District 4
District 5

CANDIDATE MANUAL

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THIS MANUAL HAS BEEN PREPARED TO ASSIST CANDIDATES IN THE ELECTION PROCESS BY PROVIDING GENERAL GUIDANCE ONLY. IT IS NOT INTENDED TO PROVIDE LEGAL ADVICE. CANDIDATES AND OTHERS USING THIS MANUAL SHALL BEAR FULL RESPONSIBILITY FOR COMPLYING WITH ALL LEGAL REQUIREMENTS RELATED TO ELECTION AND CAMPAIGN LAWS, AND FOR MAKING THEIR OWN DETERMINATIONS AS TO ALL LEGAL STANDARDS, DUTIES, AND FACTUAL MATERIAL CONTAINED HEREIN.
## Table of Contents

**GENERAL INFORMATION**
- Election Results 6

**ELECTIONS CALENDAR** 7

**CONTACT INFORMATION** 9

**COUNCIL INFORMATION**
- Council/Manager Form of Local Government 10
- Differences between the City Council and City Manager 10
- Role of the Mayor 10
- City Commission Member Appointments 10
- City Council Committee Assignments 11
- Organizational Chart 12

**CITY INFORMATION**
- City Council Agenda Packets and Minutes 13
- Municipal Code 13

**NOMINATION FILING REQUIREMENTS SUMMARY**
- Filing Time and Place 14
- Required Nomination Forms Checklist 14
- Optional Nomination Forms 14

**NOMINATION PROCESS**
- Circulator 15
- Nomination Signatures 15
- Public Examination Period 17
- Write-In Candidates 17
- Ballot Name 18
- Selecting Your Ballot Designation 18
- Format of Ballot Designation 20
- Unacceptable Ballot Designations 20

**CANDIDATE STATEMENT OF QUALIFICATIONS**
- Confidentiality 21
- Content 21
- Cost 21
- Minority Language Provisions 22
- Format 22
- Word Count Standards 23
- Withdrawal 24

**FINANCIAL DISCLOSURES**
- Form 700 Statement of Economic Interests 27

**CAMPAIGN DISCLOSURES - FILING SCHEDULE**
- Expanded Campaign Contribution Rules Under the California Levine Act (“Pay-to-Play") 27
- Exception 28
- Forms 28
- Digital Signatures and Electronic Submission of Filings 30
- Computer-Generated Filings 31
- City Copies – Public Access 31

**RECORDKEEPING**
- Expenditures of $25 or more 32
| Contributions of $25 to $99 (Monetary, Non-Monetary, etc.) | 32 |
| Contributions of $100 or more | 32 |
| TEMPORARY SIGNS | 33 |
| County and State Requirements | 33 |
| CAMPAIGN LITERATURE | 33 |
| Mass Mailing | 33 |
| Paid Political Advertising | 34 |
| Telephone Advocacy | 34 |
| Simulated Ballot Requirements | 35 |
| Distribution of Polling Place Information | 35 |
| Use of City Seal | 36 |
| Thousand Oaks Municipal Code – Title, 1 Chapter 11. City Seal and City Flag | 36 |
| False or Misleading Information to Voters | 37 |
| The following is an FPPC document. Please refer any questions regarding the document to the FPPC. | 38 |
| FPPC Political Advertising Disclaimers Sheet | 38 |
| General Questions | 38 |
| MASS MAILING QUESTIONS | 40 |
| ADVERTISING ISSUES NOT UNDER FPPC’S JURISDICTION | 41 |
| Political Advertising Disclaimers Matrix | 41 |
| POLITICAL LIBEL AND SLANDER | 43 |
| LOCAL ELECTION REGULATIONS | 44 |
| Local Campaign Requirements | 44 |
| Term Limits | 44 |
| District-Based Elections | 44 |
## GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Election Date</th>
<th>Tuesday, November 5, 2024 – General Election</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vote By Mail Ballots</td>
<td>Ballots mailed to all registered voters beginning October 7, 2024. Ballots must be postmarked on or before Election Day and received by November 12, 2024.</td>
</tr>
<tr>
<td>Vote Centers Open</td>
<td>9:00 a.m. to 5:00 p.m. beginning October 26, 2024; Election Day 7:00 a.m. to 8:00 p.m.</td>
</tr>
</tbody>
</table>
| Candidate Eligibility  | A person is **not** eligible to hold office as councilmember unless, at the time of assuming that office, they are an elector of the city and at the time nomination papers are issued to the candidate, they **were** a registered voter of the city and residing in the district for which there is an election. [Elections Code §§ 201 and 10227 and Government Code §§ 34871, 34882, and 36502]

If, during their term of office, they move their place of residence outside of the district, city limits, or cease to be an elector of the city, their office shall immediately become vacant. [Government Code § 36502]

A person is incapable of holding a civil office if at the time of their election or appointment they are not 18 years of age and a citizen of the state. [Government Code § 1020]

A person is disqualified from holding any office upon conviction of designated crimes as specified in the Constitution and laws of the State. [Elections Code § 20 and Government Code § 1021]

<table>
<thead>
<tr>
<th>Term of Office</th>
<th>Members of the City Council are elected by district. [Thousand Oaks Municipal Code (TOMC) §1-16.04]</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>There are two vacant Council seats, each a four (4)-year term beginning December 2024 and ending December 2028, representing Districts 4 and 5.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mayor/Mayor Pro Tem</th>
<th>Each year in December at the annual Reorganization Meeting, the City Council selects the Mayor and Mayor Pro Tem from among its members. The Mayor and Mayor Pro Tem are appointed to serve a one-year term.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The Mayor Pro Tem acts as Mayor in the absence or disability of the Mayor.</td>
</tr>
</tbody>
</table>

2024 Candidate Manual
### Council Meetings

Regular City Council meetings are generally held twice each month on Tuesdays beginning at 6:00 p.m. The meeting schedule is set in advance by Resolution on an annual basis. Additional meetings may be scheduled as needed. The City Council’s summer recess is from early July through late August/early September.

Special meetings may be called at any time by the Mayor or a majority (three members) of the Council regarding specific business.

City Council may hold “Closed Sessions” to consider any matter permitted by State Law to be so considered. Closed Sessions are generally scheduled prior to Regular Council meetings at 5:00 p.m.

Three members of the Council constitute a quorum.

<table>
<thead>
<tr>
<th>Councilmember Additional Duties</th>
<th>Councilmembers serve on both internal and external committees. These bodies have their own respective meeting schedules and responsibilities. See page 11.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Councilmember Compensation</td>
<td>Councilmember’s compensation is $1,750 per month (Ordinance No. 1500-NS adopted March 4, 2008). Additionally, Benefits and Reimbursement Policy for City Councilmembers is outlined in Resolution No. 2011-070.</td>
</tr>
</tbody>
</table>

---

**Election Results**

Where are election results available?

Election result updates are posted following close of polls. Results are available:

- On the City’s website: [http://www.toaks.org/elections](http://www.toaks.org/elections)
- TOTV (Please see your carrier’s channel lineup for local channel)
## Dates Covered/Deadlines (in deadline order)

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Required Forms and General Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>May 5, 2024</strong></td>
<td>First day to receive contributions or make expenditures (Six months prior to election.) [TOMC §1-13.03(b)(1)]</td>
</tr>
<tr>
<td><strong>July 15 - August 9, 2024</strong></td>
<td>Nomination Period Starts First day to receive and file Nomination Papers. [Elections Code § 10220]</td>
</tr>
<tr>
<td><strong>January 1 - June 30, 2024</strong></td>
<td>Form 460 - Semi-Annual Campaign Disclosure Statement Hand-deliver to the City Clerk Department or via first-class mail. (State Requirement)</td>
</tr>
<tr>
<td><strong>August 7 – November 5, 2024</strong></td>
<td>Form 497 - 24 Hour Contribution Report required if you gave a personal loan of $1,000+ within 90 days before election File within 24 hours via one of the following ONLY: email <a href="mailto:cityclerk@toaks.org">cityclerk@toaks.org</a>, personal delivery, guaranteed overnight service. Reports due on a weekend or state holiday (other than weekend before the election) are extended to the next business day. (State Requirement)</td>
</tr>
<tr>
<td><strong>August 9, 2024</strong></td>
<td>Nomination Period Ends Nomination forms (with original wet signatures) (see section below) must be filed concurrently in the City Clerk Department no later than 5:00 p.m. [Elections Code § 10224]</td>
</tr>
<tr>
<td><strong>August 10 – 19, 2024</strong></td>
<td>Nomination Papers/Public Review Period Candidate Statements are available for public examination in the City Clerk Department and on the City’s web site. [Elections Code § 13313(a)]</td>
</tr>
<tr>
<td><strong>August 19 – August 14, 2024</strong></td>
<td>Nomination Period Extended for 5 calendar days if incumbent does not file. [Elections Code § 10225]</td>
</tr>
<tr>
<td><strong>August 15, 2024</strong></td>
<td>Random alphabet drawing for ballot order (Secretary of State) 11:00 a.m. [Elections Code §13112(b)(1)(C)(i)]</td>
</tr>
<tr>
<td><strong>September 9 – October 22, 2024</strong></td>
<td>Write-in Candidate period [Elections Code § 8601]</td>
</tr>
<tr>
<td><strong>July 1 – September 21, 2024</strong></td>
<td>Form 470 (2024 Calendar Year) or Form 460 - First Pre-Election Campaign Disclosure Statement Deliver to the City Clerk Department or first-class mail. (State Requirement)</td>
</tr>
<tr>
<td><strong>September 26 – October 15, 2024</strong></td>
<td>Voter Information Guide Mailing Between these dates Voter Information Guides will be mailed by County Elections Official. [Elections Code § 13303]</td>
</tr>
<tr>
<td><strong>October 7 – October 29, 2024</strong></td>
<td>Vote by Mail Ballots Voters will receive vote by mail ballots from the County of Ventura during this period. [Elections Code §§ 3000.5, 3001]</td>
</tr>
<tr>
<td>DATES COVERED/DEADLINES (in deadline order)</td>
<td>REQUIRED FORMS AND GENERAL INFORMATION</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>October 7, 2024</td>
<td><strong>Walk-In Voting</strong> First day citizens can provisionally register and/or walk into County of Ventura Elections Division and vote in person.</td>
</tr>
<tr>
<td>October 8, 2024 – November 5, 2024</td>
<td><strong>Ballot Drop-Off Boxes</strong> Available at various locations during regular business hours. Some locations available 24/7. [Elections Code §§ 3025, et seq.]</td>
</tr>
<tr>
<td>October 21, 2024</td>
<td><strong>Last day to register to vote</strong> for November 5, 2024 General Election. (Conditional voter registration still available at Vote Centers.) [Elections Code § 2102]</td>
</tr>
<tr>
<td>October 22, 2024 – November 5, 2024</td>
<td><strong>Conditional Voter Registration</strong> extends the existing 15-day registration deadline for eligible voters. [Elections Code § 2170 (d)(1)]</td>
</tr>
<tr>
<td>September 22 – October 19, 2024 Due: October 24, 2024, 5:00 p.m.</td>
<td><strong>Form 460 – Second Pre-Election Campaign Disclosure Statement</strong> Hand-deliver to the City Clerk Department or via first-class mail. (State Requirement)</td>
</tr>
<tr>
<td>October 26 – November 5, 2024</td>
<td><strong>Form 497 – 24 Hour Contribution Report required</strong> if you receive a contribution of $100 File within 24 hours via one of the following ONLY: email (<a href="mailto:cityclerk@toaks.org">cityclerk@toaks.org</a>), personal delivery, guaranteed overnight service. [TOMC § 1-13.04I]</td>
</tr>
<tr>
<td>October 26 – November 4, 2024</td>
<td><strong>Early Voting at Vote Centers</strong> Open 8 hours per day from 9:00 a.m. to 5:00 p.m. [Elections Code §§ 4005(a)(2)(A), 14212]</td>
</tr>
<tr>
<td>October 20 – October 26, 2024 Due: October 29, 2024, 5:00 p.m.</td>
<td><strong>Form 460 – Third Pre-Election Campaign Disclosure Statement</strong> Hand-deliver to the City Clerk Department or via first-class mail. [TOMC § 1-13.04(b)].</td>
</tr>
<tr>
<td>November 5, 2024</td>
<td><strong>ELECTION DAY</strong> Vote Centers open from 7:00 a.m. to 8:00 p.m.</td>
</tr>
<tr>
<td>November 7 – December 5, 2024</td>
<td><strong>OFFICIAL CANVASS</strong> [Elections Code §§ 10547, 15301 and 15372]</td>
</tr>
<tr>
<td>December 10, 2024</td>
<td><strong>Oaths of Office and Certificates of Election</strong> given by the City Clerk at the annual City Council Reorganization Meeting. [CA Constitution, Article XX, § 3, Elections Code §§ 15400, 15401]</td>
</tr>
<tr>
<td>October 27 – December 31, 2024 Due: January 31, 2025, 5:00 p.m.</td>
<td><strong>Form 460 – Semi-Annual Campaign Expenditure Statement</strong> Deliver to the City Clerk Department or first-class mail. (State Requirement)</td>
</tr>
</tbody>
</table>

**NOTE:** Campaign Disclosure Filing information pertains to Candidates and Controlled Committees for Local Office. If considering Independent Expenditures, other filing requirements and restrictions will apply; consult the Fair Political Practices Commission.

Refer to **TOMC 1-13.03(b)(2)** for restrictions on latest date to accept contributions to pay outstanding bills or debt only.
# CONTACT INFORMATION

**City of Thousand Oaks**
2100 E. Thousand Oaks Boulevard  
Thousand Oaks, California 91362  
[www.toaks.org](http://www.toaks.org)

**City Clerk Department**
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(805) 449-2165  
[lmaguire@toaks.org](mailto:lmaguire@toaks.org)

Sandra Delgado, MPPA, CMC  
Deputy City Clerk  
(805) 449-2152  
[sdelgado@toaks.org](mailto:sdelgado@toaks.org)

**City Attorney’s Office**  
(805) 449-2170  
[cityattorney@toaks.org](mailto:cityattorney@toaks.org)

**County of Ventura**
**Elections Division**  
800 S. Victoria Avenue  
Ventura, CA 93009  
(805) 654-2664  

**California Secretary of State**
**Political Reform Division**  
1500 11th Street, Room 495  
Sacramento, CA 95814  
(916) 653-6224  
[www.sos.ca.gov/campaign-lobbying](http://www.sos.ca.gov/campaign-lobbying)

**Elections Division**  
1500 11th Street, 5th Floor  
Sacramento, CA 95814  
(916) 657-2166  
[www.sos.ca.gov/elections](http://www.sos.ca.gov/elections)

**Fair Political Practices Commission (FPPC)**
**Advice/Assistance**  
1102 Q Street, Suite 3000  
Sacramento, CA 95811  
Advice: (866) 275-3772  
General: (916) 322-5660  
E-mail for Advice: advice@fppc.ca.gov  
[www.fppc.ca.gov](http://www.fppc.ca.gov)
COUNCIL INFORMATION

Council/Manager Form of Local Government

Most California cities have a City Council/City Manager form of government, with a Council elected by the people and charged with the basic responsibility for governing the community and a City Manager appointed by the Council to manage the City organization.

Differences between the City Council and City Manager

Thousand Oaks is a California municipal corporation. The City Council is the community’s legislative body and is similar to the Board of Directors of a private or public corporation. The Council provides direction on business matters, sets policy, adopts the annual budget, and hires/evaluates the performance of the City Manager. The City Manager serves as the City Council’s chief advisor, prepares the budget, oversees staff, and acts to carry out City Council programs.

Because the City Council is the legislative body, its members are the community’s elected decision-makers. The City Manager is hired to serve at the pleasure of the City Council as its full-time executive whose job is to administer staff, projects, and programs on behalf of the City Council.

Role of the Mayor

The Mayor represents the City at community functions, maintains liaison with other governmental agencies, and serves as the presiding officer at City Council meetings. The City Councilmember who will serve as Mayor is selected each year by the City Council. The City Council also selects a Mayor Pro Tem to act for the Mayor when they are not available.

City Commission Member Appointments

The City Councilmembers interview and appoint members of the public to serve on official City Boards, Committees, and Commissions.
City Council Committee Assignments

City Councilmembers also serve on other internal and external advisory bodies, such as:

- Capital Facilities Standing Committee
- Finance/Audit Standing Committee
- Ad Hoc City Council Campus Master Plan Committee
- Association of Ventura County Cities
- Association of Water Agencies of Ventura County
- Conejo Coalition for Youth and Families Committee
- Conejo Open Space Conservation Agency
- Economic Development Collaborative – Ventura County
- Ventura Local Agency Formation Commission
- Clean Power Alliance
- Pt. Mugu Airport Authority/Ventura County Naval Base Liaison
- Regional Defense Partnership for 21st Century
- Thousand Oaks Plan to Assist School Sites
- Southern California Association of Governments
- Ventura Council of Governments
- Ventura County Regional Energy Alliance Liaison
- Ventura County Transportation Commission & VISTA Liaison
- Ventura Regional Sanitation District
- Various CalCities and National League of Cities Committees
CITY OF THOUSAND OAKS
Organizational Chart

RESIDENTS

CITY COUNCIL
Al Adam, Mayor
David Newman, Mayor Pro Tem
Bob Engler, Councilmember
Kevin McNamee, Councilmember
Mikey Taylor, Councilmember

CITY ATTORNEY
Tracy M. Noonan

CITY MANAGER
Andrew P. Powers

- Arts & Culture Roundtable
- Business Roundtable
- Community Funding Review Committee
- Council on Aging
- Disabled Access & Appeals Advisory Board
- Investment Review Committee
- Planning Commission
- Traffic & Transportation Advisory Committee
- Youth Commission

- City Clerk Department
- Community Development Department
- Cultural and Community Services Department
- Finance Department
- Human Resources Department
- Public Works Department
- Strategic Communications & Public Affairs

City of Thousand Oaks Mission Statement:
“Extraordinary service to the citizens we serve is our purpose.”
CITY INFORMATION

The City’s regular business hours are Monday through Thursday, 7:30 a.m. to 5:00 p.m. and alternating Fridays 8:00 a.m. to 5:00 p.m.

Once candidates are certified and the nomination period closes, candidates will be provided with the process for requesting information. In general, requests will be assigned to appropriate department staff for response and coordinated through the City Manager’s Office. Depending on records requested and copies required, it may take a few days to respond. Candidates will be provided information free of charge up to 10 pages per request. Information prepared for candidates over 10 pages will be charged at the standard rate for public records requests (15¢ per page). Responses and documents provided to one candidate will be provided to all candidates.

City Council Agenda Packets and Minutes

The Agenda/Packet is available on the City website at 5:00 p.m. the Thursday before a Tuesday Council meeting. Minutes are also available in the public portal below:

https://toaks.primegov.com/public/portal

Municipal Code

The City establishes law by adopting Ordinances, which may then be codified and incorporated in the City of Thousand Oaks’ Municipal Code. The Municipal Code can be reviewed in the City Clerk Department or on the City website at:

https://www.toaks.org/departments/city-clerk/municipal-code
NOMINATION FILING REQUIREMENTS SUMMARY

Filing Time and Place

Nomination forms must be pulled and reviewed via the City’s electronic portal posted on the City’s elections page or in person between July 15 and August 9, 2024, 5:00 p.m. [Elections Code § 10220]

City Clerk Department office hours are Monday - Thursday 7:30 a.m. - 5:00 p.m. and Alternating Fridays 8:00 a.m. - 5:00 p.m. Please note that during the nomination period, City Hall will be closed on July 19, 2024, and August 2, 2024 (Friday Closures).

Required Nomination Forms Checklist

Note: All required nomination forms must be filed for review at the same time via the electronic portal in order for the City Clerk to begin the review and verification process as soon as practicable. However, to be qualified as a candidate, completed documents with original wet signatures must be received by the City Clerk Department by the close of the nomination period, Friday, August 9, 2024, 5:00 p.m.

- Completed Nomination Paper
- Completed Ballot Designation Worksheet
- Candidate Statement of Qualifications or Waiver Signature if not filing statement. If filing statement, payment of $2,063 for District 4 candidates and $1,888 for District 5 candidates must be made with the City’s Customer Service Office prior to electronically or personally filing documents (deposit to cover pro rata share of the Candidate Statement’s costs)
- Publication Agreement
- Candidate Statement Payment Agreement if Candidate Statement filed (City Form)
- Form 700 – Statement of Economic Interests
- Form 501 – Candidate Intention Statement

Optional Nomination Forms

- Code of Fair Campaign Practices
- Form 410 – Statement of Organization Recipient Committee
NOMINATION PROCESS

Candidates begin the nomination process by obtaining signatures on the Nomination Paper starting on July 15, 2024, through August 9, 2024. Staff will first verify the candidate’s voter registration status and residence. Once verified, the candidate’s name will be entered on the form and the Nomination Paper will be issued by the City Clerk Department via the electronic portal. Upon receipt of the nomination paper, please print the form to begin the nomination process.

To be qualified for the Office of City Council, the candidate must:

- Be a registered voter in the City of Thousand Oaks City limits at the time the Nomination Paper is issued;
- Reside in the district for which there is an election at the time the Nomination Paper is issued; and
- Obtain a minimum of 20 valid signatures from City of Thousand Oaks registered voters, who reside in the district for which the candidate is seeking nomination. As some signatures may be deemed invalid, it is recommended the maximum 30 signatures be obtained.

**Circulator**

A circulator is someone who obtains signatures of registered voters in support of a candidate. A candidate may circulate their own Nomination Paper or may appoint another person to act as circulator. A circulator must be 18 years of age or older, list their address and dates when signatures were gathered and sign the circulation affidavit [Elections Code §§ 102 and 104]. **ONLY ONE PERSON MAY CIRCULATE THE NOMINATION PAPER.**

In addition to collecting signatures, circulators are required to sign a statement stating that all the signatures obtained on the Nomination Paper were made in their presence and that, to the best of their knowledge and belief, each signature is the genuine signature of the person whose name it purports to be [Elections Code § 104]. After the circulator signs the sworn statement as to the validity of the signatures, the candidate shall complete and file the Nomination Paper along with the other required documents via the electronic portal for review.

**NOTE:** If a circulator fails to obtain signatures in accordance with State law, a candidate’s right to be placed on the ballot could be challenged. Candidates and circulators need to be aware of, and are responsible for following, all laws regarding signatures.

**Nomination Signatures**

Between July 15 – August 9, 2024, voters may nominate candidates for election for their respective district by signing a Nomination Paper.
● No less than 20 but not more than 30 signatures may be collected. Only one candidate per Nomination Paper. Each signer must be a City of Thousand Oaks registered voter in the corresponding candidate District. The candidate and the circulator may sign the Nomination Paper.

● There is one vacancy for City Council in District 4 and one for District 5. Therefore, a registered voter may sign Nomination Papers for up to one (1) individual for their designated District. If a registered voter signs more than one Nomination Paper, the voter’s signature shall only count on the first Nomination Paper filed with the City Clerk/Designee, and subsequent signatures will be disqualified by Ventura County Elections Division.

● The candidate must only use the provided Nomination Paper. Each signer must print their own name, residence address, and city (circulator cannot fill out for signer or signature will be disqualified; if voter is unable to personally fill out required information/signature, see Elections Code § 100.5).

● Every Nomination Paper shall include a circulator affidavit stating they witnessed all signatures and know that signatures are of the persons whose names they purport to be and the dates between which all signatures on the paper were obtained.

● Each Nomination Paper includes a statement under penalty of perjury that the candidate will accept the nomination and also accept the office in the event of their election.

DO NOT SIGN the Affidavit of Nominee and Candidate’s Oath of Allegiance sections of the Nomination Paper before submission to the City Clerk Department; they MUST be signed and dated in the presence of the City Clerk or designee. Please do not sign/date until requested. Please scan and upload the Nomination Paper to the electronic portal along with all other required nomination forms for review at the same time. Upon review and approval of all your forms, the City Clerk/Desiginee will contact you to make an appointment for staff to certify and administer the oath in person or via video conference. At that time, you will be requested to sign/date the Affidavit of Nominee and Candidate’s Oath of Allegiance.

Once the nomination forms have been successfully submitted for review to the City Clerk via the electronic portal, the documents will be submitted to the County of Ventura Elections Division for signature verification. The City Clerk/Designee will notify the candidate of the verification results.

The original wet signed Nomination Paper(s) MUST be filed at the same time as all required nomination forms at the City Clerk Department by the close of the nomination period, Friday, August 9, 2024, 5:00 p.m. in order to meet the filing requirements.

NOTE: Until 5:00 p.m. on August 9, 2024, a candidate may withdraw the nomination paper after it is filed with the City Clerk. [Elections Code § 10224]
Public Examination Period

All candidate statements will be available for public examination on the City’s website and in the City Clerk Department for 10 calendar days following the nomination deadline. The 10-calendar day review period is August 10 – August 19, 2024.

Write-In Candidates

A person who has not followed the usual procedure for placing their name on the ballot for the General Election may still be elected to office as a Write-In Candidate. The period for Write-In candidates is September 9 – October 22, 2024. City Clerk staff will provide the necessary information and nomination forms for this type of candidacy as needed.

Nomination – Frequently Asked Questions

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is there a filing fee involved in my candidacy?</td>
<td>There is no candidate filing fee to run for City Council in Thousand Oaks.</td>
</tr>
<tr>
<td>What if I change my mind about being a candidate after filing my Nomination Papers?</td>
<td>You may withdraw as a candidate at any time PRIOR to the close of the nomination period, which is 5:00 p.m. August 9, 2024. You are NOT permitted to officially withdraw after that date, therefore, your name will appear on the ballot.</td>
</tr>
<tr>
<td>What happens if some of the people whose signatures I obtain on my Nomination Papers are not registered voters or do not live within the City district for which I’m running for office?</td>
<td>It is important to file your Nomination Papers as early as you can during the nomination period. The City Clerk submits Nomination Papers to Ventura County Elections Division for certification of the signatures. If you wait until the last day, and an insufficient number of signatures is approved by the County, you will not qualify as a candidate. Filing early may provide the time to check the signatures, notify you of any problems, and allow you to circulate a maximum of one supplemental Nomination Paper.</td>
</tr>
<tr>
<td>Can another individual circulate my Nomination Paper?</td>
<td>Any person 18 years or older may circulate a Nomination Paper. Only one person may circulate each Nomination Paper and must complete the affidavit of the circulator. [Elections Code §§ 102 and 104]</td>
</tr>
</tbody>
</table>
BALLOT NAME, DESIGNATION AND WORKSHEET

Ballot Name

The ballot name may be designated as follows:

1. First, middle and last names
2. Initials only and last name
3. A nickname may be included but must be in parentheses () or quotation marks ““,” such as John (Coach) Smith or Roberto “Fisherman Bob” Mendoza
4. A short version of the first name, such as “Ron” for Ronald, or “Liz” for Elizabeth

No titles or degrees such as “Miss,” “Mrs.,” “Mr.,” “Dr.,” “Rev.,” or “Ph.D.” are allowed in the ballot name [Elections Code § 13106].

Within one year of any election, a change in a legal name shall not appear on the ballot unless the change was made by marriage or by decree of any court of competent jurisdiction. [Elections Code § 13104]

Selecting Your Ballot Designation

A ballot designation is a brief description, no more than three (3) words that candidates provide to describe their current principal profession, vocation or occupation or incumbency status currently held, or the principal profession, vocation or occupation held in the preceding 12 months of filing the nomination documents. [Elections Code §§ 13107(a)(2) and 13107(a)(3)]. The ballot designation appears on the ballot under the candidate’s name.

A Ballot Designation Worksheet supporting the use of the submitted ballot designation is required to be completed and filed at the same time as filing the Nomination Paper. The worksheet requires that the candidate justify their use of the proposed designation, provide document proof, and the name and contact information of someone who can confirm the information. All backup documents must be submitted with the completed Ballot Designation Worksheet. In the event the candidate fails to file the Ballot Designation Worksheet with the nomination paper, no designation will appear under the candidate’s name. [Elections Code § 13107.3]

The ballot designation becomes public record once the information is filed, and subsequently approved, on the Ballot Designation Worksheet. Ballot designations cannot be changed after the final date to file nomination forms. The listing of a designation on the ballot is OPTIONAL. If no ballot designation is desired, enter the word “NONE” and your initials in the space provided for ballot designation on the last page of the Nomination Paper.

The original wet signed Ballot Designation Worksheet MUST be filed at the same time as all required nomination forms at the City Clerk Department by the close of the nomination period, Friday, August 9, 2024, 5:00 p.m. in order to meet the filing requirements.
Only one of the following categories is allowed:

1) Elective Office Title: Words describing an elective office title may be used IF the candidate holds the office at the time nomination forms are filed and the office was filled by a vote of the people (geographic terms count as one word).
   Example A: City Councilmember
   Example B: City Councilmember, City of Thousand Oaks

2) Incumbent: The word Incumbent may be used IF the candidate is seeking re-election to the same office at the time nomination forms are filed and was elected to that office by a vote of the people. (This designation is not available for any candidates for the 2024 election because it is the City’s first by-district election, therefore there are no incumbents in any district.)

3) Appointed Incumbent: The words Appointed Incumbent must be used IF the candidate was appointed to the office and is seeking election to that office. The word Appointed may also be used with the office title.
   Example A: Appointed Incumbent
   Example B: Appointed City Councilmember
   Example C: Appointed City Councilmember, City of Thousand Oaks

4) Principal Occupation: No more than three words to either describe the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations or occupations of the candidate during the calendar year immediately preceding the filing of nomination forms.
   Example A: High School Teacher
   Example B: Attorney/Educator/Rancher
   Example C: CEO/Councilmember

5) Community Volunteer: A Community Volunteer shall constitute a valid principal vocation or occupation for a person who engages in an activity or performs a service for or on behalf of, without profiting monetarily, one or more of the following:
   a) A charitable, educational, or religious organization as defined by the United States Internal Revenue Code § 501(c)(3);
   b) A governmental agency; or
   c) An educational institution.

   The Community Volunteer vocation or occupation is subject to the following conditions:
   a) A candidate’s community volunteer activities constitute his or her principal profession, vocation or occupation.
   b) A candidate is not engaged concurrently in another principal profession, vocation or occupation.
   c) A candidate may not use the designation of “community volunteer” in combination with any other principal profession, vocation or occupation.

6) No Occupation Desired: If no ballot designation is requested, enter the word “NONE” and your initials in the space provided for ballot designation on the last page of the Nomination Paper.
GUIDELINES FOR ACCEPTABLE BALLOT DESIGNATIONS (BASIC TEST):
1) Is it true?
2) Is it accurate?
3) Does it mislead?
4) Is it generic? (This means “IBM” is unacceptable, “Computer Company” is acceptable.)
5) Is it neutral? (This means not for or against.)
6) Is it how this person makes a living?

Refer to the Ballot Designation Worksheet for key points of the Elections Code pertaining to ballot designations.

Unacceptable Ballot Designations

If upon checking the nomination forms and the Ballot Designation Worksheet, the City Clerk/Designee finds the submitted ballot designation violates any of the restrictions as outlined by the Elections Code, the candidate will be notified by phone and by registered or certified mail return receipt requested, addressed to the mailing address appearing on the candidate’s Ballot Designation Worksheet. The candidate shall, within three (3) days (excluding Saturday, Sunday, and state holidays) from date of receipt of notice or from the date the candidate receives actual notice of the violation, whichever occurs first, appear before the City Clerk/Designee and provide a designation which complies with the Elections Code. If an alternative designation is not provided within the time allowed, no designation will appear on the ballot. [Elections Code §§ 13107(f)(1) and 13107(f)(2)]

Pursuant to Elections Code § 13107(e), the Elections Official shall not accept a ballot designation if:
1) It would mislead the voter.
2) It would suggest an evaluation of a candidate, such as “outstanding,” “leading,” “expert,” “virtuous,” or “eminent.”
3) It abbreviates the word “retired” or places it following any word(s) that it modifies.
   Unacceptable: Ret. Policeman; Policeman, Retired
4) It uses a word or prefix, such as “former” or “ex-,” which means a prior status. The only exception is the use of the word “retired.”
   Unacceptable: Former Policeman; Ex Policeman
   Acceptable: Retired Policeman
5) It uses the name of any political party, whether or not it has qualified for the ballot.
6) It uses a word(s) referring to a racial, religious, or ethnic group.
7) It refers to any activity that is prohibited by law.

Note: A designation shall not be changed after the final date for filing nomination forms, except as specifically requested by the elections official. If a foreign language translation of a designation is required, it shall be as short as possible and shall employ abbreviations and initials wherever possible in order to avoid undue length.
CANDIDATE STATEMENT OF QUALIFICATIONS

Each candidate may choose to prepare a Candidate Statement of their own education and qualifications for publication in the Voter Information Guide sent to each registered voter in their district. The optional Candidate Statement must be filed for review (and deposit submitted) at the same time as the Nomination Paper and Ballot Designation Worksheet via the electronic portal. If a Statement is not filed, the waiver section at the bottom of the Candidate Statement shall be signed and dated and the form shall be submitted with the Nomination Paper and Ballot Designation Worksheet via the electronic portal for review. Candidate Statements are subject to specific rules and provisions as outlined below:

Confidentiality

All Candidate Statements are confidential until expiration of the nomination period filing deadline [Elections Code § 13311]. Statements will be available for public inspection on the City’s website and in the City Clerk Department after close of the nomination period for 10 days [Elections Code § 13313].

Content

The Candidate Statement may include the candidate’s name, age, occupation, and a brief description of no more than 200 words of the candidate’s education and qualifications expressed by the candidate [Elections Code § 13307(a)(1)]. Additionally, the Candidate Statement shall be limited to 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. [Elections Code § 13308] The City Clerk/Elections Official shall not cause to be printed, posted, or circulated any statement that the City Clerk/Elections Official determines does not comply with the Election Code requirements, or that includes any reference prohibited by Elections Code § 13308.

The Statement shall not include the party affiliation of the candidate, nor membership or activity in any partisan political organizations. [Elections Code § 13307(a)]

Note: Any candidate who knowingly makes a false statement of a material fact in a Candidate Statement with the intent to mislead the voters in connection with their campaign for nomination or election to a nonpartisan office is punishable by a fine not to exceed $1,000. [Elections Code § 18351]

Cost

Candidates who choose to file a Candidate’s Statement must pay the actual costs incurred for translating, printing, and handling. Each candidate filing a Candidate’s Statement must sign a Payment Agreement with the City, a Publication Agreement with the County of Ventura Elections Division, and submit a deposit in advance to have their
statement included in the Voter Information Guide. As outlined in the Payment and Publication Agreements, the cost (deposit due) is estimated to be **$2,063 for District 4 candidates and $1,888 for District 5 candidates** and shall be paid at the time the Nomination Paper and Ballot Designation Worksheet are submitted for review. This deposit is an estimate of the cost assuming that more than one candidate will file in a race and will then share the publication costs of the Voter Information Guide. The estimate is determined before all information is available regarding the final number of candidates that will submit Candidate Statements. Up to four Candidate Statements for one race can be placed on one page. If there is only one Candidate Statement for a contest, this candidate will bear the entire cost of the one page. In a scenario where there are five or more Candidate Statements for one race, two or more pages will be used, as needed. The cost of two or more pages will be shared equally among all the candidates for that race.

After the election, when the City receives the invoice from the County, the candidate will be informed of the actual cost. When actual costs exceed the deposit amount, candidates will be billed for the additional balance of the costs incurred. The billing amount depends upon the number of statements submitted for that race and the number of registered voters that will receive the Voter Information Guide for that race. Actual cost amounts may become substantially more or less. Any unused deposit funds will be refunded to the candidate.

**Minority Language Provisions**

Due to minority language provisions of the Federal Voting Rights Act, cities in Ventura County are required to provide election materials in the Spanish language in addition to English, including Candidate Statements. Therefore, all estimated costs include translating and printing Candidate Statements into the Spanish language. These materials will be provided to voters who have requested Spanish language election materials.

**Format**

Candidate Statements shall be filed as a Word document or text document via the electronic portal at the same time the candidate’s nomination forms are filed for review. The document shall contain your name, age *(optional)*, occupation and your 200-word statement. The Statement will be printed **exactly as submitted.** Candidates are advised to carefully check Statements for errors in spelling, punctuation, and grammar. **The signed hardcopy of the Statement is the official filed document.**

The original wet signed Candidate Statement of Qualifications **MUST** be filed at the same time as all required nomination forms at the City Clerk Department by the close of the nomination period, Friday, August 9, 2024, 5:00 p.m. in order to meet the filing requirements.
Pursuant to the [Elections Code § 13307](https://), Candidate Statements shall be printed in type of uniform size and darkness and with uniform spacing. Accordingly, the following standards have been adopted:

1. Statements shall not exceed 200 words (excluding the space allocated for name, age and occupation) - See Word Count Standards below.

2. Statements shall be printed in the space allocated after the “NAME” and “OCCUPATION” line.

3. Occupation may be more descriptive and contain more words than ballot designation.

4. Statements shall be written in first person.

5. Statements shall be submitted in upper and lower-case letters in a standard 12-point type font size (e.g., Arial) and limited to 30 lines.

6. Paragraphs shall be left-justified and in block format.

7. Centering, bolding or underlining **is not** allowed with the exception that a website address may be underlined.

8. Statements shall contain ten (10) or less all CAP words (to show emphasis only).

9. Graphics and characters such as arrows, stars, asterisks, bullets, dots, italics, and other symbols **are not permitted**.

10. Dashes/hyphens may be used. It is recommended that they are not used at the end of a line.

**Statements that do not comply with the above guidelines will be reformatted to fit the space allocated.**

### Word Count Standards

The following are the Secretary of State’s and County of Ventura’s guidelines for computing the text word count ([Elections Code § 9](https://)):  

1) **Title of Office, Name, Age, and Occupation lines at the top of the statement, and the signature are not included in the word count.**

2) **Punctuation is not counted.**

3) **All proper nouns, including geographical names, shall be considered as one (1) word.** For example, “City of Thousand Oaks,” “Conejo Valley,” “County of Ventura,” “Sheriff Smith” shall be counted as one (1) word.

4) **Each abbreviation for a word, phrase, or expression shall be counted as one (1) word.** For example, “PTA,” “U.S.M.C.,” or “CLU” shall be counted as one (1) word.
5) Hyphenated words that appear in any generally available standard reference dictionary published in the United States within ten (10) calendar years immediately preceding the election for which the words are counted, shall be considered as one (1) word. Each part of all other hyphenated words shall be counted each as a separate word. (NOTE: The City of Thousand Oaks uses Merriam-Webster’s online dictionary to verify hyphenated words.)

6) Complete dates shall be counted as one (1) word. For example, “November 5, 2024” or “11/05/2024”.

7) Any number consisting of a digit or digits shall be considered as one (1) word. For example, “100” shall be counted as one (1) word. Any number which is spelled, such as “one,” shall be considered as a separate word or words. “One” shall be counted as one (1) word; whereas, “one hundred” shall be counted as two (2) words.

8) Any numeric combinations shall be considered as one (1) word. For example, 2024, 13 ½, 2024-25, 5%.

9) Telephone numbers, website addresses, and email addresses shall be counted as one (1) word.

If the text exceeds the 200-word limit or the 30-line limit, the candidate must delete or change a sufficient number of words or sentences to meet the required word and line limit before the Statement is filed. The candidate shall also correct any misspellings before the Statement is filed. Reminder that the Statement will not be edited by staff for grammar, punctuation, or misspellings.

Withdrawal

The Candidate’s Statement may be withdrawn, but not changed, by written request during the period for filing nomination forms and until 5:00 p.m. of the next workday after the close of the nomination period which is August 9, 2024. Therefore, the deadline to withdraw a candidate statement is 5:00 p.m. August 12, 2024. [Elections Code § 13307(a)(3)]. Please note that even if a candidate decides to withdraw their Candidate’s Statement, some costs may still be incurred such as translation and typesetting.
Sample Candidate Statement

Candidate statements must be submitted on the official form to be accepted.

All statements must be prepared in upper and lower-case lettering, block paragraph style. A limit of ten words with all caps may be used.

No Bolding, Centering, or Underlining (unless a website).

No Graphics or characters such as bullets, asterisk, or other symbols.

Cannot be handwritten, must be typed.

Candidate will need to decide if they want their statement not printed for either or both reasons.

CANDIDATE STATEMENT OF QUALIFICATIONS
For the Presidential General Election
to be held November 5, 2024.

Statement text may be printed on a separate sheet of paper and trimmed to affix in the space below. The information in the Name, Occupation, and Age fields will be printed exactly as it appears below. Occupation and Age are optional; if no information is provided, the field will not appear in the final publication.

NO MORE THAN 200 WORDS. DEPOSIT AMOUNT: $2,063/$1,888 PAID BY: CANDIDATE

Name: Jessica Wells
Occupation: Business Owner
Age: 36

I am running for Council Member District 1 of the City of Electionville because I feel I can bring balance to the city. I attended local schools, graduating from Electionville High School. I started a business here and want to see the city continue to thrive.

For the past 10 years I have owned and operated my own business, so I am aware of the need to operate within a budget.

I have been an active member of the PTA, have served on the Youth Club committee, and Boys & Girls Club of Electionville for the past five years. I also served as a volunteer at the Hometown Senior Center.

PTA, 2002-2010
American Heart Association, 2010-2020

I am looking forward to serving our community as your Council Member district 1 of Electionville.

I am endorsed by council members John Doe, Jane Smith, and Jack Jackson.

Thank you for your votes.

www.jessiforelectionville.com

If an error is found by the candidate before submitting the form, the candidate can cross out the error and make any changes needed, then initial next to the changes.

DO NOT PRINT MY STATEMENT IF: (by initialing one or both boxes you understand this decision cannot be undone.)

1) There are no other candidates on ballot for this office (primary only): [ ]

2) No other candidate for this contest files a statement: [ ]

Withdrawal of Candidate Statement

Pursuant to Elections code 13307(3), I withdraw my candidate statement from publication and request a refund minus any costs incurred by the Ventura County Elections Division in preparing this statement for publication.

Signature of Candidate: __________________________ Date: ________________

After the candidate has filed their candidate statement, they can choose to withdraw their statement within one business day after the close of the nomination period by returning to the Elections Division office and signing the Withdrawal of Candidate Statement section. They will be refunded their deposit minus any costs incurred by the Elections Division in preparing the statement for publication.
Code of Fair Campaign Practices

As a candidate and pursuant to Elections Code §20440, you may elect to subscribe to the Code of Fair Campaign Practices. If you wish to subscribe, you may access the form via the electronic portal.

The following are the Provisions of the Code of Fair Campaign Practices as found in California Elections Code Division 20, Chapter 5:

20440. At the time an individual is issued his or her declaration of candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the elections official shall give the individual a blank form of the code and a copy of this chapter. The elections official shall inform each candidate for public office that subscription to the code is voluntary.

In the case of a committee making an independent expenditure, as defined in Section 82031 of the Government Code, the Secretary of State shall provide a blank form and a copy of this chapter to the individual filing, in accordance with Title 9 (commencing with Section 81000) of the Government Code, an initial campaign statement on behalf of the committee. The text of the code shall read, as follows:

"CODE OF FAIR CAMPAIGN PRACTICES"

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 ‘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.

If filing, the original wet signed Code of Fair Campaign Practices MUST be filed at the same time as all required nomination forms at the City Clerk Department by the close of the nomination period, Friday, August 9, 2024, 5:00 p.m. in order to meet the filing requirements.
FINANCIAL DISCLOSURES

Form 700 Statement of Economic Interests

The Political Reform Act requires most state and local government officials and employees to publicly disclose their personal assets and income. They also must disqualify themselves from participating in decisions that may affect their personal economic interests. The Fair Political Practices Commission (FPPC) is the state agency that implements the law and provides Form 700 – Statement of Economic Interests.

Pursuant to the Political Reform Act, each candidate shall submit a Form 700 – Statement of Economic Interests at the time the candidate’s nomination forms are submitted for review via the electronic portal. The Form 700 – Statement of Economic Interests is a public record.

Candidates are required to report investments, interests in real property, and business interests held on the date of filing their declaration of candidacy using the FPPC Form 700 Statement of Economic Interests. Income received during the 12 months prior to the date of filing the declaration of candidacy is also reportable. Date of the declaration of candidacy is the date forms are submitted for review. You may use the City’s address and phone number on the cover sheet (2100 E. Thousand Oaks Blvd., Thousand Oaks, CA 91362, (805) 449-2100).

Please refer to the provided Form 700 – Statement of Economic Interests Reference Pamphlet, the Form 700 – Statement of Economic Interests FAQs, and the Form 700 – Statement of Economic Interests Local Gift Fact Sheet for more information on what is reportable and other guidelines, including receiving gifts as a candidate.

Fair Political Practices Commission (FPPC) is available to answer questions at 1-866-275-3772 or at http://www.fppc.ca.gov.

The original wet signed Form 700 – Statement of Economic Interests MUST be filed at the same time as all required nomination forms at the City Clerk Department by the close of the nomination period, Friday, August 9, 2024, 5:00 p.m. in order to meet the filing requirements.

Campaign Disclosures - Filing Schedule

Expanded Campaign Contribution Rules Under the California Levine Act (“Pay-to-Play”)

Effective January 1, 2023, Government Code Section § 84308, as amended, prohibits elected and appointed City of Thousand Oaks and other local officials from accepting, soliciting, or directing a campaign contribution of more than $250 from any “party” or “participant,” as those terms are defined, in a qualifying proceeding involving certain
contracts, licenses, permits and other discretionary use entitlements both while that proceeding is pending and for 12 months following the date a final agency decision is made. Of particular importance to candidates for elected office, the amended statute also requires local elected and appointed officials to recuse themselves from any qualifying proceeding if the member received a campaign contribution of more than $250 from a party or participant involved in the proceeding within the previous 12 months. It does allow for the return or disgorgement of prohibited contributions within 30 days of receipt or of the official knowing that the contribution came from a participant or party to a qualifying proceeding.

Please review the FPPC’s “Section 84308 Guide for Officers” regarding the amended Levine Act on the FPPC’s website.

FPPC requires that all Candidates, Officeholders, and Committees with activity related to the November 5, 2024, election file Campaign Disclosure Statements including Late Contribution/Expenditure Reports as specified in the Elections Calendar on pages 7-8. In addition to filing Pre-Election Statements, candidates must file a Semi-Annual Statement as specified in the calendar. Statements are filed with the City Clerk. LATE STATEMENTS MAY RESULT IN A FINE FROM THE FPPC.

Exception

Pursuant to Thousand Oaks Municipal Code §1-13 and Government Code §84206, Officeholders/Candidates without a controlled committee as defined by the FPPC and who anticipate receiving/spending less than $2,000 (including personal funds) during the entire calendar year may reduce their filing obligations by filing a Form 470 (short form) for Calendar Year 2024 (January 1, 2024, through December 31, 2024).

CITY CLERK STAFF SHALL NOT FILL OUT FORMS FOR CANDIDATES AND SHALL NOT ADVISE ON CONTENT OF FORMS. CONTACT THE FPPC WITH ANY QUESTIONS [(866) 275-3772 or advice@fppc.ca.gov or www.fppc.ca.gov].

Forms

The table on the following page contains a list of the most common Campaign Disclosure Statements filed by candidates and shall be used as a supplement to (not a replacement for) FPPC’s Campaign Disclosure Manual 2 for local candidates and the detailed instructions provided on the various forms.

Copies of all forms are available on the FPPC’s website: www.fppc.ca.gov (in an interactive format). Campaign Disclosure Manual 2 is also available on the FPPC website.
<table>
<thead>
<tr>
<th>Form Number/Name</th>
<th>Description</th>
<th>Where Filed</th>
</tr>
</thead>
</table>
| Form 501 Candidate Intention Statement | Filed upon declaration of candidacy, or prior to the solicitation or receipt of any contribution, or expenditure of any personal funds used for the election. [Government Code §85200](https://leginfo.legislature.ca.gov/faces/code_summarize.html?id=85200)  
Mail or hand deliver to the City Clerk Department.                                                                                                                                                                                                                                                                                                                                                          | Original to City Clerk               |
| Form 410 Statement of Organization/Recipient Committee | File this form within **10 days** of receiving $2,000 in contributions. All committees must now disclose the financial institution and bank account number used by the committee. Include a $50 payment made payable to the Secretary of State (SOS) with your Form 410.  
Thereafter, the $50 fee is due annually no later than January 15. In addition to the $50 fee, a penalty of $150 may be assessed if payment is late.  
For early submissions, mark the “not yet qualified” box. The $50 fee is requested at this time but is not legally required until qualified as a committee.  
After form is filed, the SOS will assign the committee an identification number which is sent to the Treasurer and posted at the following SOS website: [https://cal-access.sos.ca.gov/Campaign/](https://cal-access.sos.ca.gov/Campaign/)  
Mail or hand deliver, or email ([cityclerk@toaks.org](mailto:cityclerk@toaks.org)) copy to City Clerk Department.                                                                                                                                                                                                                     | Original filed with SOS AND 1 copy to City Clerk |
| Form 410 - Amendment Statement of Organization/Recipient Committee | **Amendments** - Must be filed within **10 days** of any changes to information contained on the Form 410. See [SOS website](https://cal-access.sos.ca.gov/Campaign/) for type of signature requirement.  
Mail, hand deliver, or email ([cityclerk@toaks.org](mailto:cityclerk@toaks.org)) copy to City Clerk Department.                                                                                                                                                                                                                                         | Original filed with SOS AND 1 copy to City Clerk |
| Form 460 Recipient Committee Campaign Statement | Used by Officeholders/Candidates who have a controlled committee who will raise/spend $2,000 or more during the calendar year in connection with election to office. Filed according to Campaign Disclosure Filing Calendar.  
Mail or hand deliver with wet signature to the City Clerk Department OR electronic form with digital signature emailed to [cityclerk@toaks.org](mailto:cityclerk@toaks.org).                                                                                                                                                              | Original to City Clerk               |
| Form 470 Officeholder and Candidate Campaign Statement - Short Form | Used by Officeholders/Candidates who do not have a controlled committee, do not anticipate receiving contributions OR spending more than $2,000 during the calendar year.  
Mail or hand deliver with wet signature to the City Clerk Department OR electronic form with digital signature emailed to [cityclerk@toaks.org](mailto:cityclerk@toaks.org).                                                                                                                                                                               | Original to City Clerk               |
| Form 497 24 Hour Contribution Report | Used by Officeholders/Candidates to report receiving any contribution (including personal loans) in the amount of $1,000 or more. **State threshold of $1,000** within 90 days before election *(August 7 – November 5, 2024)* file within **24 hours** by hand delivery, email, guaranteed overnight service, or fax.  
Pursuant to State law, reports due on a weekend or state holiday *(except the weekend before the election)* are extended to the next business day.  
*[Local Threshold $100+ [TOMC §1-13.04][1] (October 26-November 5, 2024) file within 24 hours by email ONLY or hand delivery drop-off ONLY, guaranteed overnight service ONLY, or fax ONLY.](https://www.toaks.org/campaign-disclosure)*  
Mail or hand deliver with wet signature to the City Clerk Department OR electronic form with digital signature emailed to [cityclerk@toaks.org](mailto:cityclerk@toaks.org).                                                                                     | Original to City Clerk within 24 hours |
Digital Signatures and Electronic Submission of Filings

Pursuant to Ordinance No. 1725-NS, the City of Thousand Oaks accepts the use of secure electronic signatures, or "digital signatures," and the electronic filing of statements, reports, or other documents as required by Chapter 4 of the Political Reform Act (Government Code Section 84100 et seq.) with the City Clerk.

Electronic forms are available at www.fppc.ca.gov and numerous companies offer digital signature services. One common program that may be used for digital signatures at no cost is Adobe Acrobat Reader DC (Adobe). The following are steps for the filer to digitally sign an FPPC form:

1. Download and install Adobe Reader. If you do not already have an Adobe product capable of digitally signing a document, Adobe Reader can be downloaded at https://get.adobe.com/reader/.
2. Fill out every applicable form field, other than the filer signature field, unless a field is specifically reserved for use by the filing official.
3. Review your document for completeness and accuracy, then click the filer signature field. NOTE: Once the form has been digitally signed, the form fields cannot be altered unless the digital signature is removed. For this reason, it is important to review the document for completeness and accuracy.
4. After clicking the filer signature field, when prompted with a text box that reads, “Sign with a Digital ID,” create or choose a digital ID. If you do not already have a Digital ID, click “Configure New Digital ID,” followed by “Create a new Digital ID,” then “Save to File.”
5. Fill in the relevant information, including your name, agency email address, and organization name and unit. Keep “Country/Region,” “Key Algorithm,” and “Use Digital ID for” on the default selections of “US – UNITED STATES,” “2048-bit RSA,” and “Digital Signatures,” respectively.
6. Click “Continue” and you will be asked to create a password for your Digital ID. Create a password, then select where to save your Digital ID. You will need to access this file to digitally sign documents, so the file should be saved in a location that is private and secure.
7. You will be returned to the “Sign with a Digital ID” screen. Choose your new Digital ID and click “Continue.” On the next page, enter the password for your Digital ID, click “Sign,” and choose where to save your signed document. NOTE: It is recommended you choose a new file name so that your signed version does not overwrite the unsigned version of the document.

8. Review the document again, then send it to cityclerk@toaks.org. NOTE: If, after signing, you realize you need to amend some aspect of your form, right click your signature and click “Clear Signature.”

**Computer-Generated Filings**

The City of Thousand Oaks accepts computer-generated filings that conform with FPPC requirements. Candidates and committees must use FPPC forms or computer-generated facsimiles of FPPC forms for filing campaign disclosure reports.

Please refer to the Secretary of State website for a list of approved electronic filing vendors.

**City Copies – Public Access**

Candidate and Officeholder Campaign Disclosure Statements information is available on the City’s website. Campaign Disclosures are posted within three days of receipt (and typically within 24 hours) pursuant to the City’s local campaign ordinance.
RECORDKEEPING

The State requires records to be retained for a four-year retention from the date of the Campaign Statement. Recordkeeping is required for the following (see also FPPC Manual 2, Chapter 2 and FPPC Regulation 18401 for additional information; listing below is not all inclusive):

- Original source documentation or copies (i.e., bank/credit card records, cancelled checks, vouchers, invoices, electronic transactions)
- Daily Records (showing how much money received/expended on any given day)
- Contributor Record
- Copy of each contributor’s check
- Mass Mailings – date, method of postage, number of pieces sent, sample of each mass mailing
- Dates/Daily Lump Sum Total required for miscellaneous expenditures/contributions less than $25.00
- Gift, meal, travel records

Documents that identify the names of the contributors that are affiliated entries must be kept for five years (See FPPC Manual 2, Chapter 2).

Scripts of similar telephone calls or recorded messages (500+) shall be maintained for the period of time set forth in Government Code § 84104.

Expenditures of $25 or more
- Date
- Amount
- Name, street address, zip code of payee
- Description of goods or services

Contributions of $25 to $99 (Monetary, Non-Monetary, etc.)
- Date Received
- Amount
- Type of Contribution
- Full Name, Street Address, Zip Code of Contributor
- Cumulative amount received from each contributor over the course of the current calendar year; if cumulative amount reaches $100 or more see next column of required information

Contributions of $100 or more
- Date Received
- Amount
- Type of Contribution
- Full Name, Street Address, Zip Code of Contributor
- Occupation/Employer; if self-employed, name of business
- Cumulative amount received from each contributor over the course of the current calendar year
TEMPORARY SIGNS

City Council Candidates may elect to use temporary signs to promote their candidacy. The City asks that each candidate keep in mind the best interests of the community when using temporary signs. The City’s desire is to maintain an aesthetically pleasing appearance in the City, while providing sufficient opportunity for each candidate to increase voter awareness.

TEMPORARY SIGNS ARE PROHIBITED IN ALL PUBLIC RIGHTS OF WAY AND ON CITY PROPERTY. ALL SIGNS PLACED ILLEGALLY SHALL BE REMOVED. OTHER RESTRICTIONS MAY APPLY REGARDING SIGNS PLACED ON PROPERTIES OWNED BY OTHER PERSONS AND ENTITIES, INCLUDING COUNTY AND STATE PROPERTY. SIGNS PLACED ON PRIVATE PROPERTY WITHOUT THE PROPERTY OWNER’S PERMISSION MAY BE REMOVED BY THE PROPERTY OWNER. CANDIDATES ARE RESPONSIBLE FOR ADVISING CAMPAIGN VOLUNTEERS WHO WILL BE POSTING SIGNS ON THEIR BEHALF OF THESE REQUIREMENTS/RESTRICTIONS.

County and State Requirements

Ventura County and the State of California have different regulations regarding temporary signs. Please contact those agencies for more information regarding temporary sign regulations.

CAMPAIGN LITERATURE

The following are summary excerpts of Government and Elections Code sections concerning campaign literature and mass mailings that are required by law to be provided to all candidates:

Mass Mailing

The Elections Code requires the City Clerk to provide each candidate with a copy of the Government Code section setting forth the requirements for mass mailing. “Mass mailing” is defined as over 200 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. [Government Code § 82041.5]

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 so as to be easily legible. A post office box may be stated in lieu of a street address if the candidate’s, candidate-controlled committee established for an elective office for the controlling candidate’s, or 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 so as to be easily legible. A post office box may be stated in lieu 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:  
(1) "Mass electronic mailing” means sending more than 200 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 who pays for the largest portion of expenditures attributable to the designing, printing, and posting of the mailing which are 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 to 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.  
(Amended by Stats. 2019, Ch. 558, Sec. 1. (AB 864) Effective January 1, 2020. Note: This section was added on June 4, 1974, by initiative Prop. 9.)

**Paid Political Advertising**

Under California’s Political Reform Act, committees must put “paid for by” disclaimers on campaign advertising, including campaign mailers, radio and television ads, telephone ‘robocalls', and electronic media ads (includes blast campaign emails, X (FKA: Twitter) feeds, Instagram posts, Facebook posts, and other electronic/social media ads).

**Elections Code 20008.** Any paid political advertisement that refers to an election or to any candidate for state or local elective office and that is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the advertisement or in 10-point roman type, whichever is larger, the words "Paid Political Advertisement." The words shall be set apart from any other printed matter.  
As used in this section "paid political advertisement" shall mean and shall be limited to, published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office.  (Enacted by Stats. 1994, Ch. 920, Sec. 2.)

**Telephone Advocacy**

A candidate or committee that uses campaign funds to make 500 or more telephone calls must disclose the name of the person or organization that authorized or paid for the call.  A script of the call or a copy of a recorded telephone message must be retained by the Committee.  
[Government Code § 84310 and FPPC Reg. 18440]

84310.  (a) A candidate, candidate controlled committee established for an elective office for the controlling candidate, political party committee, or slate mailer organization shall not expend campaign funds, directly or indirectly, to pay for telephone calls that are similar in nature and aggregate 500 or more in number, made by an individual, or individuals, or by electronic means
and that advocate support of, or opposition to, a candidate, ballot measure, or both, unless during the course of each call the name of the candidate, candidate controlled committee established for an elective office for the controlling candidate, political party committee, or slate mailer organization that authorized or paid for the call is disclosed to the recipient of the call. Unless the organization that authorized the call and in whose name it is placed has filing obligations under this title, and the name announced in the call either is the full name by which the organization or individual is identified in any statement or report required to be filed under this title or is the name by which the organization or individual is commonly known, the candidate, candidate controlled committee established for an elective office for the controlling candidate, political party committee, or slate mailer organization that paid for the call shall be disclosed. This section does not apply to telephone calls made by the candidate, the campaign manager, or individuals who are volunteers.

(b) Campaign and ballot measure committees are prohibited from contracting with any phone bank vendor that does not disclose the information required to be disclosed by subdivision (a).

(c) A candidate, committee, or slate mailer organization that pays for telephone calls as described in subdivision (a) shall maintain a record of the script of the call for the period of time set forth in Section 84104. If any of the calls qualifying under subdivision (a) were recorded messages, a copy of the recording shall be maintained for that period.

(d) This section does not apply to a telephone call that is paid for by an independent expenditure.

(Amended by Stats. 2017, Ch. 546, Sec. 29.)

Simulated Ballot Requirements

Elections Code 20009. (a) Every simulated ballot or simulated county voter information guide shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the statement or words or in 10-point roman type, whichever is larger, in a printed or drawn box and set apart from any other printed matter, the following statement:

“NOTICE TO VOTERS
*(Required by Law)*

“This is not an official ballot or an official county voter information guide prepared by the county elections official or the Secretary of State.

“This is an unofficial, marked ballot prepared by ____ (insert name and address of the person or organization responsible for preparation thereof)."

This section shall not be construed as requiring this notice in any editorial or other statement appearing in a regularly published newspaper or magazine other than a paid political advertisement.

(b) A simulated ballot or simulated county voter information guide referred to in subdivision (a) shall not bear an official seal or the insignia of a public entity, and that seal or insignia shall not appear upon the envelope in which it is mailed or otherwise delivered.

(c) The superior court, in a case brought before it by a registered voter, may issue a temporary or permanent restraining order or injunction against the publication, printing, circulation, posting, or distribution of any matter in violation of this section, and all cases of this nature shall be in a preferred position for purposes of trial and appeal, so as to assure the speedy disposition of cases of this nature.

(Amended by Stats. 2016, Ch. 422, Sec. 84. (AB 2911) Effective January 1, 2017.)

Distribution of Polling Place Information

Elections Code 18302(a). Every person is guilty of a misdemeanor who knowingly causes to be mailed or distributed, or knowingly mails or distributes, literature to any voter that includes a designation of the voter’s precinct polling place other than a precinct polling place listed for that voter in an official precinct polling list that constituted the latest official precinct polling list at some time not more than 30 days prior to the mailing or distribution. *(Enacted by Stats. 1994, Ch. 920, Sec. 2.)*

NOTE: Candidates are discouraged from notifying residents of respective Vote Centers. Vote Centers can be changed for various reasons and will be available online on the County’s Election webpage.
Use of City Seal

Elections Code 18304. (a) Any person who uses or allows to be used any reproduction or facsimile of the seal of the county or the seal of a local government agency in any campaign literature or mass mailing, as defined in Section 82041.5 of the Government Code, with intent to deceive the voters, is guilty of a misdemeanor.
(b) For purposes of this section, the use of a reproduction or facsimile of a seal in a manner that creates a misleading, erroneous, or false impression that the document is authorized by a public official is evidence of intent to deceive.
(c) For purposes of this section, the term “local government agency” means a school district, special or other district, or any other board, commission, or agency of local jurisdiction. (Added by Stats. 2003, Ch. 380, Sec. 1. Effective January 1, 2004.)

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. (Amended (as amended June 7, 1988, by Prop. 73) by Stats. 1988, Ch. 1027, Sec. 1. Note: This section was added on June 4, 1974, by initiative Prop. 9, and amended on June 7, 1988, by initiative Prop. 73.)

In addition to the above, use of the City Seal in campaign literature is expressly prohibited by the Thousand Oaks Municipal Code, Title 1 Chapter 11; see below.

Thousand Oaks Municipal Code – Title, 1 Chapter 11. City Seal and City Flag

Sec. 1-11.101. Form of Seal

The official seal of the City of Thousand Oaks shall be in the form of a circle with three (3) sections as noted: upper right-hand corner of shield denotes California bear and star; upper left-hand section depicts Ventura County and the lower third of shield represents an oak tree. (Ord. 1027-NS, eff. May 16, 1989)

Sec. 1-11.102. Unauthorized use of City Seal

It shall be unlawful for any person to make or use the seal of the City of Thousand Oaks, or any cut, facsimile, or reproduction thereof, or make or use any seal or any design which is an imitation of said seal, or the design thereof, or which may be mistaken therefore or the design thereof, without authorization from the City, which may be given provided the purpose is for official business of the City of Thousand Oaks, its Council, officers or departments. Use of the City seal in candidate or committee campaign literature or for candidate/committee campaign purposes in any manner is prohibited. (Ord. 1027-NS, eff. May 16, 1989, as amended by § 2 (part), Ord. 1484-NS, eff. August 9, 2007)
False or Misleading Information to Voters

Elections Code 18203. Any person who files or submits for filing a nomination paper or declaration of candidacy knowing that it or any part of it has been made falsely is punishable by a fine not exceeding one thousand dollars ($1,000) or by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years or by both that fine and imprisonment. (Amended by Stats. 2011, Ch. 15, Sec. 64. Effective April 4, 2011. Operative October 1, 2011, by Sec. 636 of Ch. 15, as amended by Stats. 2011, Ch. 39, Sec. 68.)

Elections Code 18350. (a) A person is guilty of a misdemeanor who, with intent to mislead the voters in connection with his or her campaign for nomination or election to a public office, or in connection with the campaign of another person for nomination or election to a public office, does either of the following acts:
(1) Assumes, pretends, or implies, by his or her statements, conduct, or campaign materials, that he or she is the incumbent of a public office when that is not the case.
(2) Assumes, pretends, or implies, by his or her statements, conduct, or campaign materials, that he or she is or has been acting in the capacity of a public officer when that is not the case.
(b) A violation of this section may be enjoined in a civil action brought by a candidate for the public office involved. (Amended by Stats. 2015, Ch. 105, Sec. 1. (AB 370) Effective January 1, 2016.)
The following is an FPPC document. Please refer any questions regarding the document to the FPPC.

FPPC Political Advertising Disclaimers Sheet
California Fair Political Practices Commission

Political Advertisement Disclosures

Under California's Political Reform Act (the “Act”), committees, generally, must include “Ad paid for by” disclosures on campaign advertising, including campaign mailers, radio and television ads, telephone robocalls, and electronic media ads. Please see the Advertising Disclosure Charts for specific disclosure requirements. The questions below relate to disclosure requirements for committees that purchase advertisements or circulate communications supporting or opposing a state or local candidate or ballot measure in California. This fact sheet is informational only and contains only highlights of selected provisions of the law. It does not carry the weight of the law. For further information, consult the Act and its corresponding regulations, advice letters and opinions.

Who Must Use a Disclosure?

A candidate’s campaign committee, a political action committee, a ballot measure committee, a political party committee, a major donor, and a person or entity making independent expenditures on candidates or ballot measures in California are all types of committees that are subject to disclosure rules. In general, a person or entity qualifies as a committee under the Act if they receive contributions from others for political purposes of $2,000 or more per year; if they make independent expenditures on California candidates or ballot measures of $1,000 or more per year; or if they make contributions to California candidates or ballot measures of $10,000 or more per year.

General Questions

1. Q. What is an advertisement?
   
   A. An advertisement is a communication that is made for the purpose of supporting or opposing a candidate or ballot measure. Advertisements include mass mailings (including emails), paid telephone calls, newspaper, radio and television ads, billboards, yard signs, and electronic media ads.

2. Q. What is a disclosure?
   
   A. A “disclosure” is the portion of a political message that identifies the person or entity who paid for or authorized the communication. “Ad paid for by committee name” is generally the basic disclosure required by the Act on most campaign communications sent by a committee.
3. Q. Are the Act’s disclosure rules the same for all committees and all ads?
   A. No. Basic disclosure rules apply to campaign materials disseminated by a candidate for their own election campaign because it is generally clear to the public that the candidate is sending the communication. Stricter disclosure rules apply to ballot measure advertisements and independent expenditure advertisements on candidates and ballot measures, because it is less clear to the public who is responsible for these ads.

4. Q. Must a disclosure appear on ALL printed materials or campaign items?
   A. No. A disclosure is not required on the following items:
      - Campaign buttons smaller than 10 inches in diameter, pins, bumper stickers smaller than 60 square inches, and magnets
      - Pens, pencils, rulers, mugs, potholders, key tags, golf balls and similar small campaign promotional items where a disclosure cannot be conveniently printed
      - T-shirts, caps, hats, and other articles of clothing
      - Skywriting and airplane banners
      - Committee checks and receipts

5. Q. What must the disclosure state?
   A. Generally, the basic disclosure must state: “Ad Paid for by committee name.” Please see the Advertising Disclosure Charts for specific disclosure requirements. In most cases, any recipient committee except a candidate committee or a political party committee must also list top three contributors of $50,000 or more. An advertisement supporting or opposing a candidate that is paid for by an independent expenditure shall include a statement that it was not authorized by a candidate or a committee controlled by a candidate. If the advertisement was authorized or paid for by a candidate for another office, the expenditure shall instead include a statement that “This advertisement was not authorized or paid for by a candidate for this office or a committee controlled by a candidate for this office.”

6. Q. How must the disclosure appear?
   A. Written disclosures must be printed clearly and legibly. Spoken disclosures must be spoken clearly. Disclosures must also be written or spoken in the same language used in the advertisement. Specific requirements for color contrast, font, print size and time appearing on screen or read during a telephone or radio advertisement are listed in FPPC advertising disclosure charts.

7. Q. If a committee’s top contributor changes, must advertisement disclosures be updated?
   A. Yes. Television, radio, telephone, electronic billboard, or other electronic media
advertisement shall be updated to reflect the new top contributors within five business days. Print media advertisement, including nonelectronic billboards, shall be updated to reflect the new top contributors before placing a new or modified order for additional printing of the advertisement.

8. Q. What are the rules for disclosures on communications in a language other than English?
   A. Disclosures on political advertisements must be written or spoken in the same language used in the advertisement, except for the name of the committee and the top contributors to the committee, if any.

9. Q. Must a disclosure appear on communications from an organization to its members?
   A. For political party communications, yes. For communications from other organizations to their members, a disclosure is not required.

**Mass Mailing Questions**

10. Q. On mass mailings, what must the disclosure state?
    A. A mass mailing – over 200 substantially similar pieces of mail sent within a calendar month – must include: the words “Paid for by” immediately in front of or above the name and address of the committee on the outside of each piece of postal mail. The disclosure must be in no less than 6-point type and in a color that contrasts with the background.

    If a mass mailing is paid for by more than one candidate or committee, the words “paid for by” must appear immediately in front of or above the name and address of the candidate or committee who is paying the greatest share of the mass mailing (including costs for designing, postage, and printing) and must be placed on the outside of each piece of mail. If two or more candidates or committees pay equally for the mailer, the name and address of at least one of the candidates or committees must be shown on the outside, and the names and addresses of all candidates or committees paying for the mailer must appear on at least one insert.

11. Q. On emails, what must the disclosure state?
    A. When over 200 substantially similar emails are sent by a candidate or committee, the email must include “Paid for by and the committee name.” The committee’s street address is not required on mass emails sent by a committee, but may be included.
Advertising Issues Not Under FPPC’s Jurisdiction

12. Q. What are the rules about when and where political signs may be placed?

A. The Act does not contain rules about when and where signs may be placed. You may visit the California Department of Transportation website for information about the State Outdoor Advertising Act and additional restrictions on political sign placement. You should also check with your local jurisdiction as there may be local laws that restrict or prohibit the placement of campaign signs at certain times and in specified places.

13. Q. Where can I get information about the National Do Not Call Registry?

A. For information about the National Do Not Call Registry, administered by the Federal Trade Commission (FTC), go to www.donotcall.gov.

Political Advertising Disclaimers Matrix

The disclosure must include, unless otherwise noted: “Paid for by committee name”

Examples: “Paid for by Johnson for Assembly 20XX”

“Paid for by Friends of Smith for Mayor 20XX”

<table>
<thead>
<tr>
<th>Communication</th>
<th>Disclosure and Manner of Display</th>
</tr>
</thead>
</table>
| All mass mailings – more than 200 substantially similar pieces of mail sent within a calendar month | • Candidate’s committee name and address (on file with Form 410) on outside of mailing (if no Form 410 on file, use candidate’s name and address)  
• “Paid for by” must be in the same color and font as the committee name and address and immediately in front of or above the name and address  
• If sent by more than one candidate or committee:  
  o Also on at least one insert in the mailing  
• No less than 6-point type and in a contrasting print or color  
• Return envelopes (if included in solicitation) – committee’s name, address and ID number are recommended but not required |
<p>| All mass electronic mail – more than 200 substantially similar emails sent within a calendar month | • “Paid for by [name of candidate or committee]” must be in at least the same size font as a majority of the text (no address is required on mass electronic mailings) |
| Newspaper ads | • Refer to the Elections Code for newspaper ad disclosure requirements |</p>
<table>
<thead>
<tr>
<th>Communication</th>
<th>Disclosure and Manner of Display</th>
</tr>
</thead>
</table>
| **Telephone calls advocating candidate's own election - 500 or more calls similar in nature and made by:**  
  • Vendors (“robo” calls); or  
  • Paid individuals other than the candidate, campaign manager or volunteers |  
  • Must identify the candidate's committee that authorized or paid for the call or an organization authorizing the call that files campaign reports  
  • Must state that the call is “paid for by” or “authorized by” the identified candidate or organization  
    o Examples: This call was paid for by Senator Jones; This call was authorized by [name of committee]  
  • Any time during the call  
  • No ID required on telephone calls personally dialed by candidate, campaign manager or volunteers |
| **Radio and television* ads**  
  *Television ads include those distributed via streaming technology or viewed via connected TV. |  
  • **Radio:** “Ad paid for by” followed by name of committee as it appears on most recent Form 410 at the beginning or end of advertisement read in a clearly spoken manner with pitch and tone substantially similar to the rest of advertisement.  
  • **Television:** “Ad paid for by” followed by name of committee as it appears on most recent Form 410 shown for at least four seconds. Letters must be in a type size greater than or equal to four percent of the height of the screen. If the television ad is shorter than the required disclosure display time, the disclosure may be displayed for the length of the advertisement. |
| **Electronic media ads (non-social media)**  
  (Websites, blogs, graphics, images, animated graphics, or animated images.) |  
  • “Paid for by committee name,” including committee ID number, is recommended but not legally required. |
| **Social media ads** | Advertisements, in the form of posts, comments or other communications made via social media, must include “Ad paid for by,” disclosure in a contrasting color that is easily readable by the average viewer in no less than 10-point font on each individual post that is an advertisement.  
  • Disclosures are not required on social media advertisements for which the only expense or cost of the communication is compensated staff time unless the social media account where the content is posted was created only for the purpose of advertisements.  
  • An advertisement for which a committee pays a third party to post from a social media account that is not the committee’s account must include a tag, or otherwise include a link to, the social media profile or social media landing page of the committee that paid for the advertisement. |
The information on this chart does not carry the force of law. If there are any discrepancies between the chart and the Act or its corresponding regulations and opinions, the Act and its regulations and opinions will control. Communications made by a candidate to support or oppose a ballot measure or other candidates are not addressed in this chart.

**References:** Government Code Sections: 82041.5, 84305, 84310, 84502, 84504.2, 84504.3, 84504.4 Title 2 Regulations: 18435, 18450.4, 18440

## Political Libel and Slander

### Election Campaigns; Libel and Slander

**Elections Code 20500.** The provisions of Part 2 (commencing with Section 43) of Division 1 of the Civil Code, relating to libel and slander, are fully applicable to any campaign advertising or communication.

**Elections Code 20501.** (a) A candidate or state measure proponent is liable for any slander or libel committed by a committee that is controlled by that candidate or state measure proponent as defined by Section 82016 of the Government Code if the candidate or state measure proponent willfully and knowingly directs or permits the libel or slander. 
(b) A person who is a sponsor of a sponsored committee, as defined by Section 82048.7 of the Government Code, is liable for any slander or libel committed by the sponsored committee if the sponsor willfully and knowingly directs or permits the libel or slander.
Elections Code 20502. (a) In any action for libel or slander brought by a candidate, the willingness or unwillingness of the defendant to retract or correct a communication made in the course of a campaign, and his or her action in doing so, shall be admissible in evidence in the exemplary damages phase of a bifurcated trial.

(b) The remedy provided by this section is in addition to any other remedy provided by law.  
All enacted by Stats. 1994, Ch. 920, Sec. 2

LOCAL ELECTION REGULATIONS

Local Campaign Requirements

The Thousand Oaks Municipal Code Title 1, Chapter 13*, contains Local Campaign Finance regulations in addition to State Campaign Disclosure regulations. It is important for candidates to review the Thousand Oaks Municipal Code to fully understand local guidelines:

- Contribution Limitations: $750 limit by persons and committees, personal funds, restrictions on when contributions may be received, retiring outstanding debts, disposition of funds at end of election, loan limitations, anonymous contributions, cash contributions, assumed name contributions, local aggregate contribution limits, family contributions, aggregation of contributions

- Filing Requirements: times for filing campaign reports in addition to state law, late contribution and late independent expenditure reporting in addition to state law, website posting of campaign disclosures

Term Limits

The Thousand Oaks Municipal Code Title 1, Chapter 14*, contains Local Term Limit regulations. No person shall serve more than three consecutive terms as a member of the Thousand Oaks City Council, either by election or appointment.

District-Based Elections

The Thousand Oaks Municipal Code Title 1, Chapter 16*, contains information related to The City’s transition from an at-large voting system to a district-based system used to elect members of the City Council. In 2023, the City Council adopted an ordinance to transition from at-large elections to district-based elections, which also established the respective districts, set forth the schedule for district elections, and set forth the other procedures applicable to the transition.

*Full Code Sections available here: http://www.toaks.org/municipalcode