

## MISCELLANEOUS INFORMATION

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**Includes the following information:**

1. Limitation on Political Activities of City Employees
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## **MISCELLANEOUS INFORMATION**

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### **LIMITATIONS ON POLITICAL ACTIVITIES OF CITY EMPLOYEES**

City employees are prohibited by law from engaging in political activities:

- (a) while in uniform; or
- (b) during working hours; or
- (c) on any City property.

City employees are also prohibited by law from:

- (a) soliciting political contributions for any candidate from other City officers or employees (except through a mass mailing to a significant segment of the public which may include City officers or employees); or
- (b) using other City employees, while on publicly paid City time, to perform any tasks relating to campaign or election activities; or
- (c) using or attempting to use their authority, influence or position as City employees to secure a City job, promotion or pay raise for any person in consideration for such person's vote or political influence or any other corrupt condition or consideration.

Except to the extent prohibited by law (as generally outlined above), City employees are permitted, in their individual capacities, to engage in political activities, including but not limited to the endorsement of candidates for office.

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### ELECTIONEERING

#### ELECTIONS CODE

#### Division 18, Chapter 4 Election Campaigns

#### Article 7. Electioneering

##### **18370. Electioneering within 100 feet of a polling place**

No person, on election day, or at any time that a voter may be casting a ballot, shall, within 100 feet of a polling place, a satellite location under Section 3018, or an elections official's office:

- (a) Circulate an initiative, referendum, recall, or nomination petition or any other petition.
- (b) Solicit a vote or speak to a voter on the subject of marking his or her ballot.
- (c) Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.
- (d) Do any electioneering as defined by Section 319.5.

As used in this section, "100 feet of a polling place, a satellite location under Section 3018, or an elections official's office" means a distance 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

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

*(Amended by Stats. 2009, Ch. 146, Sec. 2. (AB 1337) Effective January 1, 2010.)*

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### MASS MAILING REQUIREMENTS

#### GOVERNMENT CODE

#### Title 9, Chapter 4 Campaign Disclosure

#### Article 3. Prohibitions

**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 84502 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.

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- (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).
- (e) For purposes of this section, the following terms have the following meaning:
- (1) “Mass electronic mailing” means sending more than two hundred substantially similar pieces of electronic mail within a calendar month.
- (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 84217, 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. 2017, Ch. 546, Sec. 4. (AB 249) Effective October 7, 2017. Operative January 1, 2018, by Stats. 2017, Ch. 546, Sec. 29. Note: This section was added on June 4, 1974, by initiative Prop. 9.)*

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### PENAL PROVISIONS

#### ELECTIONS CODE

#### Division 18, Chapter 4 Election Campaigns

##### Article 1. Campaign Literature

**18303** Every person who violates Section 84305 of the Government Code relating to mass mailing is subject to the penal provisions set forth in Chapter 11 (commencing with Section 91000) of Title 9 of the Government Code.

*(Enacted by Stats. 1994, Ch. 920, Sec. 2.)*

#### GOVERNMENT CODE

#### Title 9, Chapter 11 Enforcement

**91000** (a) Any person who knowingly or willfully violates any provision of this title is guilty of a misdemeanor.

(b) In addition to other penalties provided by law, a fine of up to the greater of ten thousand dollars (\$10,000) or three times the amount the person failed to report properly or unlawfully contributed, expended, gave or received may be imposed upon conviction for each violation.

(c) Prosecution for violation of this title must be commenced within four years after the date on which the violation occurred.

*(Repealed and added by Stats. 2000, Ch. 102, Sec. 73. Approved in Proposition 34 at the November 7, 2000, election. Operative January 1, 2001, by Sec. 83 of Ch. 102.)*

**91001** (a) The Attorney General is responsible for enforcing the criminal provisions of this title with respect to state agencies, lobbyists and state elections. The district attorney of any county in which a violation occurs has concurrent powers and responsibilities with the Attorney General.

(b) The civil prosecutor is primarily responsible for enforcement of the civil penalties and remedies of this title. The civil prosecutor is the commission with respect to the state or any state agency, except itself. The Attorney General is the civil prosecutor with respect to the commission. The district attorneys are the civil prosecutors with respect to any other agency. The civil prosecutor may bring any civil action under this title which could be brought by a voter or resident of the jurisdiction. Upon written authorization from a district attorney, the commission may bring any civil action under this title which could be brought by a voter or resident of the jurisdiction. Under such circumstances, Section 91007 shall not apply to the commission.

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(c) Whether or not a violation is inadvertent, negligent or deliberate, and the presence or absence of good faith shall be considered in applying the remedies and sanctions of this title.

*(Amended by Stats. 1979, Ch. 357. Note: This section was added on June 4, 1974, by initiative Prop. 9.)*

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### DEFINITION OF MASS MAILING AND SENDER

#### **§ 18435, California Code of Regulations**

(a) A “mass mailing” has been made when over two hundred substantially similar pieces of mail have been sent within a calendar month.

(b) The sender, as used in Section 84305, is the candidate or committee who pays for the largest portion of expenditures attributable to the designing, printing, and posting of the mailing which are reportable under Sections 84200 through 84217.

(c) The identification required by Section 84305 must be preceded by the words “Paid for by.” These words must be presented in the same size and color as the identification required by Section 84305, and must be immediately adjacent to and above or immediately adjacent to and in front of the required identification unless otherwise specified by statute.

*(Note: Authority cited: Section 83112, Government Code. Reference: Sections 82041.5 and 84305, Government Code)*



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### SLATE MAILER REQUIREMENTS

#### **§ 18435.5, California Code of Regulations**

(a) Section 84305.5 requires a slate mailer to identify the slate mailer organization or committee sending the slate mailer, and to designate by an asterisk (\*) each candidate and each ballot measure supported or opposed in a slate mailer for which payment of \$100 or more has been received by the organization or committee (either from the candidate, ballot measure committee, or from any other person “at the behest” of a candidate or ballot measure committee as defined in Regulation 18225.7).

(b) To ensure that it is easily legible, the Notice to Voters required by Section 84305.5 shall appear with a reasonable degree of color contrast between the background and the statement and must appear on a plain background, not superimposed over an illustration or a patterned background. Examples of a reasonable degree of color contrast that would meet the standard required by Section 84305.5 are when the disclaimer is printed in black text on a white background or a similar degree of color contrast between the background and the text of the disclaimer.

(c) **Slate Mailers in Multiple Languages.** The Notice to Voters in a slate mailer shall appear in English. In addition, if all or a significant portion of the slate mailer appears in a language other than English, the Notice to Voters must also appear in that language.

(d) In addition to applying to slate mailers sent by traditional mail, the slate mailer identification and disclaimer requirements of Section 84305.5 apply to slate mailers distributed electronically.

*(Note: Authority cited: Section 83112, Government Code. Reference: Section 84305.5, Government Code.)*

# California Fair Political Practices Commission

## Political Advertisement Disclaimers

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Under California's Political Reform Act (the "Act"), committees must include "paid for by" disclaimers on campaign advertising, including campaign mailers, radio and television ads, telephone robocalls, and electronic media ads. The questions below relate to disclaimer 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 Disclaimer?

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 disclaimer 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 disclaimer?
  - A. A "disclaimer" is the portion of a political message that identifies the person or entity who paid for or authorized the communication. "Paid for by *committee name*" is the basic disclaimer required by the Act on most campaign communications sent by a *committee*.
3. Q. Are the Act's disclaimer rules the same for all committees and all ads?
  - A. No. Basic disclaimer 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 disclaimer 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 disclaimer appear on ALL printed materials or campaign items?

A. No. A disclaimer 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 disclaimer cannot be conveniently printed
- T-shirts, caps, hats, and other articles of clothing
- Skywriting and airplane banners
- Committee checks and receipts
- An electronic media communication for which inclusion of the disclosures required by the Act is impracticable or would severely interfere with the committee's ability to convey the intended message because of the nature of the technology used to make the communication

5. Q. What must the disclaimer state?

A. The basic disclaimer must state: "Paid for by *committee name*." 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 disclaimer appear?

A. Written disclaimers must be printed clearly and legibly. Spoken disclaimers must be clearly audible. **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 disclaimer charts.**

7. Q. If a committee's top contributor changes, must advertisement disclaimers 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 disclaimers on communications in a language other than English?
- A. Disclaimers 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 disclaimer appear on communications from an organization to its members?
- A. For political party communications, yes. For communications from other organizations to their members, a disclaimer is not required.

### **Mass Mailing Questions**

10. Q. On mass mailings, what must the disclaimer state?
- A. A mass mailing – over 200 substantially similar pieces of mail – must include on the outside of the envelope: “Paid for by” and the name and address of the candidate or committee sending the mailing.

If a mass mailing is paid for by more than one candidate or committee, 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) 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 disclaimer 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](http://www.cdtd.ca.gov) 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. Can the FPPC check the truth or accuracy of the political communication?

A. No. The Act does not regulate the truth or accuracy of the content of political communications. You may wish to call the Secretary of State's Investigative Services Unit at (916) 653-4245 for information on how to file a complaint.

14. 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](http://www.donotcall.gov).

## Political Advertising Disclaimers

### 1. Communications by Candidate Committees for their own Election

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

Examples: “Paid for by Jones for Assembly 20XX”  
“Paid for by Friends of Smith for Mayor 20XX”

Communication	Disclaimer and Manner of Display
<b>All mass mailings</b> – more than 200 substantially similar pieces of mail sent within a calendar month	<ul style="list-style-type: none"><li>• <b>Candidate’s committee name and address</b> (on file with Form 410) on outside of mailing (if no Form 410 on file, use candidate’s name and address)</li><li>• <b>“Paid for by”</b> 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</li><li>• If sent by more than one candidate or committee:<ul style="list-style-type: none"><li>○ Also on at least one insert in the mailing</li></ul></li><li>• No less than 6-point type and in a contrasting print or color</li><li>• Return envelopes (if included in solicitation) – committee’s name, address and ID number are recommended but not required</li></ul>
<b>All mass electronic mail</b> – more than 200 substantially similar emails sent within a calendar month	<ul style="list-style-type: none"><li>• <b>“Paid for by [name of candidate or committee]”</b> must be in at least the same size font as a majority of the text (no address is required on mass electronic mailings)</li></ul>
<b>Newspaper ads</b>	<ul style="list-style-type: none"><li>• Refer to the Elections Code for newspaper ad disclaimer requirements</li></ul>

## Candidate Committee Communications for their own Election

Communication	Disclaimer and Manner of Display
<p><b>Telephone calls advocating candidate's own election</b> - 500 or more calls similar in nature and made by:</p> <ul style="list-style-type: none"> <li>• Vendors (“robo” calls) or</li> <li>• Paid individuals other than the candidate, campaign manager or volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Must identify the candidate’s committee that authorized or paid for the call or an organization authorizing the call that files campaign reports</li> <li>• Must state that the call is “paid for by” or “authorized by” the identified candidate or organization                             <ul style="list-style-type: none"> <li>○ <i>Examples: This call was paid for by Senator Jones; This call was authorized by [name of committee]</i></li> </ul> </li> <li>• Any time during the call</li> <li>• No ID required on telephone calls personally dialed by candidate, campaign manager or volunteers</li> </ul>
<p><b>Radio and television ads</b></p>	<ul style="list-style-type: none"> <li>• <b>Radio:</b> “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</li> <li>• <b>Television:</b> “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</li> </ul>
<p><b>Electronic Media ads</b> (Websites, blogs, Twitter feeds, social media pages – e.g., Facebook)</p>	<ul style="list-style-type: none"> <li>• “Paid for by <i>committee name</i>” and committee ID number are recommended but not legally required</li> </ul>
<p><b>Billboards, signs (including yard signs), faxes, business cards, door hangers, flyers, and posters</b></p>	<ul style="list-style-type: none"> <li>• “Paid for by <i>committee name</i>” and committee ID number are recommended but not legally required</li> </ul>

**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, 18440

## Political Advertising Disclaimers

### 2. Independent Expenditure Ads on Candidates (except ads by candidates and political party committees)

Communication	Disclaimer and Manner of Display
<p><b>Print ads designed to be individually distributed including mailings, door hangers, flyers, faxes, posters, newspaper and magazine ads and oversized campaign buttons and bumper stickers</b> (buttons 10 inches in diameter or larger and stickers 60 square inches or larger)</p>	<ul style="list-style-type: none"> <li>• <b>“Paid for by [committee’s name]”</b> (on file with Form 410 or 461)</li> <li>• <b>“Committee major funding from [names of top three donors of \$50,000 or more]”</b> each listed on a separate horizontal line, centered horizontally, in descending order, beginning with the largest contributor (<i>not applicable to non-recipient committees</i>)               <ul style="list-style-type: none"> <li>○ Newspaper, magazine or other print advertisements that are 20 square inches or less must only disclose the single top contributor of \$50,000 or more</li> </ul> </li> <li>• <b>“Funding Details at <a href="http://www.fppc.ca.gov">www.fppc.ca.gov</a>”</b> must be shown immediately below the top three donor text for state primarily formed ballot measure and candidate committees that raise \$1,000,000 (see Section 84223)</li> <li>• <b>“This advertisement was not authorized by a candidate or a committee controlled by a candidate”</b></li> <li>• <b>Disclaimer Format:</b> Text must be in Arial equivalent font, in at least 10-point size, in a contrasting color, and located in a printed or drawn box with a solid white background at the bottom of at least one page and set apart from other printed matter               <ul style="list-style-type: none"> <li>○ <b>“Committee major funding from”</b> and <b>“Not authorized by”</b> disclaimers may not appear in all capital letters</li> </ul> </li> </ul>



## Independent Expenditure Ads on Candidates (except ads by candidates and political party committees)

Communication	Disclaimer and Manner of Display
<p><b>Billboards and signs (including yard signs)</b></p>	<ul style="list-style-type: none"> <li>• <b>“Paid for by [committee’s name]”</b> (on file with Form 410 or 461)</li> <li>• <b>“Committee major funding from [names of top three donors of \$50,000 or more]”</b> each listed on a separate horizontal line, centered horizontally, or on one line separated by commas, in descending order, beginning with the largest contributor (<i>not applicable to non-recipient committees</i>)</li> <li>• <b>“This advertisement was not authorized by a candidate or a committee controlled by a candidate”</b></li> <li>• <b>Disclaimer Format:</b> Text must be in Arial equivalent font with a height of at least five percent of the advertisement on a solid background with sufficient contrast that is easily readable by the average viewer                             <ul style="list-style-type: none"> <li>○ <b>“Committee major funding from”</b> and <b>“Not authorized by”</b> disclaimers may not appear in all capital letters</li> </ul> </li> </ul>
<p><b>Radio ads, telephone calls and audio only electronic media ads</b></p>	<ul style="list-style-type: none"> <li>• <b>“Paid for by [committee’s name]”</b> (on file with Form 410 or 461)</li> <li>• <b>“Committee major funding from [names of top three donors of \$50,000 or more]”</b> in descending order, beginning with the largest contributor (<i>not applicable to non-recipient committees</i>)</li> <li>• <b>“This advertisement was not authorized by a candidate or a committee controlled by a candidate”</b></li> <li>• <b>Disclaimer Format:</b> Must be spoken clearly for at least three seconds at the beginning or end of the ad or call, in a pitch and tone substantially similar to the rest of the advertisement                             <ul style="list-style-type: none"> <li>○ Radio and prerecorded telephone ads must disclose only the top two contributors of \$50,000 or more unless the ad lasts 15 seconds or less or the disclaimer statement would last more than eight seconds, in which case only the single top contributor must be disclosed</li> </ul> </li> </ul>

## Independent Expenditure Ads on Candidates (except ads by candidates and political party committees)

Communication	Disclaimer and Manner of Display
<p><b>Television and video ads (including those disseminated over the Internet)</b></p>	<ul style="list-style-type: none"> <li>• <b>“Paid for by [committee’s name]”</b> (on file with Form 410 or 461)</li> <li>• <b>“Committee major funding from [names of top three donors of \$50,000 or more]”</b> in descending order, beginning with the largest contributor <i>(not applicable to non-recipient committees)</i></li> <li>• <b>“This advertisement was not authorized by a candidate or a committee controlled by a candidate”</b></li> <li>• <b>Disclaimer Format:</b> Text must be in a contrasting color and in Arial equivalent type and must be underlined.</li> </ul> <p>The size for the smallest letters in the disclaimer must be four percent of the height of the display screen unless this causes the name of any top contributors to exceed the width of the screen or causes the disclaimers to exceed one-third of the display screen, the type size of the name of the top contributor shall be reduced until the name fits on the width of the screen or the entire disclaimer fits within one-third of the display screen, but in no case shall the type size be smaller than 2.5 percent of the height of the screen.</p> <p>Disclaimer must appear on a solid black background on the entire bottom third of the display screen, or bottom one-fourth of the screen if the committee has no top contributors</p> <p>Disclaimer must be displayed at the beginning or end of the ad for at least five seconds of a broadcast of 30 seconds or less or for at least 10 seconds of a broadcast longer than 30 seconds</p> <p>Top contributors must be disclosed on a separate horizontal line and centered horizontally and is not required to be underlined</p> <p>The <b>“Not authorized by”</b> disclaimer must appear below all other text in the solid black background in a contrasting color, in Arial equivalent type, and in no less than 2.5 percent of the height of the display screen and is not required to be underlined</p> <p>The <b>“Committee major funding from”</b> and <b>“Not authorized by”</b> disclaimers may not appear in all capital letters</p>

## Independent Expenditure Ads on Candidates (except ads by candidates and political party committees)

Communication	Disclaimer and Manner of Display
<p><b>Electronic media ads not covered below (except video ads, see above), and email</b></p>	<ul style="list-style-type: none"> <li>• <b>“Who funded this ad”</b> text as a hyperlink in a contrasting color and font size that is easily readable by the average viewer*</li> <li>• Must hyperlink to a website containing the <b>“Paid for by,” “Committee major funding from,”</b> and <b>“Not authorized by”</b> disclaimers in a contrasting color and in no less than 8-point font</li> <li>• <b>“Committee major funding from”</b> and <b>“Not authorized by”</b> disclaimers may not appear in all capital letters</li> <li>• Must remain online until 30 days after the date of election</li>   <li>• <b>“Paid for by,” “Committee major funding from,”</b> and <b>“Not authorized by”</b> disclaimers in a contrasting color and in no less than 8-point font on the committee’s profile, landing page, or similar location and is not required to include disclaimers on each individual post or comment</li>   <li>• <b>“Committee major funding from”</b> and <b>“Not authorized by”</b> disclaimers may not appear in all capital letters                             <ul style="list-style-type: none"> <li>○ Not required when the only expense or cost of the communication is compensated staff time unless the account was created only for the purpose of ads under the Act</li> </ul> </li>   <li>• <b>“Paid for by,” “Committee major funding from,”</b> and <b>“Not authorized by”</b> disclaimers in a contrasting color and in no less than 8-point font</li>   <li>• <b>“Committee major funding from”</b> and <b>“Not authorized by”</b> disclaimers may not appear in all capital letters</li>   <li>• See disclaimer requirements for radio ads above</li> </ul> <p><b>Note: The “Committee major funding from” disclaimer requirement on this page is not applicable to non-recipient committees.</b></p> <p><small>*This text is not required if including it is impracticable. In such circumstances the ad need only include a hyperlink to a website containing the website disclaimers.</small></p>
<p><b>Social media ads</b></p>	
<p><b>Website</b></p>	
<p><b>Electronic media ads that are audio only</b></p>	

**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.**

References: [Government Code Sections](#): 84504, 84504.1, 84504.2, 84504.3, 84506.5

## MISCELLANEOUS INFORMATION

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### TEXT MESSAGE CONTRIBUTIONS

#### **§ 18421.31, California Code of Regulations**

(a) This regulation applies to a committee engaging in fundraising through text message contributions. Text message refers to messages sent to phones over the short message service (“SMS”).

(b) Pursuant to Regulation 18421.1(c), text message contributions are received on the date that a mobile fundraising vendor, acting as agent of the candidate or committee, obtains possession or control of the contributions.

(c) Contributions made by text message shall be considered to be transferred promptly to a committee's campaign bank account as required by Section 84306 and Regulation 18421.3 if they are collected by the wireless carrier and forwarded by the mobile fundraising vendor to the committee following the standard business practices for those transactions.

(d) In addition to any other records required by the Act and regulations, a committee raising funds by text message contributions shall maintain the records required by Regulation 18401(a) paragraphs (1)-(3) for contributions under \$25, for contributions from \$25 to less than \$100, and for contributions of \$100 or more, respectively.

(e) A contribution made by text message shall be attributed to the person who is subscribed to the cell phone number that texted in the contribution.

(f) Under Regulation 18421.3(a), the entire amount authorized by the contributor is the amount of the contribution, and any amounts paid by the committee to the wireless carrier or mobile fundraising vendor for processing the contributions shall be reported by the committee as an expenditure.

*(Note: Authority cited: Section 83112, Government Code. Reference: Sections 82015, 84104 and 84306, Government Code.)*

## MISCELLANEOUS INFORMATION

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### ENDORSEMENTS OF CANDIDATES / PAID POLITICAL ADVERTISEMENTS

#### ELECTIONS CODE

#### Division 20, Chapter 1      Endorsements of Candidates

##### **20008 Political Advertisement Requirements**

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.)*

## Campaign Information Resources

**The agencies listed below may be able to provide answers to your questions about campaign and lobbyist reports, federal election issues, criminal prosecution of campaign law violations, and other issues.**

The **California Secretary of State** issues ID numbers to campaigns and committees, registers lobbyists, receives campaign and lobbying disclosure reports, provides technical assistance to filers, and maintains disclosure reports for public access.

California Secretary of State  
Political Reform Division  
1500 11th Street, Room 495  
Sacramento, CA 95814  
TEL: (916) 653-6224  
FAX: (916) 653-5045  
<http://www.sos.ca.gov/prd/prd.htm>

The **Federal Election Commission (FEC)** administers and enforces the federal statute that governs the financing of federal elections, including races for the House of Representatives, the U.S. Senate, and president.

Federal Election Commission  
999 E Street, NW  
Washington, DC 20463  
TEL: (800) 424-9530 OR (202) 694-1100  
TTY (202) 219-3336  
<http://www.fec.gov>

The **Attorney General** is the elected head of California's Department of Justice. The Attorney General represents the people of California before trial, appellate, and Supreme Courts of California and the United States in criminal and civil matters; serves as legal counsel to State officers, boards, commissions, and departments; and assists district attorneys in the administration of justice.

Office of the Attorney General  
Department of Justice  
1300 I Street  
P.O. Box 944255  
Sacramento, CA 94244-2550  
TEL: (916) 445-9555 OR (800) 952-5225  
<http://oag.ca.gov>

# Campaign Information Resources

## **State Franchise Tax Board**

Phone (800) 338-0505

<http://www.ftb.ca.gov>

Committee Tax Status  
Tax Deductible Contributions  
Charitable Non-Profit Groups  
Other Tax-Related Questions

## **Internal Revenue Service**

Phone (800) 829-4933

<http://www.irs.gov>

Federal Taxpayer I.D. Numbers  
Any Other Tax-Related Questions



# INSTITUTE FOR LOCAL GOVERNMENT

## **Success in Public Service: What You Need to Know *Before* You Are Appointed or Elected**

As a person seeking public office, you are about to embark upon a challenging and rewarding journey. This is particularly true at the local level – where government and the public intersect most directly. Public service affords you the opportunity to address real community problems and to help shape your community’s future.

Whether you are motivated by an interest in a particular policy issue or by a desire to give something back, the rewards of working with others to improve your community will be many. But it won’t be easy. Public service also requires courage and personal sacrifice. You will be asked to make difficult and sometimes unpopular decisions. Your actions will be scrutinized as never before and the law is likely to affect what you can do or not do to a greater extent than you are used to—particularly as it relates to ethics.

This pamphlet answers three questions:

1. What are the basic principles of public service ethics laws?
2. How can I determine the impact of these laws on me?
3. Where can I get additional help and support if I still have questions?

The goal is to provide a general overview of ethics laws that apply to public service, as well as practical tips on how to assess how these laws might affect you and your service. The emphasis is on what you need to know *before* you are elected or appointed, so you can make an informed decision whether public service is right for you at this time.

### ***About the Institute for Local Government***

*The Institute for Local Government is the nonprofit research affiliate of the League of California Cities and California State Association of Counties. Its mission is to provide practical resources to local officials to assist them in their service to their communities. For more about the Institute’s work, please visit [www.ca-ilg.org](http://www.ca-ilg.org).*

*The Institute is grateful to Andrew Massey and Susan Catron for their help with this pamphlet. The pamphlet was Andrew’s brainchild while he was a student at UC Hastings College of the Law participating in the Public Law Research Institute Program; Susan’s communications skills materially assisted in the effort while she was a student in Sacramento State University’s Masters in Public Policy Program.*

**1400 K Street 4<sup>th</sup> Floor Sacramento, California 95814**  
**916.658.8208 Fax: 916.444.7535**



# Introduction to Ethics Laws

Election or appointment to local public office brings with it a number of important obligations. Public officials commit to spending significant amounts of time in service to their communities; they also assume a responsibility to work for the betterment of their communities.

With public service also comes a number of important obligations under federal, state and local ethics laws. Ethics laws impose rules on the manner in which public officials conduct themselves. These ethical obligations exist to reinforce and uphold the trust the public places in the hands of those who wield the power of government. As such, these obligations affect a wide range of public officials.

An overarching goal of ethics laws is to maximize the likelihood that a public agency's decisions are based solely on what best serves the public interests. Ethics laws frequently strive to avoid even the *appearance* of impropriety, as well as actual improprieties. Moreover, many of the penalties for violating these laws are quite severe.

Keep in mind as well that the laws represent the *floor* for public officials' conduct. If you seek public office, you are encouraged to set your sights well above the minimum standards of the law and the public is likely to expect you to do so too. In addition, a number of agencies have adopted ethics codes that supplement ethics laws by stressing the values in public service.

Becoming fully informed of public officials' obligations under the ethics laws *before* you seek or assume office helps you determine whether public service is right for you. Count on spending a fair amount of time and energy after you assume public office in becoming even more informed about how these laws will affect your service, as well as in complying with the law.

## ✓ Key Concepts

The goal of ethics laws is to maximize the likelihood that public agency decisions are made solely with the public's interests in mind. Ethics laws create a *floor* for public officials' conduct, not a ceiling.

### **Mandatory Ethics Education for Local Officials**

State law requires most local elected and appointed officials to attend ethics training. The basic requirement is two hours every two years.

Finding and participating in such training activities is one way to get more information about public service ethics laws and principles even before entering public service. To learn more, visit the Institute's website: [www.ca-ilg.org/ab1234compliance](http://www.ca-ilg.org/ab1234compliance).

# 1 What Kinds of Things Do Ethics Laws Cover?

Ethics laws fall into four general categories:

- 1) **Personal Financial Gain.** Personal gain and public office don't mix.
- 2) **Perks.** The law generally frowns on special perks for officeholders.
- 3) **Transparency.** The public has a right to know a great deal about public officials and their decision-making processes.
- 4) **Fair Processes.** Public officials are expected to be fair in their decision-making, particularly under certain circumstances; this sometimes can limit one's role as an advocate.

Each area of ethics laws is briefly described below, along with some questions for those seeking public office to consider.

## Financial Gain Appearing to Influence Decisions

The notion behind laws prohibiting private financial gain is that public officials' economic interests cannot even *appear* to influence their governmental decisions. For example, public officials usually:

- Must disqualify themselves from decisions that may affect (positively or negatively) their economic interests; relevant kinds of economic interests include real property, sources of income (such as employers, customers and clients) and investments.
- Are forbidden from being on "both sides" of a contract (e.g. lessor and lessee) when the contract comes before their agency for decision.
- May not acquire interests in property within redevelopment areas over which they have decision-making influence.

In addition, promising to take a certain governmental action in exchange for a benefit (including money, gifts or campaign contributions) is a crime, with severe penalties.

Questions to consider:

- ⇒ Will the nature or extent of your—or your family's—economic interests significantly limit when you can legally participate in the agency's decision-making processes?

- ⇒ Will holding public office inhibit your business or investment activities in a way that is too financially burdensome?
- ⇒ Do you presently or would you like to in the future do business with the agency?
- ⇒ Are you seeking office to influence public agency decisions relating to property near your home or business?

If the answer to any of these questions might be “yes,” get more information on the financial interest ethics laws so you can determine how they will affect you.

## **Personal Advantages and Perks Relating to Office**

The law strictly limits the degree to which an officeholder can receive benefits relating (or appearing to relate) to his or her status as a public official. Generally speaking, public officials:

- Receive limited (sometimes no) compensation and expense reimbursement for their public service activities.
- Must disclose all gifts (including meals, sporting events, concerts and travel) received of \$50 or more and may not receive gifts aggregating over a certain amount from a single source in a given year. (Note: local regulations may be more restrictive.)
- Cannot be paid for speaking, writing an article or attending a conference.
- Cannot receive loans over \$250 from those within the agency or those who do business with the agency.
- Face severe penalties if they use public resources (this includes agency staff time and equipment) for either personal or political purposes.

Questions to consider:

- ⇒ With whom do you regularly exchange hospitality and gifts? Will you or they view disclosing or limiting these gifts as a problem?
- ⇒ Will the limited compensation and expense reimbursement impose a financial burden on you?

### **Why It’s Smart to Plan Ahead**

Understanding public service ethics laws and principles can help you:

- ✓ Identify and address potential sources of problems before you commit to seeking public office.
- ✓ Make an informed decision about the particular office you seek.
- ✓ Make a positive difference in your community by maintaining your community’s trust and confidence in your leadership.
- ✓ Avoid illegal or embarrassing situations that can be personally costly.

Different ethics laws apply in different ways, depending on whether a person is elected or appointed, the local laws that apply, the kinds of decisions the public official must make, and his/her particular activities and assets. Taking the time to acquaint yourself with the relevant laws can go a long way toward helping you avoid future headaches.

If the answer to any of these questions might be “yes,” get more information on these ethics laws so you can determine how they will affect you.

## Transparent Decision-making

The public trusts decision-making and other processes that it can observe. This means that you will likely be operating in more of a fishbowl as a public official than you are accustomed to as a private person. Public officials:

- Often must share information about their private financial interests.
- Must conduct the public’s business in open and publicized meetings.
- Must allow public inspection of documents and records generated by public agencies.
- Must disclose information about their personal efforts to raise funds for good causes in the community (if \$5000 or more from a single source in a year).

Questions to consider:

- ⇒ Do you feel comfortable making available to the public details about your private financial activities? Does your spouse, domestic partner or dependent child feel uncomfortable making many of these details available to the public?
- ⇒ Will you feel frustrated and unduly constrained by having to have all discussions with your fellow elected or appointed officials at open and publicized meetings?
- ⇒ Will you find the requirements that most records maintained by your agency—including e-mail communications-- be available to the public too intrusive?
- ⇒ Do you do a lot of fundraising for worthy causes? Are you uncomfortable having these activities become public knowledge?

If the answer to any of these questions might be “yes,” get more information on the transparency laws so you can determine how they will affect you.

**Generous support for this resource provided by**



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WALNUT CREEK

# Fair Processes

Finally, ethics laws are built on the notion that officeholders should make decisions without regard to who is affected and after fairly considering the facts and existing rules relating to an issue. To uphold the principles of fairness and impartiality, public officials:

- Cannot simultaneously hold certain public offices or engage in other outside activities that would subject them to conflicting loyalties.
- Cannot participate in entitlement proceedings on appointed bodies – such as land use permits – involving campaign contributors.
- Cannot solicit campaign contributions of more than \$250 while sitting on appointed bodies from permit applicants while an application is pending and for three months after a decision.
- Cannot participate in quasi-judicial proceedings (when they are applying agency policies to specific situations, such as permit entitlements) in which they have and/or have expressed strong personal or subject matter biases.
- Cannot participate in decisions that will affect their immediate family (defined as spouse/domestic partner or dependent children). (However, an appearance of impropriety may also prevent an officeholder from participating in decision affecting their parents, independent children and siblings.
- Cannot ask agency staff for campaign contributions and should not ask staff to support their candidacies.

## **A Note about Holding Multiple Offices**

If you already hold a public office and accept a second one that would subject you to conflicting loyalties or involve overlapping jurisdictions (as defined by the law), you automatically vacate the first office. Attorneys refer to this as an “incompatible office” problem.

Questions to consider:

- ⇒ Will the nature of your family members’ interests present a potential conflict?
- ⇒ Do you currently hold public office whose jurisdiction overlaps with the jurisdiction of the agency in which you want to serve?
- ⇒ Do you plan on making statements in your campaign that may cause you to be disqualified from participating in decisions you or your supporters care deeply about because of bias?

If the answer to any of these questions might be “yes,” get more information on the fairness ethics laws so you can determine how they will affect you.

## ✓ **Key Concepts**

Ethics laws are complex and could have a significant effect on what you can and cannot do in public service and your private life. Thinking about these impacts in advance helps you determine whether public service is right for you at this time in your life.

## **2 How Can I Determine the Impact of These Laws on Me?**

These laws are extraordinarily complex. There are several steps you can take to make a preliminary assessment of how these laws will affect you, based on your activities and assets. Although going through these steps is no substitute for legal advice, doing so will give you a better sense of whether it is realistic for you to serve and whether you need to seek additional assistance.

### **STEP 1: Understand the duties and roles of the office you seek.**

Understanding the position you are seeking makes sense for all kinds of reasons, of course. Most importantly, such an understanding will help you determine whether you will find public service personally satisfying. It can also help you understand how the ethics laws might affect your service in that position.

Research strategies include:

- If you are applying for an appointive position, the appointing agency will typically have a description of what the appointed body does. Check out the agency's website or contact either the clerk's or administrator's office.
- If you are running for an elected position, the agency's website can give one a good sense of what the agency's responsibilities are. Elected officials are usually responsible for providing policy direction to paid, professional agency staff, as well as making budgetary decisions and hiring top staff members. The agency's charter and ordinances are other sources of information, as are associations of local agencies like the one in which you wish to serve; examples include the California Special Districts Association ([www.csda.net](http://www.csda.net)), the California State Association of Counties ([www.csac.counties.org](http://www.csac.counties.org)), and the League of California Cities ([www.cacities.org](http://www.cacities.org)).
- Review meeting agendas. Many agencies post these on their websites; if not, check with the agency's custodian of records (typically the clerk).
- Attend meetings of the body to gain a deeper appreciation of what the position involves. Some public body meetings are also televised; check the local public-access channel for your cable television provider.
- Talk to those who already serve in the position you seek. Find out what kinds of responsibilities the position involves and what kinds of decisions they make. Ask questions about time commitments (remember attending meetings typically involves preparation time in reviewing agenda materials), including service on collateral decision-making bodies (sub-committees, joint powers agencies, regional bodies, statewide associations and so on). Individuals who have similar professional, investment, business or other interests can be particularly helpful in understanding what kinds of potential conflicts-of-interest or other ethics law issues arise.

## **STEP 2: Think About How These Responsibilities Might Intersect with Your Professional, Business, Family, Investment and Personal Interests**

Here are some strategies:

- ⇒ Review a copy of a Statement of Economic Interests (Form 700), which is available online from the Fair Political Practices Commission. It will give you a good sense of the kinds of activities and assets you may have to disclose, as well as those which may form the basis for a disqualifying conflict of interest.
- ⇒ Disclosure obligations vary somewhat by the office you are seeking, but generally disclosure requirements include business interests, investments and real property interests, and exclude bank accounts and some loans. For more information, see “Your Duty To File: A Basic Overview of State Economic Disclosure Law And Reporting Requirements For Public Officials” available from the Fair Political Practices Commission. (See reference list on pages 11-12 for information on how to obtain a copy.)
- ⇒ Think about your work activities. Do you or your company presently do business with your agency (or is there a desire to do business in the future)? Is where you work extensively regulated by the entity on which you wish to serve? Is your business located in the heart of a downtown revitalization effort that will be a major focus of the agency’s effort?
- ⇒ Is your home or other property close to a problem that you want to address once you get into office?
- ⇒ Remember that the conflict of interest rules typically extend to assets, income and liabilities of your spouse or domestic partner, as well as those of dependent children. Does your spouse (or do you) work for the organization in which you seek a position, or an organization that receives funding from your agency? Is there a possibility that family members might want to work for the agency and their ability to do so might be affected by conflict-of-interest and/or anti-nepotism rules?
- ⇒ Consider other family and personal relationships as well. Even though these may not form the basis of a legal conflict of interest, such relationships can nonetheless create questions in the community about whether you are truly putting the community’s (as opposed to your friends’ and family’s) interests first.
- ⇒ Social relationships will also be affected by your public service. If your golf, bridge or gourmet group typically includes people who will be serving on the same body as you, the media and others are likely to question whether you are discussing agency business outside an open and publicized meeting. The same thing may occur if you serve on community boards together, work at the same place, or participate in the same service clubs.
- ⇒ Similarly, how you socialize and travel may be affected. If you routinely vacation or receive sporting event tickets or similar gestures from those with business before your decision-making body, you may need to include those activities on your disclosure forms. In some instances, such gestures may be subject to dollar value limits or disqualify you from participating in decisions affecting those individuals. Legal issues aside, consider the public’s perception of the effect of such activities on your inclination to put the public’s interests first in your decision-making.

These are just a few of the kinds of questions that are helpful to ask yourself as you consider public service.

## **STEP 3: Determine Whether You Would Benefit from More Information on How the Law Would Affect Your Public Service**

If the answers to the above questions suggest you would face either legal or ethical issues as a public servant, check out the resources for further reference on the following pages. Consult an attorney knowledgeable about public sector ethics laws.

- Talk with the agency attorney. Keep in mind, however, that he or she is not providing information to you as part of an attorney-client relationship and your conversation will not be confidential. Because of this, the agency attorney may feel most comfortable referring you to resources for further information or to attorneys who can help you. Help may also be available from an agency ethics commission or officer.
- If your issue arises under the Political Reform Act, the Fair Political Practices Commission may be able to offer advice. Check out the FPPC's website to get a sense of the agency's jurisdiction and contact information.

Fair Political Practices Commission  
(866) ASK-FPPC (Toll-free) or (916) 322-5660  
[www.fppc.ca.gov](http://www.fppc.ca.gov)

- Go to [www.cacities.org/munilink](http://www.cacities.org/munilink). In the "Find a Vendor" area, select category "Attorneys & Legal Services" and click on the "Search" button. In the "Legal Specialty" menu, select the specialty that you want more information about. Ethics-related specialties include "Campaign Regulation," "Conflict of Interest" and "Nature & Limitations on Elected & Appointed Officials."
- There is an association of attorneys who practice what is known as "political law" that includes some aspects of ethics law.

California Political Attorneys Association  
[www.cpaonline.com](http://www.cpaonline.com)  
E-mail: [info@cpaaonline.com](mailto:info@cpaaonline.com)

Similarly, the professional association for attorneys in California provides attorney referral services and maintains a list of approved attorney referral services

The State Bar of California  
San Francisco (Main Office)  
(415) 538-2000 or (213) 765-1000 (LA office)  
<http://calbar.ca.gov> (Click on "Public Services" followed by "Finding an attorney for legal advice.")

### **✓ Key Concepts**

There are a number of questions you can ask yourself to determine whether public service is right for you in terms of both your personal objectives and your financial situation. This is a preliminary list. If the answers to these questions cause concern, get additional information.



## **A Note about Campaign Ethics Laws and Principles**

Even the act of running for public office involves compliance with a variety of laws, including fairly complex campaign disclosure laws. The Fair Political Practices Commission offers a number of fact sheets and other resources to help candidates understand these requirements. Visit the publications page at [www.fppc.ca.gov](http://www.fppc.ca.gov) for more information about these laws.

Selecting a campaign treasurer with care is critical. The individual has important responsibilities and liabilities under the law. Select someone with an aptitude for careful financial record-keeping as well as patience for understanding and complying with complex requirements.

Check with your agency to determine whether there are local campaign laws you need to be aware of as well.

Some other tips:

- ⇒ Be alert for situations in which people try to link support for your candidacy with an action you will take as a public official. It is a crime to link any action you will take as a public official with receiving campaign contributions or other benefits.
- ⇒ Also be careful about taking positions on issues that may come before the agency in which you will be acting in a “quasi-judicial” capacity. An example is when decision-makers are applying agency policies to specific situations, such as permit entitlements. If you have expressed a strong opinion that indicates that you cannot be fair and open-minded at the hearing, there may be an effort to disqualify you from participating (or to invalidate the decision in which you participated) because of bias.

Interested in setting a higher tone for your campaign activities in general? The Institute’s website offers a host of resources on campaigning both ethically and effectively at [www.ca-ilg.org/campaignethics](http://www.ca-ilg.org/campaignethics).

# 3 Where Can I Get More Information and Assistance?

This pamphlet is only intended to provide an overview of the areas of ethics law for which you should prepare yourself as a candidate; it does not attempt to delve into the many complexities and situation-specific rules that may apply to your personal situation. The following resources can help you learn more about these issues.

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## Personal Financial Gain

### Fair Political Practices Commission

*Can I Vote? A Basic Overview of Public Officials' Obligations under the Political Reform Act's Conflict-of-Interest Rules* (revised 7/05) ([www.fppc.ca.gov/index.html?id=37](http://www.fppc.ca.gov/index.html?id=37))

### Attorney General

*Conflicts of Interest (2004)*. Provides information to assist government officials in complying with California's conflict-of-interest laws and to assist the public and news media in understanding and monitoring situations that may give rise to conflicts of interest ([http://ag.ca.gov/publications/coi\\_2004.pdf](http://ag.ca.gov/publications/coi_2004.pdf)).

### Institute for Local Government

*Key Ethics Law Principles for Public Servants (2005)*. Contains a conflict of interest checklist on the back that alerts local officials to situations triggering a need to consult with their agency counsel on ethics legal issues ([www.ca-ilg.org/ethicsprinciples](http://www.ca-ilg.org/ethicsprinciples)).

## Personal Advantages & Perks

### Fair Political Practices Commission

*Limitations and Restrictions on Gifts, Honoraria, Travel and Loans for Local Elected Officers & Candidates for Local Elective Offices, Local Officials Specified in § 87200, Judicial Candidates, Designated Employees of Local Government Agencies* (revised 08/05) ([www.fppc.ca.gov/factsheets/giftlocal.pdf](http://www.fppc.ca.gov/factsheets/giftlocal.pdf))

*Travel Guide for California Officials & Candidates* ([www.fppc.ca.gov/index.html?id=32](http://www.fppc.ca.gov/index.html?id=32))

### Institute for Local Government

*Of Cookie Jars and Fishbowls: A Public Official's Guide to Use of Public Resources (2004)*. This guide explores ethical and legal considerations that bear on spending decisions, including such issues as travel reimbursement and personal use of agency resources. It also features a sample expense policy for local agencies to consider adopting ([www.ca-ilg.org/fishbowl](http://www.ca-ilg.org/fishbowl)).

# Government Transparency

## Fair Political Practices Commission

*Your Duty to File: A Basic Overview of State Economic Disclosure Law*  
([www.fppc.ca.gov/library/seibook9-04.pdf](http://www.fppc.ca.gov/library/seibook9-04.pdf))

*Form 700 Instructions*  
([www.fppc.ca.gov/index.html?id=36](http://www.fppc.ca.gov/index.html?id=36))

## Attorney General

*Public Records Act Summary (2004)*. Provides an explanation and summary of the California Public Records Act for access to governmental information  
([http://ag.ca.gov/publications/summary\\_public\\_records\\_act.pdf](http://ag.ca.gov/publications/summary_public_records_act.pdf)).

*The Brown Act: Open Meetings For Local Legislative Bodies (2003)*. Provides a brief overview of the main provisions of the Ralph M. Brown Act, which govern open meetings for local legislative bodies. This pamphlet is intended to assist local legislative bodies in complying with California's open meeting laws and to assist those who monitor the performance of legislative bodies  
([http://ag.ca.gov/publications/2003\\_Intro\\_Brown\\_Act.pdf](http://ag.ca.gov/publications/2003_Intro_Brown_Act.pdf)).

## Institute for Local Government

*The ABCs of Open Government Laws (2005)*. This pamphlet explains the key provisions of the Brown Act and the Public Records Act  
([www.ca-ilg.org/abc](http://www.ca-ilg.org/abc)).

# Fair Processes

## Fair Political Practices Commission

*Campaign Contributions May Cause Conflicts for Appointees and Commissioners*  
([www.fppc.ca.gov/index.html?id=103](http://www.fppc.ca.gov/index.html?id=103))

# General

## Fair Political Practices Commission

*How Do I Get Advice from the FPPC?*  
([www.fppc.ca.gov/pdf/advice.pdf](http://www.fppc.ca.gov/pdf/advice.pdf))

## Institute for Local Government

*A Local Official's Reference on Ethics Laws (2005)*. This guide summarizes key ethics law provisions relevant to public service, including financial interests, gifts and travel, use of public resources, governmental transparency and bias  
([www.ca-ilg.org/elr](http://www.ca-ilg.org/elr)).

*Doing the Right Thing: Putting Ethics Principles into Practice in Public Service (2006)*. This pamphlet addresses AB 1234's "principles" requirement by explaining such things as the role that values and public perception plays in public service ethics. Among other things, the pamphlet is designed to be a handout at AB 1234 training sessions ([www.ca-ilg.org/rightthing](http://www.ca-ilg.org/rightthing)).

*Ethics Law Compliance Best Practices (2005)*. Interested in maximizing compliance with ethics laws? This checklist enables local agency officials to engage in a self-assessment of the agency's current compliance practices ([www.ca-ilg.org/bestpractices](http://www.ca-ilg.org/bestpractices)).

*Everyday Ethics for Local Officials: Finding Your Way (2005)*. This booklet provides a framework for analyzing ethical dilemmas and then offers a series of analyses of the legal and ethical dimensions of commonly-encountered dilemmas ([www.ca-ilg.org/everydayethics](http://www.ca-ilg.org/everydayethics)).

*Walking the Line: What to Do if You Suspect an Ethics Problem (2005)*. This pamphlet answers the most frequently-posed question to the Institute with an eight-step process. The pamphlet also has a comprehensive charts relating to ethics laws and the consequences for violating such laws ([www.ca-ilg.org/whatodo](http://www.ca-ilg.org/whatodo))