

CITY OF



CUPERTINO

Guidelines for
CITY COUNCIL CANDIDATES

Election of November 5, 2024

Revised 06/03/2024

Information for City Council Candidates

The following pages provide important information regarding the November 5, 2024, Cupertino municipal election. Please note, this document is provided as a courtesy to potential candidates and does not necessarily include all the provisions that may apply.

Becoming a candidate includes a number of steps that are outlined in more detail in this document. In general, you will collect signatures on a nomination petition, identify a treasurer, open a campaign bank account, prepare a candidate's statement (optional), and file regular reports regarding your campaign income and expenditures.

Please review this document thoroughly, and if you have questions or need additional forms, email or call the Clerk's Office at cityclerk@cupertino.gov or (408) 777-3223. General elections information is also available on the City's website at cupertino.org/elections.

If you have questions about campaign finance disclosure forms, please call the Fair Political Practices Commission (FPPC) by email: advice@fppc.ca.gov or phone: 866-ASK-FPPC (1-866-275-3772). Also, their website provides downloadable forms: www.fppc.ca.gov. Cupertino filers will be notified to file electronically in the eCampaign filing system.

Eligibility for Office

You must be registered to vote in the City of Cupertino and a resident of the City at the time the nomination papers are issued to be eligible for elective office (Elections Code § 201).

You are disqualified from holding elected office if you have been convicted of designated crimes specified in the Constitution and laws of the State (Government Code § 1021).

You may not make any reference to party affiliation on required forms since the City Council is a nonpartisan body (Elections Code 8002).

Nomination Period

Nomination papers are issued by the City Clerk during City Hall regular business hours beginning **Monday, July 15, 2024, and are due by 5:00 p.m. on Friday, August 9, 2024.** (You are strongly encouraged to file several days before the deadline). There are a number of other forms to complete, some of which are required by the Fair Political Practices Commission, and others requested by the County Registrar of Voters and/or the City Clerk's Office. The nomination period will be extended from **Saturday, August 10, 2024 to 5:00 p.m. on Wednesday, August 14, 2024** if an incumbent eligible to run chooses not to do so.

There is no filing fee to run for office. However, there is a fee if you wish to have a Candidate's Statement printed in the Voter's Pamphlet. Both the statement and the estimated fee payment of **\$3,640.00** are due when nomination papers are filed. You may owe more or receive a refund once the actual cost from the Registrar of Voter's Office has been established.

Circulating Nomination Papers

1. The petition must be signed by at least 20 but no more than 30 registered voters of the City of Cupertino.
2. Try to collect all 30 signatures to compensate for any that may be disqualified.
3. Each person must sign his or her name as registered and write the street and number of his or her residence. Ditto marks are not acceptable.
4. A registered voter who has changed addresses must re-register to update the information. If this is not done, the signature on the Nomination Paper may be disqualified.
5. Signatures may be collected either by the candidate or by a circulator appointed by the candidate, but not both. The person who circulates the petition must obtain all the signatures and must sign the Certificate of Circulation.
6. Both the nominee and the circulator (if different) are eligible to sign the petition as long as the circulator is a registered voter in Cupertino.
7. Voters may sign the nomination paper of Council candidates equal to the number of vacancies which are **two** for the **November 5, 2024** election. If a voter signs more than **two** nomination papers, only the first **two** nomination papers to be filed containing the voter's signature will be counted.
8. Signatures may not be obtained within 100 feet of the any polling place or voting center, or within 100 feet of Ballot Drop-off Boxes, or any place where voter registration is being conducted. (This includes **Cupertino City Hall** and the **Cupertino Library** in 2024).
9. The candidate must sign the Affidavit of Nominee and Oath or Affirmation of Allegiance in the presence of an officer authorized to administer oaths, such as the City Clerk or a notary public. Please wait to sign this until you file your papers.

Filing Nomination Papers

The deadline for Nomination Papers is **Friday, August 9, 2024 at 5:00 p.m.** If at all possible, file a day or two before the deadline, so there is time to collect additional signatures if necessary.

Please allow for a minimum of **one hour** for the filing process. Appointments are strongly recommended. Filers without an appointment will be helped on a first-come, first-served basis after those with an appointment.

The following documents must be filed together, by **5:00 p.m. on Friday, August 9, 2024**:

1. The Nomination Paper
2. Form 700 (Statement of Economic Interests).
3. A Candidate's Statement (if you choose to have one) and the estimated payment in the amount of **\$3,640.00*** (per the FY2024-25 County of Santa Clara Registrar of Voters Fee Schedule)

*This is an estimate of your pro rata share of the cost of the Candidate's statement. You will be billed for the balance if the actual cost is more, and you will be refunded the difference if the actual cost is less.

Payment may be made by cash or a check, drawn on your personal or campaign bank account, payable to the City of Cupertino.

4. Other forms requested by the City Clerk and the Registrar of Voters, such as contact information, Ballot Designation worksheet, Code of Fair Campaign Practices, Preferred Transliteration Form, etc. (See Candidate Checklist)

Once you have filed the nomination paper and candidate statement, they cannot be altered. However, you have until the end of the filing period to withdraw them entirely, thereby removing your name from the ballot.

Appoint a Treasurer

It is important that you select a treasurer as soon as possible. Both you and the treasurer will be required to sign all future filings. There will be at least two filing periods prior to the election and at least two every year following the election, and additional information may be required if your committee is audited. This filing obligation continues as long as your committee is open or, if you are elected, as long as you are a Council member.

Your treasurer can be a friend, a family member, or a professional accountant, but it should be someone who is willing to accept the long-term responsibility and has some general accounting experience. Even if your level of spending does not trigger the submission of detailed reports, you and your treasurer must record all contributions and expenditures on a daily basis. At times this can become complex and time-consuming, and the tracking and reporting requirement continues throughout the campaign and, if you are elected, throughout your term of office. Please note that late or insufficient filings may trigger fines and could result in negative press.

The FPPC offers free online workshops to provide general information on candidate and treasurer and committee duties. Please check the FPPC website for offerings and the City Clerk will also try to provide details on upcoming workshops.

Campaign Finance

You should not accept or spend \$100 or more in cash. All personal funds must first be deposited in your campaign bank account, except for candidate statement fees (Govt. Code 84300). (And see FPPC Campaign Manual 2).

For contributions of \$100 or more, including loans and in-kind contributions, you must disclose the contributor's name, address, occupation, and employer. (And see FPPC Campaign Manual 2).

If \$1000 or more is received from a single source within 90 days before the election, you must disclose receipt of those funds on Form 497 within 24 hours, even if the contribution is from your personal funds. (And see FPPC Campaign Manual 2).

If an agent or campaign consultant buys goods or services for the campaign, itemize expenditures of \$500 or more. (And see FPPC Campaign Manual 2).

Contribution Limits

Cupertino follows the default campaign contribution limits covered by [AB 571](#). The default limit for contributions to candidates for **2023-2024** is set at **\$5,500** per election.

Expenditure Limits

There is **no** Cupertino voluntary expenditure limit for campaign funds for the 2024 General Municipal Election.

FPPC Campaign Statements

Every candidate and committee must be aware of the filing schedules associated with their specific election. Missing a filing deadline can have serious consequences ranging from monetary penalties, failure to be listed on the ballot, or FPPC enforcement action.

If you are unsure which filing schedule applies to your election, you can [Ask the FPPC for Advice](#).

[When to File Campaign Statements: State and Local Filing Schedules](#)

Disclosure forms and manuals are available at fppc.ca.gov (click on View All Forms/Campaign Forms or All FPPC Manuals). Most of the forms are interactive and can be filled out online and then printed.

- [FPPC Campaign Disclosure Manual No. 2](#): Information for Local Candidates and Committees. The campaign disclosure manual is prepared to assist candidates and committees in complying with FPPC rules.
- [Form 501: Candidate Intention Form](#) - File a 501 with the City Clerk before soliciting, receiving or spending any campaign funds, except for the Candidate's Statement fee. Once this form has been filed, open your campaign bank account.
- [Form 410: Statement of Organization](#) - File a 410 with the Secretary of State's Office within 10 days of receiving or spending a total of \$2,000. This will provide you with an identification number. Both the candidate and the treasurer will be required to sign this document, and the funds must be withdrawn from or deposited into your campaign account.

Required committee name format - All state and local committees must include the candidate's last name, office sought and year of the election. For example, "Jones for Council 20XX). (See FPPC Regulation § 18402).

All recipient committees that file a Statement of Organization (Form 410) must pay a \$50 fee to the Secretary of State (Govt. Code § 84101.5). A penalty of \$150 may be assessed if the payment is late. Thereafter, the \$50 fee is due annually no later than January 15 until the committee terminates.

- [Form 460: Candidate or Committee Campaign Expenditure Form](#) – File a 460 for each pre-election or semi-annual reporting period. Both the candidate and the treasurer will be required to sign this document, and the funds must be withdrawn from or deposited into your campaign account.
- Reporting an Expenditure of Campaign Funds for a Gift, a Meal, or Travel – This requires a candidate controlled committee to describe the political, legislative, or governmental purpose and other detailed information when reporting expenditures for gifts, meals, or travel and requires maintenance of specified records. (See FPPC Regulation § 18401 and 18421.7).
- [Form 700: Statement of Economic Interests](#) – File this at the time you file nomination papers and annually thereafter.
- Keep good records and mark your calendar with due dates for campaign statements. Maintain details on contributions and expenditures of \$25 or more. (See FPPC Campaign Manual 2, Recordkeeping).

Your particular circumstances may require the filing of additional FPPC forms. Contact the FPPC, if you have any questions.

City Commissioners or Committee Members Campaigning for Public Office

City commissioners or committee members may actively seek voter support in public places where such activity is permissible; however, such campaigning must be done on the person's own time and not during the time that his or her commission or committee is in session. Public resources may not be used for campaign activities.

Candidates should also be aware that campaign contributions may cause conflicts for appointees and commissioners. Read Government Code Section 84308 (the Levine Act) carefully if you fall into this category.

Candidate Restrictions on Campaign Activity

Candidates may not use the City logo, photographs of employees in uniform, photographs of vehicles labeled with City identification, or photographs of locations which would imply the endorsement of the City or its employees per Government Code Section 8314(a).

Candidate Controlled Committee Treasurers

The treasurer is responsible for:

- Filing the committee's statement of organization (Form 410) and termination of the committee
- Establishing and maintaining a recordkeeping system that ensures the committee complies with disclosure requirements
- Verifying and signing the committee's campaign statements and filing them on time
- Correcting inaccuracies or omissions that may occur

Anyone may act as a committee treasurer. A candidate may serve as their own committee treasurer. However, no individual should accept the position of committee treasurer as a mere figurehead. If errors or omissions occur in a committee's recordkeeping and reporting, the treasurer will often be a named party in any resulting enforcement action and may be held personally liable. A committee may appoint one assistant treasurer on its statement of organization to act in place of the treasurer if they are unavailable.

The treasurer is responsible for the timely and accurate filing of campaign disclosure reports with the appropriate state and/or local filing officers. To accomplish this, the treasurer must see that complete and accurate records of receipts and expenditures are maintained from the very beginning of the committee's operations.

The treasurer is required to maintain the records personally or monitor committee support staff or others that actually perform the recordkeeping duties. The treasurer must also prepare the campaign statements personally or carefully review the campaign statements and records prepared by others. If required information is missing, it is the treasurer's

responsibility to obtain it. The treasurer must also monitor compliance with restrictions on cash contributions, cash expenditures, and with federal and local campaign laws.

All reports and statements must be signed by the treasurer or assistant treasurer.

A controlling candidate or officeholder must also sign the committee's campaign statements, verifying that the treasurer has used all reasonable diligence in preparing them.

Contact the toll-free FPPC hotline at (866) 275-3772, if you have any questions.

CODE OF FAIR CAMPAIGN PRACTICES

1. Background Information

In 1982, legislation was passed which established a “Code of Fair Campaign Practices” in California that could be voluntarily subscribed to by candidates for public office. Amendments in 1987 expanded the provisions of the Code so as to apply to committees formed primarily to support/oppose a ballot measure, and also reaffirmed civil liability provisions pertaining to libel and slander in campaign advertising and communications. (Election Code Sections 20400-20444).

2. Filing Officer Requirement

The City Clerk is required, at the time an individual is issued their Declaration of Candidacy, Nomination Papers, or any other paper evidencing an intention to be a candidate for public office, to provide the candidate a blank form on which to subscribe to the “Code of Fair Campaign Practices” and a copy of the Elections Code provisions.

3. Voluntary Subscription

Subscription to the Code is voluntary. Completed forms are to be filed with the City Clerk, and shall be retained for public inspection until 30 days after the election. For your information, this guide contains the provisions relating to this section and a sample copy of the blank form to be completed.

MASS MAILINGS

Definition of Mass Mailing

"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. (Govt. Code 82041.5)

Mass Mailing Requirements

Section 84305 of the Government Code provides as follows:

Government Code § 84305. Manner of sending mass mailings

- (a) Except as provided in subdivision (b), no candidate or committee shall send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type which shall be in a color or print which contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the organization's address is a matter of public record with the Secretary of State.
- (b) If the sender of the mass mailing is a single candidate or committee, the name, street address, and city of the candidate or committee need only be shown on the outside of each piece of mail.
- (c) If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a).

Mass mailing Prohibitions

No newsletter or other mass mailing shall be sent at the public expense.

Political Advertising Requirements – Newspapers (Election Code 20008)

Any paid political advertisement which 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 by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office.

CITY OF CUPERTINO TEMPORARY POLITICAL SIGN GUIDANCE FOR 2024 ELECTION SEASON

In order to ensure that no complaints are received regarding your campaign signs, please follow the rules below, as well as any applicable State requirements.

Size and Design of Temporary Political Signs

- Signs shall have no more than two sides (i.e. faces).
- Signs shall be no larger than four square feet in area per side (i.e. per face).
- Signs shall not be illuminated.

Location (Private Property)

- Political signs are allowed on private property everywhere in the City with the written or oral consent of the property owner or other person entitled to possession.
- Political signs are allowed wherever any allowed commercial message or any other protected noncommercial message is permitted.

Location (Public Property and Public Right-of-way)

- Political signs may be located in the public right-of-way (e.g. in the park strip between the curb and sidewalk) of residential and institutional districts only, subject to the other restrictions listed.
- Political signs are not allowed in the public right-of-way in any districts other than residential and institutional districts (e.g. they are not allowed in commercial or industrial districts).
- Signs shall not be located on the street or on street medians (e.g. center dividers between lanes)
- Signs must not be attached to public property, such as sidewalks, fences, walls, public playground equipment, street lamp posts, traffic lights, telephone poles, utility cabinets, hydrants, trees, buildings, etc.
- Political signs are allowed wherever any allowed commercial message or any other protected noncommercial message is permitted.

Clearance Around Signs:

- All parts of the sign shall be set back a minimum of 18 inches from the face of the curb or from the edge of the street, bicycle or vehicle travel lane.
- Signs shall maintain 36 inches of clear and continuous width to allow pedestrian passage along a sidewalk or pathway.
- Signs shall not restrict in any way the safe vision of any vehicular or pedestrian traffic or obstruct any directional or safety signs permitted by the City.

Removal of Signs:

- All political signs must be removed no later than 5 days after Election Day.
- At any time, Cupertino Code Enforcement may immediately remove any sign that creates a hazard to vehicular or pedestrian traffic, without any notice to the candidate or campaign entity.
- All signs that are removed will be stored at the City's Corporation Yard (10555 Mary Avenue, (408) 777-3269). Signs may be retrieved upon payment of a **\$25.00** Political Sign Recovery fee for each sign (**Effective July 14, 2024**, Resolution No. **24-040**). Signs held for more than 20 days shall be considered abandoned and disposed of.

Permit Required for Larger Signs or Banners, Unless Handheld:

- Candidates wishing to erect signs or banners (e.g. on the ground, hung from tents, or attached to buildings or vehicles) that exceed four square feet of area per side must obtain a permit from the City . Temporary "special event banners" may have a maximum area of up to 100 square feet, but require a permit from the City, must be mounted on a building, can have only one face, and are not allowed in residential districts. Please contact the Code Enforcement Office for more information.
- "Portable signs and displays" that are not permanently attached to the ground or a structure may be up to eight square feet in area, four feet in height, and two feet in width, but require a permit, may only be displayed during business hours, and are not allowed in residential districts. Please contact the Code Enforcement Office for more information.
- Handheld political signs or banners (i.e. signs carried by people that are not attached or mounted to any structure or left unattended on the ground) are allowed without a permit, regardless of size, provided they do not cause any public safety issues, such as by obstructing pedestrian, bike, or vehicle passage.

Further Information

For other questions regarding sign enforcement, please contact the Cupertino Code Enforcement Office at (408) 777-3182.

RESOLUTION NO. 04-455

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CUPERTINO REQUIRING CANDIDATES FOR CITY COUNCIL TO PAY ALL COSTS ASSOCIATED WITH THE VOLUNTARY CANDIDATE'S STATEMENT.

WHEREAS, budget constraints have forced the municipal government to weigh the advantages and disadvantages of full cost recovery in all areas of local government; and

WHEREAS, California Elections Code Section 13307 (c) allows a local agency to estimate the costs associated with printing, handling, translating, and mailing candidate's statements, and to require each candidate filing a statement to pay in advance his or her pro rata share;

NOW, THEREFORE, BE IT RESOLVED:

- 1) Candidates for City Council who wish to file a candidate's statement shall pay to the City of Cupertino his or her pro rata share of the costs associated with that statement.
- 2) The estimated pro rata share of costs shall be paid to the City of Cupertino at the time the nomination papers are filed.
- 3) Candidates are requested to pay their pro rata share of the costs in the form of a cashier's check, a personal check, or a check drawn upon the candidate's campaign account.
- 4) A candidate that alleges to be indigent and unable to pay the fee in advance may submit a request for waiver of this requirement pursuant to Elections Code 13309.
- 5) The cost of printing and translating Candidate Statements shall not be counted against any voluntary expenditure caps set by City Council resolution.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Cupertino this 7th day of December 2004, by the following vote:

Vote Members of the City Council

AYES: Kwok, Lowenthal, James

NOES: None

ABSENT: Sandoval, Wang

ABSTAIN: None

ATTEST:

/s/ Kimberly Smith
City Clerk

APPROVED:

/s/ Patrick Kwok
Mayor, City of Cupertino

ROLE OF CITY COUNCIL

The City Council is composed of five members elected at large by the citizens of Cupertino to be the legislative policy-making branch of city government. The Council directs the course of local government through its power to pass ordinances, levy taxes, award contracts, and appoint certain City officers and commissions. The Mayor is a member of the Council and has the responsibility to sign official documents, chair the Council meetings, and act as the official head of the City at public and ceremonial occasions.

Council members serve four-year, staggered terms, with a two-term limit. Each November/December, the Council members elect one of their group to serve as mayor and vice mayor for a one-year term.

Cupertino Municipal Code Section [2.16.020](#) sets Council member salaries at **\$618.85** per month. Upon beginning a new term of office for a Councilmember, the Council receives a salary of **\$730.24** per month. Members also receive monthly benefits for medical and dental insurance. Vision and life insurance are paid in full by the city, and members may qualify for Public Employees Retirement System (PERS) benefits.

The City Council makes appointments to the following 11 advisory bodies:

- Audit Committee
- Bicycle Pedestrian Commission
- Fine Arts Commission
- Housing Commission
- Library Commission
- Parks and Recreation Commission
- Planning Commission
- Public Safety Commission
- Sustainability Commission
- Teen Commission
- Technology, Information, and Communications Commission

As the legislative body for the City of Cupertino, the City Council may enact ordinances, adopt resolutions, and make motions and referrals. An ordinance is a law enacted by the City Council under powers delegated to it as a general law city by the State. A resolution is used to express the policy of the Council or to direct certain types of procedural or administrative actions. Motions indicate majority approval for a procedural or administrative action and are typically used for disposition of business items on the agenda.

When the Council is not prepared to take definite action or when further study or information is needed, the Council may refer the matter by motion to an individual or group for study. The Council may request that a report be made at a future Council meeting.

The Municipal Code is a compilation of the City's ordinances. The Code includes several titles that are further divided into chapters according to subject. Since City ordinances are passed, modified or repealed on an ongoing basis, the Municipal Code is issued in the form of a loose-leaf notebook, and is also available on the City's web site. Revisions to the Code are made at least quarterly.

Council members represent the City of Cupertino on various County, regional and State commissions and committees. The current list of committees includes:

- Association of Bay Area Governments
- Audit Committee
- Comprehensive County Expressway Planning Study Policy Advisory Board
- Cupertino Disaster Council
- Fiscal Strategic Planning Committee
- League of California Cities, Peninsula Division
- Santa Clara County Cities Association – Board of Directors
- Santa Clara County Cities Association – City Selection Committee
- Santa Clara County Cities Association – Legislative Action Committee
- Santa Clara County Library District - Joint Powers Authority Board of Directors
- Santa Clara County Transportation Authority – Policy Advisory Committee
- Santa Clara County Transportation Authority – State Route 85 Corridor Policy Advisory Board
- Santa Clara Valley Water Commission
- School Board liaison - FUHSD, CUSD, Foothill-De Anza Community College District
- Silicon Valley Clean Energy Authority – Joint Powers Authority Board of Directors
- Sister City Committees – Toyokawa, Hsinchu, Bhubaneshwar, Copertino
- West Valley Mayors and City Managers

Institutes, conferences, and seminars are held throughout the year to provide training and information that assist members of Council in performing their duties. Institutes and conferences typically are three to five days.

CITY OF CUPERTINO CONTACTS

Title	Name	Phone	E-Mail
Mayor	Sheila Mohan	777-1326	smohan@cupertino.gov
Vice Mayor	J.R. Fruen	777-1316	jrfruen@cupertino.gov
Council Member	Liang Chao	777-3192	lchao@cupertino.gov
Council Member	Kitty Moore	777-1389	kmoore@cupertino.gov
Council Member	Hung Wei	777-3139	hwei@cupertino.gov
City Manager	Pamela Wu	777-1322	pamelaw@cupertino.gov
City Attorney	Christopher Jensen	777-3105	christopherj@cupertino.gov
City Clerk Deputy City Clerk	Kirsten Squarcia Lauren Sapudar	777-3225 777-1312	kirstens@cupertino.gov laurens@cupertino.gov
Community Development Director	Ben Fu	777-3247	benjaminf@cupertino.gov
Administrative Services Director	Kristina Alfaro	777-7608	kristinaa@cupertino.gov
Chief Technology Officer	Teri Gerhardt	777-3311	terig@cupertino.gov
Parks and Recreation Director	Rachelle Sander	777-3131	rachelles@cupertino.gov
Public Works Director	Chad Mosley	777-7604	chadm@cupertino.gov

COUNTY OF SANTA CLARA REGISTRAR OF VOTERS CONTACTS

Registrar of Voters 1555 Berger Drive, Building 2 San Jose, CA 95112 Mon-Fri, 8:00 a.m.-5:00 p.m.	Phone: (408) 299-VOTE (8683) - General Information Phone: (866) 430-VOTE (8683) - Toll Free Phone: (408) 299-POLL (7655) - Election Officers & Vote Centers Phone: (408) 299-8640 - Vote by Mail Phone: (408) 299-8639 - Candidate Services Fax: (408) 998-7314 Email: registrar@rov.sccgov.org
Voter Registration	Julia Saenz, Election Division Coordinator julia.saenz@rov.sccgov.org
Vote by Mail	Alfred Gonzales, Election Division Coordinator alfred.gonzales@rov.sccgov.org
Candidate Services	Bren Lehr, Election Division Coordinator bren.lehr@rov.sccgov.org
Precinct Operations	Paulo Chang, Election Division Coordinator paulo.chang@rov.sccgov.org
Public Legislative Affairs	Evelyn Mendez, Election Division Coordinator evelyn.mendez@rov.sccgov.org
Election Logistics and Voting Systems	Mike Fong, Election Division Coordinator mike.fong@rov.sccgov.org
Mapping	Bob Nguyen, Election Division Coordinator bob.nguyen@rov.sccgov.org
Ballot Layout	Liz Oviedo, Election Division Coordinator liz.oviedo@rov.sccgov.org
Bilingual Phone Numbers	Chinese / 中文: (408) 282-3086 Spanish / Español: (408) 282-3095 Tagalog: (408) 535-3916 Vietnamese / Tiếng Việt: (408) 282-3097
Administrative Services Division	Iliena Hernandez, Administrative Services Manager Email: iliena.hernandez@rov.sccgov.org
Bushey, Shannon Registrar of Voters	Email: shannon.bushey@rov.sccgov.org
Bloom, Virginia Assistant Registrar of Voters	Email: virginia.bloom@rov.sccgov.org
Moreles, Matt Assistant Registrar of Voters	Email: matt.moreles@rov.sccgov.org

OTHER AGENCIES

Agency	Subject Matter	Phone	Web Site
Fair Political Practices Commission (FPPC) – Technical Assistance	Campaign Disclosure Conflict of Interest Lobbying Disclosure Proper Use of Campaign Funds	866-275-3772 (toll free)	www.fppc.ca.gov
Fair Political Practices Commission (FPPC) – Enforcement	Report a Violation of the Political Reform Act	800-561-1861 (toll free)	www.fppc.ca.gov
Federal Elections Commission	Federal Campaign Disclosure Requirements Contributions From National Banks, National Corporations Contributions from Foreign Nationals	1-800-424-9530 (toll free)	www.fec.gov
League of Women Voters (LWV) Cupertino-Sunnyvale	Local branch nonprofit, nonpartisan political organization	Visit Website	lwvcs.clubexpress.com
State Franchise Tax Board	Committee Tax Status Tax Deductible Contributions Charitable Non-Profit Groups Any Other Tax Related Questions	800- 852.5711 (toll free)	www.ftb.ca.gov
Secretary of State	<u>Political Reform</u> Form 410 Committee Identification Number Form 501 Candidate Intention Form 460 Campaign filing <u>Elections Division</u> Questions related to the Elections Code	916-653-6224 916-657-2166	www.sos.ca.gov
Vote 411	CA branch election related information		vote411.org/California

ADDITIONAL ASSISTANCE

Seeking informal advice from the FPPC offers you an opportunity to have simple questions answered by experienced staff, either by emailing advice@fppc.ca.gov or by calling 1-866-ASK-FPPC (1-866-275-3772). Telephone advice is available Monday through Thursday from 9:00 a.m. to 11:30 a.m.

Informal advice can provide guidance if you have questions such as where to file campaign statements, filing schedules, or your basic responsibilities under the Act. Unlike formal advice, informal advice does not provide immunity from prosecutions by the FPPC and *does not* qualify as legal advice.

Advice Letters

If you have a more complicated question about your obligations under the Act and you would like legal advice from the FPPC's staff attorneys, you may request formal advice by submitting your inquiry in writing to Advice@fppc.ca.gov or by sending your request to the address above:

If the request for advice contains sufficient information and the question is within the FPPC's jurisdiction, the FPPC must provide formal written advice within 21 working days. The response will be provided in the form of an "advice letter."

A formal advice letter can provide the requestor immunity from enforcement actions by the FPPC. It also provides evidence of good faith conduct in any relevant civil or criminal proceeding brought by another party, so long as the facts presented in the request for advice are accurate and the requestor follows the guidance provided in the FPPC's advice letter. Formal advice does not provide immunity to any person other than the requestor.