper for any candidate for whom the voter is eligible to vote (CAEC §100). No signer shall, at the time of signing a certificate, have his or her name signed to any other nomination paper for any other candidate for the same office, or, if there are several seats to be filled in the same office, signed more nomination papers than there are seats to be filled (CAEC §10220). If a voter signs more than one nomination petition, it shall be counted only on the first nomination petition filed with the Department of Elections.

Candidates should verify their nomination signatures prior to filing their nomination petitions. Public terminals are available for this purpose in the Department of Elections reception area. Please be aware than 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.

For information about qualifications of signers and circulators, please refer to page 7. The rules that govern whether petition signatures are valid also apply to signatures on nomination papers.

A nominator may withdraw his or her nomination of a candidate by notifying the candidate at least 72 hours before the close of the nomination period and filing with the Department of Elections, at any time until 5 p.m. on the last day

of the nomination period, a signed an sworn statement of withdrawal stating that the nominator provided the candidate with the require 72 hour notice (SF MEC §250).

Declaration of Name in Chinese Characters

The Department of Elections will publish on the ballot 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. Please note that the Department of Elections uses traditional Chinese characters, rather than simplified. If a candidate does not submit a proposed characters, the Department's qualified translator will prepare a transliteration of the candidate's name (SF MEC §401).

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

- Any information submitted by the candidate regarding established use of Chinese characters;
- Information regarding how the Chinese community refers to the candidate at community meetings or in the Chinese media;
- Information regarding how the candidate is referred to in campaign materials printed in Chinese characters;
- Whether or not a proposed translation or transliteration has another meaning in the Chinese language, and
- 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 characters, and whether a candidate's name will appear as a translation or a transliteration, shall be final (SF MEC §401(c)). The transliterated and submitted names of all candidates for local office shall be available for public review for ten calendar days, and during that period the Director's determination may be challenged (CAEC §13313).

Candidate Qualification Statement

Candidates may, but are not required to, submit for publication in the Voter Information Pamphlet a statement of their qualifications to hold office (CAEC §13307, SF MEC § 220). The Department of Elections will translate candidate qualification statements into Chinese, Spanish, and Filipino for the translated versions of the Voter Information Pamphlet. Any candidate who knowingly makes a false statement of material fact in his or her candidate statement may be punished by a fine of up to \$1,000 (CAEC §18351).

Filing

The Candidate Qualification Statement must be filed along with nomination forms by 5 p.m. on the last day of the nomination period. Please refer to the calendar at beginning of this guide (SFMEC §220 (b); CAEC §13307).

Contents

The Candidate Qualification Statement may include the name, age, and occupation of the candidate and a brief description of no more than 200 words of the candidate's education and qualifications (SF MEC § 220(a)). Candidate statements may not refer to opponents. The occupation stated in the Candidate Qualification Statement is not subject to the same restrictions as the ballot designation. The candidate's qualification statement for a nonpartisan office shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations (SF MEC §220(d)).

Format

Each Candidate Qualification Statement should, whenever possible, conform to the following guidelines:

- The candidate's name at the top of the form must match the name on the ballot.
- Type the statement exactly as it should appear. Statements are printed exactly as they are submitted. If the handwriting is illegible or any intended changes are unclear, the Department of Elections may need to interpret. In such cases, there is a possibility the candidate statements of qualifications may not be printed as the candidate intended.
- Note: Please type your candidate statement. It is strongly recommended that candidate statements of qualifications not be hand written or hand annotated.
- Proofread the statement prior to filing it. No corrections are permitted after the filing deadline and the Department of Elections will not independently make changes to spelling or grammatical errors.
- Do not include underlining, bold or italicized type, all capital letters (except for acronyms), or unusual spacing. If a candidate submits a statement that includes such formatting, the Department of Elections will typeset the statement without any special emphasis placed on words or phrases.
- Written in the first person.

Nominators and Letters of Endorsement or Support

- If a candidate wishes to include in his or her Candidate Qualification Statement the names of nominators or endorsers, the names and any identification will be counted toward the 200-word limit. If the candidate includes names of people who have not signed the candidate's nomination petition nomination petition, the candidate must file a signed letter of endorsement from each individual whose name is included. The letter of endorsement should include the name of the candidate, the elective office, the date of the election, and must be signed by the endorser (SF MEC §220 (c)).
- A Candidate Qualification Statement that includes a statement 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.
- A person who has authorized use of his or her name in the candidate qualification statement may withdraw this authorization by filing with the Department of Elections 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 his or her support after this deadline (SF MEC §250).

Restrictions

Candidate statements must not refer to opponents in any manner. If a candidate makes reference to any subject matter other than his or her qualifications, he or she could be subject to legal action (See *John F. Dean v Superior Court of Orange County, Court of Appeals, Fourth District, Division 3, California, No. G023111*). In addition to this restriction:

- Do not include any party affiliation.
- Do not include references to membership or activity in partisan political organizations.
- Do not refer to any other candidates.

Public Examination Period and Challenges

Candidate qualification statements are available for public review after the close of the nomination period. These statements shall be available for public examination starting no later than noon on the 84th day prior to the election; and ending at noon on the 74th day prior to the election (SF MEC § 590 (a)(1)). During this period, any San Francisco voter may seek a writ of mandate or an injunction requiring that material in a candidate qualification statement be amended or deleted (CAEC §13313). The voter must demonstrate by clear and convincing evidence that the material is false, misleading, or inconsistent with the requirements of the California Elections Code, and that action by the court to correct or remove the material will not substantially interfere with printing or distribution of the Voter Information Pamphlet or Sample Ballot (CAEC §13313 (b) (2)).

Candidates may be subject to liability for false, slanderous, or libelous statements submitted for publication in the Voter Information Pamphlet. Any candidate who knowingly makes a false statement of material fact in his or her candidate statement with the intent to mislead the voters in connection with his or her campaign for nomination or election to office is punishable by a fine of up to \$1,000 (CAEC §18351).

Word Limit and Rules for Counting Words

The Candidate Qualification Statement may not exceed 200 words. The Department of Elections uses the following guidelines for counting words, and the decision of the Director of Elections concerning word count is final (CAEC §9).

Examples	Number of Words
Title of document, signature	n/a
Punctuation	n/a
Abbreviations/Acronyms Examples: SFSU, PTA, SFPD, U.S.M.C.	one
Proper Nouns, including geographical names Examples: San Francisco, San Franciscans, California, Haight Ashbury	one
Numbers, numerical combinations, percentages (12%), fractions (1/2)	one
Dates, whether digits or a combination of words and numbers (6/7/2016 or June 7, 2016)	one
Characters used in place of a word or number Examples: &, #	one
Phone numbers or internet addresses	one

Withdrawal of Statement

A candidate may withdraw, but not change, the Candidate Qualification Statement no later than 5 p.m. on deadline for filing nomination papers for the office sought. Deadlines for nomination periods are available on the calendar provided at the beginning of this guide (SF MEC §220 (e)).

Fees

Fees for candidate statements are only applicable for BART Board of Directors candidates.

Statement of Economic Interests (FPPC Form 700)

The Department of Elections provides this form to candidates in the nomination packet.

Each candidate must file a Statement of Economic Interests (Form 700) with the Department of Elections disclosing investments, interests in real property, and any income received during the immediately preceding 12 months (Gov't Code §87201).

Candidates with questions regarding this form should contact the Fair Political Practices Commission toll free at (866) ASK-FPPC. Forms are available online at fppc.ca.gov.

Pronunciation of Candidate Name

The Department requests that candidates for elective office in the City and County create a recording at the Department of Elections of their name, as it should appear on the ballot, including the office they are seeking. No other information is required. This recording should be created no later than 5 p.m. on the day of the nomination deadline. The Department of Elections will administer this recording in our offices. This procedure will ensure the correct pronunciation of the candidate's name when setting up the audio ballot (for the Edge Voting system).

Code of Fair Campaign Practices

The State Legislature created a "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 used to subscribe to this code; subscription is voluntary. Any candidate who chooses to subscribe to the Code must file the completed form with the Department of Elections when the candidate files his or her completed nomination documents (CAEC §§ 20400-20444).

Candidate Ballot Designations; Ballot Order

CAEC §§ 13107, 13107.5

A candidate may request that his or her occupation appears below his or her name on the ballot, this is their ballot designation. The submission and form of ballot designations are governed by California Elections Code. A copy of the most recent guidelines issued by the Secretary of State is included in the nomination packet provided to all candidates.

If the 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, instead the space will remain blank.

No candidate may change his or her designation after the deadline for filing nomination documents unless this change is the result of a challenge that occurs during the examination period, or a writ of court.

Acceptable Designations

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

Elective 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 (as opposed to virtue of appointment) (CAEC §13107 (a) (1)). If this candidate is seeking election to a nonpartisan office, this title may not include political party affiliation. Examples:

Acceptable: “City Attorney”, “Member, Board of Supervisors”, and “Sheriff”

Not Acceptable “Democratic Assembly Member”

Incumbent

The word “Incumbent” may be used if the candidate is running 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 (as opposed to virtue of appointment) The word “Incumbent” must stand alone and not be used with any other designation.

Appointed Incumbent or Appointed and 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” (CAEC §13107 (a) (4)).

Principal Profession, Vocations or Occupations of No More than Three Words

The candidate may use up to three words to describe the principal profession, vocation, or occupation which he or she currently holds or held during the preceding year. Geographical names shall be considered to be one word (for example, “City and County of San Francisco” shall be counted as one word). Hyphenated words that appear in a Standard English dictionary shall also be considered one word. Each part of any other hyphenated words shall be counted as a separate word (CAEC § 13107 (a) (3)).

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

Community Volunteer

If a candidate’s ballot designation is “Community Volunteer” it shall constitute a valid principal vocation or occupation, for purposes of subdivision (a) of CAEC §13107. Candidates may use “Community Volunteer” as a ballot designation only if they are not engaged concurrently in another principal profession, vocation, or occupation (CAEC §13107.5). “Community Volunteer” means a person who engages in an activity or performs a service without profiting monetarily, for or on behalf of, one or more of the following:

- A charitable, educational, or religious organization as defined by the United States Internal Revenue Code section 501 (c)(3)
- A governmental agency; or
- An educational institution.

The activity or service must constitute substantial involvement of the candidate’s time and effort such that the activity or services is the sole, primary, main or leading professional, vocation, or occupation endeavor of the candidate within the meaning above (2 CCR §20714.5).

Unacceptable Designations

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 non-abbreviated format in front of the word it modifies, and so long as all of the other requirements for use of the word “Retired” set forth in the state code are met (2 CCR §20716)

Examples of Acceptable Ballot Designations	Examples of Unacceptable Ballot Designations
Teacher	Concerned Citizen
Plumber	Taxpayer
Homemaker	Philanthropist
Retail Salesperson	Neighborhood Community Leader
Community Volunteer (as long as volunteer activities are the candidate's principal occupation)	Community Organizer
Computer Programmer	Commissioner

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

If your answer differs from the answers above, your ballot designation will not be accepted. The Secretary of State has complete guidelines for Ballot Designation restrictions available on their website.

Ballot Designation Worksheet

The Ballot Designation Worksheet is a required document and is 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 documentation. By 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. The Ballot Designation Worksheet is available at the Department of Elections as well as on the Secretary of State's website.

Review of Ballot Designations

Ballot designations are not available for public examination 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-day calendar period starting at noon the day after the close of the 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 may require that the candidate substantiate or verify the truthfulness and accuracy of his or her ballot designation.

If the Director of Elections determines that law does not authorize a ballot designation, the Director will contact the candidate immediately. The candidate must then provide, either in person via certified mail, an alternative ballot designation within three days from the date of receipt of this notification. If the candidate fails to provide an alternative designation within the three day period following receipt, 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 within this section (CAEC §13107 (e))

Legal Challenges to Ballot Designations

During the 10-calendar-day public examination period starting at noon 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 (SF MEC §590 (a)(1); CAEC §13313). 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 the printing or distribution of San Francisco's Voter Information Pamphlet, Sample Ballot or Official Ballot.

Order of Candidate Names on Ballot

The order in which candidate names are printed on the ballot is determined by a "random alphabet" that is drawn in advance of each election by the California Secretary of State. This random alphabet applies to the surname, or late name, of the candidate. If two candidates with surnames beginning with the same letter (Campbell and Carlson, for example) are running for the same office, their order on the ballot will depend on the order in which the letters "M" and "R" were drawn in the randomized alphabet drawing. For the election, the randomized alphabet drawing will be conducted at 11 a.m. on the 82nd day (August 18, 2016) prior to the election (CAEC §13112).

Rotation

The California Election Code states that, "If the office is to be voted on throughout a single county, and there are not more than four Assembly districts wholly or partly in the county, the county elections official shall determine the order of names in accordance with the randomized alphabet as provided in CAEC §13112 for the first supervisorial district. Thereafter, for each succeeding supervisorial district, the name appearing first for each office in the last preceding supervisorial district shall be placed last, the order of the other names remaining unchanged" (CAEC §13111 (g)).

In other words, for offices voted throughout the City, the random alphabet will determine the order of candidate names in the first supervisorial district and will rotate thereafter for each subsequent supervisorial district. The candidate who appears at the top of the order in the second supervisorial district, and so on.

Extension of Filing Period if Incumbent Does not File

CAEC §§ 10225, 10604

If an eligible incumbent does not file nomination papers by 5 p.m. on the last day of the nomination period, the period is extended for five calendar days, for any person other than the incumbent. This provision is not applicable if there is no incumbent eligible to be elected. The extension period is present on the calendar at the beginning of this guide.

Withdrawal of Candidacy

SF MEC §260

A candidate may withdraw his or her candidacy by filing a signed and sworn statement of withdrawal with the Department of Elections no later than 5 p.m. on the deadline for withdrawal of candidacy or candidate statements.

Write-In Candidates

Write-in Period Begins: 57 Days before the Election, September 12, 2016

Write-in Period Ends: 14 days before the Election, 5 p.m., October 25, 2016

Any person who wants to be a write-in candidate must file the following documents no later than 5 p.m. 14 days before the election:

- A Statement of Write-In Candidacy, including an Oath or Affirmation of Allegiance;
- A petition (nomination paper) including the required number of nomination signatures;
- A Statement of Economic Interests (FPPC Form 700);
- Code of Fair Campaign Practices (optional)

There is no filing fee or other charge for write-in candidates. Write-in candidates' names do not appear on the ballot, therefore ballot designations and candidate qualification statements are not applicable. Campaign finance laws apply to write-in candidates as well as conventional candidates.

Campaign Finance and Campaign Disclosure

State and local law requires that candidates for City elective office file campaign finance reports disclosing information about campaign contributions and expenditures. The San Francisco Ethics Commission publishes a general candidate guide that explains these restrictions and requirements. The Ethics Commission material includes a checklist for candidates and answers many frequently asked questions about contribution limits, voluntary spending limits, public-financing of election campaigns, campaign finance disclosure forms, and disclosure deadlines.

These materials are available at the Ethics Commission offices as well as online at sfethics.org, interested parties may also contact the San Francisco Ethics Commission at (415) 252-3100.

The Fair Political Practices Commission may also assist in answering questions regarding financial disclosures, they may be contacted at (866) ASK-FPPC and at fppc.ca.gov.

Campaign Literature and Political Advertising

There are numerous laws that govern political literature and advertising. These laws include, but are not limited to, the laws summarized below. Please contact the FPPC at 866-ASK-FPPC or fppc.ca.gov and the San Francisco Ethics commission for more detailed assistance.

Campaign Literature That Includes Voter Polling Places

If a campaign distributes or mails campaign literature with the location of a voter's polling place, the campaign must include a statement indicating that the information is accurate only up to the date it was obtained from the Department of Elections. In addition, the candidate must state that polling place changes can occur up to the last few days prior to an election. The Department of Elections notifies voters if their polling place changes after the mailing of the Voter Information Pamphlet.

Resources for Candidates and Voters

Please visit the Data, Results, Maps section on Sfelections.org to explore maps, registration statistics and prior election results.

Candidate Workshops

Prior to the nomination period the Department of Elections will proctor information sessions. These workshops will expound on many of the items contained in this Local Candidate Guide, with an emphasis on:

- Signatures in Lieu of Filing Fees
- Nomination Procedures
- Voter Registration Drives

Candidates and their campaign representatives are encouraged to participate in these workshops, the Department of Elections can provide scheduling information upon request.

Data Services for Candidates and Campaigns

The Department of Elections offers data services to qualified applicants. These services include information about voter registration and vote-by-mail voters. This data is available on a CD, this disc costs \$0.75.

Uses and Limitations for Data

State law requires that confidential voter registration information be used solely for election, political, scholarly, journalistic, or governmental purposes. The application and guidelines for obtaining the Master Voter File and its use may be found at sfelections.org. Misuse of confidential data is a misdemeanor.

Permissible uses of confidential voter information shall include, but is not limited to the following:

- Using registration information for purposes of communicating with voters in connection with an election.
- Sending communications, including, but not limited to, mailings that campaign for or against any candidate or ballot measure in any election.
- Sending communications, including, but not limited to, mailings on or behalf of any political party, provided however, that the content of such communications shall be devoted to news and opinion of candidates, elections, and/or political purposes.

Multilingual Voter Services

The Department of Elections provides assistance to voters in English, Spanish, Chinese, and Filipino. These services include:

- Telephone information about where to vote, how to vote, how to obtain and use a vote-by-mail ballot, what you need to know on Election Day, and how to get translated election material;
- Translated election materials mailed to voters before each election;
- Translated brochures containing important registration and election information, available at the Department or through outreach events;
- Bilingual assistance at targeted polling places.

How and Where to Register

The 15th day prior to any election is the deadline to register to vote. Voter Registration Cards may be picked up at the Department of Elections, public libraries, some City and County offices, the Department of Motor Vehicles (DMV) and post offices. Registration cards are also available at the California Secretary of State's website (sos.ca.gov). The voter must sign, date and return the registration card to the county election official. Online registration still necessitates an original signature, voters seeking to implement this option may have to print, sign and mail in a registration affidavit. Voters may also call to request a registration card from our office at (415) 554-4411 or email us at sfvote@sfgov.org.

Information for Organizations Conducting Voter Registration Cards

Any individual, group, or organization requesting 25 or more voter registration cards must complete a Statement of Distribution form and distribution plan to the Department of Elections (CAEC 2158 (1)).

For individuals or organizations interested in conducting a voter registration drive, a guide is available online and at the Department of Elections. For more information, please contact Voter Outreach staff at (415) 554-5685.

Ranked Choice Voting

Voters passed Ranked-Choice voting as an amendment to the City Charter in 2002. Ranked-choice voting allows San Francisco voters to rank up to three candidates for a single office. This makes it possible to elect local officials by majority vote without the need for a separate run-off election.

Who is elected using ranked-choice voting?

For the November 8, 2016 Election the only offices that will be elected using ranked-choice voting will be Members of the Board of Supervisors (the Mayor, Sheriff, District Attorney, City Attorney, Treasurer, Assessor-Recorder, and Public Defender are also elected using ranked-choice voting).

How do I mark the ranked-choice ballot?

The ranked-choice ballot lists the names of all the candidates in repeating columns.

1. To mark the ranked-choice ballot, select your first-choice candidate in the first column by completing the arrow pointing to your choice.
2. To indicate a second choice, select a different candidate in the second column by completing the arrow pointing to your choice.
3. To indicate a third choice, select a different candidate in the third column by completing the arrow pointing to your choice.

Write-In Candidates:

To vote for a qualified write-in candidate who is not listed on the ballot, write the person's name on the blank line at the end of the candidate list and complete the arrow.

When marking the ranked-choice ballot keep in mind:

- You may- but are not required to- rank up to three candidates. If there are fewer than three candidates for the same office, or to rank fewer than three candidates, leave any of the remaining columns blank.
- If you select the same candidate in more than one column, that vote for that candidate will count only once.
- Your second choice will be counted only if your first-choice candidate has been eliminated. Your third choice will be counted only if BOTH your first-choice and second-choice candidates have been eliminated.

How ranked-choice voting works:

- To start, every first-choice selection is counted. Any candidate who receives a majority (more than 50%) of the first-choice selections is declared the winner.
- If no candidate receives more than 50% of the first-choice selections, the candidate who received the fewest number of first-choice selections is eliminated.
- Voters who selected the eliminated candidate as their first choice will have their vote transferred to their second choice.
- The votes are then recounted. If any remaining candidate receives more than 50% of the votes, he or she is declared the winner.
- If no remaining candidate receives more than 50% of the votes, the process of eliminating candidates and transferring votes to the next ranked candidate is repeated until one candidate has a winning majority.

Candidates are welcome to contact the Department of Elections if they have additional questions about Ranked-Choice Voting (RCV), additionally the department has a video demonstrating the process available online at sfgov.org/elections/ranked-choice-voting.

Election Day and Election Night

Election Day

The polls are open from 7 a.m. to 8 p.m. Campaigning and electioneering are prohibited within 100 feet of a polling place during voting hours (CAEC §18370). Electioneering includes circulating any petition, soliciting votes, and displaying campaign signs. T-shirts, buttons, signs on cars, handouts and anything else which may be considered campaigning is strictly prohibited. Violations of these rules can be charged as misdemeanors (CAEC §18370).

Election Night

Although the polls officially close at 8 p.m., all voters who are at the polling place waiting to vote at 8 p.m. are permitted to do so, even if they cast their ballots after 8 p.m. After the voting is over, the poll workers close down the polling place. The Sheriff is responsible for transporting voted ballots and electronic devices used to record votes from the polling place to the counting centers.

After the polls have closed, the Department of Elections will begin reporting election results. The first report issued will reflect vote totals from vote-by-mail ballots. Subsequent reports will be cumulative and include polling place results. After 8 p.m., candidates, members of the media, and the public are invited to observe the vote tabulation from the "Public Viewing Area" at the Department of Elections. Also, each precinct will post results outside the polling place for the public to view. Please call (415)-554-4375 or email SFVote@sfgov.org for more information.

Election Results

If you wish to obtain election results on election night (or the day after), visit the Department of Elections website at selections.org; hard copies are made available for the public at our office and are also posted outside the Department of Elections entrance.

Official Canvass of the Returns

The Department of Elections will conduct the official canvass of the returns beginning no later than two days after the election. The Department will complete the official canvass and submit a certified statement of results to California Secretary of State and San Francisco Board of Supervisors no later than 30 days after the election (CAEC 15372 (a)).