(E.C. §§ 1301, 9200 et seq., 10002, 10100 et seq.)

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Please call (951) 486-7200 if you have any questions or comments or visit our website at <a href="www.voteinfo.net">www.voteinfo.net</a>. Thank you.

DATE	PERSON RESPONSIBLE	DESCRIPTION
		ADOPT RESOLUTION CALLING ELECTION (E.C. §§ 330, 10002, 10403.5, 13307)
Dec. 3 (130)	City Council	By this suggested date adopt resolutions regarding the following:  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.
		PUBLISH NOTICE OF ELECTION (E.C. § 12101; G.C. §§ 6060, 6061)
Dec. 6 – Dec. 20 (127 – 113)	City Clerk	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.
Dec. 8	City Council	BOUNDARY CHANGES (E.C. § 12262)
(125)		Last day boundary changes may be made for this election.
Dec. 13 (120)	City Council / City Clerk	LAST DAY TO ADOPT REGULATIONS REGARDING CANDIDATE STATEMENTS (E.C. § 13307)
		Last day for local agency to adopt or amend regulations regarding charges for printing candidate's statement.
Doc. 17	Pogistrar of	PRECINCTING SECTION TO COMPLETE BOUNDARY CHANGES
Dec. 17 (116)	Registrar of Voters	No later than this date, precinct section must complete boundary changes.
		NOMINATION PERIOD (E.C. §§ 10220, 10224, 13107, 13307, 13309, 13311; G.C. §§ 36503, 87201 et seq.)
Dec. 20 – Jan. 14 (113 – 88)	Candidates / City Clerk	Between these dates candidates may obtain 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. 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 by the final filing date.

DATE	PERSON RESPONSIBLE	DESCRIPTION
		CODE OF FAIR CAMPAIGN PRACTICES (E.C. § 20400 et seq.)
Dec. 20 – Jan. 14 (113 – 88)	Candidates / City Clerk	At the time a candidate is issued nomination papers each candidate will be issued a Code of Fair Campaign Practices. Filing it is voluntary and it may be filed any time prior to the election. It is available for public inspection until 30 days after the election.
Dec. 20 –	Dec. 20 – Candidates /	STATEMENT OF ECONOMIC INTEREST (G.C. §§ 87200 et seq.)
Jan. 14 (113 – 88)	Candidates / City Clerk	A Statement of Economic Interests must be filed for all candidates by the close of the nomination period.
Dec. 24	Registrar of Voters	DAY BEFORE CHRISTMAS (CO. ORD. 358.8)
Dec. 24		The Registrar of Voters office will be closed.
	Registrar of Voters	DAY BEFORE NEW YEAR'S (CO. ORD. 358.8)
Dec. 31		The Registrar of Voters office will be closed.
		LAST DAY TO FILE NOMINATION PAPERS AND/OR WITHDRAW (E.C. § 10220 et seq.; G.C. § 87207 et seq.)
Jan. 14 (88)	Candidates / City Clerk	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.
		PUBLIC EXAM PERIOD (E.C. § 13313)  There will be a 10 day exam period for Candidate Statements filed from January 15 through January 24.
Jan. 17	Registrar of Voters	MARTIN LUTHER KING, JR'S BIRTHDAY (CO. ORD. 358.8)
		The Registrar of Voters office will be closed.
		WITHDRAW CANDIDATE STATEMENTS (E.C. § 13307)
Jan. 17 (85)	Candidates / City Clerk	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.

DATE	PERSON RESPONSIBLE	DESCRIPTION
Jan. 19 (83)	City Clerk / City Council	INSUFFICIENT NOMINEES-POSSIBLE PROCEDURES (E.C. § 10229)
		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:  1. Appoint the person who was nominated. 2. If no one has been nominated, appoint any eligible elector. 3. Hold the election.
		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.
		PUBLISH NOTICE OF FACTS (G.C. § 6061)
		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.
Jan. 20	Secretary of State	RANDOMIZED ALPHABET (E.C. § 13112)
(82)		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.
lon 24	City Clerk	SUBMIT NAMES OF CANDIDATES TO REGISTRAR OF VOTERS (E.C. § 10403)
Jan. 21 (81)		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.
		PUBLISH NOMINEES (E.C. § 12110)
Jan. 24 (78)	City Clerk	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.
Jan. 27 (75)	City Council	INSUFFICIENT NOMINEES – ACTION BY GOVERNING BODY (E.C. § 10229)
		If by the 75 <sup>th</sup> day before the municipal election, no person has been appointed to office pursuant to E.C. § 10229, the election will be held.
		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.

DATE	PERSON RESPONSIBLE	DESCRIPTION
Feb. 11	Registrar of Voters	ABRAHAM LINCOLN'S BIRTHDAY (CO. ORD. 358.8)
		The Registrar of Voters office will be closed.
		FIRST DAY NOMINATION PAPERS FOR WRITE-IN CANDIDACY WILL BE AVAILABLE (E.C. § 8600 et seq.)
Feb. 14 (57)	Candidates / City Clerk	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.
Feb. 15	Registrar of Voters	ORDER PRINTING OF ELECTION MATERIAL
(56)		Suggested date to prepare copy for printer and order ballots.
Feb. 21	Registrar of Voters	PRESIDENT'S DAY (CO. ORD. 358.8)
Feb. 21		The Registrar of Voters office will be closed.
Feb. 27 – March 3 (44 – 40)	Candidates / Committees / City Clerk	FILING PERIOD FOR FIRST PRE-ELECTION CAMPAIGN DISCLOSURE STATEMENT (G.C. §§ 84200.5, 84200.8)  Filing period for 1 <sup>st</sup> pre-election campaign statement covers transactions through February 26. Statements must be filed online, or sent by personal delivery or first class mail.
		SATELLITE LOCATION PRESS RELEASE (E.C. § 3018)
Feb. 28 (43)	Registrar of Voters	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:  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.
March 3 – April 2 (40 – 10)	Registrar of Voters	MAIL COUNTY VOTER INFORMATION GUIDE AND OTHER ELECTION MATERIALS TO VOTERS (E.C. §§ 9223, 9280 et seq., 13303, 13307; G.C. § 57148)
		Between these dates the Registrar of Voters shall mail a County Voter Information Guide to each voter, who is registered at least 29 days prior to the election.

DATE	PERSON RESPONSIBLE	DESCRIPTION
March 14 (29)	Registrar of Voters	MAILED BALLOT PRECINCTS (E.C. §§ 3005, 3010, 3017, 3018, 3020)  Approximate date to mail notices to voters in mailed ballot precincts, send official ballot and election material. Mail ballot precincts have less than 250 voters. Ballots must be postmarked on or before Election Day and received by the elections official within seven days after Election Day to be counted.
March 14 (29)	Registrar of Voters	PRECINCTS, POLLING PLACES & ELECTION OFFICERS (E.C. §§ 12280 et seq., 12300 et seq.)  Last day for Registrar of Voters to establish polling place and appoint election officers for this election. Immediately following appointment, the Registrar shall mail appointment notices to election officers.
March 14 – April 2 (29 – 10)	Registrar of Voters	PUBLISH POLLING PLACES & CENTRAL COUNTING PLACE (E.C. §§ 12105, 12109)  Suggested date to publish polling place. The notice will include the hours that the polls will be open and a Notice of Central Counting Place.
March 14 – April 5 (29 – 7)	Registrar of Voters	VOTE-BY-MAIL BALLOT APPLICATIONS (E.C. §§ 3001, 3006, 3021, 3200)  Applications for Vote-by-Mail ballots may be made in person or by mail during this time frame.
March 20 (23)	Registrar of Voters	VOTE-BY-MAIL PROCESSING PUBLIC NOTICE (E.C. § 15104)  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.
March 22 (21)	Registrar of Voters	PROCESS BALLOTS (E.C. § 15101 et. seq.)  When ballots are to be counted by computer, the Registrar of Voters may begin processing ballots 15 business days prior to the election. No count may be made until 8:00 p.m. on Election Day.
March 27 – March 31 (16 – 12)	Candidates / Committees / City Clerk	FILING PERIOD FOR SECOND PRE-ELECTION CAMPAIGN DISCLOSURE STATEMENT (G.C. §§ 84200.5, 84200.8)  Filing period for 2 <sup>nd</sup> pre-election campaign statement covers transactions through March 26. Statements must be filed online or sent by personal delivery or guaranteed overnight service.
March 28 (15)	Registrar of Voters	COLLECTION CENTERS PUBLIC NOTICE (E.C. § 15260)  In establishing a collection center, the elections official may designate a group of precincts which the center shall serve and this designation shall be available for public inspection no later than 15 days before the election.

DATE	PERSON RESPONSIBLE	DESCRIPTION
March 28	Registrar of	CLOSE OF REGISTRATION (E.C. §§ 2101, 2102)
(15)	Voters	Last day to register or transfer registration for this election.
March 29 (14)	Candidates / City Clerk	FILE DECLARATION OF WRITE-IN CANDIDACY (E.C. §§ 8600 et seq., 15340 et seq.)  Last day for write-in candidates to submit their write-in nomination papers including petitions to the City Clerk.
		POST ELECTION OFFICERS & POLLING PLACE (E.C. § 12105.5)
March 29 – April 5 (14 – 7)	Registrar of Voters	Not less than one week before the election, the elections official shall post a list of all current polling place and a list of election officers appointed by the 15 <sup>th</sup> day before the election. The elections official shall post this list in his or her office and on his or her Web site. The list shall remain posted for 30 days after completion of the canvass.
April 4	Registrar of	LIST OF VOTERS AND POLLING PLACE INFORMATION
(8)	Voters	Approximate date that Registrar of Voters will provide list of voters to City Clerk with polling place information.
		LOGIC AND ACCURACY TESTING (E.C. § 15000)
April 5 (7)	Registrar of Voters	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.
		MANUAL TALLY PUBLIC NOTICE (E.C. § 15360)
April 8 (4)	Registrar of Voters	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.
		ELECTION DAY (E.C. §§ 3020, 4103)
April 12	VOTE	Voted ballots must be received by the elections official no later than 8:00 p.m. on Election Day or be postmarked on or before Election Day and received no later than seven days after Election Day to be counted.
April 14 (+2)	Registrar of Voters	CANVASS ELECTION RETURNS (E.C. §§ 10260 et seq., 15301 et seq.)
		Registrar of Voters shall commence the official canvass on this day.
April 4.4		ONE PERCENT MANUAL TALLY (E.C. § 15360)
April 14 – May 12 (+2 – 30)	Registrar of Voters	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.

(E.C. §§ 1301, 9200 et seq., 10002, 10100 et seq.)

DATE	PERSON RESPONSIBLE	DESCRIPTION
May 10 (+28)	Registrar of Voters	POST ELECTION OFFICERS & POLLING PLACE (E.C. § 12105.5)  Not later than 28 days after the election, the elections official shall post an updated list of polling place and election officers that actually served on Election Day. The elections official shall post this list in his or her office and on his or her Web site. The list shall remain posted for 30 days after completion of the canvass.
May 12 (+30)	Registrar of Voters	STATEMENT OF RESULTS (E.C. §15372)  No later than this date, the Registrar of Voters will certify the election results.
May 12 (+30)	City Clerk / City Council / Candidates	DECLARE CANDIDATES ELECTED (E.C. §§ 10262, 10263)  The governing body shall meet at its usual place of meeting no later than the next regularly scheduled city council meeting following presentation of the canvass of the returns, or at a special meeting called for this purpose, to declare the results and to install the newly elected officers.
May 12 (+30)	Registrar of Voters	COST OF ELECTION  Approximate date to send invoice to jurisdiction for cost of election.
July 1 – July 31	Candidates / Committees / City Clerk	FILING PERIOD FOR SEMI-ANNUAL CAMPAIGN DISCLOSURE STATEMENT (G.C. § 84200)  Statement covers transactions through June 30. Statements must be filed online or sent by personal delivery or first class mail.

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)