Election Guide

Register and Vote in 2012

General Municipal and Special Elections

November 6, 2012
IN COMPLIANCE WITH THE
AMERICANS WITH DISABILITIES ACT (ADA) FOR 1990,
DOCUMENTS IN THIS PACKET MAY BE PROVIDED
IN OTHER ACCESSIBLE FORMATS.

FOR INFORMATION CONTACT:
Larry Perlin, Chief Building Official
City of Palo Alto
285 Hamilton Avenue
Palo Alto, CA  94301
650/329-2550 (voice) or 650/328-1199 (TDD)
INTRODUCTION

The Election Guide has been prepared to assist candidates and proponents and opponents of measures for the General Municipal and Special Elections on November 6, 2012. This guide summarizes the major provisions related to candidates running for office and measures within the City of Palo Alto. Candidates interested in elective office should not rely solely on this booklet but should contact the Office of the City Clerk at (650) 329-2226 for more detailed information or seek legal counsel.

The Office of the City Clerk is open from 7:30 a.m. to 5:30 p.m., Monday through Thursday, and 8 a.m. to 5 p.m. on alternate Fridays, excluding holidays.

FUNCTIONS OF THE CITY CLERK AND THE SANTA CLARA COUNTY REGISTRAR OF VOTERS

The City of Palo Alto has requested that the Santa Clara County Registrar of Voters assist in the conduct of the City of Palo Alto elections. The City Clerk is responsible for issuing and accepting nomination papers, publishing necessary legal notices, filing campaign disclosure statements, proofreading ballot materials, and processing arguments and impartial analyses for city measures. The Santa Clara County Registrar of Voters verifies signatures on petitions, arranges for the printing and mailing of all necessary voter information, and locates and staffs all polling places. The City Clerk publishes a list of the precinct officers and polling places in a newspaper of general circulation within the City of Palo Alto. Additionally, the Santa Clara County Registrar of Voters is responsible on Election Day for counting the votes cast and conducting post-election activities such as canvassing the returns and certifying election results.

DONNA J. GRIDER, MMC
City Clerk
Election Guide

COUNCIL SEATS

As of the date of the preparation of this guide, election for the following City of Palo Alto offices is scheduled on November 6, 2012:

<table>
<thead>
<tr>
<th>Full-Term Office (4 years)</th>
<th>Term Expires/Incumbent</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Council</td>
<td>Pat Burt</td>
</tr>
<tr>
<td>City Council</td>
<td>Sid Espinosa</td>
</tr>
<tr>
<td>City Council</td>
<td>Greg Schmid</td>
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<tr>
<td>City Council</td>
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</tbody>
</table>

GENERAL INFORMATION

Palo Alto City Council meetings occur on the first three Mondays of the month. Council Members receive $600 per month. The Mayor receives an additional $150 per month expense allowance and the Vice-Mayor an additional $100 per month expense allowance.

QUALIFICATIONS

The Palo Alto City Charter, Article III, Section 2, states:

"Number; term. Commencing July 1, 1971, said council shall be composed of nine members, each of whom shall be an elector and shall have been a resident of the City of Palo Alto for at least thirty days next preceding the final filing date for nomination papers for such office. The members of said council shall be known as councilmen, councilwomen, or council members and their terms of office shall be four years, commencing on the first day of January next succeeding their election. The terms of council members who took office on July 1, 1977, shall expire on December 31, 1981. Commencing January 1, 1992, no person shall be eligible to serve consecutively in more than two full terms of office as a member of the council. Any partial term of office longer than two years shall be deemed a full term. Terms of office commenced before January 1, 1992, shall not be counted when determining eligibility under this section."

A candidate in the 2012 General Municipal Election must reside in Palo Alto as of Wednesday, July 11, 2012, which is 30 days preceding the final filing date (August 10) for nomination papers. The City Clerk will verify candidate voter registration with the Register of Voters.

ASSUMING OFFICE

Elected officials shall take office at the first meeting of the City Council in the month of January 2013 following the election of November 6, 2012. The Oath of Office will be officially administered at this meeting.
TIME AND MANNER OF CONDUCTING ELECTIONS

The Palo Alto City Charter, Article III, Section 3, states:

"Time of Election.  A regular election shall be held in the City of Palo Alto on the first Tuesday after the first Monday in November of each even-numbered year, and the same shall be known as the general municipal election. All other municipal elections that may be called under the authority of this charter, or by the general laws, shall be known as special elections."

The Palo Alto City Charter, Article III, Section 4, states:

"Elections.  All elections called and held in said City shall be held and conducted in manner and form as required by the general laws of the state governing elections within municipalities, provided that the council may by ordinance determine the manner of holding elections, the number of voting precincts, the naming of election officers, and shall act as a canvassing board to canvass the results of such elections."

California Elections Code Section 10418 provides that for a consolidated election, candidate nominations, and all other proceedings connected with the election shall be regulated and done in accordance with the provisions of the law regulating the statewide or regularly scheduled election.

NOMINATION PAPERS AND NOMINATION PERIOD

Nomination papers and complete information packets will be available from the City Clerk commencing Monday, July 16, 2012. All forms shall be issued by the City Clerk, shall be stamped "Official Filing Form," and shall be signed by the City Clerk when issued.

The nomination period will close at 5 p.m. on Friday, August 10, 2012, except if an incumbent officer does not file within the period above, the voters shall have until 5:30 p.m. on Wednesday, August 15, 2012, to nominate non incumbents only. (See Appendix I)

It is recommended that nomination papers be filed as early as possible in order to allow sufficient time for verification of signatures. Twenty-five (25) valid signatures are required.

PETITION SIGNING DEFINITIONS

(California Elections Code General Provision Nos. 100 and 104)

100. Only registered voter entitled to sign petition; printed name and place of residence; form of petition.

(a) Notwithstanding any other provision of law, whenever an initiative, referendum, recall, nominating petition or paper, or any other petition or paper, is required to be signed by voters of any county, city, school district, or special district subject to petitioning, only a person who is an eligible registered voter at the time of signing the petition or paper is entitled to sign the petition or paper. A person who submits his or her affidavit of registration pursuant to subdivision (d) of Section 2102 is not eligible to sign a petition or paper unless at the time of the signing of the petition or paper he or she is 18 years of age.

(b) A signer shall at the time of signing the petition or paper personally affix his or her signature, printed name, and place of residence, including the street and number of the place
of residence, and if no street or number for the place of residence exists, then a designation of the place of residence that will enable the location to be readily ascertained. A space at least one inch wide shall be left blank after each name for the use of the clerk in verifying the petition or paper.

(c) The part of a petition for the voters' signatures, printed names, and residence addresses and for the blank spaces for verification purposes shall be numbered consecutively commencing with the number one and continuing through the number of signature spaces allotted to each section. The petition format shall be substantially in the following form:

100.5. Allow another person to print name and residence for those unable to do so.

Notwithstanding Section 100, a voter who is unable to personally affix on a petition or paper the information required by Section 100 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 two persons by subscribing their names thereon.

104. Declaration of circulator attached to petition form.

a) Wherever any petition or paper is submitted to the clerk, each section of the petition or paper shall have attached to it a declaration signed by the circulator of the petition or paper, setting forth, in the circulator's own hand, the following:

1) The printed name of the circulator.
2) The residence address of the circulator, giving street and number, or if no street or number exists, adequate designation of residence so that the location may be readily ascertained.
3) The dates between which all the signatures to the petition or paper were obtained.
4) Each declaration submitted pursuant to this section shall also set forth the following:
5) That the circulator circulated that section and saw the appended signatures being written.

b) That according to the best information and belief of the circulator, each signature is the genuine signature of the person whose name it purports to be.

c) The circulator shall certify to the content of the declaration as to its truth and correctness, under penalty of perjury under the laws of the State of California, with the signature of his or her name at length, including given name, middle name or initial, or initial and middle name. The circulator shall state the date and the place of execution on the declaration immediately preceding his or her signature.

<p>| | |</p>
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<thead>
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</thead>
<tbody>
<tr>
<td>1. (Print Name)</td>
<td>(Residence Address)</td>
</tr>
<tr>
<td>(Signature)</td>
<td>(City)</td>
</tr>
<tr>
<td>2. (Print Name)</td>
<td>(Residence Address)</td>
</tr>
<tr>
<td>(Signature)</td>
<td>(City)</td>
</tr>
</tbody>
</table>
FILING FEE

Palo Alto charges candidates a fee of $25 for filing nomination papers. Any duly established candidacy filing fee shall be waived as noted below.

The Palo Alto Municipal Code Section 2.40.030 states:

"Filing of nomination petitions. Any person otherwise qualified may be a candidate for an elective office at any election, regular or special, by filing with the clerk within the time prescribed in the Elections Code of California a petition signed by at least twenty-five qualified and registered voters. Any duly established candidacy filing fee shall be waived for each candidate who files a petition signed by at least four qualified or registered voters for each dollar of such filing fee."

In order to waive the $25 filing fee, a candidate would need to file petitions signed by 100 valid registered voters.

Nomination papers filed on the final day will not be checked before close of the nomination period. If the signatures are incomplete, there will be no opportunity for the candidate to gather new signatures in order to qualify.

PRESERVATION OF NOMINATION DOCUMENTS (California Elections Code Section 17100)

All nomination documents and signatures in lieu of filing fee petitions filed are to be held by the elections officer during the term of office for which they are filed and for four years after the expiration of the term.

Public access to the documents shall be limited to viewing the documents only. The public may not copy or distribute copies of the documents.

CANDIDATE'S STATEMENT

(Elections Code Sections 13307, 13307.5, 13312, 18351)

Each candidate for a nonpartisan elective office may submit a candidate statement for the Voter Information portion of the Sample Ballot at the time that he or she files nomination papers. The purpose of the voluntary candidate statement is to acquaint voters with the candidate’s qualifications for the office he or she is seeking. The candidate statement is incorporated into the Voter Information portion of the Sample Ballot pamphlet and is mailed to all registered voters eligible to vote for the candidate.
Content

A candidate’s statement may contain the candidate’s name, occupation, age, and a brief description of their education and qualifications as expressed by the candidate. Statements shall not, in any way, make reference to other candidates for office or to another candidate’s qualifications, character, or activities. Statements are limited in length to not more than 200 words.

The candidate statement may **not** include any party affiliation of the candidate, **nor** include membership or activity in partisan political organizations.

The use of jargon, colloquialisms, slang, or other such expressions is **strongly discouraged**. Phrases such as “monster home” are difficult to translate appropriately into other languages and the meanings are often misinterpreted or lost. For example, “monster home”, a local term for a home that is much larger than the other homes in the neighborhood, may be incorrectly translated as a “home of monsters”. Candidates are encouraged to keep the translation process in mind when developing their statements and to use unambiguous and straightforward vocabulary.

Format

Candidate statements are printed in the Voter Information portion of the Sample Ballot in block paragraph format with standard indents at the beginning of each paragraph. In order to insure uniformity of candidate statements, the candidate must prepare the statement as follows:

- Type the statement in single spaced **paragraph format** and upper and lower case letters. Each paragraph must begin with a standard indent. Statement must be typewritten or computer printed.
- Typeface of statement must be of uniform size and darkness with no unusual spacing. This means **no bullets, NO CAPITALS** used for emphasis, **underlining, bold face or italics** will be permitted.
- Check the statement for errors in spelling, punctuation and grammar. Statements will appear in the Voter Information portion of the Sample Ballot **exactly as submitted by the candidate**. **NO** corrections or changes to content, format or spacing will be allowed after the statement has been filed.
- Statements **must be** confined to the maximum number of words, the maximum lines allowed and the maximum character positions in a line. If blank lines between paragraphs are contained in the statement, the blank lines will be included in the line maximum count. Punctuation and spaces are included in the character position maximum count. A 200-word statement has a maximum of 22 lines with approximately 72 character positions per line. If your occupation requires more than one line, each additional line will be counted in the maximum line count for the statement. Using a computer to determine a statement’s word count is **not recommended**. Please refer to “Rules for Counting Words” for guidelines on computing word counts.
When candidate statements are translated into other languages, the amount of text increases. Some of the translated candidate statements grow about 30% in size from the size of the original statement. The 22 lines limit per 200 words candidate statement is an estimated number and may vary depending on the length of words and characters in a line. Therefore, it may be necessary for the Office of the Registrar of Voters to contact a candidate so that they reduce the number of lines in their candidate statement; which is usually complied with by combining paragraphs.

Statements will NOT be accepted unless they conform to these uniform guidelines.

Restrictions

The candidate statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations. Photographs of candidates are not permitted in the sample ballot.

Confidentiality

The candidate statements shall remain confidential through the close of the nomination period for the office sought. You may view or purchase copies of any candidate’s statement beginning the business day after the close of the nomination period.

Withdrawal

The statement may be withdrawn, but NOT changed, until 5:00 p.m. of the next business day after the close of the nomination period for the office sought. If a candidate statement is withdrawn, a new one cannot be filed.

RULES FOR COUNTING WORDS

The following guidelines are for computing the word count for candidate statements. The title, occupation and age are not included in the word count, only the text of the statement is counted. The Office of the Registrar of Voters will make final determination of the word count.

<table>
<thead>
<tr>
<th>Word(s)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Punctuation</td>
<td>Free</td>
</tr>
<tr>
<td>Dictionary words</td>
<td>One</td>
</tr>
<tr>
<td>&quot;I&quot;, &quot;the&quot;, &quot;and&quot;, etc. are counted as individual words.</td>
<td></td>
</tr>
<tr>
<td>Abbreviations/Acronyms</td>
<td>One</td>
</tr>
<tr>
<td>Examples: SJSU, PTA, U.S.M.C., S.J.P.D.</td>
<td></td>
</tr>
<tr>
<td>Geographical name</td>
<td>One</td>
</tr>
<tr>
<td>Only State of California, City, County and District names</td>
<td></td>
</tr>
<tr>
<td>Examples: San Jose - 1 word</td>
<td></td>
</tr>
<tr>
<td>County of Santa Clara - 1 word</td>
<td></td>
</tr>
<tr>
<td>Willow Glen - 2 words</td>
<td></td>
</tr>
</tbody>
</table>
STATEMENT OF ECONOMIC INTERESTS

All candidates for public office are required to file a Statement of Economic Interests, which discloses financial interests held within the City of Palo Alto. The disclosure is intended to disclose financial interests, which could foreseeably cause conflict. In addition, a public official may be required to disqualify him or herself from making, participating in, or attempting to influence any governmental decision which could affect his or her financial interests.

**Government Code Section 1090**

Article 4 of Chapter 1 of Division 4 of Title 1 of the Government Code, “Prohibitions Applicable to Specified Officers,” Section 1090 states Members of the legislature, state, county district, judicial district, and city officers or employees shall not be financially interested in any contract made by them in their official capacity or by any body or board of which they are members. Nor shall state, county, district, judicial district, and city officers or employees be purchasers at any sale or vendors at any purchase made by them in their official capacity.

All candidates are requested to use the current version of the Manual and Forms for Statements of Economic Interests and the current Form 700. (The manual and form are included in the Nomination Packet.)

**CANDIDATE’S CHECKLIST OF DOCUMENTS REQUIRED TO BE FILED**

Listed below is an informal checklist of the various executed forms to be filed for candidacy. It is the obligation of the candidate to ensure that he/she meets all filing requirements and deadlines. All candidates are urged to file the necessary papers as early as possible. Additionally, the candidate must personally file all papers involved with his/her candidacy.
Forms are to be filed by 5 p.m., Friday, August 10, 2012, or 5:00 p.m., Wednesday, August 15, 2012 if extended period applies.

Nomination Papers, consisting of:
- Official filing form (requiring 25 valid signatures)
- Affidavit of Circulator
- Declaration of Nominee
- Oath of Allegiance
  (Elections Code 10220, 10221, 10222)
- Candidate's Statement (voluntary)
  (Elections Code 13307)
- Statement of Economic Interests (Form 700)
- Code of Fair Campaign Practices (voluntary)
- Chinese Given Name/Preferred Transliteration Form (required)
- Request for Vietnamese Name Accents (required)
- Candidate Information Request Form
- FPPC Campaign Disclosure Statements
  - Form 501 (Required)
  - Form 410
  - Form 460

Candidates will receive all necessary forms in their nomination packets, and will be required to sign a receipt indicating they received the necessary papers at the time the nomination papers are issued.

CAMPAIGN DISCLOSURE STATEMENTS

All candidates for public office are required to file campaign disclosure statements. Additionally, any committee formed to support or oppose a candidate or ballot measure is required to file campaign disclosure statements as required by the Political Reform Act (Act) of 1974. The Fair Political Practices Commission (FPPC) has primary responsibility to interpret and administer the Act.

Any individual who plans to be a candidate for state or local office in California and intends to solicit or receive campaign contributions for any purpose, or who intends to spend funds for campaign purposes MUST:

File with the City Clerk’s Office a Candidate Intention Statement (Form 501), before soliciting or receiving any contributions (including loans) or expending any funds. To form a committee, use Form 410.

Note: Forms 501, which are postmarked no later than the filing deadline, are deemed filed on time.

On an annual basis, the FPPC issues a booklet entitled, State of California Information Manual 2, Information for Local Candidates, on Campaign Disclosure Provisions of the Political Reform Act. This booklet is an instructional guide and provides information on who must file, when campaign statements must be filed, where statements are to be filed, etc.

The State of California Information Manual 2 on Campaign Disclosure Provisions of the Political Reform Act can be reviewed at the City Clerks office and at www.fppc.ca.gov. FPPC forms 470 and 460, as well as all other FPPC forms, will be available and provided to candidates and committees. All forms may be also obtained from the FPPC website at www.fppc.ca.gov. Forms are to be filed on various dates as indicated in the Manual referenced above.
CAMPAIGN DISCLOSURE FORMS

The following is a partial listing of the most commonly used FPPC campaign disclosure forms and a brief explanation of the appropriate usage:

CANDIDATES AND OFFICEHOLDERS

Form 470 -- Officeholder and Candidate Campaign Statement - Short Form and Form 470 Supplement

For use by those candidates and officeholders who do not have a controlled committee if less than $1,000 has been raised or spent or will be raised or spent by or on behalf of the candidate or officeholder during the entire calendar year.

Form 501 -- Candidate Intention Statement

For use by a candidate for a state or local office in California, who intends to raise or spend campaign funds. The Candidate Intention Statement must be filed prior to soliciting or receiving any campaign contributions.

COMMITTEES

Form 410 -- Statement of Organization - Recipient Committee

For use by all candidates and "recipient committees", which have received contributions of $1,000 or more during a calendar year. This form may also be used to amend the original Statement of Organization, e.g., a change of the committee, name, treasurer, etc. ("Independent Expenditure Committees" and "Major Donor Committees" do not file a Statement of Organization.)

For use by all candidates and "recipient committees" and "candidates", which are no longer active.

For use by all officeholders, who have left office, and defeated candidates.

Form 425 -- Semi-Annual Statement of No Activity

For use by non-candidate or officeholder controlled "recipient committees", which have not received any contributions or made any expenditures during the period covered by a semi-annual campaign statement.

Form 450 -- Recipient Committee Campaign Disclosure Statement - Short Form

For use by "recipient committees", which have no unpaid bills (accrued expenses), outstanding loans received or made, or unpaid pledges received and which have not received an itemizable contribution (a cumulative amount of $100 or more from a single source). Committees, which have accrued expenses, outstanding loans, or which have received $100 or more from a single source during the calendar year must use Form 460.
Form 460 -- Consolidated Campaign Disclosure Form

For use by all filers when amending campaign disclosure forms.

For use by "recipient committees", which receive a cumulative contribution of $50 or more from a single source.

(Palo Alto Municipal Code 2.40.040)

For use by a candidate or officeholder not eligible to file a Form 470 or who is filing jointly with one or more of the candidate's controlled committees. A controlled committee is one which is controlled directly or indirectly by a candidate or which acts jointly with a candidate or controlled committee in connection with the making of expenditures.

Form 461 -- Independent Expenditure and Major Donor Committee Campaign Statement

For use by "independent expenditure committees" which make independent expenditures of $1,000 or more in a calendar year and "major donor committees" which make contributions of $10,000 or more in a calendar year.

Form 495 -- Supplemental Pre-election Campaign Statement

For use by officeholders, candidates, and recipient committees as an attachment to a campaign disclosure statement (Form 450 or 460) if the officeholder, candidate, or committee makes contributions totaling $10,000 or more in connection with an election during a six-month period in which the filer is not otherwise required to file pre-election statements.

Form 496 -- Late Independent Expenditure Report

For use to file a late independent expenditure, as defined, that totals in the aggregate $1,000 or more, and is: made to support or oppose a single candidate or measure; and made during the 16 days that immediately precede the election in which the candidate or measure supported or opposed is to be voted on. (Gov. Code Section 82036.5). This form must be filed by telegram, guaranteed overnight delivery service, or personal delivery. Regular mail may not be used.

Form 497 -- Late Contribution Report

For use to file a late contribution, as defined, a monetary or non-monetary contribution, including a loan, or a combination of monetary and non-monetary contributions and loans, that: totals $1,000 or more from a single source that is made to or received by a candidate, a controlled committee, or a committee primarily formed to support or oppose a candidate(s) or measure(s); and made during the 16 days that immediately precede the election in which the candidate or measure supported or opposed is to be voted on. (Gov. Code Section 82036). This form must be filed by telegram, guaranteed overnight delivery service, or personal delivery. Regular mail may not be used.
OTHER FORMS

Form 465 -- Supplemental Independent Expenditure Report

For use by a candidate or committee which makes independent expenditures totaling $1,000 or more in a calendar year to support or oppose a single candidate, a single measure, or the qualification of a single measure.

Please refer to the State of California Information Manual 2 on Campaign Disclosure Provisions of the Political Reform Act for samples of the above forms and information on other forms, and instructions on how to complete the appropriate forms.

2012 CAMPAIGN DISCLOSURE STATEMENT FILING SCHEDULE

<table>
<thead>
<tr>
<th>2012 Deadline</th>
<th>Period</th>
<th>Form</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 30, 2012</td>
<td>1/1/12 – 3/31/12</td>
<td>460</td>
<td>• Ballot Measure Committees formed during this period must file this report. Candidate committees and committees primarily formed to support/oppose candidates are not required to file this report.</td>
</tr>
<tr>
<td>July 31, 2012</td>
<td>thru – 6/30/12</td>
<td>460</td>
<td>• All committees must file Form 460.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>470</td>
<td>• Incumbents and candidates who filed candidacy papers on or before June 30, and who do not have open committees must file Form 470. (See Form 470 bullet below.)</td>
</tr>
<tr>
<td>Oct 5, 2012</td>
<td>7/1/12 – 9/30/12</td>
<td>460</td>
<td>• All committees must file Form 460.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>470</td>
<td>• Incumbents and candidates who are listed on the ballot and who do not have open committees must file Form 470. This report is not required if a Form 470 was filed by July 31.</td>
</tr>
<tr>
<td>Oct 25, 2012</td>
<td>10/1/12 – 10/20/12</td>
<td>460</td>
<td>• All committees must file this report.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• File personal delivery or guaranteed overnight service.</td>
</tr>
<tr>
<td>Within 24 Hours</td>
<td>10/21/12 – 11/5/12</td>
<td>496</td>
<td>• 496: File if independent expenditures of $1,000 or more are made. Candidates and primarily formed ballot measure committees: Do not file for expenditures made on your own committee’s behalf.</td>
</tr>
<tr>
<td>16-Day Reports</td>
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<td>497</td>
<td>• 497: File if a contribution of $1,000 or more is received.</td>
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<td></td>
<td>• 497: File if a contribution of $1,000 or more is made to another candidate or another measure being voted upon November 6.</td>
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<td>• Deadlines: File within 24 hours except the deadline for a Form 497 reporting a contribution received on October 21 is October 22, and the deadline for a Form 497 due October 27 or 28, is extended to October 29.</td>
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<td>• The recipient of a non-monetary contribution during this period must file a Form 497 report within 48 hours from the time the contribution is received.</td>
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<td></td>
<td>• File personal delivery, guaranteed overnight service, or fax.</td>
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</tbody>
</table>
FILING RESPONSIBILITY OF CANDIDATES AND/OR COMMITTEES

It is the responsibility of candidates and/or committees to be aware of and to file the required campaign disclosure statements in a timely manner. As a courtesy, the Office of the City Clerk mails a reminder notice to candidates who, based on nomination documents, appear to have campaign disclosure filing requirements. With the inception of threshold filing periods/requirements, however, only candidates or committees can ascertain whether they do or do not have a threshold-filing requirement. Failure to file the appropriate statements and reports in compliance with the Act can result in criminal and civil penalties. Failure to file by the prescribed deadlines can also lead to late filing penalties of $10 per day up to $100.

Forms and assistance in completing the forms are available by telephoning the Office of the City Clerk at 329-2571.

LATE CONTRIBUTION REPORTS

"Late contribution" means any contribution, including a loan, which totals in the aggregate of one thousand dollars ($1,000) or more from a single source that is made to or received by a candidate, a controlled committee, or a committee formed or existing primarily to support or oppose a candidate or measure before the date of the election at which the candidate or measure is to be voted on but after the closing date of the last campaign statement required to be filed before the election. Contributions made to officeholders or candidates not currently running for election and to general purpose committees are not "late contributions." (Refer to the 1995 Information Manual.)

CAMPAIGN CONTRIBUTIONS

CONTRIBUTIONS AND CONTRIBUTORS

The Palo Alto Municipal Code Section 2.40.040 states:

“The city clerk shall post online on the city’s public website within five days of the date on which campaign statements are required to be filed in accordance with applicable California and local laws, rules and regulations, including the rules and regulations of the California Fair Political Practices Commission, the name of each person and committee from whom a contribution or contributions totaling $50.00 or more have been received, the amounts each person or committee contributed, and the candidates or committees which received such amounts, as such information appear on the campaign statements filed within the six-month period prior to the election pursuant to Article 2, (commencing with Section 84200) of the Government Code.”

For the purposes of this section, the definitions contained in The Political Reform Act, Chapter 2 (commencing with Section 82000) of the Government Code apply.

Statements, which do not comply with PAMC Section 2.40.040 in disclosing contributors and contributions of $50 or more, will not be accepted.
ANONYMOUS CONTRIBUTIONS

The Palo Alto Municipal Code Section 2.40.050 states:

"No person shall make an anonymous contribution or contributions to a candidate, committee, or any other person totaling fifty dollars ($50.00) or more in a calendar year. An anonymous contribution between fifty dollars ($50.00) and one hundred dollars ($100.00) shall not be kept by the intended recipient, but instead shall be promptly paid to the city clerk for deposit in the general fund of this city."

DISCLOSURE IN CAMPAIGN STATEMENTS

The Palo Alto Municipal Code Section 2.40.060 states:

"Each campaign statement required to be filed by Article 2 of Chapter 4 of the Political Reform Act of 1974, shall contain, in addition to any other required information:

a) The total amount of contributions received during the period covered by the campaign statement from persons who have given less than fifty dollars ($50.00).

b) The full name of each person from whom a contribution or contributions totaling between fifty ($50.00) and one hundred dollars ($100.00) has been received, together with the contributor's street address, occupation, and the name of the contributor's employer, if any, or the principal place of business if the contributor is self-employed, the amount of the contribution, and the date the contribution was received.

ELECTION CAMPAIGNS – VOLUNTARY EXPENDITURE CEILING

The Palo Alto Municipal Code Section 2.40.070 Section (a) which reads: “Pursuant to Government Code Section 85400(c), a voluntary expenditure ceiling is established for each candidate for each election to city elective office in the amount of $14,000.00” was suspended by City Council on June 15, 1999.

WRITE-IN CANDIDACY

(See California Elections Code Section 8600)

"Every person who desires to be a write-in candidate and have his or her name as written on the ballot of an election counted for a particular office shall file:

a) A statement of write-in candidacy, which shall contain the following information:
   1) Candidate's name
   2) Residence address
   3) A declaration stating that he or she is a write-in candidate
   4) The title of the office for which he or she is running
   5) The party nomination which he or she seeks, if running in a primary election
   6) The date of the election"

b) The requisite number of signatures on the nomination papers, if any, required pursuant to Sections 8062, 10220, 10510 or, in the case of a special district not subject to the Uniform District Election Law Part 4(commencing with Section 10500) of Division 10), the number of signatures required by the principal act of the district.
   (Added by Stats. 1994, c.920, section 2)
c) An official nomination form bearing the number of signatures required by PAMC Section 2.40.030, which is 25.

The write-in statement and nomination papers shall be filed with the City Clerk no later than the fourteenth day prior to the election, which is Tuesday, October 23, 2012. No fee shall be required of a write-in candidate for the City of Palo Alto.

CODE OF FAIR CAMPAIGN PRACTICES

At the time an individual files his or her nomination papers evidencing an intention to be a candidate for public office, the clerk shall inform each candidate for public office that subscription to the Code of Fair Campaign Practices is voluntary. The Code of Fair Campaign Practices also applies to proponents/opponents of ballot measures.

The Fair Political Practices Commission requirements will contain the Code of Fair Practices form. (The form is included in the Nomination Packet).

ORDER OF LISTING OF CANDIDATES

The Palo Alto City Charter, Article VII, Section 3, states:

"No ballot used at any municipal election shall contain any reference to a political party, and no designation or symbol shall be placed in connection with the name of any candidate. The order of listing of candidates' names on the ballot shall be determined by lot."

The drawing will take place at the special City Council meeting of Thursday, August 16, 2012. The drawing will determine the order of listing names of Palo Alto candidates. The first name drawn will appear first on the ballot and so on.

NOTE: Candidates are advised to avoid reference to ballot order in any campaign literature or publicity materials because in a consolidated election, the official ballot combining ballots for all agencies consolidating their elections is prepared by the Santa Clara County Registrar of Voters and the assigned number shown in the official ballot is not available until the sample ballots are印刷.

POLITICAL ADVERTISING

MASS MAILING

The California Government Code Section 84305 states:

"(a) Except as provided in subdivision (b), no candidate or Committee shall 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 which shall be in a color or print which contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the organization'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."

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(c) 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)."

NOTE: Candidates are encouraged not to send out any campaign literature telling a voter where his or her polling place is located. It is not only confusing to voters, but invariably some polling place changes occur in the last few days before an election. In prior elections, candidates have mailed campaign literature to voters telling them to go to the wrong polling place. Also, as previously indicated, candidates are discouraged from using their ballot order number in their campaign literature because Palo Alto's General Municipal Election is consolidated and the drawing of the ballot order number may not necessarily be the same as the number assigned in the sample ballot.

POLITICAL SIGNS

The State Outdoor Advertising Act - Business and Professions Code Section 5405.3 states:

5405.3 Temporary political signs

Section 5405.3 of the State Outdoor Advertising Act authorizes the placing of “temporary political signs” separate and apart from the normal outdoor advertising display controls. No such political signs, however, may be placed within the right-of-way of any public road or highway or within 660 feet of the edge of and visible from the right-of-way of a landscaped freeway.

A temporary political sign is a sign which:

a) Encourages a particular vote in a scheduled election.
b) Is placed not sooner than 90 days prior to the scheduled election and is removed within 10 days after the election.
c) Is no larger than 32 square feet.
d) Has had a statement of responsibility filed with the Department of Transportation certifying a person who will be responsible for removing the temporary political sign and who will reimburse the department for any cost incurred to remove it.

Before placing any signs or sign structures within view of a county or state highway, a statement by a responsible party must be filed with the Division of Traffic Operations, Outdoor Advertising Program, Department of Transportation, P.O. Box 942874 MS-36, Sacramento, CA 94274-0001.

The Palo Alto Municipal Code Section 16.20.160(b)(2) states:

"Political signs may be erected in conformity with this Chapter including 16.20.100 which prohibits signs on public property. In addition, an election sign must be completely removed no later than six days following the day of the election to which it relates. Any election sign not removed within six days shall be considered abandoned and shall be removed by the building division." (See Appendix VI).
The Palo Alto Municipal Code Section 4.30.010 states:

"Permit required. No person shall solicit within the city for a contribution of funds for a charitable, political, religious, educational, community, recreational or similar nonprofit purpose by means of calling upon places of residence or business, or by means of direct personal contact in public places or upon public property without obtaining a permit as provided in this chapter. Any peddling or soliciting as defined in Chapter 4.10, by means of representation that all or a portion of the proceeds thereof are to be used for a charitable or similar nonprofit purpose or are to be transmitted to any person, firm or corporation for any such purpose, is unlawful unless a permit has been first obtained as provided in this chapter."

The Palo Alto Municipal Code Section 4.30.020 states:

"Exceptions to permit requirements. The provisions of this chapter, except for Section 4.30.100, shall not be applicable to:

a) Solicitations by one member of an organization to another when the solicitation is conducted for that same organization;

b) Political committees for which the Secretary of State has assigned an identification number pursuant to the Political Reform Act (California Government Code Section 84101)."

The Palo Alto Municipal Code Section 4.30.100 states:

"Conduct of solicitations. (a) No person shall solicit funds at any time at any building where there is a posted sign stating "No solicitors," or words to that effect, except that a licensed solicitor may call upon an occupant of a building when he has received express prior permission from such occupant to do so.

(b) No person shall solicit funds in any congested area where the solicitation activity impedes the public. For the purpose of this section, the judgment of a police officer, exercised in good faith, shall be deemed conclusive as to whether the area is congested or the public impeded."

The Palo Alto Municipal Code Section 4.30.110 states:

"Severability. If any provision or clause of this chapter or the application thereof to any person or circumstance is held to be unconstitutional or to be otherwise invalid by any court of competent jurisdiction, such invalidity shall not affect other chapter provisions, and clauses of this chapter are declared to be severable."

OTHER DATES PERTAINING TO THE 2012 GENERAL MUNICIPAL ELECTION AND SPECIAL ELECTION

SAMPLE BALLOT

A sample ballot shall be mailed, postage prepaid, not more than 40 nor less than 21 days before the election to each voter who is registered at least 29 days prior to the election.

(Elections Code 13303)
REGISTRATION DEADLINE

The county elections official shall accept affidavits of registration at all times except during the 14
days immediately preceding any election, when registration shall cease for that election as to electors
residing in the territory within which the election is to be held.

(Elections Code 2107)

ELECTION DAY

On November 6, 2012, the polls will be open from 7 a.m. to 8 p.m. The deadline for the Registrar of
Voters to receive ballots cast by absent voters by mail or in person is 8 p.m. on November 6, 2012.

Absent voter ballots may also be received at any polling place in the city by the close of the polls on
Election Day. Those absent voter ballots received at the polls are counted during the official canvass
because the voters' signatures must be verified before counting.

(Elections Code 3017, 3019)

OFFICIAL CANVASS OF THE RETURNS

The Registrar of Voters shall conduct the official canvass of the returns commencing not later than
the first Thursday following each election. The Registrar of Voters shall prepare a certified
statement of the results and submit it to the City Clerk.

(Elections Code 15301 and Charter)

DECLARATION OF ELECTED CANDIDATES

At the time that the City Clerk submits the official canvass to the City Council, a declaration of
elected candidates will be made through the adoption of a resolution of the Palo Alto City Council.

CERTIFICATES OF ELECTION

As part of the swearing-in ceremony, the City Clerk shall issue the certificates of election.

DATA AVAILABLE FROM THE OFFICE OF THE CITY CLERK

RECORDS OF INTEREST TO CANDIDATES

It is the policy of the Office of the City Clerk to encourage candidates and/or their representatives to
do their own research regarding prior elections or other issues, subject to the following conditions:

Arrangements should be made with the City Clerk or other designee in order to research records.

If copies of any documents are required, the City Clerk or other designee should be informed.
Prepayment will be required before the work is sent to the Reproduction Division.

a) City Council Minutes

There is a copying charge of 12 cents per page. Council Minutes from 1990 onwards are
now available on the Internet at www.cityofpaloalto.org.
b) Campaign Disclosure Records

There is a copying charge of 10 cents per page. An initial $5.00 research fee is charged for information that is five years or older.

c) Conflict of Interest Documents

There is a copying charge of 10 cents per page.

QUESTIONS FREQUENTLY ASKED BY CANDIDATES

1. Is there a filing fee involved in my candidacy?

A filing fee for municipal office is at the discretion of the governing body. The City of Palo Alto City Council has set the filing fee at $25.

The **Palo Alto Municipal Code Section 2.40.030** states:

"Filing of nomination petitions. Any person otherwise qualified may be a candidate for an elective office at any election, regular or special, by filing with the clerk within the time prescribed in the Elections Code of California a petition signed by at least twenty-five qualified and registered voters. Any duly established candidacy filing fee shall be waived for each candidate who files a petition signed by at least four qualified or registered voters for each dollar of such filing fee."

2. Is the City Clerk's Office open during the lunch hour?

Yes. Office hours are 7:30 a.m. to 5:30 p.m., Monday through Thursday, and 8 a.m. to 5 p.m. on alternate Fridays, excluding holidays.

3. What do I do if I change my mind about being a candidate after filing nomination papers?

You may withdraw as a candidate at any time prior to the close of the nomination period, which is August 10, 2012, or August 15, 2012 (whichever date is applicable.) You are not permitted to officially withdraw after that date and your name will appear on the ballot.

4. What happens if some of the signatures I obtain on my nomination papers for an office are not registered voters, or are those who do not live within the jurisdiction I seek to represent?

File your nomination papers early to avoid the consequences of a problem of this type. The Registrar of Voters must certify the signatures on nomination papers. If you wait until the last day to file, and your sponsors' signatures are insufficient for any reason, you will not have qualified to be a candidate. If you file early, there will be time to check the signatures and notify you of any insufficiencies and you will be issued a supplemental petition to allow you the opportunity to submit supplemental signatures.
5. How soon will a list of qualified candidates be available after the close of the nomination period?

The nomination period ends August 10, 2012, and if an incumbent does not file, the nomination period is extended until August 15, 2012. A list of candidates will be prepared the next day, and should be available for distribution by noon on August 13 or August 16, 2012, whichever applies, in the City Clerk's Office.

6. May I change or correct the wording/spelling on my candidate's statement after submission?

No, you may not. Check your candidate's statement carefully before submittal.

7. If I submit a voluntary candidate's statement and I change my mind, may I withdraw the statement?

The candidate's statement may be withdrawn, but not changed, during the period of filing nomination papers and until 5:30 p.m. of the next working day after the close of the nomination period.

8. May my spouse, friend, or campaign manager pick up my nomination papers for me?

The forms may be picked up by the candidate or any person authorized by the candidate. The Authorization must be submitted in writing at the time nomination forms are issued.

9. May my spouse, friend, or campaign manager file my nomination documents, or may I mail them to you?

The candidate must file in person. The reasons are threefold:

a. An Affidavit of Residency is required to be signed by the candidate declaring under penalty of perjury that the candidate has resided in the jurisdiction for which he/she is seeking office thirty (30) days prior to the filing of nomination papers; and

b. The oath or affirmation must be administered by the City Clerk; and

c. The signature of the candidate, as well as other data, is required on many documents involved in the nomination process.

10. Why is there so much paperwork involved in being a candidate, particularly when the compensation for attending meetings is minimal?

Election law specifies documents required, as well as format, filing dates, etc.; the filing requirements are not discretionary.
CITY OF PALO ALTO

GENERAL MUNICIPAL ELECTION CALENDAR

TUESDAY, NOVEMBER 6, 2012

OFFICES TO BE VOTED ON:
Four Council Offices for Full Terms (4 Years)
(Burt, Espinosa, Schmid, Yeh)

This election calendar has been prepared by the City Clerk to assist persons interested in the 2012 General Municipal Election. It is not intended to be a complete statement of the law governing elections. Those participating in campaigns should be advised that the law on elections is legion and is primarily located in the California Elections Code.

Candidates and committees supporting candidates or measures in the City of Palo Alto must also comply with Palo Alto Municipal Code (PAMC) Chapter 2.40. Of special importance is PAMC Section 2.40.040 which requires the City Clerk to post online the names of the contributors of $50 or more, if known. State law requires disclosure of contributions of $100 or more. To facilitate the disclosure process, contributions of $50 or more may be shown on the State campaign statements and will thus satisfy both the municipal as well as State law disclosure regulations. Statements which do not disclose contributors and contributions of $50 or more will be considered incomplete and will not be accepted for filing.

Anonymous contributions totaling $50 or more in a calendar year are not permitted. Anonymous contributions between $50 and $100 shall be deposited with the City Clerk and shall not be kept by the candidate (PAMC Section 2.40.050). Anonymous contributions over $100 shall be paid to the Secretary of State for deposit in the General Fund of the State (GC 84304).

Monday, June 4
RESOLUTION REQUESTING SERVICES OF REGISTRAR OF VOTERS
Council adopts resolution calling election and requesting services of County Registrar of Voters.
(Elections Code 10002 and 10403)

Friday, June 15
PUBLISH RESOLUTION CALLING ELECTION

Friday, July 13
NOTICE OF ELECTION
City Clerk to publish once, a notice of General Municipal Election, not earlier than the 127th nor later than the 113th day prior to election.
(Elections Code 12101 and Government Code 6061)

Wednesday, July 11
RESIDENCY REQUIREMENT FOR NOMINEES
A candidate must have resided in Palo Alto at least 30 days preceding the final filing date (August 10) for nomination papers.
(City Charter, Article III, Section 2)

Monday, July 16 through Friday, August 10 at 5:00 p.m.
NOMINATION PAPERS - FIRST AND LAST FILING DATES
Voters may nominate candidates for this consolidated General Municipal Election by signing a nomination paper not earlier than the 113th day, nor later than 5:00 p.m. on the 88th day before a municipal election. Forms
must be secured from the City Clerk, and must be signed by at least 25 registered Palo Alto voters (PAMC 2.40.030). Any registered voter who is also a candidate may obtain signatures and sign his/her own nomination papers. Last day to file nominations with the City Clerk is 5:00 p.m., Friday, August 10. Candidates may withdraw their nomination papers up until 5:00 p.m. on August 10 (the 88th day before the election).

(Elections Code 10220 et seq., 10407, 10515)

**CANDIDATE'S STATEMENT**

The Candidate’s Statement, if candidate elects to provide one, shall be filed on an appropriate form provided by the City Clerk when nomination papers are returned for filing.

(Elections Code 13307)


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**Tuesday, July 31**

**POLITICAL REFORM ACT - CAMPAIGN DISCLOSURE - SEMI-ANNUAL STATEMENT DUE** - Period covered is January 1 through June 30, 2012. The period covered by this statement begins on the day after the closing date of the last statement filed, OR January 1 if no previous statement has been filed.

All candidates and committees are required to file a semi-annual statement if they make any expenditures or receive or make any contributions during the applicable six-month period.


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**Friday, August 10 at 5:00 p.m. -- 88th day**

**CONSOLIDATION**

Last day for cities to file resolution with Santa Clara County Board of Supervisors and Registrar of Voters, requesting consolidation of November 6 election.

(Elections Code 10403)

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**Monday, August 13,** *(or Thursday, August 16, if applicable)*

**WITHDRAWAL OF CANDIDATE’S STATEMENT**

On or before 5:30 p.m. this date (the next working day after the close of the nomination period), candidates may withdraw, but not change, Candidate’s Statements.

(Elections Code 13307 and 10407)

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**Wednesday, August 15**

**EXTENDED FILING PERIOD**

If an incumbent elective officer does not file within the nomination period, the voters will have until 5:30 p.m. on the 83rd day prior to election to nominate candidates other than incumbents.

(Elections Code 10225)

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**Thursday, August 16**

**ORDER OF BALLOT - MEETING OF CITY COUNCIL**

Council to determine by lot the order of listing of candidates’ names on the ballot.

(City Charter; Article VII, Section 3)

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**Thursday, August 16 through Wednesday, August 29**

**PUBLIC EXAMINATION OF VOTER PAMPHLET MATERIALS**

A copy of the voter's pamphlet material is to be made available for public review at the City Clerk's office for ten days prior to submitting the materials to the County Registrar of Voters for printing. Any person may obtain a copy of such materials.

(Elections Code 13313)
**Friday, August 17**
(Names of Candidates)
A copy of the names and order of listing on ballot to be filed with Registrar of Voters.
(Elections Code 10403)

**by Wednesday, August 29**
(Writ of Mandate or Injunction Requiring Official Materials to be Amended or Deleted - Last Day to File)
Any voter may seek a writ of mandate or an injunction requiring any or all of the material in the voter's pamphlet to be amended or deleted. A preememptory writ of mandate or an injunction shall issue only upon clear and convincing proof that the material in question is false, misleading, or inconsistent with the requirements of the law, and that the issuance of the writ or injunction will not substantially interfere with the printing or distribution of official election materials as provided by law.
(Elections Code 13313 and 13314)

**Monday, September 10 through Tuesday, October 23**
(Write-in Candidacy Opens and Closes)
Time frame for write-in candidates to obtain and file nomination documents.
(Election Code 8600-8605)

**Friday, October 5**
(Political Reform Act - Campaign Disclosure - 1st Pre-election Statement Due)
- Period covered by this statement begins on the day after the closing date of the last statement filed, OR January 1 if no previous statement has been filed, and ends on September 30, 2012.

Refer to the Fair Political Practices Commission Information Manual.

**Thursday, September 27, through Tuesday, October 16**
(Sample Ballots)
Registrar of Voters may commence mailing sample ballots (not more than 40 nor less than 21 days prior to election).
(Elections Code 13303)

**Thursday, October 11**
(Post Online List of Campaign Contributions and Contributors) (PAMC 2.40.040)

**Monday, October 22**
(Voter Registration Closes)
Last day for voter registration or transfer.
(Elections Code 2107)

**Monday, October 8 through Tuesday, October 30**
(Application for Absent Voter Ballot)
Written application for absent voter ballot may be filed with Santa Clara County Registrar of Voters, 1555 Berger Drive, Bldg. #2, P.O. Box 1147, San Jose, CA 95112, between 29 and 7 days prior to election.
(Elections Code 3001)

**By Monday, September 24**
(Publication of List of Nominees)
Not less than one week before the election the City Clerk shall publish a list of names of nominees in the order in which they appear on the ballot, and the respective offices for which they have been nominated. The notice shall be once a week for two successive weeks with five days intervening.
(Elections Code 12110 and Government Code 6066)
By Monday October 22 (to be published October 26)
PUBLICATI0N OF LIST OF ELECTION OFFICERS AND POLLING PLACES
City Clerk (Registrar of Voters) to publish once election officers and polling places established, not less than one week prior to election.
(Elections Code 10417, 12105, Government Code 6061)

Thursday, October 25
POLITICAL REFORM ACT - CAMPAIGN DISCLOSURE - 2nd PRE-ELECTION STATEMENT DUE - Period covered is October 1 through October 20, 2012.
Refer to the Fair Political Practices Commission Information Manual

Thursday, November 1
POST ONLINE LIST OF CAMPAIGN CONTRIBUTIONS AND CONTRIBUTORS (PAMC 2.40.040)

Tuesday, November 6
ELECTION DAY
The polls will be open 7:00 a.m. to 8:00 p.m.
(Elections Code 14212 and 10541)

As Soon As Possible after November 6
CANVASS OF ELECTION RETURNS BY CITY COUNCIL
When Registrar of Voters has completed his canvass, the City Council must meet and adopt a resolution declaring results.
(Article III, Section 4 of the City Charter; PAMC Section 2.40.020)

Within 5 Days after Canvass
RECOUNT REQUEST
Within 5 days following the completion of the canvass by the City Council, any voter may file with the City Clerk a written request for a recount of the votes cast for any candidate. The request shall specify on behalf of which candidate it is filed.
(Elections Code 10266, 15610, and 15620)

1st meeting in January, 2013
ELECTION CERTIFICATES
City Clerk shall sign and deliver a certificate of election to each newly elected official unless that person is required to and has not filed a campaign or disclosure statement. The Clerk shall also administer to each person elected the oath of office prescribed.
(PAMC Section 2.08.310)

Thursday, January 31, 2013
POLITICAL REFORM ACT - CAMPAIGN DISCLOSURE - SEMI-ANNUAL STATEMENT DUE - Period covered is the day after the closing date of the last statement OR July 1, 2012 through December 31, 2012, if no previous statement has been filed.
Refer to the Fair Political Practices Commission Information Manual.
Appendix 2: Special Election Calendar

CITY OF PALO ALTO

SPECIAL ELECTION CALENDAR

TUESDAY, NOVEMBER 6, 2012

TO BE CONSOLIDATED WITH GENERAL MUNICIPAL ELECTION

This election calendar has been prepared to assist persons interested in submitting a petition to qualify for a Special Election to be held November 6, 2012. It is not intended to be a complete statement of the law governing elections. Those participating in campaigns should be advised that the law on elections is legion and is primarily located in the California Elections Code.

Candidates and committees supporting candidates or measures in the City of Palo Alto must also comply with Palo Alto Municipal Code (PAMC) Chapter 2.40. Of special importance is PAMC Section 2.40.040, which requires the City Clerk to publish the names of the contributors of $50 or more. State law requires disclosure of contributions of $100 or more. To facilitate the disclosure process, contributions of $50 or more may be shown on the State campaign statements and will thus satisfy both the municipal as well as State law disclosure regulations. Statements, which do not disclose contributors and contributions of $50 or more, will be considered incomplete and will not be accepted for filing.

Anonymous contributions totaling $50 or more in a calendar year are not permitted. Anonymous contributions between $50 and $100 shall be deposited with the City Clerk and shall not be kept by the candidate (PAMC Section 2.40.050). Anonymous contributions over $100 shall be paid to the Secretary of State for deposit in the General Fund of the State (GC 84304).

Tuesday, June 5
154 days

LAST SUGGESTED DAY TO SUBMIT INITIATIVE PETITIONS SEEKING TO QUALIFY FOR THE NOVEMBER 3 BALLOT

Initiative petitions, which petitioners hope to qualify for the November 6 ballot, should be filed with the City Clerk by this date.

(City Charter, Article VI, Section 2; Elections Code 9214)

Monday, July 30
(to be published August 3)

NOTICE RE DEADLINE FOR SUBMITTAL OF ARGUMENTS

City Clerk to post notice regarding deadlines for submittal of Direct and Rebuttal Arguments.

Tuesday, July 31

POLITICAL REFORM ACT - CAMPAIGN DISCLOSURE - SEMI-ANNUAL STATEMENT DUE - Period covered is January 1 through June 30, 2012. The period covered by this statement begins on the day after the closing date of the last statement filed, OR January 1 if no previous statement has been filed.

All candidates and committees are required to file a semi-annual statement if they make any expenditures or receive or make any contributions during the applicable six-month period.

Monday, August 6

RESOLUTION REQUESTING SERVICE OF REGISTRAR OF VOTERS AND TAX RATE STATEMENTS
Last regular meeting for Council to adopt resolution calling special election and requesting services of the County Registrar of Voters.
(Elections Code 12001, 10002, and 10403)

Friday, August 10

PUBLISH RESOLUTION CALLING SPECIAL ELECTION

Friday, August 10

CONSOLIDATION
Last day for cities to file resolution and tax rate statements with Santa Clara County Board of Supervisors and Registrar of Voters requesting consolidation of November 6 election.
(Elections Code 10403)

Tuesday, August 14

DIRECT ARGUMENTS
Last day to file written arguments for or against measure, not to exceed 300 words. Direct arguments may not be withdrawn or changed after this date.
(Elections Code 306, 9287, 9295, 9600, 9601)

Tuesday, August 21

IMPARTIAL ANALYSIS
Last day for City Attorney to file written analyses of measures.
(Elections Code 9280)

Tuesday, August 21

REBUTTAL ARGUMENTS
Last day to file, change, or withdraw rebuttal arguments, not to exceed 250 words.
(Elections Code 9285, 9600, 9601)

Wednesday, August 22

Public Examination of Arguments, Ordinances and Analyses
Official election materials to be made available for public examination at City Clerk's office for ten calendar days prior to submitting the materials to the County Registrar of Voters for printing. Any person may obtain a copy of such materials.
(Elections Code 9286, 9295)

Friday, August 31

WRIT OF MANDATE OR INJUNCTION REQUIRING OFFICIAL MATERIALS TO BE AMENDED OR DELETED
Last day for any voter of Palo Alto, or the City Clerk, to seek a writ of mandate or an injunction regarding any or all such materials to be amended or deleted.
(Elections Code 9295)

Friday, September 21

Publication of Notice of Special Election and Measure(s) to Be Voted On
Clerk to publish once a Notice of Special Election and Synopsis of Measure(s). (The City of Palo Alto publishes full text of measures rather than synopsis.)
(Elections Code 12111; Government Code 6061)
Friday, October 5

**POLITICAL REFORM ACT - CAMPAIGN DISCLOSURE - 1st PRE-ELECTION STATEMENT DUE** - Period covered by this statement begins on the day after the closing date of the last statement filed, OR January 1 if no previous statement has been filed, and ends on September 30, 2012.

Refer to the Fair Political Practices Commission Information Manual.

Thursday, October 11

**POST ONLINE LIST OF CAMPAIGN CONTRIBUTIONS AND CONTRIBUTORS** (PAMC 2.40.040)

Thursday, September 27 through Tuesday, October 16

**SAMPLE BALLOTS**

Registrar of Voters may commence mailing sample ballots (not more than 40 nor less than 21 days prior to election).

(Elections Code 13303)

Monday, October 8 through Tuesday, October 30

**APPLICATION FOR ABSENT VOTER BALLOT**

Written application for absent voter ballots may be filed with Santa Clara County Registrar of Voters, 1555 Berger Drive, Bldg. #2, P.O. Box 1147, San Jose, CA 95108, between 29 and 7 days prior to election.

(Elections Code 3001)

Monday, October 22

**VOTER REGISTRATION CLOSES** (Election Code 2107)

By Monday, October 22 (to be published October 26)

**PUBLICATION OF LIST OF ELECTION OFFICERS AND POLLING PLACES**

City Clerk (Registrar of Voters) to publish once, election officers and polling places, not less than one week prior to election.

(Elections Code 10417, 12105; Government Code 6061)

Thursday, October 25

**POLITICAL REFORM ACT - CAMPAIGN DISCLOSURE - 2nd PRE-ELECTION STATEMENT DUE** - Period covered is October 1 through October 20, 2012.

Refer to the Fair Political Practices Commission Information Manual

Thursday, November 1

**POST ONLINE LIST OF CAMPAIGN CONTRIBUTIONS AND CONTRIBUTORS** (PAMC 2.40.040)

Tuesday, November 6

**ELECTION DAY**

Polls will be open 7:00 a.m. to 8:00 p.m.

(Election Code 14212 and 10541)

As Soon as Possible after November 6

**CANVASS OF ELECTION RETURNS BY CITY COUNCIL**

When Registrar of Voters has completed his canvass, the City Council must meet and canvass election results and adopt resolution declaring results.

(City Charter, Article III, Section 4; PAMC Section 2.40.020)
Within 5 Days following the completion of the canvass by the City Council, any voter may file with the City Clerk a written request for a recount of the votes cast for or against any measure. The request shall specify on behalf of which position on a measure (affirmative or negative) it is filed.

(Elections Code 10266, 15610, AND 15620)

Thursday, January 31, 2013

POLITICAL REFORM ACT - CAMPAIGN DISCLOSURE - SEMIANNUAL STATEMENT DUE - Period covered is the day after the closing date of the last statement, OR July 1, 2012, through December 31, 2012, if no previous statement has been filed.

Refer to the Fair Political Practices Commission Information Manual.