

ATTACHMENT A

Administrative Calendar

SPECIAL DISTRICT NOVEMBER 6, 2001 ELECTION

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Calendar Key – "E" stands for Election. The minus sign and the number after "E" indicates the number of days until the election. The plus sign and the number after "E" indicates the number of days after the election.

NOVEMBER 6, 2001 ELECTION CALENDAR

Calendar Notes: All Code Sections are Elections Code unless otherwise noted.
Below the dates, "E" stands for Election,
followed by the number of days prior to (-) or after (+) the election.

<p>June 29 (E-130)</p>	<p>Boundary Changes</p> <p>Last day for districts holding their elections in November to make boundary changes to be filed with the County Clerk by July 5</p> <p style="text-align: right;">§12262</p>
<p>July 5* (E-125)</p>	<p>Special Districts Deliver Notice of Election to County Clerk</p> <p>Last day for district secretaries to deliver a Notice of Election to the Elections Department listing the elective offices to be filled, who will pay for any candidate's statement of qualifications, and any measure to be voted on in November. A map of the district must accompany the Notice. Special districts should include in the notice how a tie vote will be resolved. SEE ATTACHMENT C.</p> <p style="text-align: right;">§10509, 10522, 10524</p>
<p>July 9 (E-120)</p>	<p>Tie Vote Procedures</p> <p>A suggested date by which special district boards and city councils should adopt a resolution providing for a runoff election in event of a tie vote. (Applies only to elections other than primaries.) Such a resolution remains in effect for all future elections unless specifically repealed.</p> <p>(Note: §10551 requires the elections official to notify special districts that a tie exists. The district board then summons the candidates to appear and determines the winner by lot. No mention is made of a runoff election.)</p> <p style="text-align: right;">§15651</p>
<p>July 9 – Aug. 8 (E-120 to E-90)</p>	<p>Notice of Election</p> <p>Between these dates the County Clerk will publish a Notice of Election containing the date of the election, the offices to be filled, qualifications for candidacy required by the principal act, where nomination papers are available, deadline for filing Declarations of Candidacy, and a notice that appointment will be made in lieu of election in accordance with state law.</p> <p style="text-align: right;">§12112</p> <p>Notice of central counting place may be combined with this notice.</p> <p style="text-align: right;">§12109</p> <p>The county elections official will forward copies of all published notices to each special district.</p> <p style="text-align: right;">§12113</p>

<p>July 16 – Aug. 10 (E-113 to E-88)</p>	<p>Candidate Nomination Period Candidates for special district boards obtain and file their Declarations of Candidacy along with their Candidate’s Statement of Qualifications if they choose to submit one. Forms are obtained from and filed with the county Elections Department.</p> <p>When nomination and/or candidacy papers are issued, the elections official shall provide candidates with:</p> <ul style="list-style-type: none"> • the rules governing conflicts of interest and campaign statements; • rules governing candidate statement charges and filings; and • a blank form of the “Code of Fair Campaign Practices” and copies of Election Code §20440-20444. <p style="text-align: right;">§10510, 13307, 13311</p>
<p>July 31 (E-98)</p>	<p>Semiannual Campaign Statement Semi-annual Campaign Statements of campaign expenditures and receipts for the period of January 1, 2001 through June 30, 2001 are due on this date. Elected officers, candidates and committees which receive contributions of \$1,000 or more in a calendar year file semi-annual campaign statements. Excepted from this requirement are: candidates who file a declaration indicating they receive or expend less than \$1,000 in a calendar year; elected officers whose salaries are less than \$100 per month; judicial candidates who have not made any contributions or expenditures during the preceding six month period; and judges not listed on the ballot for reelection, under specified circumstances. (Gov. Code §82013, 84200)</p> <p style="text-align: right;">Gov. Code § 84200, 84218</p>
<p>August 7 (E-91)</p>	<p>Board of Supervisors to Adopt Resolutions of Consolidation Final meeting before E-88 for the Board of Supervisors to adopt resolutions consolidating district, school and city elections of council members, board members and/or measures with the November election.</p>
<p>August 10 (E-88)</p>	<p>Publish Notice of Election and Argument Deadline Elections official will publish a Notice of Election, as required by law, including information on city and school elections, if so authorized. Notice will set deadline for filing arguments for or against ballot measures filed after June 15 for August 18.</p>
<p>Aug. 10 (E-88)</p>	<p>Notification of Mail Ballot Precinct Last day for the county elections official to determine that there are 250 or fewer persons registered to vote in any precinct. The county elections official may then mail to each voter a vote-by-mail ballot along with a statement that there will be no polling place for the general election.</p> <p style="text-align: right;">§3005</p>

<p>Aug. 10 (E-88)</p>	<p>Last day for Candidates to File to Run for Office Deadline for candidates for special district boards to obtain and file their Declaration of Candidacy. Forms are obtained from and filed with the county Elections Department.</p> <p>If the candidate wants to file a Candidate’s Statement of Qualifications, it must be filed and paid for at the same time that the Declaration of Candidacy is being filed. The two documents may not be filed independent of one another.</p> <p>Any candidate who has filed a Declaration of Candidacy may withdraw that declaration up until 5 p.m. on Aug. 10. Candidates may not withdraw after that time.</p> <p>If the incumbent does not file, there will be a five-day extension for anyone other than the incumbent to file.</p> <p style="text-align: right;">§10510, 10516, 13307, 13311</p>
<p>Aug. 10 (E-88)</p>	<p>Last Day to Submit Resolutions of Consolidation Final deadline for the governing body of a district, city, school or other political subdivision which requests consolidation of a local election for candidates or measures to file the request with the county Elections Department.</p> <p style="text-align: right;">. 10401, 10402</p> <p>Earlier filing dates are encouraged in order to meet printing schedules.</p>
<p>Aug. 11 - 15 (E-87 to E-83)</p>	<p>Extension of Nomination Period If an incumbent member of a special district board does not file a Declaration of Candidacy by 5 p.m. on Aug. 10, any person other than the incumbent may file a Declaration of Candidacy by 5 p.m. on Aug. 15. This provision does not apply if there is no incumbent eligible to be elected. Any candidate who has filed may withdraw his or her Declaration of Candidacy up until 5 p.m. on the last day to file.</p> <p style="text-align: right;">10225, 10407, 10516(b), 10603</p>

<p>Aug. 15 (E-83)</p>	<p>Insufficient Number of Nominees Special Districts</p> <p>If by 5 p.m. on this day, no one has been nominated or an insufficient number of persons has been nominated to fill an office or offices, and a petition signed by 10% or 50 voters (whichever is the smaller number) has not been submitted, the elections official shall certify this fact to the Board of Supervisors. A person who has filed a Declaration of Candidacy shall be appointed by the Board of Supervisors at a regular or special meeting held prior to the first Monday before the first Friday in December.</p> <p>If no one filed, another qualified person shall be appointed by the Board of Supervisors on or before November 6 and shall take office and serve as if elected.</p> <p style="text-align: right;">§10515</p> <p>Districts must take action to make applications available to persons interested in serving on the board. Applications must be delivered to the Board of Supervisors by October 12 in order to allow sufficient time for the applications to be reviewed and the appointment to be made at the October 30 Board of Supervisor's meeting.</p> <p>If a district fails to submit applications to fill the vacancy, a vacancy will exist when the term begins on December 7. The Special District Board then has 60 days to either fill the vacancy or call a special election. Any person appointed to fill the vacancy shall hold the seat until the next regularly scheduled election, November 2003, at which time the 2-year term would be up for election.</p> <p>If the district fails to fill the vacancy or call an election within the 60 days, the Board of Supervisors has an additional 30 days to fill the vacancy.</p> <p>If within 90 days of the vacancy it remains unfilled, the special district must call a special election to fill the vacancy at the next available election date.</p> <p style="text-align: right;">Govt. Code §1780</p>
<p>Aug. 16, 11 a.m. (E-82)</p>	<p>Randomized Alphabet Drawing</p> <p>Secretary of State shall conduct the randomized alphabet drawing to determine the order in which the candidates will appear on the ballot.</p> <p style="text-align: right;">.§13112</p>
<p>Sept. 7 (E-60)</p>	<p>Special Absent Voters' Ballot Applications</p> <p>The first day county election officials may process applications for special absent voters' ballots. The application must include the statement that the voter cannot vote an absentee ballot during the normal absentee voting period of October 8 to October 30, 2001 because of military or other contingencies that preclude normal mail delivery.</p> <p style="text-align: right;">§300(b), 3103</p>
<p>Sept. 10 – Oct. 23 (E-57 to E-14)</p>	<p>Statement of Write-in Candidacy and Nomination Papers</p> <p>During this period write-in candidates must file their Statement of Write-in Candidacy and Nomination Papers with the county elections official.</p> <p style="text-align: right;">§8601</p>

	<p>54-Day Walking Lists Prepared The County Elections Official will prepare the 54-day voter index that is available for purchase upon written application at a cost of 50 cents per 1,000 names.</p> <p style="text-align: right;">§2184</p>
<p>Sept. 27 – Oct. 16 (E-40 to E-21)</p>	<p>Counties Mail Sample Ballots Between these dates the county elections official shall mail a Sample Ballot and polling place notice to each registered voter.</p> <p style="text-align: right;">§13303, 13304</p>
<p>Sept. 27 (E-40)</p>	<p>First Pre-Election Statement Last day to file campaign statements for candidates and committees covering the period ending Sept. 22 (E-45).</p> <p style="text-align: right;">Gov. Code §84200.5, 84200.7b</p>
<p>Oct. 4 (E-33)</p>	<p>Supplemental Independent Expenditure Reports Candidates or committees making independent expenditures of \$500 or more in a calendar year to support or oppose a candidate or measure shall file independent expenditure reports as if it were formed or existing primarily to support or oppose the candidate or measure.</p> <p style="text-align: right;">Gov. Code §84203.5, 82031</p>
<p>Oct. 9* (E-29)</p>	<p>Establish Precinct Boards and Polling Places Last day for the county Elections Department to appoint board members and polling places and provide a copy to each county central committee and make a copy available to the public.</p> <p style="text-align: right;">§12286, 12318</p>
<p>Oct. 9* (E-29)</p>	<p>Last Day to Register to Vote to Ensure Receipt of Sample Ballot Voter registration cards received by this date (postmark NOT ACCEPTABLE) will be added to the rolls and the voters will receive a Sample Ballot booklet prepared by the county elections official. The voters who submit cards after this date will NOT receive a Sample Ballot booklet, only a notice advising the late registrant that he/she will not receive a Sample Ballot and Voter's Information Pamphlet.</p> <p style="text-align: right;">§9094, 13303§2102, 2107</p>
<p>Oct. 9* - Oct. 30 (E-29 to E-7)</p>	<p>Vote-by-Mail Ballot Application Period Between these dates voters may apply for a vote-by-mail ballot from the Elections Department. Under certain conditions voters may obtain an absentee ballot after Oct. 30.</p> <p style="text-align: right;">§3001, 3003</p>

<p>Oct. 10 - Oct. 30 (E-28 to E-7)</p>	<p>New Residents and New Citizens Registration Period Registration for new residents shall begin the 28th day prior to an election and end on the seventh day prior to election day. This registration must be executed in the county elections office and the new resident shall vote a new resident's ballot containing the contest of President and Vice President only. The ballot shall be voted in the election official's office. §332, 3400</p> <p>A new citizen registering to vote after the close of registration shall provide the county elections official with proof of citizenship prior to voting, and shall declare that he or she has established residency in California. New citizens vote a regular ballot. §331, 3500, 3501</p>
<p>Oct. 9* (E-29)</p>	<p>29-Day Walking Lists Prepared The County Elections Official will prepare the 29-day voter index available for purchase upon written application at a cost of 50 cents per 1,000 names. §2184</p>
<p>Oct. 21 – Nov. 5 (E-16 to E-1)</p>	<p>Late Contribution/Independent Expenditure Report During this time late contribution/independent expenditure reports must be filed by FAX, telegram, mailgram, guaranteed overnight mail or deliver in person. Gov. Code §84203, 84204</p>
<p>Oct. 21 – Nov. 5 (E-16 to E-1)</p>	<p>24-Hour Statement of Organization Filing Requirement – Recipient Committees & Slate Mailer Organizations During the 16 days immediately preceding an election, any person or entity which qualifies as a recipient committee or slate mailer organization must file a Form 410 within 24 hours by telegram or personal delivery. Gov. Code §84101, 84108</p>
<p>Oct. 22 (E-15)</p>	<p>15-day Voter Registration The county elections official shall accept an affidavit of registration executed as part of a voter registration card in the forthcoming election if the affidavit is executed on or before the 15th day prior to the election, and if any of the following apply:</p> <ol style="list-style-type: none"> 1) The affidavit is postmarked on or before the 15th day prior to the election and received by mail by the county elections official. 2) The affidavit is submitted to the Department of Motor Vehicles or accepted by any other public agency designated as a voter registration agency pursuant to the National Voter Registration Act of 1993 (42 U.S.C. Sec. 1973gg) prior to the election. 3) The affidavit is delivered to the county elections official by means other than those described in paragraphs (2) and (3) on or before the 15th day prior to the election. <p>§2107</p>
<p>Oct. 25 (E-12)</p>	<p>Second Pre-Election Statement The last day to file campaign statements for candidates and committees covering the period from 9-23-01 to 10-20-01. Gov. Code §84200.5, 84200.8</p>

<p>Oct. 25 (E-12)</p>	<p>Supplemental Independent Expenditure Reports Candidates or committees making independent expenditures of \$500 or more in a calendar year to support or oppose a candidate or measure shall file independent expenditure reports as if it were formed or existing primarily to support or oppose the candidate or measure. Gov. Code §84203.5, 82031</p>
<p>Oct. 27 (E-10)</p>	<p>Notice of Central Counting Place Last day for county elections official to publish the notice that the general election ballots will be counted at a specified public place. The notice shall be published one time in a newspaper of general circulation in the county. §12109</p>
<p>No later than Oct. 30 (E-7)</p>	<p>Publish Polling Places and Precinct Board Members Not less than one week before the election, the elections official shall publish the list of polling places and precinct board members. §12105-12108, Gov. Code §6061</p>
<p>Oct. 30 (E-7)</p>	<p>Special District Appointments to Vacancies The Board of Supervisors shall appoint any qualified person to fill vacancies on special district boards where no one filed during the Declaration of Candidacy period, July 16 to August 10. Appointees shall take office and serve as if elected. §10515</p>
<p>Oct. 30 (E-7)</p>	<p>Quarterly Statements by Ballot Measure Committees All committees primarily formed to support or oppose the qualification, passage or defeat of a ballot measure must file quarterly campaign statements for the period July 1 through Sept. 30 during any semiannual period in which the measure is not being voted upon. Following the election, such committees are only required to file semiannual statements unless they make contributions or expenditures to qualify, support or oppose other measures, in which case they would have an ongoing duty to file quarterly statements. Gov. Code §84202.3</p>
<p>Oct. 31 – Nov. 6 (E-6 to E)</p>	<p>Absentee Ballots – Late Conditions Voters unable to go to the polls because of illness or disability or because they will be absent from their precinct on election day, may come to the Elections Department and receive an absentee ballot over the counter. Voters may designate in writing a representative to bring the absentee ballot to them. The voter may either personally or through the authorized representative return the ballot to the Elections Department or polling place in the county. §3021</p>
<p>Nov. 6 (E)</p>	<p>Election Day Polls open at 7 a.m. and close at 8 p.m. §1000, 14212</p>
<p>Nov. 8 – Dec. 4 (E+2 to E+28)</p>	<p>Official Canvass The official canvass of precinct returns is to be completed during this time. §15301</p>

<p>Nov. 26 (E+20)</p>	<p><u>Certify Results Declaration of Elected Candidates</u> The county elections official shall prepare a statement of the results and submit it to the governing bodies holding elections.</p> <p>The county elections official shall declare the elected candidate or candidates to all school and special districts holding elections in November. The elections official shall immediately make and deliver to each person elected a certificate of election.</p> <p style="text-align: right;">§10551 – 10553, 15372</p>
<p>Nov. 27 (E+21)</p>	<p>Board of Supervisors to Appoint Candidates In-Lieu of Election Candidates who filed a Declaration of Candidacy shall be appointed by the Board of Supervisors at a regular or special meeting held prior to the first Monday before the first Friday in December. This is the last regularly scheduled board meeting before this statutory deadline.</p> <p style="text-align: right;">§10515</p>
<p>Dec. 7 (E+31)</p>	<p>Assuming Office <u>Special Districts</u> – Candidates declared elected or appointed (i.e. as provided in §10515) take office this date at noon after having taken the oath and posted any bond required by the principal act.</p> <p style="text-align: right;">§10554</p>
<p>Dec. 31 (E+55)</p>	<p>Statement Filed with Secretary of State The elections official shall file with the Secretary of State a statement containing a list offices up for election; the name and ballot designation of each candidate; the name of each successful candidate; the number of voter eligible to vote in the district; the number of votes for each candidate; the list of offices for which appointments have been made in lieu of election.</p> <p style="text-align: right;">§10552</p>
<p>5 days after canvass</p>	<p>Recount May Be Requested Within five (5) days after the completion of the official canvass, any voter may request a recount by filing a written request with the Elections official and specifying which candidates and/or measures are to be recounted.</p> <p>The request may specify the order of the precincts for the recount, and the petitioning voter shall, before commencement of each day's recount, deposit such sum as the official requires to cover costs (approximately \$500 per day).</p> <p>"Completion of the canvass" shall be presumed to be the time when the elections official signs the certified Statement of Vote.</p> <p style="text-align: right;">§15620 – 15634</p>
<p>Varies between 10 days to 6 months following the certification of the vote</p>	<p>Contesting Election Any elector of a county, city, or of any political subdivision of either may contest any election held therein for any of the following grounds:</p> <ol style="list-style-type: none"> a) That the precinct board or any member thereof was guilty of malconduct. b) That the person who has been declared elected to an office was not, at the time of the election, eligible to that office. c) That the defendant has given to any elector or member of a precinct board

	<p>any bribe or reward, or has offered any bribe or reward for the purpose of procuring his election, or has committed any other offense against the elective franchise defined in Division 18 (commencing with §18000).</p> <ul style="list-style-type: none">d) That illegal votes were cast.e) That the precinct board in conducting the election or in canvassing the returns, made errors sufficient to change the result of the election as to any person who has been declared elected.f) That there was an error in the vote-counting programs or summation of ballot counts. <p style="text-align: right;">§16100</p>
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	<p>Contesting an Election (continued)</p> <p>The contestant shall verify the statement of contest, as provided by Section 446 of the Code of Civil Procedure, and shall file it within the following times after the declaration of the result of the election by the body canvassing the returns thereof:</p> <p>a) In cases other than cases of a tie, where the contest is brought on any of the grounds mentioned in subdivision (c) of §6100, six months.</p> <p>b) In all cases of tie, 20 days.</p> <p>c) In cases involving presidential electors, 10 days.</p> <p>d) In all other cases, 30 days.</p> <p style="text-align: right;">§16401</p>
Dec. 12 (E+35)	<p>Statement of Vote to Secretary of State</p> <p>No later than this date the elections official shall send one copy of the Statement of Vote to the Secretary of State.</p> <p style="text-align: right;">§15375</p>
Jan. 7 (30 days after assuming office)	<p>Statement of Economic Interests – All newly elected officials</p> <p>Candidates elected to special districts and school districts must file a Form 700 within 30 days of assuming office.</p> <p>Such statement shall not be required if the candidate has filed, within 60 days prior to assuming office, a statement for the same jurisdiction.</p> <p style="text-align: right;">§87200, 87203</p>
Period Following Election	<p>Document Retention</p> <p>Nomination documents and signatures in-lieu of filing fee petitions (if applicable) shall be held during the term of office for which they were filed and for four years after the expiration of the term. They may be destroyed as soon as practicable thereafter provided no legal action or proceeding is pending.</p> <p>Since the November 2001 is conducted under the Uniform District Election Law, precinct supplies and voted ballots must be preserved for 6 months following the election. If no legal action is pending at the time, the documents may be destroyed or recycled. Unused ballots may be destroyed or recycled after the November 2001 election.</p> <p>Initiative, referendum and recall petitions must be preserved for eight months following certification of the election for which the petition qualified or eight months after final examination of the petition by the clerk. If no legal action or proceeding is then pending, the petitions may be destroyed as soon as practicable.</p> <p style="text-align: right;">Elections Code Division 17, commencing with §17000</p>
Jan. 31, 2002	<p>Semiannual Campaign Statement</p> <p>Last day to file semiannual campaign statements, if required, by all candidates and committees.</p> <p style="text-align: right;">Gov. Code §84200, 84218</p>

Jan. 31, 2002

Supplemental Independent Expenditure Reports

Candidates or committees making independent expenditures of \$500 or more in a calendar year to support or oppose a candidate or measure shall file independent expenditure reports as if it were formed or existing primarily to support or oppose the candidate or measure.

Gov. Code §84203.5, 82031