CITY MANUAL

Municipal Election
November 3, 2026

REGISTRAR OF VOTERS, 2724 GATEWAY DRIVE, RIVERSIDE, CALIFORNIA 92507
(951) 486-7200 1-800-773-VOTE (951) 486-7335
California Relay Service (Dial 711)

MUNICIPAL ELECTION
GENERAL ELECTION
NOVEMBER 3, 2026

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NOTE TO CITY CLERKS

This Manual is intended to provide current and accurate information about the subject matter covered. It is distributed with the understanding that the Registrar of Voters does not render any legal advice and that this manual is, therefore, not a substitute for legal counsel.

Unless otherwise indicated, the material given in this manual is a summary rather than a verbatim text of the code sections cited.

To contact the Registrar of Voters

The Registrar of Voters office is open from 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays. For information or detailed explanations, please call the appropriate number listed below:

General Information	(951) 486-7200 or 1-800-773-VOTE
Fax	(951) 486-7335
Internet Website	www.voteinfo.net

Questions Regarding:

Vote-by-Mail Voting	(951) 486-7200
Campaign Disclosure	(951) 486-7224
Candidate Filing	(951) 486-7224 or (951) 486-7205
Voter Data	(951) 486-7201 or (951) 486-7352
Precincts / Maps	(951) 486-7342, or (951) 486-7324
Voter Registration	(951) 486-7200 or 1-800-773-VOTE (8683)
Vote Centers / Election Officers	(951) 486-7341 or 1-877-663-9906 Toll Free
California Relay Service	(Dial 711)

DATES OF INTEREST TO CANDIDATES

DATE	DESCRIPTION
July 13 – August 7	**Nomination Period** (E.C. § 10220 et seq.) Between these dates candidates may obtain nomination material and file completed nomination documents with the City Clerk.
August 7	**Last Day to Withdraw Candidacy** (E.C. § 10224) Candidates may withdraw their nomination until the close of the nomination period. Unless there is an extension of the nomination period.
August 8 – August 17	**Election Material Available (Public Exam Period)** (E.C. § 13313) During this period Candidate Statements are available for public inspection. Exception: If there is an extension of the nomination period, the exam period will be from August 13 through August 22.
August 10	**Last Day to Withdraw Candidate Statement** (E.C. §§ 13307, 13311) The last day to withdraw the candidate statement unless there is an extension of the nomination period. Request to withdraw candidate statement must be made in writing and submitted by 5:00 p.m. Candidate statements shall remain confidential until the expiration of the filing deadline.
August 12	**Last Day of Extended Nomination Period** (E.C. § 10225) If the incumbent fails to file nomination documents by August 7, 2026, the nomination period will be extended for persons other than the incumbent. This will also extend the period for withdrawing candidacy. Not applicable if the office has no incumbent.
August 12 – August 20	**Insufficient Nominees – Action by Governing Body** (E.C. § 10229) Legislative body to take action of appointment or election during this time frame if there are insufficient nominees.
August 13	**Last Day to Withdraw Candidate Statement in Event of Extension** (E.C. §§ 10225, 10516, 13307)
August 13 (11:00 a.m.)	**Drawing of Randomized Alphabet** (E.C. § 13112) The Secretary of State will conduct a drawing of the alphabet for determining the order of candidates' names on the ballot.
September 7	**First Day Forms will be Available for Write-In Candidacy** (E.C. § 8600 et seq.) Any qualified person wishing to file as a write-in candidate may pick up documents beginning this date. Documents must be filed with the City Clerk no later than 14 days before election day.

DATES OF INTEREST TO CANDIDATES (Continued)

DATE	DESCRIPTION
September 20 – September 24	**Filing Period for First Pre-Election Campaign Disclosure Statement** (G.C. §§ 84200.5 & 84200.8) Covers the period ending September 19. The statement must be filed online or sent by personal delivery or guaranteed overnight service.
September 24 – October 24	**Period for Registrar of Voters to Mail County Voter Information Guide to Voters** (E.C. §§ 13303,13307, G.C. § 57148)
October 5	**Period for Registrar of Voters to Mail Vote-by-Mail Ballots** (E.C. §§ 3000.5, 3010, 3017, 3019, 3019.5, 3019.7, 3020) The Registrar of Voters shall mail vote-by-mail ballots to all qualified voters.
October 18 – October 22	**Filing Period for Second Pre-Election Campaign Disclosure Statement** (G.C. §§ 84200.5) Covers the period ending October 17. The statement must be filed online or sent by personal delivery or guaranteed overnight service.
October 19	**Last Day to Register to Vote or Change Address for this Election** (E.C. §§ 2102, 2106)
October 20	**Last Day to File Statement of Write-In Candidacy** (E.C. § 8600 et seq.)
November 3	**Election Day (E.C. § 3020, 4103)** Voted ballots must be received by the elections official no later than the close of the Vote Centers on Election Day or be postmarked on or before Election Day and received no later than seven days after the election day to be counted.
November 5	**Canvass of Election / Certificate of Election (E.C. § 15372)** The Registrar of Voters shall complete canvass no later than this day. The Registrar of Voters will issue a certificate of election to the elected officers after the results are certified.
November 11	**Veterans Day** *(CO. ORD. 358.8)* The Registrar of Voters office will be closed.
November 26 November 27	**Thanksgiving Day / Day after Thanksgiving** *(CO. ORD. 358.8)* The Registrar of Voters office will be closed.

DATES OF INTEREST TO CANDIDATES (Continued)

December 3	**Declare Candidates Elected and Install Officers** (E.C. §§ 10262, 10263, 15372) The governing body shall meet at its usual place of meeting no later than the next regularly scheduled city council meeting following the presentation of the canvass of the returns, or at a special meeting called for this purpose, to declare the results and to install the newly elected officers.
January 1 – January 31	**Filing Period for Semi-Annual Campaign Disclosure Statement** (G.C. § 84200) Statements cover the period ending December 31. The statement must be filed online or sent by personal delivery or guaranteed overnight service.
Note: *Whenever a date prescribed by law falls on a weekend or holiday, such act may be performed on the next business day. (E.C. § 15; G.C. §§ 6700, 6701)	

NOTE TO CANDIDATES
REGARDING INCOMPATIBLE OFFICES

The Political Reform Act does not prohibit any office holder from holding multiple public offices or seeking more than one elective office. For example, a Deputy District Attorney can hold the office of City Councilmember, or a Water Board Director may also be elected to a park and recreation district. There are, however, instances of holding more than one office that is considered incompatible.

There is no single statute that defines "incompatibility of offices." The common law doctrine of incompatibility of offices, however, prevents an elected official from holding two offices simultaneously **if the offices have overlapping and conflicting public duties**.

The courts have defined this concept as follows: "One individual may not simultaneously hold two public offices where the functions of the offices concerned are inherently inconsistent, as where there are conflicting interests, or where the nature of the duties of the two offices is such as to render it improper due to considerations of public policy for one person to retain both."

The State of California Attorney General's Office has issued many opinions on particular compatibility questions. Here are six examples of incompatible offices:

1. The offices of City Councilperson and School District Board Member where the city and the school district have territory in common;
2. Fire Chief of a county fire protection district and Member of the Board of Supervisors of the same county;
3. High School District Trustee and Trustee of an elementary school district that is wholly within the geographic boundaries of the high school district;
4. Water District Director and a City Councilmember;
5. Water District Director and a School District Trustee having territory in common; and
6. Deputy Sheriff and County Supervisor.

If you have a question about whether two public offices which you hold or seek to hold would be considered incompatible, contact the Attorney General's office at (916) 210-6276 or (800) 952-5225 or visit their website, www.oag.ca.gov. For further information about conflict of interest or incompatibility of offices, contact the Fair Political Practices Commission's website at www.fppc.ca.gov, or phone toll-free (866) 275-3772.

INSTRUCTIONS

NOMINATION PERIOD: The nomination period begins **July 13, 2026**. Do not issue any nomination documents before this date. The nomination period closes on **August 7, 2026,** which is the last day for nomination documents to be received by the City Clerk's office.

BEFORE THE NOMINATION PERIOD BEGINS:

Review the complete set of nomination material. If you have any questions, call Angela Roots at (951) 486-7205.

The following documents, which are provided by the Registrar of Voters, are to be issued to each candidate:

- ✓ Application/Checklist
- ✓ Declaration of Candidacy
- ✓ Nomination Paper
- ✓ Ballot Designation Worksheet
- ✓ Candidate's Statement Form
- ✓ Code of Fair Campaign Practices
- ✓ Campaign Practices (including G.C. § 84305)
- ✓ Request/Opt Out Confidential Status

NOTE: *We are also providing a Spanish translation of the forms listed above.*

Be prepared to issue the following forms that are <u>not</u> supplied by the Registrar of Voters:

- ✓ Campaign Disclosure Forms
- ✓ Instructions Manual (if applicable)
- ✓ Statement of Economic Interests Forms and Instructions
- ✓ Regulations regarding Candidate's Statement

FILING FEE:

There may be filing fees for municipal offices in some cities. The City Clerk shall provide information about the filing fee when the candidate applies for nomination material.

REMIND THE CANDIDATE THAT IT IS HIS/HER RESPONSIBILITY TO MAKE SURE ALL COMPLETED NOMINATION MATERIALS ARE RECEIVED IN THE CITY CLERK'S OFFICE BY THE DEADLINE DATE, FRIDAY, AUGUST 7TH, DURING NORMAL BUSINESS HOURS AS POSTED*. (SUGGEST EARLY FILING IT IS BEST FOR EVERYONE CONCERNED IF CANDIDATES DO NOT WAIT UNTIL THE LAST MINUTE TO FILE).

*We are aware that certain cities have established different business hours to include closing early on Fridays or being closed on either alternate Fridays or every Friday. Elections Code § 10224 states that nomination documents shall be filed with the City Clerk during regular business hours as posted, not later than the 88th day before the election.

NOTE: The Registrar of Voters Office is open Monday through Friday 8:00 a.m. – 5:00 p.m., except on holidays.

INSTRUCTIONS (Continued)

DURING THE NOMINATION PERIOD:

- We recommend issuing nomination material only to the candidate. However, a person with written authorization from the candidate may be issued nomination material on behalf of the candidate.
- Have the candidate or authorized person fill out the top portion of the Application/Checklist.
- The candidate must be currently registered at his/her domicile (within the city limits, and ward or district if applicable) at the time of taking out nomination documents.
- Before issuing nomination documents, be sure to call the Registrar of Voters at (951) 486-7200 or (800) 773-8683 to verify the candidate's registration status. **Make sure to verify the candidate's registration before issuing.**
- When calling the Registrar of Voters, please identify yourself and indicate the purpose of your request. Voter registration information is provided only for governmental, scholarly, political, election, or journalistic purposes. Therefore, registration information is not normally given over the telephone.
- If the candidate's voter registration is not current, you may register him/her before issuing documents. Fax or email a copy of his/her registration and mail us the original.
- After you have confirmed the candidate's registration, you may complete the following items on the Declaration of Candidacy:
  - Fill in the candidate's name and the title of the office that the candidate is seeking.
  - Indicate Full Term or Short Term.
  - Fill in the "Issued By" block in the upper right-hand corner (See samples on the following pages).
- Encourage the candidate to execute the Oath on the second page of the Declaration of Candidacy while in your office. Candidates should take time in deciding on a name and designation because it cannot be changed after the filing deadline. Return the Declaration of Candidacy to the candidate with instructions to submit all of the nomination documents to your office at the same time.
- The Ballot Designation Worksheet must be filed with the Declaration of Candidacy if the candidate is submitting a ballot designation. If a candidate fails to file a Ballot Designation Worksheet, no designation shall appear under the candidate's name on the ballot.
- The Candidate's Statement Form must be returned regardless of whether a statement is submitted. The candidate's choice regarding whether a candidate's statement will be printed in the County Voter Information Guide must be indicated. The candidate must also sign this form.
- Issue the other required nomination material. Have the candidate fill out and sign the bottom portion of the Application/Checklist after all the documents have been explained and issued.

EMAIL OR FAX FORMS TO THE REGISTRAR OF VOTERS:

As soon as the candidate files his/her nomination documents, please email nomdocsfiling@rivco.org or fax a copy to the Registrar of Voters at (951) 486-7335. Be sure to send all pages, including the Candidate's Statement (with word count). **Do not send us the originals.**

SIGNATURE VERIFICATION:

As soon as the nomination signatures have been verified, we will notify you of the results by email. The petitions will be mailed back to you.

CODE OF FAIR CAMPAIGN PRACTICES:

The law requires that every candidate be issued a Code of Fair Campaign Practices. Candidates should be informed that filing the Code of Fair Campaign Practices is optional. Candidates who want to subscribe to it can turn it in with their other nomination documents or they may file it at a later date. The City Clerk must accept the Code of Fair Campaign Practices any time up to Election Day. It is available for public inspection until 30 days after the election.

EXTENSION OF NOMINATION PERIOD:

If the incumbent of an office fails to file by the close of the nomination period, the City Clerk may issue nomination material to non-incumbent candidates for the office of that incumbent up to and including Wednesday, August 12, 2026, during normal business hours as posted. (*Note: This also extends the period for withdrawing candidacy.)*

Please notify the Registrar of Voters by phone if there will be an extension in your City or any withdrawal of candidates within the legally prescribed time limit.

NOTE: Remember that candidate filing information is a matter of public record; however, the candidate must provide written permission to post their home address and phone number on the Internet. The Application/Checklist contains an area to designate permission.

NOMINATION PROCEDURE

(Elections Code § 10220 et seq.)

QUALIFICATIONS FOR OFFICE:

A person who holds office as Councilmember, City Clerk, City Treasurer, or Mayor must be at the time of assuming such office an elector of the city and must have been a registered voter of the city at the time nomination documents were issued. In the case of councilmembers elected by district, the councilmember must also reside in the appropriate district and have resided there at the time nomination documents were issued. (Government Code §§ 34882, 34904, 36502)

Note: A person cannot run for elected office if they have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes.

Nomination documents include:

- Application/Checklist
- Declaration of Candidacy
- Nomination Paper
- Ballot Designation Worksheet
- Candidate's Statement Form
- Regulations Regarding Candidate's Statement (provided by City Clerk)
- Code of Fair Campaign Practices (filing optional)
- Campaign Practices (including Government Code § 84305)
- Statement of Economic Interests Form and Instructions (provided by City Clerk)
- Campaign Disclosure Forms (provided by City Clerk)
- Request/Opt Out Confidential Status

Candidates should carefully read the instructions on the Declaration of Candidacy. The required information must be neatly printed or typed.

NAME ON BALLOT:

There is a place on the Declaration of Candidacy for candidates to write how they would like their name to appear on the ballot. The name must be recognizable as the name under which the candidate is registered to vote, though the two need not be identical. Candidates may include a nickname in addition to their name. The law prohibits the use of a title or degree on the same line of the ballot as the candidate's name. (E.C. § 13106)

Example:

A candidate registered to vote as James William Smith may use variations such as:

James W. Smith, Jim Smith, or William "Bud" Smith

BALLOT DESIGNATION (E.C. §§ 13107, 13107.3)**:**

Candidates may use no more than three words designating their current principal profession, vocation, or occupation **OR** the principal profession, vocation, or occupation that they had during the 12 months immediately preceding the filing of their nomination documents. (e.g. Retired Businessman/Author) **OR**:

The title of the office to which they were elected. (e.g. Sunnyvale Valley Water District Director) (**NOTE**: candidates are not limited to three words here) **OR**:

The word "Incumbent" if elected to the same office sought or "Appointed Incumbent" if appointed to a vacancy in the same office. (**NOTE**: Candidates cannot use the term "Incumbent" or "Appointed Incumbent" with any other designation.)

Example: Incumbent/Businessman (**not acceptable**)

A ballot designation is not required. Candidates may leave this line blank. If the ballot designation is left blank, the candidate may not add a designation after the filing deadline.

All candidates submitting a ballot designation must file the Ballot Designation Worksheet with their Declaration of Candidacy. **Do not leave any response spaces blank.** If the information requested is not applicable, please write N/A in the space provided otherwise, the information MUST be provided. If a candidate fails to file a Ballot Designation Worksheet no designation shall appear under the candidate's name on the ballot.

If upon checking the nomination documents and the Ballot Designation Worksheet the City Clerk finds that the designation violates the restrictions listed in E.C. § 13107, then the Clerk shall notify the candidate by registered or certified mail, return receipt requested, addressed to the mailing address appearing on the candidate's nomination documents. Within three days of receipt of the notice, the candidate shall appear before or call the City Clerk and provide an alternate designation. If the candidate does not provide an alternate designation, no designation shall appear after the candidate's name. City Clerks should refer to the Secretary of State guidelines which provide information about questionable ballot designations.

OATH:

The Oath must be witnessed by an authorized official – City Clerk (or a person designated by the City Clerk), or a candidate may have his/her oath witnessed by a notary public.

PETITION:

On the petition portion of the Nomination Paper, city candidates must obtain the signatures of not less than 20 nor more than 30 qualified voters in a city of 1,000 or more registered voters. Candidates should submit the maximum number. **E.C. § 10221 requires that all signatures be appended on the same sheet of paper.**

The petition may be circulated by the candidate himself/herself or by any person who is 18 years of age or older. Whoever circulates the petition must witness all signatures and then complete and sign the Declaration of Circulator, under penalty of perjury.

A signer may sign as many petitions as the number of persons for which he/she may vote. Any registered voter of the jurisdiction, including the candidate and/or the circulator, may sign a nomination petition.

Filing on time is the candidate's responsibility. Whether the candidate files in person or by certified mail, the Declaration of Candidacy and any other documents he/she is filing with it must be **received in the City Clerk's office** no later than the filing deadline.

Signers must print their name and address unless he/she is unable. A voter who is unable to personally affix on a petition their name and residence address may request another person to print the voter's name and place of residence on the appropriate spaces of the petition or paper, but the voter shall personally affix his or her mark or signature on the appropriate space of the petition or paper, which shall be witnessed by one person by subscribing his or her name thereon.

WITHDRAWAL OF CANDIDACY:

Withdrawal of candidacy is permitted only up to the close of the nomination period (and during the extension, if applicable).

EXTENSION OF THE NOMINATION PERIOD:

If the incumbent of any city office fails to file by the filing deadline, there will be a five-day extension of the nomination period during which any qualified person other than the incumbent may file for that incumbent's elective office. (E.C. § 10225) No extension applies to an office for which there is no incumbent eligible to be elected.

NOTE: See Ballot Designation Worksheet, Candidate's Statement, Statement of Economic Interests, Code of Fair Campaign Practices, and Campaign Disclosure sections in this manual for other documents to be filed during the nomination period.

Riverside County, Registrar of Voters
DECLARATION OF CANDIDACY
Nonpartisan Office – For Use in Local Elections
November 3, 2026, General Municipal Election (Elections Code §§ 20, 200, 8002.5, 8020, 8020.5, 8040, 8121, 13105)

For Elections Officials USE ONLY

Official Filing Form	Filed in: _____	
Elections Official By: Angela Roots Date Issued: July 13, 2026	Elections Official By: _____ Date Received: _____	_____ Elections Official

Candidate Name and Office — 1

I hereby declare myself a candidate for the nomination/election to the office of **Riverdale City Council, Ward 2** to be voted for at the General Municipal Election to be held on **November 3, 2026,** and declare the following to be true:

My name is **Jane** (First) **Marie** (Middle/Initial (optional)) **Smith** (Last)

Ballot Information Name and ballot designation to appear on the ballot — 2

IMPORTANT NOTE: A ballot designation is optional. If one is requested, a completed **BALLOT DESIGNATION WORKSHEET** must be submitted. If no ballot designation is requested, write "NONE" and initial in the box. (Elections Code §§ 13107, 13107.3)

I request my name and ballot designation to appear on the ballot as follows:

Jane Smith
Print Your Name for Use on the Ballot

Businesswoman
Print Ballot Designation Requested

☐ **Candidate initials box if NO ballot designation is preferred.**

_____ [If applicable in your City/County] I have a character-based name I would like to use instead of a phonetic transliteration. (You must complete Character-Based Name Form.)

IMPORTANT NOTE: The Registrar of Voters will publish your name and proposed ballot designation. You may also have a mailing address, residential address, email and/or phone number published on the election official's website.

ONLY CHECK ONE BOX. Please check the appropriate box to indicate which address you wish to be used for publishing purposes.

Addresses, Telephone, Internet Website and Email — 3

Publish ☒ → Mailing Address: **P.O. Box 333** Apt. or Unit #
City/State/Zip Code: **Riverdale, CA 93333**

Publish ☐ → Residence Address (Required): **555 Hope Ave** Apt. or Unit #
City/State/Zip Code: **Riverdale, CA 93333**

Publish ☐ → Business Address: Apt. or Unit #
City/State/Zip Code:

Publish ☐ → Telephone (Business): **951-444-4444**

Publish ☐ → Telephone (Evening): **951-888-8888**

Publish ☐ → Internet Website:

Publish ☐ → Email:

IMPORTANT: Reverse Side of Page Must Be Completed

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Sample

Qualifications	4	I meet the statutory and constitutional qualifications for this office (including, but not limited to, citizenship and residency). I am at present an incumbent of the following public office (if any): **City Council Member** I have not been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes. If nominated/elected, I will accept the nomination/election and not withdraw, except as permitted by state law. X *Jane Smith* **Signature of Candidate**
Oath of Office	5	I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter. X *Jane Smith* **Signature of Candidate**
Notary Public or Other Officer	6	A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document. State of California County of **Riverside** Subscribed and sworn to (or affirmed) before me on this **13th** day of **July**, 20 **26**, by **Jane Smith**, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me. (Notary Public Seal) Signature of Notary Public (or other officer) *Loticia Flores* Examined and certified by me this **13th** day of **July**, 20 **26**. Elections Official *Loticia Flores*

WARNING: 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 declaration of candidacy in the person's possession that is entitled to be filed under the provisions of the Elections Code. (Elections Code § 18202.)

Sample

Rev: 1/2025

Riverside County, Registrar of Voters
NOMINATION PAPER
Nonpartisan Office – For Use in Local Elections
November 3, 2026, General Municipal Election (Elections Code §§ 100, 104, 8020.5, 8041, 8062, 8068, 8069, 8140; Code of Civil Procedure § 2015.5)

For Elections Officials USE ONLY

Official Filing Form	Filed in: _____	
Elections Official By: **Angela Roots** Date Issued: **July 13, 2026**	Elections Official By: _____ Date Received: _____	_____ Elections Official

Candidate Name, Office, and Signer's City/County of Residence 1

I, the undersigned signer for **Jane Smith** (Name of Candidate), for nomination to the office of **Riverdale City Council, Ward 2**, to be voted for at the **General Municipal Election** to be held on, **November 3, 2026** hereby assert as follows:

I am a resident of **Riverdale City** and am registered to vote at the address shown on this paper. I am not at this time a signer of any other nomination paper of any other candidate for the above-named office.

My residence is correctly set forth after my signature hereto:

PRECINCT (to be entered by Elections Official)	NAME	RESIDENCE (As Registered - No P.O. BOX)	VERIFICATION (to be entered by Elections Official)
	Print: 1	Residence Address ONLY:	
	Signature:	City or Town:	
	Print: 2	Residence Address ONLY:	
	Signature:	City or Town:	
	Print: 3	Residence Address ONLY:	
	Signature:	City or Town:	
	Print: 4	Residence Address ONLY:	
	Signature:	City or Town:	
	Print: 5	Residence Address ONLY:	
	Signature:	City or Town:	
	Print: 6	Residence Address ONLY:	
	Signature:	City or Town:	
	Print: 7	Residence Address ONLY:	
	Signature:	City or Town:	
	Print: 8	Residence Address ONLY:	
	Signature:	City or Town:	

SAMPLE

Please Complete Affidavit of Circulator on Reverse Side

Rev: 1/2025

PRECINCT (to be entered by Elections Official)	NAME	RESIDENCE (As Registered - No P.O. BOX)	VERIFICATION (to be entered by Elections Official)
	Print: 9	Residence Address ONLY:	
	Signature:	City or Town:	
	Print: 10	Residence Address ONLY:	
	Signature:	City or Town:	

Affidavit of Circulator (to be completed in circulator's own hand)

2

I, Jane Smith, solemnly swear (or affirm) all of the following:
Print Name

1. That I am 18 years of age or older.
2. That my residence address, including street and number, is 5555 Hope Ave, Riverdale, CA 93333.
   [If no street or number exists, a designation of my residence adequate to readily ascertain its location is: _____.]
3. That the signatures on this section of the nomination paper were obtained between July 13, 2026 (**Month and Day**) and July 28, 2026 (**Month and Day**), that I circulated this section and I witnessed the signatures on this section of the nomination paper being written; and that, to the best of my information and belief, each signature is the genuine signature of the person whose name it purports to be.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Dated this 28th day of July 2026

X *Jane Smith*
Signature of Circulator

Notary Public or Other Officer

3

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Riverside

Subscribed and sworn to (or affirmed) before me on this 28th day of July 2026, by **Jane Smith**, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

(Notary Public Seal)

Signature of Notary Public (or other officer) *Leticia Flores*

Examined and certified by me this 28th day of July, 20 26.

Elections Official *Leticia Flores*

(TO BE ENTERED BY ELECTIONS OFFICIAL AFTER VERIFICATION)
Number of Valid Signatures on this Section:
Date:
By:

WARNING: 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 in the person's possession that is entitled to be filed under the provisions of the Elections Code. (Elections Code § 18202.)

Rev: 1/2025

SAMPLE

BALLOT DESIGNATION WORKSHEET

(Elections Code § 13107)

Each candidate who submits a ballot designation shall file a Ballot Designation Worksheet that supports the use of that ballot designation by the candidate.

The Ballot Designation Worksheet shall be filed with the City Clerk at the same time that the candidate files his or her Declaration of Candidacy.

If a candidate fails to file a Ballot Designation Worksheet no designation shall appear under the candidate's name on the ballot.

DO NOT LEAVE ANY RESPONSE SPACES BLANK. If the information requested is not applicable, please write N/A in the space provided. Otherwise, the information MUST be provided.

Riverside County, Registrar of Voters
BALLOT DESIGNATION WORKSHEET
(Elections Code §§ 13107, 13107.3, 13107.5; California Code of Regulations § 20711)

This entire form **must be completed**, or it will not be accepted, and you will **not** be entitled to a ballot designation. **DO NOT LEAVE ANY RESPONSE SPACES BLANK**. If information requested is not applicable, please write "N/A" in the space provided, otherwise the information MUST be provided. **UPON FILING, THIS WORKSHEET WILL BE A PUBLIC DOCUMENT.**

Candidate Information (1)

Candidate Name: Jane Smith

Office: Riverdale City Council, Ward 2 Email: businessgenius@aol.com

Home Address: 5555 Hope Ave, Riverdale, CA 93333

Mailing Address: P.O. Box, Riverdale, CA 93333-0333

Business Address: N/A

Phone Number(s)
Business: (951) 444-4444 Home/Mobile: (951) 888-8888 Fax: (951) 222-2222

Attorney or Other Authorized Person Information (2)

Attorney Name (or other person authorized to act on your behalf): N/A

Address: N/A

Phone Number(s)
Business: N/A Mobile: N/A Fax: N/A

You may select as your ballot designation one of the following designations:

(a) Your current principal profession(s), vocation(s), or occupation(s) [maximum total of three words, separated by a slash ("/")].
(b) The full title of the public office you currently occupy and to which you were elected.
(c) "Appointed [full title of public office]" if you currently serve by appointment in an elective public office and are seeking election to the same office or to some other office.
(d) "Incumbent" if you were elected (or, if you are a Superior Court Judge, you are a candidate for the same office that you hold) to your current public office and seek election to the same office.
(e) "Appointed Incumbent" if you were appointed to your current elective public office and seek election to the same office.

Proposed Ballot Designation(s) (3)

Proposed Ballot Designation(s): Businesswoman

Alternate Ballot Designation(s) 1: Business Owner

Alternate Ballot Designation(s) 2: Parent

If your proposed ballot designation is pursuant to Elections Code § 13107(a)(3):

The professions, vocations or occupations relied upon to support my proposed ballot designation(s) constitute my primary, main or leading professions, vocations or occupations. **Initial** JS

Translation of Proposed Designation: Gender specific translations will default to the masculine form for uniformity in translation unless you specify otherwise: ( ) Masculine (X) Feminine

In the spaces provided on the <u>next page(s)</u>:

(a) Describe why you believe you are entitled to use the proposed ballot designation.
(b) If your proposed ballot designation contains one or more slashes ("/") separating words in your ballot designation for separate principal profession(s), vocation(s), or occupation(s) (collectively known as "PVOs"), complete a justification section for each separate PVO.
(c) Attach any documents or exhibits that you believe support your proposed ballot designation. **(Note: It is not necessary to provide copies of Certificates of Election if you are currently a seated member for a voter-nominated office).**
(d) If using the title of an elective office, attach a copy of your certificate of election or appointment.
(e) Any supporting documents will not be returned to you. **<u>Do not submit originals</u>**.

It is your responsibility to justify your proposed ballot designation and to provide all requested details.

Rev 12/2024

SAMPLE

California Secretary of State
BALLOT DESIGNATION WORKSHEET
November 3, 2026, General Election (Elections Code §§ 13107, 13107.3, 13107.5; California Code of Regulations § 20711)
Page 2

If your proposed ballot designation includes the word "volunteer," indicate the title of your volunteer position and the name of the entity for which you volunteer along with a brief description of the type of volunteer work you do and the approximate amount of time involved. You may only use the ballot designation "community volunteer" if you volunteer for a 501(c)(3) charitable, educational, or religious organization, a governmental agency or an educational institution. You may not use "community volunteer" together with another designation.

If your proposed ballot designation contains **one or more slashes** ("/") separating multiple principal profession(s), vocation(s), or occupation(s) (collectively known as "PVOs"), **complete a justification section for each separate PVO**.

Justification for use of Proposed Ballot Designation(s)
If you are proposing alternate ballot designations, please provide justification for use of those on Page 3.

4

Justification for use of 1st PVO: I own a CPA (accounting) firm that I have managed for the last 10 years

Current or most recent job title: Owner | Start Date: 1/1/99 | End Date: To Present

Employer Name or Business: Riverdale CPA's

Person who can verify this information:

Name: Tom Smith | Phone Number(s): (951) 123-4567 | Email: N/A

Justification for use of 2nd PVO: N/A

Current or most recent job title: N/A | Start Date: N/A | End Date: N/A

Employer Name or Business: N/A

Person who can verify this information:

Name: N/A | Phone Number(s): N/A | Email: N/A

Justification for use of 3rd PVO: N/A

Current or most recent job title: N/A | Start Date: N/A | End Date: N/A

Employer Name or Business: N/A

Person who can verify this information:

Name: N/A | Phone Number(s): N/A | Email: N/A

Before signing below, answer/initial the following questions. Does your proposed ballot designation:

1) Use only a portion of the title of your current elected office? ☐ **Yes X No Initial JG**
2) Non-judicial candidates: Use only the word "Incumbent" for an elective office to which you were appointed? ☐ **Yes X No Initial JG**
3) Use more than three total words for your principal professions, vocations, or occupations? ☐ **Yes X No Initial JG**
4) Suggest an evaluation of you, such as outstanding, leading, expert, virtuous, or eminent? ☐ **Yes X No Initial JG**
5) Refer to a status (Veteran, Activist, Founder, Scholar), rather than a profession, vocation, or occupations? ☐ **Yes X No Initial JG**
6) Abbreviate the word "retired? ☐ **Yes X No Initial JG**
7) Place the word "retired" after the words it modifies? Example: Accountant, retired ☐ **Yes X No Initial JG**
8) Use a word or prefix (except "retired") such as "former" or "ex-" to refer to a former profession, vocation, or occupation? ☐ **Yes X No Initial JG**
9) Use the word "retired" along with a current profession, vocation, or occupation? Example: Retired Firefighter/Teacher ☐ **Yes X No Initial JG**
10) Use the name of a political party or political body? ☐ **Yes X No Initial JG**
11) Refer to a racial, religious, or ethnic group? ☐ **Yes X No Initial JG**
12) Refer to any activity prohibited by law? ☐ **Yes X No Initial JG**

If the answer to any of these questions is "yes," your proposed ballot designation is likely to be rejected.

X *Jane Smith* | **07/28/2026**

Candidate's Signature | **Date Signed: Month/Day/Year**

For your reference, attached are Elections Code sections 13107, 13107.3, and 13107.5, and California Code of Regulations (CCR), title 2, section 20711. You also may wish to consult CCR, title 2, sections, 20712-20719 (found at www.sos.ca.gov).

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SAMPLE

COMPLETE THIS PAGE ONLY IF one or more **Alternate Ballot Designation(s)** are provided. If this page is not applicable, **please initial**: _____.

Justification for Alternate Ballot Designation(s) 1

A

Justification for use of 1st PVO: I Own a CPA (Accounting) firm that I have managed for the last 10 years.

Current or most recent job title: Owner | Start Date: 1/1/99 | End Date: To Present

Employer Name or Business: Riverdale CPA's

Person who can verify this information:

Name: Tom Smith | Phone Number(s): (951) 123-4567 | Email: N/A

Justification for use of 2nd PVO: N/A

Current or most recent job title: N/A | Start Date: N/A | End Date: N/A

Employer Name or Business: N/A

Person who can verify this information:

Name: N/A | Phone Number(s): N/A | Email: N/A

Justification for use of 3rd PVO: N/A

Current or most recent job title: N/A | Start Date: N/A | End Date: N/A

Employer Name or Business: N/A

Person who can verify this information:

Name: N/A | Phone Number(s): N/A | Email: N/A

Justification for Alternate Ballot Designation(s) 2

B

Justification for use of 1st PVO: I am a mother of seven children

Current or most recent job title: N/A | Start Date: N/A | End Date: N/A

Employer Name or Business: N/A

Person who can verify this information:

Name: Tom Smith | Phone Number(s): (951) 123-4567 | Email: N/A

Justification for use of 2nd PVO: N/A

Current or most recent job title: N/A | Start Date: N/A | End Date: N/A

Employer Name or Business: N/A

Person who can verify this information:

Name: N/A | Phone Number(s): N/A | Email: N/A

Justification for use of 3rd PVO: N/A

Current or most recent job title: N/A | Start Date: N/A | End Date: N/A

Employer Name or Business: N/A

Person who can verify this information:

Name: N/A | Phone Number(s): N/A | Email: N/A

SAMPLE

CANDIDATE'S STATEMENT

(Elections Code §§ 13307, 13309, 13311, 18351)

The Candidate's Statement is optional. If a candidate chooses to have a statement, it will be mailed to voters as part of the County Voter Information Guide.

The candidate must decide before filing the nomination documents if he/she wants to submit a statement. A statement cannot be submitted after nomination documents have been filed. The Candidate Statement Form with the candidate's decision must be filed at the time nomination documents are filed. A Statement, however, may be withdrawn up to 5:00 p.m. of the next working day after the nomination period closes.

The filed statement is confidential until the date for withdrawing candidacy is over. It will then be available for public inspection.

Before the nomination period begins, the governing body of the city must adopt regulations stating whether the city or the candidate will pay the cost of the Candidate's Statement. The Clerk must issue a copy of the regulations to each candidate or his/her representative at the time nomination forms are issued.

> **If the candidate pays,** then a candidate wishing to submit a Candidate's Statement must pay the full deposit to cover the estimated cost of printing, handling, and mailing of his/her statement. This deposit must be paid at the time the Candidate's Statement is filed (payment must be by check payable to the City Clerk). The City Clerk's office should be prepared to answer candidates' questions regarding indigent status.
>
> **If the city pays,** no deposit is required of the candidate.

If, after the statements are printed and mailed out, the actual cost to each candidate is found to be **greater** than the deposit, then the candidate must pay the extra amount. Every candidate who submits a statement must sign an agreement on the front of the Candidate's Statement Form to pay if billed.

On the other hand, if the actual cost to each candidate turns out to be **less** than the deposit, that portion of the deposit over the actual cost will be refunded. Refunds will be made within 30 days after the election.

Your receipt to the candidate for payment of a Candidate's Statement must state that the deposit required is only an estimate.

Elections Code Section 13307 authorizes a candidate's statement for electronic distribution. It requires the statement to be posted on the internet website of the election's official, permits the statement to be included in a voter's pamphlet that is electronically distributed, and prohibits the statement from being included in a voter's pamphlet that is printed and mailed to voters.

CANDIDATE'S STATEMENT (Continued)

Please note that the estimates provided are as close to the actual cost as possible. The estimates are calculated based on the method of our printing service. Therefore, we strongly advise the City Clerk to require each candidate to submit the estimated deposit.

The Elections Code provides that the Candidate's Statement may include the age and occupation of the candidate and a brief statement in not more than 200 words of the candidate's education and qualifications expressed in the candidate's own words ("Age" may be omitted, and the "Occupation" is not limited to three words on the Candidate's Statement Form). However, the candidate's use of the same designation as used on the ballot provides for consistency. Candidate statements shall be limited to a recitation of the candidate's own personal background and qualifications and shall not in any way make reference to other candidates for that office or another candidate's qualifications, character, or activities.

Some points to note in preparing the Candidate's Statement:

1. Candidates may not change their statements after they are filed.
2. Reference to political party affiliation or partisan political activity is not permitted.
3. The candidate shall not in any way make reference to other candidates for that office or another candidate's qualifications, character, or activities.
4. Making a false statement of material fact with the intent to mislead the voters is punishable by a fine of up to $1,000.
5. A candidate who makes false, slanderous, or libelous statements in the Candidate's Statement is not exempt from civil or criminal action.

The 200-word limit must be observed (unless the City has adopted other provisions). Candidates must count the words carefully. Instruct them to read the word count guide on the front side of the form. The City Clerk should verify the count when the statement is filed and indicate the number of words in the space provided on the form.

CANDIDATE STATEMENT STYLE GUIDELINES:

- Statements will be printed in uniform type, style, and spacing.
- Words to be printed all CAPITALIZED and/or <u>underscored</u> are to be clearly indicated. **Bold** font is not permitted.
- The Registrar of Voters is not permitted to edit any material contained in candidate statements. Candidates are responsible for proofreading spelling, punctuation, and grammar. Since the statement cannot be changed after it is submitted, <u>it is important</u> for candidates to carefully prepare and proofread their statements.

CANDIDATE'S STATEMENT (Continued)

IMPORTANT NOTE:

Candidates should be aware that statements submitted may be re-formatted to fit in the Voter Information Guide.

The Registrar of Voters will **NOT** correct spelling or grammatical errors of text.

The elections official shall not cause to be printed or circulated any statement that the elections official determines is not so limited or that includes any reference prohibited by Elections Code § 13308.

CANDIDATE'S STATEMENT

OFFICIAL USE ONLY
☐ VIG ☐ Electronic

TO THE CANDIDATE:
The Candidate's Statement is optional.
Indicate your decision below and return this form with your Nomination Documents.

☐ I **DO NOT** wish to submit a Candidate's Statement. _____
Candidate's Initials

TO CANDIDATE SUBMITTING A CANDIDATE'S STATEMENT:

Option 1

☐ **Electronic Distribution ONLY**

Required Deposit: **$ 260**

☐ No deposit is required.
(The district pays the cost.)

_____
Candidate Signature

Option 2

■ **County Voter Information Guide & Electronic Distribution**

Required Deposit: $**500.00**

☐ No deposit is required.
(The district pays the cost.)

Jane Smith
Candidate Signature

I understand that I must pay **my pro rata share of the actual cost**. I agree that if my pro rata share exceeds the deposit, I will pay the difference when billed.

Elections Code Section § 13307 authorizes candidate's statement for electronic distribution. It requires the statement to be posted on the internet website of the elections official, permits the statement to be included in a voter's pamphlet that is electronically distributed, and prohibits the statement from being included in a voter's pamphlet that is printed and mailed to voters.

I request a waiver of the deposit on the grounds of indigence. My Statement of Financial Worth is submitted herewith. I am aware that if notified that indigent status is not granted, I must pay the deposit within three days of notification or my Candidate's Statement will not be printed. Further, I am aware that if indigent status is granted, I am excused only from payment of the deposit. I will be required to pay **my pro rata share of the actual cost**, and I agree to do so when billed.

_____
Candidate Signature

NOTE: Pursuant to Elections Code Section § 13308 Candidate statements shall be limited to a recitation of the candidate's own personal background and qualifications and shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities. The Registrar of Voters will not print or circulate any statement that makes reference to other candidates.

THE FOLLOWING ARE THE GUIDELINES FOR COMPUTING THE WORD COUNT:	
Punctuation is not counted.	
Dictionary words and single characters …….. The words "a," "the," "and," "an," are counted as individual words.	One word
All proper nouns, including geographical names, shall be considered as one word. For example, "City and County of San Francisco." ……	One word
Abbreviations – UCLA, U.C.L.A., PTA, P.T.A., USMC, U.S.M.C. ……..	One word
Hyphenated words appearing in any standard reference dictionary. ……..	One word
Dates – All digits (5/30/05) …… Words and digits (May 30, 2005) ……	One word One word
Whole number digits (1 or 10 or 100, etc.) …….. Spelled out (one or ten or one hundred) …….. Numeric combinations (1978, 18 ½, 1971-73, 5%) ……..	One word One for each word One word
Monetary amounts (if the dollar sign is used with figures - $1,000) …….. Spelled out (one thousand dollars) ……..	One word One for each word
Telephone numbers ……	One word
Internet web site address ……..	One word
If the text exceeds the word limit, the candidate must edit the statement to comply with the official word count before the statement can be filled.	

SAMPLE

NAME OF OFFICE SOUGHT: City Council

- WARD
- DIVISION
- TRUSTEE AREA (IF ANY) 2 ■ FULL TERM ☐ SHORT TERM

JURISDICTION: Riverdale
NAME OF DISTRICT

OCCUPATION: Businesswoman **AGE:** _____
(OPTIONAL, If left blank your Ballot Designation will be used) (OPTIONAL)

CANDIDATE: Jane Smith *Jane smith*
PRINTED NAME SIGNATURE

CONTEST ID: _____

Briefly state your Education and Qualifications:

Riverdale has been my home for 40 years, and I promise to keep our community safe, fiscally sound, and crime free. I am a successful businesswoman, community volunteer, and a parent of seven children. In other words, I have all the experience necessary to be a Member of the City Council for the City of Riverdale. By voting for me, you are voting for a bright successful future.

My experience as a businesswoman has taught me how to manage finances, balance budgets, and manage staff. My experience as a community volunteer has given my insight to areas that need improvement in our city. Finally, my experience as a mother of seven children has taught me how to be compassionate to the needs of others.

Please make the right choice of Election Day! Vote for Jane Smith

OFFICIAL USE ONLY

TOTAL WORD COUNT:

SAMPLE

STATEMENT OF ECONOMIC INTERESTS
(Government Code § 87200 et seq.)

Persons elected to city offices will be required to file periodic statements disclosing their "economic interests," which include investments, interests in real property, and any income received during the immediately preceding 12 months. Exactly what must be disclosed is specified in the Government Code and/or the Conflict-of-Interest Code which has been adopted by the City.

For the offices of Member of the City Council, Mayor, and City Treasurer, candidates, as well as officeholders, are required by the Government Code to file Statements of Economic Interests. Candidates for the office of City Clerk must file if required to do so by the city's Conflict of Interest Code. This statement shall not be required if the candidate has filed, within 60 days before the filing of his or her Declaration of Candidacy, a statement for the same jurisdiction. City candidates should obtain forms and filing information from the City Clerk.

The Statements of Economic Interests are a matter of public record. They may be inspected, and copies purchased, by anyone.

CODE OF FAIR CAMPAIGN PRACTICES
(Elections Code § 20400 et seq.)

The Code of Fair Campaign Practices is to be issued to all candidates; however, filing it is optional. Candidates who want to subscribe to it may fill out the form included with the nomination documents and return it along with the other nomination material (or the candidate may file the Code at a later date). It may be filed at any time up to Election Day.

All Codes filed by candidates will be available for public inspection at the City Clerk's office until 30 days after the election.

Riverside County, Registrar of Voters

CODE OF FAIR CAMPAIGN PRACTICES

(Elections Code § 20440)

There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of California has a moral obligation to observe and uphold in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their constitutional right to a free and untrammeled choice and the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

(1) I SHALL CONDUCT my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing without fear or favor the record and policies of my opponents or political parties that merit this criticism.

(2) I SHALL NOT USE OR PERMIT the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or his or her personal or family life.

(3) I SHALL NOT USE OR PERMIT any appeal to negative prejudice based on a candidate's actual or perceived race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age, sexual orientation, sex, including gender identity, or any other characteristic set forth in Section 12940 of the Government Code, or association with another person who has any of the actual or perceived characteristics set forth in Section 12940 of the Government Code.

(4) I SHALL NOT USE OR PERMIT any dishonest or unethical practice that tends to corrupt or undermine our American system of free elections, or that hampers or prevents the full and free expression of the will of the voters including acts intended to hinder or prevent any eligible person from registering to vote, enrolling to vote, or voting.

(5) I SHALL NOT coerce election help or campaign contributions for myself or for any other candidate from my employees.

(6) I SHALL IMMEDIATELY AND PUBLICLY REPUDIATE support deriving from any individual or group that resorts, on behalf of my candidacy or in opposition to that of my opponent, to the methods and tactics that I condemn. I shall accept responsibility to take firm action against any subordinate who violates any provision of this code or the laws governing elections.

(7) I SHALL DEFEND AND UPHOLD the right of every qualified American voter to full and equal participation in the electoral process.

I, the undersigned, candidate for election to public office in the State of California or treasurer or chairperson of a committee making any independent expenditures, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices.

Jane Smith	Jane Smith
Print Name	Signature
July 28, 2026	Member of the City Council, City of Riverdale
Date	Office

Rev: 08/2019

WRITE-IN CANDIDACY
(Elections Code § 8600 et seq.)

A person whose name does not appear on the ballot may run for office as a write-in candidate. Write-in votes will be counted, however, only for qualified write-in candidates who file the required forms with the City Clerk no later than 14 days before Election Day. Forms will be available from the City Clerk 57 days before Election Day.

To be a qualified write-in candidate for a particular office a person shall file:

- Statement of Write-in Candidacy
- Nomination Paper (Number of signatures required pursuant to E.C. § 10220)
- Request/Opt Out Confidential Status

Additional forms which are required of other candidates must also be filed by write-in candidates:

- Statement of Economic Interests (Form 700)
- Campaign Disclosure
- Form 501

The Code of Fair Campaign Practices Form should also be issued to write-in candidates. Filing the Code is optional.

The complete text of Government Code § 84305 is required by law to be issued to each candidate.

The Ballot Designation Worksheet and the Candidate's Statement Form **do not** apply to write-in candidates.

The required number of signatures must be verified in the same manner as on a regular nomination document.

If the City charges regular candidates a filing fee, E.C. § 8604 allows a fee to be charged to write-in candidates.

CAMPAIGN DISCLOSURE
(Government Code § 81000 et seq.)

State law requires candidates (and their committees, if any) to file one or more **Campaign Statements** disclosing their campaign receipts and expenditures in connection with an election. If a campaign committee has been organized supporting a candidate, the committee must file a Statement of Organization (Form 410).

CANDIDATE INTENTION STATEMENT (FORM 501)

Candidates must file with the City Clerk a Candidate's Intention Statement (Form 501) **before** they solicit or receive any contributions (including loans). Payment from the candidate's personal funds for a candidate's filing fee or a candidate's statement does not count as a "contribution" or "loan". However, all other expenses from the candidate's personal funds are considered contributions.

STATEMENT OF ORGANIZATION (FORM 410)

Candidates receiving contributions from others, or who spend more than $2,000 of personal funds to run for office, must open a campaign bank account at a financial institution in California and mail a Statement of Organization (Form 410) to the Secretary of State within 10 days of opening the account.

Exceptions: The Statement of Organization (Form 410) is not required if the candidate will not be receiving contributions from others and will spend less than $2,000 in a calendar year from personal funds to support his or her candidacy. Payment of a candidate's filing fee or candidate's statement is not counted toward the $2,000 expenditure threshold.

Note: If the candidate finds later that he/she will be spending more than $2,000 from personal funds, a campaign bank account must be opened.

As of January 1, 2013, Government Code section 84101.5 requires the Secretary of State to charge each qualified recipient committee that files a Statement of Organization (Form 410) $50 per year, until the committee terminates pursuant to Government Code section 84214. For questions regarding this new law, please contact the Secretary of State's Political Reform Division at (916) 653-6224.

CAMPAIGN DISCLOSURE STATEMENTS

All candidates must file Campaign Disclosure Statements. This includes candidates who spend no money, or only their own money, on their campaigns. It also includes candidates who unofficially "withdraw" from the race by abandoning active campaigning after the official deadline for withdrawal of candidacy has passed.

If less than $2,000 will be raised and spent on the campaign, by the candidate or by others on his/her behalf, and total campaign transactions for the entire calendar year are under $2,000, the filing obligations in connection with the election are simple; the only campaign statement that must be filed is Form 470 (in duplicate). It should be filed along with the other nomination documents; however, it will be accepted without penalty if filed by the first campaign disclosure filing deadline.

Form 470 Supplement

An officeholder/candidate who has filed Form 470 in connection with an election and subsequently receives contributions (including monetary and non-monetary contributions, loans, and the candidate's personal funds) totaling $2,000 or more or makes expenditures totaling $2,000 or more before the election, is required to send written notification to the City Clerk and each candidate contending for the same office. The notification must be sent within 48-hours of receiving contributions totaling $2,000 or more or making expenditures of $2,000 or more. The notification must include the name and address of the candidate, the elective office, the date of the election for which Form 470 was filed, and the date contributions or expenditures totaling $2,000 or more were received or made. The Form 470 Supplement may be used as the written notification.

If campaign activity during 2026 will involve $2,000 or more, the candidate cannot use Form 470. Instead, the City Clerk must issue the candidate three copies of Form 460 and Form 410 plus the Information Manual, which is prepared by the Fair Political Practices Commission. The candidate (and committee treasurer, if any) should review this manual carefully and note the filing deadlines, which apply to his/her campaign.

STATEMENT OF TERMINATION

When the candidate and committee, if any, have ended all campaign activity, Form 410 Statement of Organization/Termination may be filed. There is no deadline for terminating a committee. The Statement of Organization/Termination should be filed after the election, if and when appropriate.

FUTURE CAMPAIGN DISCLOSURE FILING OBLIGATIONS

Form 410 Statement of Organization/Termination must be filed to terminate the filing obligations of a **candidate or committee.** Until it is filed, the candidate or committee will remain indefinitely in an open status, even after the election is over, **and will be required to file semiannual campaign statements whether or not there was any activity during the applicable six-month period.** It is the responsibility of the candidate or committee to obtain campaign disclosure filing information and comply with filing requirements **(the $10 per day late filing penalty applies if filing deadlines are not met).**

If elected to office, the candidate will continue to have campaign filing obligations **as an officeholder** whether or not a Statement of Organization/Termination was filed. An officeholder who receives $200 or more per month from the elective office must file semiannual statements; an officeholder receiving less than $200 is required to file if he/she has any political contributions or expenditures to report.

Note: Candidates who file **Form 470** (Short Form) do not need to fill out termination forms.

Money used from the candidate's personal funds is considered a monetary contribution (or loan) to the campaign and must be reported just as if it were a monetary contribution (or loan) from another person.

Contributions from other persons may not be comingled with the candidate's personal funds. As soon as such contributions are received, they must be deposited in a campaign account (the law prohibits personal use of campaign funds).

Anonymous or cash contributions of $100 or more, and cash expenditures of $100 or more, are prohibited.

Careful and complete records should be kept of all campaign transactions. Detailed reporting is not required until the campaign reaches the $2,000 mark; however, candidates should keep in mind that campaign records are subject to audit (by the Fair Political Practices Commission) on a random basis.

There is a special reporting requirement (covered in the FPPC Information Manual) in the event of State and local committees making or receiving contribution(s) that total in the aggregate $1,000 or more in the 90 days before an election or on the date of the election.

If the candidate has a campaign committee, the candidate and committee may file campaign statements jointly, using Form 460. It is important for the treasurer to be aware of his/her responsibilities and to be prepared to devote sufficient time and effort to the job. He/she should be aware that the treasurer is legally responsible for the accuracy and completeness of a committee's campaign statement.

Note: In addition to filing campaign statements, a committee is required to file a Statement of Organization (Form 410) within 10 days of reaching the $2,000 limit.

Where to File the Statement of Organization (Form 410):

Original and one copy - Secretary of State
Political Reform Division
1500 11th Street, Room 495
Sacramento, CA 95814

One Copy - City Clerk

If a committee qualifies as a recipient committee during the 16 days before an election in which it would be required to file pre-election statements, the committee must file, by overnight service, telegram, or personal delivery **within 24 hours** of qualifying as a committee, the information required to be reported in the Statement of Organization. The information must be filed with the filing officer with whom the committee is required to file the originals of its Campaign Statements.

CAMPAIGN DISCLOSURE FILING SCHEDULES
LOCAL

Fair Political Practices Commission
Filing Schedule for Candidates and their Controlled Committees for Local Office
Listed on the November 3, 2026, Ballot

DEADLINE	*PERIOD*	*FORM*	*NOTES*
July 31, 2026 *Semi-Annual*	*** – 6/30/26**	460	• All committees must file this statement.
Within 24 Hours *Election Cycle Reports*	**8/5/26 – 11/3/26**	497	• File if a contribution of $1,000 or more in the aggregate is received from a single source. • File if a contribution of $1,000 or more in the aggregate is made to or in connection with *another* candidate or measure listed on the November 3, 2026, ballot. • The recipient of a non-monetary contribution of $1,000 or more in the aggregate must file a Form 497 within 48 hours of receiving the contribution. • File by personal delivery, e-mail, guaranteed overnight service, fax. The committee may also file online if available.
September 24, 2026 *1st Pre-Election*	**7/1/26 – 9/19/26**	460 or 470	• Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
October 22, 2026 *2nd Pre-Election*	**9/20/26 –10/17/26**	460	• All committees must file this statement. • File by personal delivery or guaranteed overnight service. The committee may also file online if available.
February 1, 2027 *Semi-Annual*	**10/18/26 – 12/31/2026**	460	• All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before December 31, 2026. • The January 31 deadline falls on a Saturday, so the deadline is extended to the next business day.

Additional Notes:

- ***Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **Local Ordinance:** Always check whether additional local rules apply.
- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to a 24- hour/10-day Contribution Report (Form 497) that is due the weekend before the election, and this extension never applies to any 24-hour/10-day Independent Expenditure Report (Form 496). Such reports must be filed within 24 hours, regardless of the day of the week.
- **Method of Delivery:** Unless otherwise noted, all paper filings may be filed by first-class mail. A paper copy of a statement may not be required if a local agency requires online filing pursuant to a local ordinance.
- **Form 501:** All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.
- **Form 460:** Candidates who have raised/spent $2,000 or more file Form 460. The Form 410 (Statement of Organization) must also be filed once $2,000 or more has been raised/spent.

CAMPAIGN DISCLOSURE FILING SCHEDULES (Continued)

- **Form 470 :** Candidates who do not raise or spend $2,000 or more (or anticipate raising or spending $2,000 or more) in 2026 and do not have an open committee may file Form 470 on or before September 24, 2026. If the candidate raises or spends $2,000 or more later during the calendar year, a Form 470 Supplement and a Form 410 must be filed.

- **Independent Expenditures:** Committees making independent expenditures totaling $1,000 or more to support or oppose other candidates or ballot measures also file:
    - Form 496: This form is due within 24 hours if made in the 90-day, 24-hour reporting period of the candidate's or measure's election. Refer to the applicable filing schedule. Form 496 is filed with the filing officer in the jurisdiction of the affected candidate or measure.
    - Form 462: This verification form must be e-mailed to the FPPC within 10 days.

- **After the Election:** Reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open. See Campaign Disclosure Manual 2 for additional information.
- **Public Documents:** All statements and reports are public documents.
- **Resources:** Campaign manuals and other instructional materials are available on the Campaign Rules page. You can also visit fppc.ca.gov/> Learn > Campaign Rules. Refer to the FPPC video tutorial for candidates and treasurers for basic information for candidates and committees.

CAMPAIGN PRACTICES
(Elections Code § 16)

The complete text of Government Code § 84305 is required by law to be issued to each candidate. Summaries of some other code sections concerning campaign practices, as well as information concerning political signs, are also provided below for the benefit of candidates and campaign committees.

MASS MAILING (Government Code § 84305)

(a) (1) Except as provided in subdivision (b), a candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee shall not send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type that is in a color or print that contrasts with the background to be easily legible. A post office box may be stated in place of a street address if the candidate's, candidate-controlled committee is established for an elective office for the controlling candidate, or the political party committee's address is a matter of public record with the Secretary of State.

(2) Except as provided in subdivision (b), a committee, other than a candidate controlled committee established for an elective office for the controlling candidate or a political party committee, shall not send a mass mailing that is not required to include a disclosure pursuant to Section 84504.2 unless the name, street address, and city of the committee is shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type that is in a color or print that contrasts with the background to be easily legible. A post office box may be stated in place of a street address if the committee's address is a matter of public record with the Secretary of State.

(b) If the sender of the mass mailing is a single candidate or committee, the name, street address, and city of the candidate or committee need only be shown on the outside of each piece of mail.

(c) (1) A candidate, candidate-controlled committee established for an elective office for the controlling candidate, or political party committee shall not send a mass electronic mailing unless the name of the candidate or committee is shown in the electronic mailing preceded by the words "Paid for by" in at least the same size font as a majority of the text in the electronic mailing.

(2) A committee, other than a candidate controlled committee established for an elective office for the controlling candidate or a political party committee, shall not send a mass electronic mailing that is not required to include a disclosure pursuant to Section 84502 or 84504.3 unless the name of the committee is shown in the electronic mailing preceded by the words "Paid for by" in at least the same size font as a majority of the text in the electronic mailing.

(d) If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a) or (c).

(e) For purposes of this section, the following terms have the following meanings:

MASS MAILING (Government Code § 84305) (Continued)

(1) "Mass electronic mailing" means sending more than two hundred substantially similar pieces of electronic mail within a calendar month. "Mass electronic mailing" does not include a communication that was solicited by the recipient, including, but not limited to, acknowledgments for contributions or information that the recipient communicated to the organization.

(2) "Sender" means the candidate, candidate-controlled committee established for an elective office for the controlling candidate, or political party committee that pays for the largest portion of expenditures attributable to the designing, printing, and posting of the mailing, which is reportable pursuant to Sections 84200 to 84216.5, inclusive.

(3) To "pay for" a share of the cost of a mass mailing means to make, to promise to make, or incur an obligation to make, any payment: (A) to any person for the design, printing, postage, materials, or other costs of the mailing, including salaries, fees, or commissions, or (B) as a fee or other consideration for an endorsement or, in the case of a ballot measure, support or opposition, in the mailing.

(f) This section does not apply to a mass mailing or mass electronic mailing that is paid for by an independent expenditure.

No newsletter or other mass mailing shall be sent at public expense. For further information contact the Fair Political Practices Commission. (Government Code § 89001)
(As defined in Government Code § 82041.5 "Mass Mailing" means over two hundred substantially similar pieces of mail but does not include a form letter or other mail which is sent in response to an unsolicited request, letter, or other inquiry.)

SLATE MAILER ORGANIZATIONS (Government Code §§ 82048.3, 82048.4, 84108)

Slate mailer organizations must register with the Secretary of State and file periodic reports on their slate mailer activities. The law applies to slate mailers that support or oppose four or more candidates or measures.

A slate mailer organization is defined as any individual or group who, directly or indirectly, does all of the following:

- Is involved in the production of one or more slate mailers and exercises control over the selection of the candidates and measures to be supported or opposed in the slate mailers; and
- Receives or is promised payments totaling $500 or more in a calendar year for the production of one or more slate mailers.

NOMINATIONS (E.C. §§ 18200-18205)

No person shall submit a nomination paper knowing that any part of it has been made falsely. No person shall fraudulently deface or destroy or willfully suppress all or part of any nomination paper or deliberately fail to file at the proper time and in the proper place any nomination paper in his or her possession that is entitled to be filed. No person shall, directly or indirectly, pay, solicit, or receive anything of value to induce a person not to become or to withdraw as a candidate.

CAMPAIGN PRACTICES (Continued)

FALSE OR MISLEADING INFORMATION TO VOTERS

No candidate shall, in his occupational designation on the ballot, assume a designation that would mislead the voters. (E.C. § 13107)

Every candidate is guilty of a misdemeanor who pretends or implies that he or she is an incumbent of a public office or that he or she has acted in the capacity of a public officer when this is not the case. (E.C. § 18350)

Any candidate who knowingly makes a false statement of material fact in a candidate's statement, with the intent to mislead the voters, is punishable by a fine not to exceed $1,000. (E.C. § 18351)

SIMULATED BALLOTS

Every simulated ballot shall bear a printed notice (See Elections Code § 20009 for details) stating that this is not an official ballot but rather an unofficial marked ballot prepared by (name and address of person or organization responsible); and no official seal or insignia may appear on the envelope in which it is contained.

VOTE CENTER INFORMATION

Every person is guilty of a misdemeanor who distributes, or causes to be distributed, literature to voters that includes the designation of a voter's precinct Vote Center other than the precinct Vote Center listed for that voter in the latest official precinct polling list at some time, not more than 30 days before the distribution. (E.C. § 18302)

POLITICAL ADVERTISING (E.C. § 20008)

Any paid political advertisement contained in or distributed with a newspaper shall bear on each page in type at least half as large as the type of the advertisement or in 10-point roman type, whichever is larger, the words "Paid Political Advertisement," and such words shall be set apart from any other printed matter.

POLITICAL SIGNS

The placement of political signs is subject to regulations by state, county, and/or city. Be sure you know what the restrictions are. For signs within a city, ask the City Clerk for information. For signs in an unincorporated area of Riverside County, check with the Riverside County Code Enforcement Department; phone (951) 955-2004 at 4080 Lemon Street, Riverside. There are also State laws governing campaign signs, for more information contact the State of California – Department of Transportation at (916) 654-6473.

State: Consult the State of California – Department of Transportation at (916) 654-6473.

City: Consult the appropriate City Clerk for information concerning city sign ordinances.

County: Following is the text of Temporary Political Signs (County of Riverside Ordinance 806)

The Board of Supervisors of the County of Riverside Ordains as Follows:

CAMPAIGN PRACTICES (Continued)

SECTION 1. PURPOSE AND INTENT.

It is the intent of this ordinance to regulate temporary signs which are not regulated by Article XIX of Riverside County Ordinance No. 348 and Riverside County Ordinance No. 679. The purpose of the ordinance is to preserve and enhance the aesthetic, traffic safety, and environmental values of our communities and growing commercial and industrial areas, while at the same time, providing channels of communication to the public. It is the County's intent to regulate non-permanent signs based on their size, height, number, location, and duration and to allow more non-commercial signs during election periods to encourage public debate. The County finds that it is in the interest of both aesthetics and traffic safety that signage is kept to a minimum. It is the intent of this sign ordinance to enhance traffic safety by ensuring that signage does not distract, obstruct or otherwise impede traffic circulation. The County finds that signs which exceed the dimensions, design, and location restrictions specified in this ordinance are unreasonable and adversely affect public welfare and safety, including traffic safety.

All signs described herein shall conform to the applicable provisions of this ordinance. If any specific zoning classification within Ordinance 348 shall impose more stringent requirements than are set forth within this article, the more stringent provisions shall prevail.

SECTION 2. DEFINITIONS.

For purposes of this ordinance, the following words or phrases shall be defined as follows:

A. ELECTION PERIOD means the period of time ninety (90) days prior and ten (10) days after any local state, regional, or national official election.

B. HEIGHT means the highest point of the structure or sign measured from the average natural ground level at the base of the supporting structure.

C. LOT the definition of "lot" set forth in Ordinance No. 348 (Section 2144) shall be incorporated by this reference.

~~**D. NON-COMMERCIAL SIGN means any sign that does not do any of the following**:~~

1. Advertise a product or service for profit for a business purpose;
2. Propose a commercial transaction; or
3. Relate solely to economic interests.

~~**E. PERMANENT FOUNDATION** means concrete or other semi-permanent material used to affix a sign to the ground.~~

F. REAL ESTATE SIGN means a temporary sign advertising a property or structure is for sale, lease, rent, or exchange. The advertising contained on a Real Estate Sign shall be limited to the following information:

1. That the property is for sale, lease, rent, or exchange by the owner or his
2. The property is in escrow or there is an "open house".
3. Directions to the property.
4. The owner's or agent's name, address, and telephone number.

G. SIGN means any structure, housing, device, figure, statuary, painting, display, message, placard, or other contrivance, which is designed, constructed, created, engineered, intended, or used to provide data or information for advertising purposes.

H. SURFACE AREA means the area of a sign as measured by the smallest geometric form such as a square, rectangle, triangle, circle, or a combination thereof, which will encompass the face of the sign on which the message is displayed.

I. TEMPORARY SIGN means a sign that is not intended to be permanent. Temporary signs shall not be constructed or erected upon a permanent foundation or attached to a sign structure having a permanent foundation. Temporary signs shall include non-commercial signs (including non-commercial signs during an election period), real estate signs, yard or garage sale signs, or event signs. All other commercial signs, not constructed or erected upon a permanent foundation, are prohibited by this ordinance. If the sign is constructed or erected on a permanent foundation, it is regulated by Article XIX (Section 19, et seq) of Riverside County Ordinance No. 348.

SECTION 3. TEMPORARY SIGNS.

Temporary signs are permitted in all zoning classifications subject to the limitations imposed by this ordinance. No person shall erect, use or maintain a temporary sign in the unincorporated area of the County, except in accordance with the following provisions:

A. Standards For All Temporary Signs

1. No temporary sign shall be artificially lighted.
2. No temporary sign shall be erected, placed, used, or maintained within the road right of way, except non-commercial signs during an election period.
3. No temporary sign shall be erected, placed, used, or maintained upon property without the consent of the owner, lessee, person, or entity in lawful possession of the property.
4. No temporary sign shall be erected, placed, used, or maintained so that it does any of the following:
   (a) Mars, defaces, disfigures, or damages any public building, structure, or other property.
   (b) Endangers the safety of persons or property.
   (c) Obscures the view of any fire hydrant, traffic sign, traffic signal, street sign, or public informational sign.
   (d) Blocks motorists' line of vision to areas of vehicular or pedestrian traffic.

B. Standards For Real Estate Signs.

1. For lots zoned for one and two-family residential uses: one sign not exceeding six (6) square feet in surface area and not more than six (6) feet in height.
2. For lots zoned for multiple-family residential, commercial, industrial, and agricultural uses: one sign on each separate frontage of the lot on the street, each sign not to exceed thirty-two (32) square feet in surface area and not more than six (6) feet in height. No more than four (4) signs are allowed per development.
3. Riders, not to exceed two (2) square feet in aggregate surface area may be added to the real estate sign to identify the specific agent offering the property for sale, to show that the property is “in escrow” or for an “open house”.

4. The sign(s) shall be removed within ten days of the close of escrow on the property or structure, or portion thereof, being sold, leased, or rented.

C. <u>Standards For Yard Or Garage Sale Signs And Event Signs.</u>

Temporary signs that advertise items for sale or events located on the property on which the sale or event will be conducted are permitted in every zoning classification, subject to the following standards:

1. The yard or garage sale or event is in conformance with Riverside County Ordinance
2. No sign shall exceed four (4) square feet in surface area.
3. No sign shall exceed four (4) square feet in height
4. No sign shall be posted more than fifteen (15) days before the event or sale, and shall be removed within five (5) days after the event or sale.
5. Only one (1) sign per lot may be displayed at any time and no more than three (3) such signs may be posted on any lot per calendar year.

D. <u>Standards For Non-Commercial Signs During Election Period.</u>

1. In addition to the temporary signs permitted in Section 3 of this ordinance and the signs allowed by Ordinance 348, Article XIX, and Ordinance 679, temporary non-commercial signs shall be permitted in all zoning classifications during an election period, subject to the following limitations:
   a) No sign shall exceed thirty-two (32) square feet in surface area.
   b) No sign shall exceed six (6) feet in height.
   c) No lot shall contain such signs having an aggregate surface area in excess of eighty (80) square feet.
   d) Such signs shall be permitted along road right-of-way provided no sign shall be erected, placed, used, or maintained on any publicly owned tree or shrub or upon the improved portion of any street or highway right of way used for traffic or parking or upon any street divider or median strip.
   e) All signs shall be removed within ten (10) days after the election has occurred.

<u>SECTION 4.</u> <u>NON-COMMERCIAL SIGNS ARE PERMITTED</u>.

A non-commercial sign or message is permitted to be displayed, in lieu of a commercial message, wherever and whenever a commercial sign or message is permitted by this ordinance.

<u>SECTION 5</u>. <u>ENFORCEMENT</u>.

A. County employees, representatives or agents shall be authorized to remove and dispose of any temporary sign in violation of this ordinance upon the expiration of ten (10) days after posting a written notice of violation on the sign, and mailing of a written notice to the property owner and to the sign owner, if identified on the sign. The notice shall contain the right to appeal this determination by submitting a written appeal to the Department of Building and Safety within these ten (10) daytimes period. The appeal shall be conducted by review of the written appeal by an administrative hearing officer. The submission of a written appeal to the Department of Building and Safety within the ten (10) daytime period shall stay the removal and disposal of the sign upon a decision of the hearing officer granting the appeal or until ten (10) days after mailing of a decision of the hearing officer denying the appeal.

CAMPAIGN PRACTICES (Continued)

B. The procedures, remedies and penalties for violation of this ordinance and for recovery of costs related to enforcement are provided for in Ordinance No. 725, which is incorporated herein by this reference.

SECTION 6. NONCONFORMING TEMPORARY SIGNS

A. Every temporary sign which was lawfully in existence prior to the enactment of this ordinance, and does not conform to this ordinance, shall be deemed a nonconforming temporary sign and shall be removed or altered in accordance with this ordinance as follows:

1. All temporary signs with a nominal value of $100.00 or less shall be abated or brought into conformance immediately after the effective date of this ordinance.
2. All temporary signs with a value of more than $100.00 shall be abated or brought into conformance within six (6) months of the effective date of this ordinance.

B. All temporary signs not in lawful existence prior to the date of enactment of this ordinance shall be abated or brought into conformance immediately.

C. For purposes of this section, the above referenced terms have the following meanings:

1. The "value" of the temporary sign shall mean the cost of sign, less depreciation, and shall not include the potential revenue generated by the sign.
2. A temporary sign "in lawful existence prior to enactment of this ordinance" means a temporary sign that conforms with all other County ordinances, State or Federal laws and Uniform Codes in effect at the time of enactment of this ordinance, including any applicable permit requirements.

ELECTIONEERING ON ELECTION DAY (E.C. §§ 18370, 18541)

(a) A person shall not, on election day, or at any time that a voter may be casting a ballot, within the 100-foot limit specified in subdivision (b), do any of the following:
   (1) Circulate an initiative, referendum, recall, or nomination petition or any other petition.
   (2) Solicit a vote or speak to a voter on the subject of marking the voter's ballot.
   (3) Place a sign relating to voters' qualifications or speak to a voter on the subject of the voter's qualifications except as provided in Section 14240.
   (4) Do any electioneering as defined by Section 319.5.

(b) The activities described in subdivision (a) are prohibited within 100 feet of either of the following:
   (1) The entrance to a building that contains a polling place as defined by Section 338.5, an elections official's office, or a satellite location.
   (2) An outdoor site, including a curbside voting area, at which a voter may cast or drop off a ballot.

(c) A person shall not, on election day, or at any time that a voter may be casting a ballot, do any of the following within the immediate vicinity of a voter in line to cast a ballot or drop off a ballot:
   (1) Solicit a vote.
   (2) Speak to a voter about marking the voter's ballot.
   (3) Disseminate visible or audible electioneering information.

(d) Any person who violates any of the provisions of this section is guilty of a misdemeanor.

"100 feet of a Vote Center or an elections official's office" means a distance 100 feet from the room or rooms in which voters are signing the roster and casting ballots.
Any person who violates any provision of this section is guilty of a misdemeanor.

ELECTIONEERING DURING VOTE-BY-MAIL VOTING (E.C. §§ 18370, 18371)

(a) No candidate or representative of a candidate, and no proponent, opponent, or representative of a proponent or opponent, of an initiative, referendum, or recall measure, or of a charter amendment, shall solicit the vote of a vote-by-mail voter, or do any electioneering, while in the residence or in the immediate presence of the voter, and during the time he or she knows the vote-by-mail voter is voting.

(b) Any person who knowingly violates this section is guilty of a misdemeanor.

(c) This section shall not be construed to conflict with any provisions of the Federal Voting Rights Act of 1965, as amended, nor to preclude electioneering by mail or telephone or in public places, except as prohibited by Section 18370, or by any other provision of law.

NOTE: Misdemeanor penalties will also be imposed on any person performing the actions as prohibited on Election Day or at any time that a voter may be casting a ballot.

CONTRIBUTION INFORMATION

SOLICITATION OF POLITICAL CONTRIBUTIONS; OFFENSE; PUNISHMENT (G.C. § 3205)

(a) An officer or employee of a local agency shall not, directly or indirectly, solicit a political contribution from an officer or employee of that agency, or from a person on an employment list of that agency, with the knowledge that the person from whom the contribution is solicited is an officer or employee of that agency.

(b) A candidate for elective office of a local agency shall not, directly or indirectly, solicit a political contribution from an officer or employee of that agency, or from a person on an employment list of that agency, with the knowledge that the person from whom the contribution is solicited is an officer or employee of that agency.

(c) This section shall not prohibit an officer or employee of a local agency, or a candidate for elective office in a local agency, from requesting political contributions from officers or employees of that agency if the solicitation is part of a solicitation made to a significant segment of the public which may include officers or employees of that local agency.

(d) Violation of this section is punishable as a misdemeanor. The district attorney shall have all authority to prosecute under this section.

(e) For purposes of this section, the term “contribution” shall have the same meaning as defined in G.C. § 82015.

LOCAL AGENCY EXPENSES (G.C. § 54964)

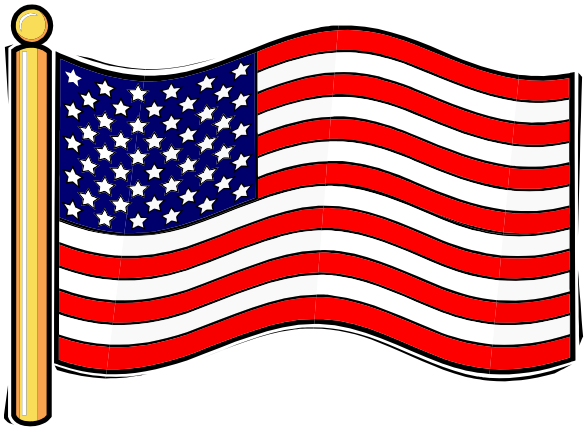
An officer, employee, or consultant of a local agency may not expend or authorize the expenditure of any of the funds of the local agency to support or oppose the approval or rejection of a ballot measure, or the election or defeat of a candidate, by the voters.

This section does not prohibit the expenditure of local agency funds to provide information to the public about the possible effects of a ballot measure on the activities, operations, or policies of the local agency.

The information provided shall constitute an accurate, fair, and impartial presentation of relevant facts to aid the voters in reaching an informed judgment regarding the ballot measure.

This section does not apply to the political activities of school officers and employees of a county superintendent of schools, an elementary, high, or unified school district, or a community college district.

VOTER REGISTRATION INFORMATION



VOTER REGISTRATION INFORMATION (E.C. §§ 2188, 2194)

Voter registration information is confidential except for election, scholarly, journalistic, political, or for governmental purposes. (E.C. § 2194)

Any person, organization, company, committee, association, or group requesting voter registration information (this also applies to indexes and vote-by-mail voters' lists) must complete an application provided and maintained by the Registrar of Voters. The application requires that appropriate identification be provided at the time of completing the application. (E.C. § 2188)

Duplication, distribution or selling of this information by anyone other than the election official is prohibited.

It is a misdemeanor to knowingly use or permit the use of all or any part of that information for any purpose other than as permitted by law. (E.C. § 18109)

It is a misdemeanor for any person knowingly to acquire possession or use voter registration information without first complying with Elections Code § 2188.

For the convenience of candidates, applications are available at local City Clerk offices. After the application is completed and verified, the City Clerk will forward it to the Registrar of Voters for maintenance. All requests for information must be made to the Registrar of Voters, not the City Clerks.

CONDITIONAL VOTER REGISTRATION

Effective January 1, 2017, Conditional Voter Registration is available to eligible voters in California pursuant to Election Codes 2170 through 2173.

Conditional Voter Registration (CVR) extends the existing 15-day registration deadline to eligible voters, allowing them to register and vote 14 days before an election through Election Day. An eligible voter would need to register in the office of the Riverside County Registrar of Voters or at any Vote Center, to conditionally register to vote and vote a provisional ballot.

Voters may register online at www.registertovote.ca.gov, however, CVR ballots will only be issued at the Registrar of Voters office or Vote Centers.

To conditionally register, the voter must first complete an affidavit of registration (also known as a Voter Registration Card). Once the registration is submitted, the elections official will issue a CVR provisional ballot to vote.

The affidavit will be processed and once the eligibility is determined and validated, the registration will become permanent and the CVR provisional ballot will be counted.

Conditional Voter Registrations are treated and processed in the same manner as other registrations; CVR provisional ballots are treated and processed the same as other provisional ballots.

If you have any questions regarding Conditional Voter Registration, please call (951) 486-7200 or toll-free (800) 773-VOTE (8683).

You may check the status of your voter registration at www.voterstatus.sos.ca.gov.

CVR was enacted in 2012, to be operative on January 1st after the certification of a statewide voter registration database. VoteCal, California's statewide voter registration database, was certified on September 26, 2016; CVR became operative as of January 1, 2017.

VOTE-BY-MAIL VOTING

All registered voters will be mailed a vote-by-mail ballot. Vote-by-mail ballots will be available beginning 29 days before Election Day.

A voted vote-by-mail ballot must be received by the Registrar of Voters Office or returned by the voter to any Vote Center or mail ballot drop-off location in the state, no later than the time the Vote Centers close on Election Day. A vote-by-mail voter may designate another person to return the ballot to the election's official.

RECORDS ACCESS

IMPORTANT NOTICE – PLEASE READ

When an individual, government agency, or political entity requests any information on registered voters, whether printed, on microfilm, microfiche, CD ROM, disk, or computer tape, an "Application to Purchase or View Voter Registration Information" must be completed and signed before any information can be released. By signing this form, the applicant agrees to use the information only for election or governmental purposes. (California Administrative Code § 19002)

The applicant further agrees not to sell, lease, loan, or deliver possession of the registration information, or a copy thereof, or any portion thereof, to any person, organization, or agency, without receiving prior written authorization to do so from the County Registrar of Voters. (California Administrative Code §§ 19005 and 19008)

PERMITTED USES

Permissible uses of the registration information shall include, but shall not be limited to, the following:

1. Using registration information for purposes of communicating with voters in connection with any election.
2. Sending communications, including but not limited to, mailings that campaign for or against any candidate or ballot measure in any election.
3. Sending communications, including but not limited to, mailings by or on behalf of any political party; provided, however, that the content of such communications shall be devoted to news and opinions of candidates, elections, political party developments, and related matters.
4. Sending communications, including but not limited to, mailings incidental to the circulation or support of, or opposition to any recall, initiative, or referendum petition.
5. Sending newsletters or bulletins by any elected public official, political party, or candidate for public office.
6. Conducting any survey of voters in connection with any election campaign.
7. Conducting any survey of opinions of voters by any governmental agency, political party, and elected official or political candidate for election or governmental purposes.
8. Conducting an audit of voter registration lists to detect voter registration fraud.
9. Soliciting contributions or services as part of any election campaign on behalf of any candidate for public office or any political party or in support of or opposition to any ballot measure.
10. Any official use of any local, state, or federal governmental agency. (California Administrative Code § 19003)

PROHIBITED USES

The following uses of registration information are not permitted:

1. Any communication or other use solely or partially for any commercial purpose.
2. Solicitation of contributions or services for any purpose other than on behalf of a candidate or political party or in support of or opposition to a ballot measure.
3. Conducting any survey of opinions of voters other than those permitted by California Administrative Code § 19004 (f) & (g).

PENALTIES FOR UNAUTHORIZED USE

Any unauthorized use shall result in a penalty equal to the sum of $0.50, multiplied by the number of registration records used in an unauthorized manner.

Unauthorized use by any applicant of any portion of the registration information shall raise a presumption that all such information obtained by the applicant was so misused. (California Administrative Code § 19007)

VOTING ACCESSIBILITY ADVISORY COMMITTEE (VAAC)

The Riverside County Registrar of Voters is pleased to announce the formation of a local Voting Accessibility Advisory Committee (VAAC). This provides a forum for the disability and senior communities in Riverside County to voice their concerns, advice, assist and provide recommendations to the Registrar of Voters regarding access to the electoral process for voters with disabilities.

At these meetings, it is our goal to open the lines of communication and foster cooperation with community groups so that we can address voting process issues. We hope that VAAC members provide feedback on Vote Center locations, voting systems, and other accessibility matters. We are also highly interested in promoting awareness to individuals and organizations through outreach opportunities. We highly encourage VAAC members to reach out to other members of the community and assist with disseminating voter materials as well as recruit potential election officers from within their communities.

We sincerely hope you will consider observing one of the upcoming VAAC meetings. These meetings will be held quarterly at locations throughout Riverside County. Please contact the Registrar of Voters Office at (951) 486-7200 or visit our website at www.voteinfo.net for meeting dates, times, and locations.

SERVICES TO CANDIDATES

Before requesting the items listed below, an Application to Purchase or View Voter Registration Information must be completed at the Registrar of Voters office. The application is also available on our website. https://voteinfo.net/. In addition, the applicant must display proper identification, i.e. driver's license.

NOTE: ***To better serve candidates, applications are available at most City Clerks' offices.***

Instructions:

1) Carefully read Records Access Memo prior to ordering data.

2) Completely fill out Application to Purchase or View Voter Registration Information / an Application to Purchase or View GIS Data or Maps and submit to the Registrar of Voters office. For requests made by email or mail, applicants must also include a copy of their identification and make sure it is legible.

3) Once application is submitted it will go through a review process. Please be aware that during an election this may take longer than usual due to high volume of requests. If there are any inconsistencies or more information is needed a staff member will reach out. Once the application has been approved, our office will contact you with details.

4) Payment for data can be processed by invoice, cash, check, or card.

MASTER VOTER FILE (E.C. § 2183 et seq.; Cal. Admin. Code § 19001 et seq.)

The Master Voter File contains data for all registered voters in Riverside County or just the voters in a particular jurisdiction depending on request. Voter data is produced on a flash drive in excel format but may be provided in other formats depending on size and content. Please note that the Registrar of Voters office does not provide technical support. It is the responsibility of the requestor to import/export, sort, and format the information being furnished for compatibility.

STREET INDEX OF VOTERS (WALKING LISTS)

An index (voter list) is available for each precinct, listing all registered voters by street address. Political affiliation and telephone number are also given. Listing a phone number is optional on the registration form; therefore, any phone numbers listed on the index may not be current.

A candidate may purchase indexes for $5 for the first thousand names and $1 for each additional 1,000 names (or portion thereof). Each purchase may be a complete set for the candidate's electoral jurisdiction or a partial set. Indexes may be mailed if payment,

including postage or UPS charges, is received in advance, and the applicant has completed the required application.

Indexes may be purchased by the candidate or by someone with the candidate's written authorization. The purchaser must sign an agreement to use the indexes only for election or governmental purposes. A substantial fine may be imposed if registration information is used for other purposes.

SERVICES TO CANDIDATES (Continued)

MAILING LABELS

Candidates who plan to mail campaign material may purchase mailing labels from the Registrar of Voters. The labels may be purchased for each registered voter in a district or by the head of household.

WARNING: Mailing addresses are not given on voter indexes. Candidates who plan to mail campaign literature should see information about MAILING LABELS below.

PRECINCT MAPS

Detailed maps showing precinct boundaries may be purchased. For detailed information candidates should contact the GIS department to order custom maps for their jurisdiction.

For further information, call the Registrar of Voters' office at (951) 486-7201 or (951) 486- 7352. You may also navigate to our website at www.voteinfo.net under "Elections" and "Candidate Resources" drop-down menu.

Pursuant to Elections Code §§ 2187, 2188, and § 2194, voter registration information is available to persons or groups for election, scholarly, journalistic, political, or governmental purposes as determined by the Secretary of State. All requests to view, purchase, or use voter registration information must be accompanied by a written application.

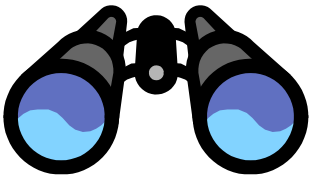
FEE SCHEDULE

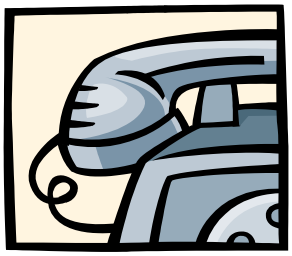
Candidates may purchase a list of voters by jurisdiction, which contains the voter's regular precinct, name, residence, mailing address, and phone number if provided. Voter lists are available in the following formats:

SERVICES	CHARGES / FEES
Absentee Voter File a) Initial Requests b) Updates Complete Absentee Issue Period	a) $ 100.00 first day of absentee period b) $ 600.00 daily updates for entire absentee issue period
Certified Copies a) Registration Affidavit (E.C.§ 2167) b) Any other document (G.C. §§ 26831 – 26836)	a) $ 1.50 b) $ 1.75 plus charge for copying
Election Calendar	$ 2.00
List of Candidates Hard copy or Electronic Transmission	$ 0.50 for the first page and $ 0.10 for each page thereafter
Mailing Label Data a) Individual voter or head of household	a) $ 35.00 per 1,000 names or portion thereof
Master Voter File a) Countywide (CD ROM) b) Per District (CD ROM) c) Street Index of Voters	a) $ 35.00 b) $ 35.00 district c) $ 5.00 for 1st 1,000 names, plus $ 1.00 per 1,000 names or portion thereof
Precinct Maps District Maps	$ 35.00
Recall Pamphlets	$ 3.00
Research of Source Data (when authorized – staff availability basis)	$ 35.00 per hour plus copying and postage charges
Signature Verification	$ 0.50 per signature
Voter Notifications Via postcard (subject to postage rate change)	$ 0.50 per voter notification
Reproduced Documents (without certification) -Fax / Transmission service requested by the purchaser Exceptions: a) Campaign Disclosure; Statements of Economic Interest (G.C. § 81008) b) Statement of Votes Cast c) Statement of Votes Cast (CD) (PDF or EXCEL)	$ 0.50 for 1st page, plus $ 0.10 for each additional page(s) of same document / item $ 2.50 plus $ 0.50 per page a) $ 0.10 per page b) $ 30.00 per bound volume, or as quoted c) $ 100.00
Returned Check Charge	$ 31.00
Candidate Statement Deposit Printing of candidate statement in the County Voter Information Guide.	Actual vendor printing costs (request calculation schedule)

VOTE CENTER INFORMATION

VOTE CENTERS	
On Election Day Vote Centers are open from 7:00 a.m. until 8:00 p.m. The following rules/regulations are presented to assist you in running a trouble-free campaign and avoiding any problems.	
WORKING AT THE VOTE CENTER INFORMATION: 	In addition to the general recruitment of Election Officers from among the county's registered voters, the Registrar of Voters uses three other specialized recruitment programs to identify Election Officers. They are the Student Poll worker program, and the County Poll worker program. California Elections Code does not allow any candidate for elective office to use their residence or business as a Vote Center. (E.C. § 12287)
WHY VOTE CENTERS CHANGE: 	There are many reasons for choosing or changing a particular Vote Center. Any or all of the following reasons may apply: ☆ Facilities become overcrowded or permission is no longer granted for a facility to be used as a Vote Center. ☆ As precincts grow, boundaries have to be revised. This could result in your having to be assigned to a different Vote Center. ☆ Previous Vote Centers were not accessible to the disabled and the elderly as dictated by law. ☆ The different grouping of districts in an election could make it necessary to change your Vote Center from election to election. ☆ Inadequate lighting, parking or other similar concerns may require a new location to be selected. ☆ Construction/remodeling may render a Vote Center unavailable for an election. ☆ Facility must be secure for storing voting equipment.

Vote Centers (Continued)	
CAMPAIGNING / ELECTIONEERING: 	No person shall do any of the following within 100 feet of a Vote Center. (100 feet begins at the doorway of the room in which voters are voting). ☆ Circulate any petitions. ☆ Solicit a vote, wear campaign insignia or clothing with campaign slogans or political advertisements. ☆ Post any signs relating to candidates and/or measures. ☆ Perform any type of electioneering activities. Poll Workers are instructed to check for electioneering throughout the day. If an election officer advises you that you are too close or are in any way electioneering, please comply with the request to correct the problem. If the election officer is unable to resolve the problem, the Registrar of Voters will send a troubleshooter to the Vote Center and/or summon law enforcement for assistance. It should be noted that exit polling may be conducted 25 feet from the Vote Center entrance.
OBSERVING: 	You are certainly welcome to observe activity at any Vote Center on election day – from the time the Vote Centers open until they are closed, and the election officers depart to return the ballots and supplies to the collection center. However, in order not to disrupt the voting process, it is suggested that you and your campaign workers review the following material that is given in training to our election officers. It explains some of the do's and don'ts of observation. Anyone may be a poll watcher, but most often poll watchers are people who are working with one of the political parties or for a campaign. A poll watcher is someone who is observing the procedures at the Vote Centers and/or monitoring who has, or who has not voted. To accomplish this, poll watchers may continually check the posted copy of the Street Index. **When not in use**, poll watchers are permitted to view the Roster of Voters, and all supplemental lists in the possession of the precinct board. Although the law allows poll watching, there are rules and guidelines that must be followed.

Vote Centers (Continued)	
OBSERVING (Cont'd):	**RULES FOR POLL WATCHERS/OBSERVERS** ☆ Poll watchers are **NOT** permitted to disturb voters or interfere with the election process in any way. ☆ Poll watchers may ask questions, but may **NOT** interfere with Election Officer duties or disturb voters. ☆ Poll watchers may **NOT** sit at the processing table. ☆ Poll watchers are **NOT** permitted behind the voting equipment or in the "voting area". ☆ Poll watchers may **NOT** remove any processing documents from the voting room. Documents may be viewed, but they must be returned. (Ex: Sign-In Roster) ☆ Poll watchers may **NOT** at any time, handle ballots. ☆ Poll watchers may ask questions but may **NOT** interfere with Election Officer duties or disturb voters. ☆ If a poll watcher wishes to view the Sign in Roster at the close of polls, he or she may do so only for as long as it is not required by Election Officers to facilitate closing procedures.
ELECTION DAY CONCERNS: 	If you see any activity that you believe is improper, or contrary to the Registrar of Voters policies, please contact the Registrar of Voters office immediately so that we may investigate. The sooner we know of a problem, the sooner we can eliminate it. Telling us of a problem the day after the election is helpful but does not allow us to resolve problems in a timely manner for the benefit of those participating in the present election.

CANVASS

ELECTION NIGHT ACTIVITIES	
ELECTION RESULTS AVAILABLE AFTER 8:00 p.m.	At the Registrar of Voters, 2724 Gateway Drive, Riverside, or by phone (951) 486-7200, (800) 773-VOTE, or website: www.voteinfo.net
ELECTION NIGHT RESULTS INFORMATION	Candidates are invited to visit the Registrar of Voters office on election night. Cumulative election results will be available to candidates via telephone or at the Registrar of Voters Office. In addition, the results will be posted to our website. www.voteinfo.net. The vote-by-mail ballots will be reported first at approximately 8:15 p.m. Telephone operators will remain available to answer questions until all precinct results have been reported. The Vote Centers officially close at 8:00 p.m. Election activity then changes, from what was primarily voter participation at the Vote Centers, to election officers completing necessary procedures and forms, and delivering equipment and supplies to the Registrar of Voters office.
CANVASS	Following Election Day, the canvass of the returns will commence at the Registrar of Voters office. During the canvass, a complete audit of all returns will be accomplished, as well as processing and counting of CVR and vote-by-mail ballots voted and/or received on election day. Additionally, if there are any qualified write-in candidates, those votes will be tallied during the canvass. As a result, close races may not be determined until the canvass is completed. The official election results will be certified after the completion of the canvass.
CERTIFICATION OF ELECTION RESULTS	After certification of the election results, winners will be mailed a Certificate of Election with instructions on where and when to file it. Winners of city races will receive certification through the City Clerk's office.

2026 Calendar

January '26						
Su	M	Tu	W	Th	F	Sa
				H	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	H	20	21	22	23	24
25	26	27	28	29	30	31

February '26						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	H	13	14
15	H	17	18	19	20	21
22	23	24	25	26	27	28

March '26						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April '26						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May '26						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	H	26	27	28	29	30
31						

June '26						
Su	M	Tu	W	Th	F	Sa
	1	E	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July '26						
Su	M	Tu	W	Th	F	Sa
			1	2	H	4
5	8	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August '26						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September '26						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	H	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October '26						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	H	13	14	15	16	17
18	R	20	21	22	23	24
25	26	27	28	29	30	31

November '26						
Su	M	Tu	W	Th	F	Sa
1	2	E	4	5	6	7
8	9	10	H	12	13	14
15	16	17	18	19	20	21
22	23	24	25	H	H	28
29	30					

December '26						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	H	26
27	28	29	30	31		

E= Election Day **H= Holiday** **R= Registration Deadline** **Shaded= Nomination period**