



Information Guide for Local Measure Campaigns

TULARE COUNTY REGISTRAR OF VOTERS

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COUNTY OF TULARE

REGISTRAR OF VOTERS

The Tulare County Information Guide for Local Measure Campaigns has been prepared to assist proponents and/or opponents of a local measure in knowing the procedures and laws pertaining to campaigning for or against a local measure. This guide is not all encompassing; it merely summarizes the major provisions relating to the process involving the most common types of local measures appearing on the ballot in Tulare County. Committees organized to oppose or support the measure or anyone else interested in the outcome of the measure should not, therefore, rely solely upon this booklet.

This Guide is intended to provide general information about the filings and campaign restrictions and requirements of a local measure and does not have the force and effect of law, regulation or rule. It is distributed with the understanding that the Tulare County Registrar of Voters is not to be a substitute for legal counsel for the individual, organization or public official using it. In case of a conflict, the law, regulation, or rule will apply.

The Registrar of Voters Office is open from 7:30 a.m. to 5:30 p.m. Monday through Thursday and 8:00 a.m. to 12:00 p.m. on Fridays excluding holidays. Please feel free to come into our office or call us at the number above for more information.

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What the Elections Official Needs from the District

District Responsibilities

The jurisdiction shall furnish the Registrar of Voters office and the Board of Supervisors with signed copies of the resolution "Calling the Election" and "Requesting Consolidation with the Elections."

Ballot argument enclosure materials, including arguments and rebuttals, must be accompanied by a transmittal letter and **DELIVERED** by the applicable dates and times indicated in the Timetable for Local Measures.

Eighty-eight (88) days prior to the election is the last day for public to file arguments for or arguments against a local measure on the Tulare County ballot. **Eighty-one (81)** days prior to the election is the last day for rebuttal arguments, if BOTH an "argument in favor" and an "argument against" the measure were received.

Bond measures require a tax rate statement to be filed by the **eighty-eighth (88)** day before the election. A fiscal impact statement may also be ordered for certain measures. See the following "Timetable for Local Measures" for dates when these items are due.

Please submit correspondence, on your jurisdiction's letterhead, that describes:

1. The date that you're targeting or that is legally required;
2. The statutory or legal authority that allow for said date; and
3. Your request for a cost estimate.

Please ensure that your correspondence is signed by the appropriate official and address it to:

Tulare County Registrar of Voters
5300 W. Tulare Ave, Suite 105
Visalia, CA 93277

The Measure Text

GENERAL INFORMATION: The maximum number of ballot measures a school or special district may submit for consolidation with a Statewide Primary Election is three (3) per election. The current established limitation policy for a Statewide General is five (5) per election.

BALLOT MEASURE LABEL IN RESOLUTION – To ensure that the Registrar of Voters uses the precise Ballot Measure Label, the Ballot Measure Text, with the Title, **must be included** in the body of the "Resolution Calling the Election." Ballot Measure Label should not exceed 75 words and be clearly identified [EC 9051 (b)]. When submitting materials to place a measure on the ballot, indicate clearly in writing, which portion of the resolution or ordinance is to be printed in the Voter's Information Guide. If you do not want any measure text printed in the Voter's Information Guide, please provide this direction in writing within the resolution.

If the proposed ordinance imposes a tax or raises the rate of a tax, the ballot question shall include in the statement of the ordinance to be voted on and the amount of money to be raised annually along with the rate and duration of the tax to be levied. (EC 13119)

Registrar of Voter's Responsibilities

1. Receives signed copies of jurisdiction resolutions "Requesting Consolidation with the Election" and will automatically provide the requesting jurisdiction with information including the appropriate forms.
2. Will mail Notice of Election and Notice to File Arguments to the appropriate newspaper for publication.
3. Assigns letter designations for each local ballot measure on the ballot pursuant to Election Code 13116. Measures will be assigned in alphabetical order beginning with the letter following the last letter assigned in the previous election and continuing through Z. For example, if the previous election ended with measure V, and five measures are on the next ballot, the measures will be assigned W, X, Y, Z, A.
4. For districts that overlap into other counties, the counties will mutually agree to use a letter designation for the measure that will not conflict or confuse the voter.
5. Measures will appear on the ballot in the following order pursuant to Elections Code 13109: County Board of Education, College, Unified Schools, High Schools, Elementary Schools, County, Cities and Districts.

Timetable for Local Measures

The following are key dates and events to meet the Registrar of Voter's deadlines.

123 days before Election	<p>Requested day for district to deliver the Resolution Calling the Election and Specifications of Election Order and finalized copy for all special measures to the Registrar of Voters Office. This date is requested in order to allow for publications; receiving of arguments and rebuttal arguments; required public examination period; printer set up; and translations. If a district cannot make this date, the Registrar of Voters Office will work with the district. (Elections Code 1303, 1304, 4108, 10400, 10509, 12112, 13307 and others)</p> <p>[NOTE: By law a district has until the 88th day before an election to consolidate a measure; however, this leaves insufficient time for adequate notice, argument filing period, and public examination period before ballot layouts must be delivered to the printer].</p>
118 days before Election	<p>The Registrar of Voters Office will mail notices of election and Notice to File Arguments to the appropriate newspapers for publication. (District - EC 12112) (County & District EC 9163) (City - EC 9268 & 12111) (School - EC 9502; for school reorganization and unification measures see also Education Code 35758)</p> <p>When district receives copy of published notice the secretary must post in district office.</p> <p>Publication costs will be billed by the papers directly to the district. (EC 12113)</p>
88 days before Election	<p>Districts must complete any exterior boundary changes (annexations or detachments) by this date. (EC 12262)</p> <p>Last day for public to file arguments for or arguments against a local measure on the Tulare County ballot.* (EC 9163) After the final filing date for arguments (or rebuttal arguments if those provisions apply), a 10-calendar-day public examination period is provided. (Districts - EC 9380) (Schools - EC 9509) (City - EC 9295) (County - EC 9190)</p> <p>Last day for Tulare County Counsel to prepare and submit an Impartial Analysis of measure in 500 words or less for districts under Tulare County's jurisdiction. City Clerk to prepare for city measures. (County Measures EC 9160) (District Measures except water districts- EC 9313) (Water Districts - EC 9314) (School Bond - EC 9500) (City Measure - city clerk is to prepare - EC 9280)</p> <p>Last day for election jurisdiction (County, City, School or District) to file Tax Rate Statement for Bond Measures (EC 9401)</p> <p>The Registrar of Voters Office will assign a letter to the measure after the 88th day before the election.</p> <p>*Any measure consolidated between the 98th day and the 88th day before the election will have a final argument date set 10 days after the receipt of a measure.</p>
83 days before Election	<p>Last day to Amend or Withdraw a Measure (EC 9605)</p> <p>County, City, or other Local Measures shall be designated by a letter [EC 13116(a)]</p>
81 days before Election	<p>Last day for rebuttal arguments, if BOTH an "argument in favor" and an "argument against" the measure were received. (Schools - EC 9504), (Districts - EC 9317), (County - EC 9167), (City - EC 9285, but only if city adopted provisions when election was called)</p> <p>Last day for County Counsel to transmit Impartial Analysis (EC 9313 and 9500)</p>
32 days before Election	<p>The Registrar of Voters office will begin mailing out Voter Information Guides that include the sample ballot</p>
5-6 days after Election	<p>County will commence a manual recount of 1% of the precincts. (EC 15360)</p>
2 days after Election	<p>The Registrar of Voters Office will commence the canvass of the returns. (EC 10547 and 15301)</p>
Varies	<p>Completion of Official Canvass and Certified Statement of Vote. (EC 10550, 10551, & 15372)</p>
69 days after Election	<p>By this date, the Registrar of Voters Office will bill the district for its share of the election costs. (EC 10002 & 10520)</p>

Impartial Analysis, Tax Rate Statement and Fiscal Impact Statement

Impartial Analysis

The Impartial Analysis is limited to 500 words.

The Impartial Analysis will be submitted by County Counsel or the City Attorney, whichever is applicable. (EC 9160, 9500)

Tax Rate Statement (if applicable)

All bond Measures proposed by a County, City, District or other political subdivision or by any agency, department, or board thereof that secure funding by property liens within the jurisdiction shall file a Tax Rate Statement. (EC 9400, 9401)

Fiscal Impact Statement (if applicable)

The Fiscal Impact Statement is limited to 500 words.

The County Auditor-Controller may be requested by the Board of Supervisors to prepare a Fiscal Impact Statement of a County Measure. (EC 9160)

Submitting Analyses and Statements

Impartial Analyses, Fiscal Impact Statements and Tax Rate Statements must be typed to ensure quality and accuracy. Submit information typed, upper and lower case with single spacing. Please email Word documents to the Registrar of Voters Office in addition to your hardcopy.

Arguments in Favor or Against a Measure

Deadline to File: See "Timetable for Local Measures"

Arguments IN FAVOR OF or AGAINST a Measure

The Argument is limited to 300 words. (See counting of words)

Be accurate. Documents will be printed as submitted. Spelling, punctuation, and grammatical errors will not be corrected by the Elections Official. **No profanity or other objectionable language may be used.**

Format and Style of Arguments

Argument must be typed in "block" paragraphs, which means each paragraph will start on the left and the right margin will be justified. A double space will appear between paragraphs.

Typing must be in upper and lower case letters. All caps are not acceptable.

Do Not use bullets.

Title must identify the measure:

"Argument in Favor of Measure _____"

"Argument Against Measure _____"

Do Not count **title** or **verification** as part of the text.

Argument must be accompanied by required statement signed by proponents and authors. See Sample. (Elections Code 9600)

Filers

The governing board or member or members of the legislative body authorized by the legislative body, or any individual voter who is eligible to vote on the measure, or bona fide association of citizens, or any combination of these voters and associations may **file** a written argument for or against any county, school or district measure placed on the ballot by the governing body or county initiatives placed on the ballot through the petition process. For legibility and publication reasons, the Registrar of Voters Office also requests that you have the authors **print their name and title**. (Election Code 9120, 9162, 9282, 9501)

The **Filer** does not have to be a signer of the argument.

Signers

For or against a county, school, or special district measure do not have to meet the criteria listed above. The **Filer** of the argument must meet the criteria above; however, **anyone may sign the argument**. No more than five (5) signers shall appear.

Selection of Arguments

Only one Argument IN FAVOR OF and one Argument AGAINST any Measure will be printed in the County Voter Information Guide. If more than one Argument IN FAVOR OF or more than one Argument AGAINST any Measure is submitted, a single Argument will be selected by the Elections Official.

In selecting a single Argument, the Elections Official gives preference and priority to Arguments in the following order:

1. The governing board of the district or member or members of the board authorized by the board.
2. The individual voter, or bona fide associations of citizens, or combination of voters and associations, who are bona fide sponsors or proponents of the measure.
3. Bona fide associations of citizens.
4. Individual voters who are eligible to vote on the measure.

(Schools - EC 9503) (City - EC 9287 & 9283) (County & District - EC 9166, see EC 312 for definition of County measure)

Changed and/or Withdrawal of Arguments:

Arguments may be changed or withdrawn by their proponents at any time prior to and including the date designated by the Elections Official. (EC 9316, 9301)

If any Argument is changed, the newly signed original Argument must be completed and filed with the Elections Official no later than a date designated by the Elections Official.

The original signed withdrawal request must be filed with the Elections Official no later than a date designated by the Elections Official.

Rebuttal to Arguments in Favor or Against a Measure

Deadline to File: 10 days after final date for the filing of the primary arguments.

Rebuttals to Arguments IN FAVOR or AGAINST a Measure

The Rebuttal Argument is limited to 250 words. (See counting of words)

"Rebuttals to Arguments in Favor or Against a Measure" are only filed if **BOTH** an "Argument in Favor" and an "Argument Against" were filed. Documents will be printed as submitted. Spelling, punctuation, and grammatical errors will not be corrected by the Elections Official. **No profanity or other objectionable language may be used.**

When an Argument IN FAVOR OF or AGAINST a Measure has been selected for publication in the County Voter Information Guide, the Elections Official responsible for conducting the election shall send copies of the Argument IN FAVOR OF the Measure to the authors of the Argument AGAINST the Measure and copies of the Argument AGAINST the Measure to the authors of the Argument IN FAVOR OF the Measure.

The authors may prepare and file a Rebuttal Argument or may authorize in writing any other person or persons to prepare, file or sign the Rebuttal Argument. Written authorization must specifically designate the name of their substitute signer and must be signed by the original signer. Their Rebuttal Argument shall be filed with the Elections Official conducting the election no later than a date designated by the Elections Official.

If an individual is signing a Rebuttal Argument (the argument is not submitted on behalf of an association), he/she must be eligible to vote on the Measure (a registered voter in the jurisdiction).

If the Rebuttal Argument is submitted on behalf of a bona fide association and the signer(s) of the Argument are affiliated with the association and are authorized by the association to sign the Argument, the signer(s) do not need to be registered voters in the jurisdiction (they are representing the association's position).

Format of Rebuttal Arguments:

Rebuttal Argument must be typed in "block" paragraphs, which means each paragraph will start on the left and the right margin will be justified. A double space will appear between paragraphs.

Typing must be in upper and lower case letters. All caps are not acceptable.

Do Not use bullets.

Title: "Rebuttal to Argument in Favor of Measure _____"

—or—

"Rebuttal to Argument Against Measure _____"

(Blank spaces to be filled in only with the letter which designates the measure.)(EC 9167)

Do Not count **title** or **verification** as part of the text.

All other code requirements applying to primary arguments also apply to Rebuttal Arguments. (See previous pages)

Argument and Rebuttal Form

Argument and Rebuttal Form (pictured below) – To be used by authors for submitting “FOR” or “AGAINST” opinions. Ballot argument text shall not exceed **300 words** in length, including title. Rebuttals shall not exceed **250 words**, including title.

All authors for submitted ballot arguments must sign the Declaration on the reverse side of the Argument and Rebuttal Form. For a sample of the **Declaration by Author(s)** see page 12.

COUNTY OF TULARE
REGISTRAR OF VOTERS



OPERATIONS UNIT
(559) 624-7300

ARGUMENT AND REBUTTAL FORM

Election Date: _____

ARGUMENT/REBUTTAL FILED BY (check any of the following that apply):

- ☐ **Board of Supervisors or Governing Board**
Contact Person's Printed Name: _____
Title: _____
Phone: _____ FAX: _____
E-Mail: _____
- ☐ **Bona Fide Association of Citizens or Filers of Special District Initiative**
Contact Person's Printed Name: _____
Title: _____
Phone: _____ FAX: _____
E-Mail: _____
- ☐ **Individual Voter Who is Eligible to Vote on the Measure**
Contact Person's Printed Name: _____
Title: _____
Phone: _____ FAX: _____
E-Mail: _____

(Please mark X in the appropriate box)

<input type="checkbox"/> Argument in Favor	<input type="checkbox"/> Argument Against
<input type="checkbox"/> Rebuttal to Argument in Favor	<input type="checkbox"/> Rebuttal to Argument Against

Statements will be printed in uniform type, style and spacing. Use block paragraphs and single space format. Text submitted indented or centered will be typeset in block paragraph form. Entire statements in all capital letters are not acceptable. You may use dashes/hyphens. Indentation, circles, dots and bullets cannot be accommodated. Words to be printed in boldface type, underlined and/or CAPITALIZED are to be clearly indicated. All statements should be checked by the authors for spelling and punctuation as the Elections Official is not permitted to edit material contained therein. Ballot argument text shall not exceed **300 words**, including title. Rebuttals shall not exceed **250 words**, including title. **NOTE:** Rebuttal arguments are not direct arguments. For example, a rebuttal to a direct argument in favor of a measure is NOT a direct argument against a measure. Please also note that rebuttal arguments are allowed only when both a direct argument for AND against a measure are filed.

ALL AUTHORS MUST SIGN ON THE REVERSE SIDE

Please attach typed statement to this form. In addition, a copy of the statement must be emailed to electionsmaterials@tularecounty.ca.gov. Should be typed in upper and lower case letters. Statements will be typeset in the Official Voter Information Guide. Statements can be submitted using any standard font.

OFFICE USE ONLY

Time Stamp

NUMBER OF WORDS:	
MEASURE LETTER:	
ELECTION DEPUTY:	

Declaration by Author(s) of Arguments/Rebuttals

Declaration by Author(s) of Arguments/Rebuttals (pictured below) – This form is to be completed by proponents or opponents for ballot measures.

This form includes a statement (to be signed by each proponent/author) declaring that the submitted argument and/or rebuttal is true and correct to the best of their knowledge and belief. No more than **five (5)** signatures shall appear on any argument and/or rebuttal.

DECLARATION BY AUTHOR(S) OF ARGUMENTS OR REBUTTALS

(Elections Code Section 9600)

All arguments concerning measures filed pursuant to Division 9 of the Elections Code shall be accompanied by the following declaration to be signed by each author of the argument/rebuttal. Names and titles listed will be printed in the Voter Information Guide in the order provided.

"The undersigned author(s) of the:

☐ Argument in Favor

☐ Argument Against

☐ Rebuttal to Argument in Favor

☐ Rebuttal to Argument Against

ballot measure _____ at the _____
(letter) (Type of election: primary, general, consolidated, special)

election for the _____ to be held on _____
(Jurisdiction – name of district)

_____ hereby state that such argument is true and correct to the best
(election date)

of _____ knowledge and belief."
(his/her/their)

1.	_____ Printed Name	_____ Signature
	_____ Title to Appear on Argument	_____ Date
2.	_____ Printed Name	_____ Signature
	_____ Title to Appear on Argument	_____ Date
3.	_____ Printed Name	_____ Signature
	_____ Title to Appear on Argument	_____ Date
4.	_____ Printed Name	_____ Signature
	_____ Title to Appear on Argument	_____ Date
5.	_____ Printed Name	_____ Signature
	_____ Title to Appear on Argument	_____ Date

Authorization for Another Person to Sign Rebuttal Argument Form

Authorization for Another Person to Sign Rebuttal Agreement Form (pictured below) – The authors of a Ballot Measure may prepare and submit rebuttal arguments, or may authorize, in writing, another person(s) to sign the rebuttal by completing the following form.

Forms must include the printed name and signature of the author of the ballot argument and the person authorized to sign as rebuttal author.

Fill in all of the appropriate fields and provide information as indicated on the form.

**COUNTY OF TULARE
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**OPERATIONS UNIT
(559) 624-7300**

AUTHORIZATION FOR ANOTHER PERSON TO SIGN REBUTTAL ARGUMENT

(Elections Code Sections 9167, 9317 & 9504)

I, _____ authorize the person listed below to
(Print name of AUTHOR of the Argument)
sign the rebuttal to the argument ☐ in favor ☐ against Measure _____
(check one) (Letter)
for the _____ election to be
(Jurisdiction)
held on _____.
(Date)

Any Author of the Argument may be replaced with another author to sign the Rebuttal.

1. _____ and _____
(Print Name of Rebuttal Author) (Title to appear on Rebuttal) (Signature of Rebuttal Author)
to sign instead of _____.
2. _____ and _____
(Print Name of Rebuttal Author) (Title to appear on Rebuttal) (Signature of Rebuttal Author)
to sign instead of _____.
3. _____ and _____
(Print Name of Rebuttal Author) (Title to appear on Rebuttal) (Signature of Rebuttal Author)
to sign instead of _____.
4. _____ and _____
(Print Name of Rebuttal Author) (Title to appear on Rebuttal) (Signature of Rebuttal Author)
to sign instead of _____.
5. _____ and _____
(Print Name of Rebuttal Author) (Title to appear on Rebuttal) (Signature of Rebuttal Author)
to sign instead of _____.

Signature of Argument Author: _____ Date: _____

Attach this form to the "Declaration by Authors Form" submitted with the Rebuttal Argument.

AVAILABLE FORMS – Copies of the forms listed in the above three (3) pages for submitting ballot measure arguments and rebuttals may be obtained by calling the Registrar of Voters Office at (559) 624-7300 or on our website at www.tularecoelections.org

Public Examination of Measure, Analysis and Arguments

After the final filing date for primary arguments or for rebuttal arguments (if those provisions apply), a 10-calendar-day public examination period is provided. During this period any person may obtain a copy of the materials to be printed as part of the County Voter Information Guide. The Tulare County Registrar of Voter's Office fee for copies is \$0.10 per side of a printed page.

During this 10-calendar-day examination period any voter of the district may seek a writ of mandate or an injunction requiring any or all of the materials to be amended or deleted, subject to the specified limitations of Elections Code.

(Districts - EC 9380) (Schools - EC 9509) (City - EC 9295) (County - EC 9190)

Word Counting Guidelines

Pursuant to Elections Code Section 9

The following guidelines are used for counting the number of words submitted on candidate statements, ballot measure text, arguments, rebuttals and other ballot enclosures. The guidelines do **not** apply to ballot designations for candidates. If the text exceeds the specified 200 or 400 word limit, the author will be asked to delete words or change text until the statement conforms with requirements.

CATEGORY	EXAMPLE	WORD COUNT
ABBREVIATIONS such as acronyms and abbreviations for a word, phrase, or expression.	CSUF, C.S.U.F., VPD	One
PUNCTUATION are not counted. Symbols are not considered punctuation.	"&" (and) and "#" (number/pound)	One
DATES will be counted as one word.	01/01/2018 or January 1, 2018	One
PROPER NOUNS such as geographical names, and names of persons or things.	Tulare County City of Visalia John Doe	One
HYPHENATED WORDS that appear in any generally available standard reference dictionary published in the U.S. dictionary within the past 10 years immediately preceding the election.	Mother-in-law Attorney-at-law	One
INTERNET WEBSITE/EMAIL ADDRESS	www.tularecoelections.org calvoterhelp@sos.ca.gov	One
MONETARY AMOUNTS consisting of a combination of digits.	\$1,000	One
MONTEARY AMOUNTS consisting of a combination of words and digits. Any number that is spelled will be considered as a separate word.	\$4 million	Two
NUMERIC COMBINATIONS digit(s) used with \$, ¢, %, #, etc.	50%, 13½, 2.3, #40	One
TELEPHONE NUMBERS	559-624-7300	One
TITLES	Friends for Measure A	One for each word = Four (4)

Campaign Forms for Local Measure Committees

CAMPAIGN STATEMENT FILING REQUIREMENTS – California's Political Reform Act was adopted by voter initiative in 1974 and has been periodically amended by legislation and initiatives. The act requires that campaign disclosure reports provide the public with the identity of contributors and the amounts they give and the amount and purpose of expenditures made by officeholders, candidates, and committees.

Proponents and all committees primarily formed to support or oppose a ballot measure in any election must comply with campaign statement filing requirements if the committee receives contributions or makes independent expenditures that total \$1,000 or more. Monetary penalties may be assessed for failure to file required statements.

The County of Tulare is pleased to offer electronic filing for campaign financial disclosure forms. **eCampaign** is an online solution to tracking campaign finances and electronically submitting to your Filing Officer. You can file your Campaign Statements electronically, 24/7, in the privacy of your own secured filing area.

This free online service is available to any Committee, Candidate, or Officeholder that is required to file Campaign Disclosure Statements with the County.

The system is for County Candidates only. City Council Candidates should contact their City Clerk.

You must have an **eCampaign username** issued by the Registrar of Voters Office before you can use the system. To submit a username request, please contact us at (559) 624-7300 or email us at AV1@tularecounty.ca.gov. Once you have contacted our office for a username request, staff will send you the necessary information to file your documents online.

NOTICE - Strict fines may result from failure to file a campaign statement in the time and manner required. The following information has been prepared to assist you in filing documents relating to the election. It is not intended to provide legal advice and is for general guidance only.

Individuals using this information must bear full responsibility to make their own determinations as to all legal standards, duties and factual material contained therein.

FORM	WHO FILES	FILING DEADLINE
410	<p>Statement of Organization / Recipient Committee Form INITIAL Filed by any individual (including an officeholder or candidate), group of individuals, organization, or any other entity that receives contributions totaling \$1,000 or more during a calendar year.</p> <p>-----</p> <p>TERMINATION You do NOT automatically terminate your filing obligations. Must be filed when eligible to terminate filing obligations (such as filing Form 460s), basically when all accounts are at zero and there will be no further campaign activity. (See FPPC documentation for further details).</p>	<p>INITIAL Must be filed within 10 days of receiving \$1,000 in contributions.</p> <p>If a recipient committee qualifies during the last 16 days before an election, due within 24 hours.</p> <p>-----</p> <p>TERMINATION When termination circumstances are met.</p>
450 (Short Form)	<p>Recipient Committee Campaign Statement - Short Form For ballot measure committees who meet ALL of the criteria below...</p> <ul style="list-style-type: none"> • Has not received a contribution which must be itemized (a cumulative amount of \$100 or more from a single source) • Has not received any other payment of \$100 or more (misc. increases to cash) • Has no outstanding loans made or received • Has no accrued expenses (unpaid bills) 	<p>Deadlines vary. 450 may be filed as a:</p> <ul style="list-style-type: none"> • Pre-Election Statement • Semi-Annual Statement • Supplemental Pre-election Statement • Special Odd-Year Campaign Report • Quarterly Statement • Termination Statement • Amendment
460 (Long Form)	<p>Recipient Committee Campaign Statement - Long Form A person, entity, or organization that receives contributions totaling \$1,000 or more during a calendar year for the primary purpose of supporting or opposing the qualifications, passage, or defeat of one or more ballot measures.</p> <ul style="list-style-type: none"> • Have received an itemizable contribution (a cumulative amount of \$100 or more from a single source) • Have received any other itemizable receipt • Have outstanding loans (made or received) or outstanding accrued expenses (unpaid bills). 	<p>Deadlines vary. 460 may be filed as a:</p> <ul style="list-style-type: none"> • Pre-Election Statement • Semi-Annual Statement • Supplemental Pre-election Statement • Special Odd-Year Campaign Report • Quarterly Statement • Termination Statement • Amendment to previously filed statement
495	<p>Supplemental Pre-Election Campaign Statement Form 495 is for use by a recipient committee that makes contributions totaling \$10,000 or more in connection with an election form which the committee is not required to file regular per-election reports. Form 495 must be filed as an attachment to 450 or 460.</p>	<p>Form 495 and your campaign disclosure statement (Form 450 or 460) must be filed no later than 12 days before the election in connection with which you made contributions totaling \$10,000 or more.</p>
496	<p>Late Independent Expenditure Report Filed if an "Independent Expenditure" totaling \$1,000 or more to support or oppose a single ballot measure during the 16 days immediately prior to the election in which the measure is being voted on.</p>	<p>File within 24 hours of making the independent expenditure(s) and each time \$1,000 or more is spent to support or oppose a measure during the 16 days immediately prior to the election in which the measure is being voted on.</p>
497	<p>Late Contribution Report Recipients of late contributions must file this form. ----- Committees that make late contributions also must file this form.</p>	<p>Late "Monetary" Contributions: file within 24 hours of receiving or making a late contribution. Late Nonmonetary ("In-Kind") Contributions: If receiving contribution: Within 48 hours of receiving contribution ----- If making contribution: within 24 hours of making the contribution; recipient must receive a notice of the value of contribution within 24 hours of the time the contribution was made.</p>

Campaign Statement Filing Schedule

The below schedule is generic and is provided as an overview of standard filing obligations. We highly recommend filers visit the Fair Political Practices Commission (FPPC) website www.fppc.ca.gov or contact the Registrar of Voters Office to verify campaign filing deadlines.

FILING DEADLINE	TYPE OF STATEMENT	PERIOD COVERED BY STATEMENT	METHOD OF DELIVERY
40 days before the election	First Pre-Election	* through 45 days before the election	<ul style="list-style-type: none"> Personal Delivery First Class Mail
12 days before the election	Second Pre-Election	44 days through 17 days before the election	<ul style="list-style-type: none"> Personal Delivery Guaranteed Over-night service **
24 Hours	Late Contribution Late Independent Expenditure	16 days prior to the election	<ul style="list-style-type: none"> Personal Delivery Telegram Guaranteed Over-night service Fax
July 31	Semi-Annual (if election held during 1 st six months)	* through June 30	<ul style="list-style-type: none"> Personal Delivery First Class Mail
January 31	Semi-Annual (if election held during 2 nd six months)	* through December 31	<ul style="list-style-type: none"> Personal Delivery First Class Mail

* The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1st if no previous statement has been filed.

** Primarily formed committees must file the second pre-election statements by personal delivery or by guaranteed overnight delivery service. General purpose committees may use personal delivery or first class mail.

Ballot Measures: Important Information for Public Agencies

Public officials and public employees need to know the rules before getting officially involved in ballot measure campaigns. Contact FPPC at (916) 322-5660 if you have questions.

In general, public funds or public resources may be used impartially to educate or inform citizens about a ballot measure. But if a communication directly or indirectly urges an election result, the agency responsible for sending it may be required by the Political Reform Act (the "Act") to disclose the source and amount of money used for printing and mailing. Violation of the disclosure law may result in fines. Other state laws prohibit use of public funds for campaign purposes.

When is Reporting Required?

1. If a state or local government agency acting independently spends \$1,000 or more in a calendar year for mailings, advertisements, or other communications to voters that urge a particular result in the election; or
2. Receives monetary or in-kind contributions totaling \$1,000 or more in a calendar year for political purposes; or
3. Makes monetary or in-kind contributions to an existing committee (e.g., a ballot measure committee) totaling \$10,000 or more in a calendar year, then it must report contributions and expenditures to support or oppose a ballot measure.

Express Advocacy

A communication that only provides facts and impartial information about a ballot measure is not a reportable expenditure.

But payments for a communication that *expressly advocates* a particular result in an election may be reportable if:

- It *clearly identifies* the measure; and
- It *expressly advocates* its passage or defeat with words such as "vote for/against", "support", "defeat", "cast your ballot"; or
- Taken as a whole, it *unambiguously urges* a particular result in an election.

What is Required?

The Act requires:

- Maintenance of accurate contribution and expenditure records;
- Disclosure of sources and spending to advocate a ballot measure;
- Identification of sender of more than 200 mail pieces; and
- Timely filing of disclosure reports at specified times during calendar year, depending on expenditure amount and election date.

Purchasing Voter Lists

The Registrar of Voters Office has a great deal of data available to candidates for use in their campaign. Most data is available in the following mediums: C.D., printed reports and mailing labels. Some data may also be e-mailed. To order voter registration data:

- 1) Requests for voter data must be in writing (preferably on company or campaign letterhead).
- 2) If voter addresses and phone numbers are being requested, the "Application for Confidential Voter Information" must be completed. The application is available on our website: www.tularecoelections.org or you can pick up the application from our office. Upon receipt of the application, it will be reviewed by elections staff to determine if the applicant is eligible for the information. Identification of the applicant must be proven by a driver's license or state identification card. If applicant is a Tulare County resident, driver's license must be shown in the Registrar of Voters Office.
- 3) Payment is required prior to running jobs (check, money order or cash is acceptable).
- 4) Shipping or delivery will be charged to purchaser. If out of the area, it is suggested you include a Federal Express airbill which is billed to your account. If data is to be picked up from the Registrar of Voters Office in person, a courtesy call can be made upon completion.

Maps of Precincts and District Boundaries

You can purchase maps showing Tulare County precinct lines or district lines. As time permits, we will do our best to service your requests. You can call the Tulare County Registrar of Voters Office at (559) 624-7300.