





SPECIAL MUNICIPAL MAIL BALLOT ELECTION
AUGUST 27, 2019
(E.C. §§ 1301, 9200 et seq., 10002, 10100 et seq. ; G.C. § 36512)

The materials contained in this calendar represent the research and opinions of the staff at the Riverside County Registrar of Voters. The contents of this calendar and any legal interpretations contained herein are not to be relied upon as being correct either factually or as legal opinion. Reliance on the content without prior submission to and approval of your appropriate public counsel is at the reader's risk.

Please call (951) 486-7200 if you have any questions or comments, or visit our website at www.voteinfo.net. Thank you.

DATE	PERSON RESPONSIBLE	DESCRIPTION
April 19 (130)	City Council	<p><i>ADOPT RESOLUTION CALLING ELECTION (E.C. §§ 330, 10002, 10403.5, 13307)</i></p> <p>By this suggested date adopt resolutions regarding the following:</p> <ul style="list-style-type: none">  Ordering election including incumbents and offices to be filled.  Requesting Registrar of Voters to conduct election.  Regulations whether candidates or city will pay for candidate statements.
April 22 – May 6 (127 – 113)	City Clerk	<p><i>PUBLISH NOTICE OF ELECTION (E.C. § 12101; G.C. §§ 6060, 6061)</i></p> <p>Publish Notice of Election one time between these dates. The notice will include date and time of election, nomination deadline, the offices to be filled, and hours the polls will be open. The Notice is to be published in a newspaper of general circulation published in the City. Federal law requires publication to be made in English and Spanish.</p>
April 24 (125)	City Council	<p><i>BOUNDARY CHANGES (E.C. § 12262)</i></p> <p>Suggested last day boundary changes may be made for this election.</p>
April 29 (120)	City Council / City Clerk	<p><i>LAST DAY TO ADOPT REGULATIONS REGARDING CANDIDATE STATEMENTS (E.C. § 13307)</i></p> <p>Last day for local agency to adopt or amend regulations regarding charges for printing candidate's statement.</p>
May 3 (116)	Registrar of Voters	<p><i>PRECINCTING SECTION TO COMPLETE BOUNDARY CHANGES</i></p> <p>Suggested date for precincting section to have boundary changes complete.</p>
May 6 – May 31 (113 – 88)	Candidates / City Clerk	<p><i>NOMINATION PERIOD (E.C. §§ 10220, 10224, 13307, 13309, 13311; G.C. §§ 36503, 87201 et seq.)</i></p> <p>Between these dates candidates may take out and file nomination papers with the City Clerk during normal business hours as posted. The ballot designation worksheet must be filed at the same time as the Declaration of Candidacy. Nomination petitions require a minimum of 20 signatures and a maximum of 30 signatures of qualified voters. Candidate statements must be filed at the same time nomination petitions are filed. Statements are confidential until the deadline for filing has passed. Statement of Economic Interest must be filed with the nomination papers.</p>



SPECIAL MUNICIPAL MAIL BALLOT ELECTION
AUGUST 27, 2019
(E.C. §§ 1301, 9200 et seq., 10002, 10100 et seq. ; G.C. § 36512)

DATE	PERSON RESPONSIBLE	DESCRIPTION
May 6 – May 31 (113 – 88)	Candidates / City Clerk	<p><i>CODE OF FAIR CAMPAIGN PRACTICES (E.C. § 20400 et seq.)</i></p> <p>At the time a candidate is issued nomination papers, the City Clerk shall issue the Code of Fair Campaign Practices. The City Clerk shall inform the candidate that filing the code is voluntary. The code may be filed anytime prior to the election and is available for public inspection until 30 days after the election.</p>
May 27	Registrar of Voters	<p><i>MEMORIAL DAY (CO. ORD. 358.8)</i></p> <p>The Registrar of Voters office will be closed.</p>
May 31 (88)	Candidates / City Clerk	<p><i>LAST DAY TO FILE NOMINATION PAPERS AND/OR WITHDRAW (E.C. § 10220 et seq.; G.C. § 87201 et seq.)</i></p> <p>Nomination papers and candidate statements must be filed no later than this date. Candidates may withdraw their nomination until the close of the nomination period.</p> <p> <i>PUBLIC EXAM PERIOD (E.C. § 13313)</i> There will be a 10 day exam period for Candidate Statements filed. The period will be held June 1 thru June 10.</p>
May 31 (88)	City Clerk	<p><i>ORDINANCE/MEASURE (E.C. §§ 9222, 9223, 13247)</i></p> <p>Last day for a copy of the ordinance or measure to be submitted to the Registrar of Voters if a measure is to be included on the ballot. A copy shall be made available to any voter. The statement of all measures submitted to the voters shall be abbreviated on the ballot. The statement shall contain not more than 75 words for each measure to be voted on.</p>
May 31 (88)	City Clerk	<p><i>PUBLISH NOTICE OF ELECTION FOR MEASURE(S) (E.C. § 12111; G.C. §§ 6060, 6061)</i></p> <p>The City Clerk shall publish a notice of election as soon as possible pursuant to section 12111 of the California Elections Code. A synopsis of the measure(s) shall be included in the publication. Government Code 6061 requires the notice to be published once. The last day to submit arguments to the City Clerk should also be included in the notice. The City Clerk shall consolidate the notice of election and the notice of measure to be voted on into one notice if the measure was placed on the ballot before the notice of election is published.</p>
June 1 (87)	Candidates / City Clerk	<p><i>WITHDRAW CANDIDATE STATEMENTS (E.C. § 13307)</i></p> <p>Last day to withdraw candidate statements, unless there is an extension of the nomination period. Withdrawal of candidate statements must be in writing to the City Clerk.</p>
June 5 (83)	City Council	<p><i>LAST DAY TO WITHDRAW MEASURE (E.C. § 9605)</i></p> <p>Whenever a legislative body has ordered that a measure be submitted to the voters of any jurisdiction at an election, the order of election shall not be amended or withdrawn after this date.</p>





SPECIAL MUNICIPAL MAIL BALLOT ELECTION
AUGUST 27, 2019
(E.C. §§ 1301, 9200 et seq., 10002, 10100 et seq. ; G.C. § 36512)

DATE	PERSON RESPONSIBLE	DESCRIPTION
June 5 (83)	City Clerk / City Council	<p><i>INSUFFICIENT NOMINEES-POSSIBLE PROCEDURES (E.C. § 10229)</i></p> <p>If on this date no one or only one person has been nominated, the officer conducting the election shall inform the governing body that it may, at a regular meeting or special meeting held before the election, adopt one of the following:</p> <ol style="list-style-type: none"> 1. Appoint the person who was nominated. 2. If no one has been nominated, appoint any eligible elector. 3. Hold the election. <p>The provisions of this section shall not apply if, at the regularly scheduled municipal election, more than one person has been nominated to another city office to be elected on a citywide basis or, a city measure has qualified and is to be submitted to the voters at that municipal election.</p> <p><i>PUBLISH NOTICE OF FACTS (G.C. § 6061)</i></p> <p>The City Clerk shall publish a notice of the facts described in this section and the courses of action available. After the fifth day following the date of publication, the City Council may make the appointment or direct an election to be held.</p>
June 6 (82)	Secretary of State	<p><i>RANDOMIZED ALPHABET (E.C. § 13112)</i></p> <p>On this date the Secretary of State shall conduct a drawing of the alphabet for determining the order of candidate's names on the ballot.</p>
June 7 (81)	City Clerk	<p><i>SUBMIT NAMES OF CANDIDATES TO REGISTRAR OF VOTERS (E.C. § 10403)</i></p> <p>Last day to submit to the Registrar of Voters names and ballot designations of candidates as they are to appear on the ballot. The Certified List should be submitted in alphabetical order by office.</p>
June 10 (78)	City Clerk	<p><i>PUBLISH NOMINEES (E.C. § 12110)</i></p> <p>Suggested date to publish candidate's names in the random order that they will appear on the ballot, and the respective offices for which they have been nominated.</p>

SPECIAL MUNICIPAL MAIL BALLOT ELECTION
AUGUST 27, 2019
(E.C. §§ 1301, 9200 et seq., 10002, 10100 et seq. ; G.C. § 36512)

DATE	PERSON RESPONSIBLE	DESCRIPTION
June 10 (78)	City Attorney	<p><i>IMPARTIAL ANALYSIS OF MEASURE (E.C. § 9280)</i></p> <p>The governing body may direct the City Clerk to transmit a copy of the measure to the City Attorney. Suggested date for City Attorney to prepare and submit analysis of measure showing the effect it will have on the existing law, etc., if so directed by the governing body. The analysis shall include a statement indicating whether the measure was placed on the ballot by petition signed by the requisite number of voters or by the governing body of the city. The analysis shall be printed in the ballot pamphlet preceding the arguments. The impartial analysis shall not exceed 500 words. In the event the entire text of the measure is not printed on the ballot or in the county voter information guide, there shall be immediately below the impartial analysis a statement notifying voters that they may obtain a copy of the ordinance or measure by calling the City Clerk's office and requesting one.</p> <p> <i>PUBLIC EXAM PERIOD (E.C. § 9295)</i> There will be a 10 day exam period from June 11 thru June 20.</p>
June 10 (78)	Proponents / Opponents	<p><i>LAST DAY TO FILE ARGUMENTS (E.C. §§ 9282, 9283, 9286)</i></p> <p>Suggested last date to file arguments with the City Clerk regarding any measure to be on the ballot. Arguments shall not exceed 300 words and shall be accompanied by a Statement of Authors form. No more than five authors may sign the statement. City Clerk to forward a file copy of the arguments to the Registrar of Voters.</p> <p> <i>PUBLIC EXAM PERIOD (E.C. § 9295)</i> There will be a 10 day exam period from June 11 thru June 20.</p>
June 13 (75)	City Council	<p><i>INSUFFICIENT NOMINEES – ACTION BY GOVERNING BODY (E.C. § 10229)</i></p> <p>If by the 75th day before the municipal election, no person has been appointed to office pursuant to E.C. § 10229, election will be held.</p> <p>Notwithstanding Chapter 1 (commencing with Section 8600) of Division 8 or any other provision of the law to the contrary, if the governing body of the city makes an appointment pursuant to E.C. § 10229, the City Clerk shall not accept for filing any statement of write-in candidacy, which is submitted after appointment.</p>


SPECIAL MUNICIPAL MAIL BALLOT ELECTION
AUGUST 27, 2019
(E.C. §§ 1301, 9200 et seq., 10002, 10100 et seq. ; G.C. § 36512)

DATE	PERSON RESPONSIBLE	DESCRIPTION
June 20 (68)	Proponents / Opponents	<p><i>LAST DAY TO FILE REBUTTALS TO ARGUMENTS (E.C. § 9285)</i></p> <p>Suggested last date for authors of primary arguments to file rebuttals to arguments with the City Clerk. Rebuttals are limited to 250 words.</p> <p>NOTE: Rebuttals only apply when the legislative body has adopted provisions pursuant to E.C. § 9285.</p> <p> <i>PUBLIC EXAM PERIOD (E.C § 9295)</i> There will be a 10 day exam period from June 21 thru June 30.</p>
July 1 (57)	Candidates / City Clerk	<p><i>FIRST DAY NOMINATION PAPERS FOR WRITE-IN CANDIDACY WILL BE AVAILABLE (E.C. § 8600 et seq.)</i></p> <p>Any qualifying person wishing to file as a write-in candidate may pick up nomination papers beginning on this date. Papers must be filed with the City Clerk no later than 14 days prior to election day. Write-in candidates must also file Statement of Economic Interest and campaign disclosure statements.</p>
July 2 (56)	Registrar of Voters	<p><i>ORDER PRINTING OF ELECTION MATERIAL (E.C. §§ 9295, 13313)</i></p> <p>Suggested date to prepare copy for printer and order ballots.</p>
July 4	Registrar of Voters	<p><i>INDEPENDENCE DAY (CO. ORD. 358.8)</i></p> <p>The Registrar of Voters office will be closed.</p>
July 14 – July 18 (44 – 40)	Candidates / Committees / City Clerk	<p><i>FILING PERIOD FOR FIRST PRE-ELECTION CAMPAIGN DISCLOSURE STATEMENT (G.C. §§ 84200.5, 84200.8)</i></p> <p>Filing period for 1st pre-election campaign statement covers transactions through July 13. Statements must be sent by personal delivery or first class mail.</p>
July 15 (43)	Registrar of Voters	<p><i>SATELLITE LOCATION PRESS RELEASE (E.C. § 3018)</i></p> <p>Notice of satellite locations shall be made by the elections official by the issuance of a general news release, issued not later than 14 days prior to voting at the satellite location, except that in a county with a declared emergency or disaster, notice shall be made not later than 48 hours prior to voting at the satellite location. The news release shall set forth the following information:</p> <ul style="list-style-type: none">  The satellite location or locations.  The dates and hours the satellite location or locations will be open.  A telephone number that voters may use to obtain information regarding vote-by-mail ballots and the satellite locations.

SPECIAL MUNICIPAL MAIL BALLOT ELECTION
AUGUST 27, 2019
(E.C. §§ 1301, 9200 et seq., 10002, 10100 et seq. ; G.C. § 36512)

DATE	PERSON RESPONSIBLE	DESCRIPTION
July 29 – Aug. 17 (29 – 10)	Registrar of Voters	<p><i>MAIL OFFICIAL BALLOTS TO VOTERS (E.C. § 4000 et seq.)</i></p> <p>The Registrar of Voters shall mail official ballots to all qualified voters between these dates. Instructions for voting and pamphlets with all necessary materials for voting by mail shall be included. Registrar may also include a notice informing voters they may return the ballot by certified or registered mail.</p> <p>Voted ballots must be received by the elections official no later than the close of the polls on election day or be postmarked on or before election day and received no later than three days after election day to be counted. (E.C. § 3020, 4103)</p>
July 29 – Aug. 17 (29 – 10)	Registrar of Voters	<p><i>PUBLISH CENTRAL COUNTING PLACE (E.C. §§ 12105, 12109)</i></p> <p>Suggested date to publish the notice of central counting place.</p>
Aug. 9 (18)	Registrar of Voters	<p><i>VOTE-BY-MAIL PROCESSING PUBLIC NOTICE (E.C. § 15104)</i></p> <p>The elections official shall notify vote-by-mail voter observers and the public at least 48 hours in advance of the dates, times, and places where vote-by-mail ballots will be processed and counted.</p>
Aug. 11 – Aug. 15 (16 – 12)	Candidates / Committees / City Clerk	<p><i>FILING PERIOD FOR SECOND PRE-ELECTION CAMPAIGN DISCLOSURE STATEMENT (G.C. §§ 84200.5, 84200.8)</i></p> <p>Filing period for 2nd pre-election campaign statement covers transactions through August 10. Statements must be sent by personal delivery or guaranteed overnight service.</p>
Aug. 12 (15)	Registrar of Voters	<p><i>CLOSE OF REGISTRATION (E.C. §§ 2102, 2106)</i></p> <p>Last day to register or transfer registration for this election.</p>
Aug. 13	Registrar of Voters	<p><i>PROCESS MAILED BALLOTS (E.C. § 15101 et. seq.)</i></p> <p>When ballots are to be counted by computer, the Registrar of Voters may begin processing ballots 10 business days before the election. No count may be made until after the polls close on election day.</p>
Aug. 13 (14)	City Clerk / Candidates	<p><i>FILE DECLARATION OF WRITE-IN CANDIDACY (E.C. §§ 8600 et seq., 15340 et seq.)</i></p> <p>Last day for write-in candidates to submit their write-in nomination papers including petitions to the City Clerk.</p>
Aug. 20 (7)	Registrar of Voters	<p><i>LOGIC AND ACCURACY TESTING (E.C. § 15000)</i></p> <p>No later than seven days prior to any election, the elections official shall conduct a test or series of tests to ensure that every device used to tabulate ballots accurately records each vote.</p>

SPECIAL MUNICIPAL MAIL BALLOT ELECTION
AUGUST 27, 2019
(E.C. §§ 1301, 9200 et seq., 10002, 10100 et seq. ; G.C. § 36512)

DATE	PERSON RESPONSIBLE	DESCRIPTION
Aug. 23 (4)	Registrar of Voters	<p><i>MANUAL TALLY PUBLIC NOTICE (E.C. § 15360)</i></p> <p>The manual tally shall be a public process, with the official conducting the election providing at least a five day public notice of the time and place of the manual tally and of the time and place of the selection of the precincts to be tallied prior to conducting the tally and selection.</p>
Aug. 27		<p><i>ELECTION DAY</i></p> <p>Voted ballots must be received by the elections official no later than the close of the polls on election day or be postmarked on or before election day and received no later than three days after election day to be counted. (E.C. § 3020, 4103)</p>
Aug. 29 (+2)	Registrar of Voters	<p><i>CANVASS ELECTION RETURNS (E.C. §§ 10260 et seq., 15301 et seq.)</i></p> <p>Registrar of Voters shall commence the official canvass on this day.</p>
Aug. 29 – Sept. 24 +(2 – 28)	Registrar of Voters	<p><i>ONE PERCENT MANUAL TALLY (E.C. § 15360)</i></p> <p>During the Official Canvass the Elections Official shall conduct a public manual tally in 1 percent of the precincts chosen at random by the elections official.</p>
Sept. 2	Registrar of Voters	<p><i>LABOR DAY (CO. ORD. 358.8)</i></p> <p>The Registrar of Voters office will be closed.</p>
Sept. 24 (+28)	City Clerk / City Council / Candidates	<p><i>STATEMENT OF RESULTS (E.C. §§ 10262, 10263)</i></p> <p>No later than this date, the Registrar of Voters will certify the election results.</p> <p><i>DECLARE CANDIDATES ELECTED</i></p> <p>Upon receipt of the certified results from the Registrar of Voters the governing body shall meet to declare the results of the election. The City Clerk shall sign and deliver a certificate of election to each person elected.</p>
Sept. 26 (+30)	Registrar of Voters	<p><i>COST OF ELECTION</i></p> <p>Approximate date to send invoice to jurisdiction for cost of election.</p>
Jan. 1 – Jan. 31	Candidates / Committees / City Clerk	<p><i>FILING PERIOD FOR SEMI-ANNUAL CAMPAIGN DISCLOSURE STATEMENT (G.C. § 84200)</i></p> <p>Statement covers transactions through December 31. Statements must be sent by personal delivery or first class mail.</p>

Note: Whenever a date prescribed by law falls on a weekend or holiday, such act may be performed on the next business day (E.C. § 15; G.C. §§ 6700, 6701)