





**SPECIAL MUNICIPAL ELECTION
CITY OF BANNING DISTRICT 3
DECEMBER 13, 2022
(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 www.voteinfo.net. Thank you.

DATE	PERSON RESPONSIBLE	DESCRIPTION
Aug. 23	City Council	<i>ADOPT RESOLUTION CALLING ELECTION (E.C. §§ 330, 10002, 10403.5, 13307)</i> By this suggested date adopt resolutions regarding the following: <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.
Sept. 6	City Clerk	<i>PUBLISH NOTICE OF ELECTION (E.C. § 12101; G.C. §§ 6060, 6061)</i> 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.
Sept. 6	City Council	<i>BOUNDARY CHANGES (E.C. § 12262)</i> Last day boundary changes may be made for this election.
Sept. 6	City Council / City Clerk	<i>LAST DAY TO ADOPT REGULATIONS REGARDING CANDIDATE STATEMENTS (E.C. § 13307)</i> Last day for local agency to adopt or amend regulations regarding charges for printing candidate's statement.
Sept. 6	Registrar of Voters	<i>PRECINCTING SECTION TO COMPLETE BOUNDARY CHANGES</i> No later than this date, precinct section must complete boundary changes.
Sept. 6 – Sept. 29 (98 – 75)	Candidates / City Clerk	<i>NOMINATION PERIOD (E.C. §§ 10220, 10224, 13107, 13307, 13309, 13311; G.C. §§ 36503, 87201 et seq.)</i> 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.

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Sept. 6 – Sept. 29 (98 – 75)	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 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.</p>
Sept. 6 – Sept. 29 (98 – 75)	Candidates / City Clerk	<p><i>STATEMENT OF ECONOMIC INTEREST (G.C. §§ 87200 et seq.)</i></p> <p>A Statement of Economic Interests must be filed for all candidates by the close of the nomination period.</p>
Sept. 29 (75)	Candidates / City Clerk	<p><i>LAST DAY TO FILE NOMINATION PAPERS AND/OR WITHDRAW (E.C. § 10220 et seq.; G.C. § 87207 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 from September 30 through October 9.</p>
Sept. 30 (71)	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>
Sept. 30 (68)	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>
Oct. 3 (67)	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>
Oct. 10 (64)	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>


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Oct. 17 (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>
Oct. 18 (56)	Registrar of Voters	<p><i>ORDER PRINTING OF ELECTION MATERIAL</i></p> <p>Suggested date to prepare copy for printer and order ballots.</p>
Oct. 30 – Nov. 3 (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 October 29. Statements must be filed online, or sent by personal delivery or first class mail.</p>
Oct. 31 (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.
Nov. 3 – Dec. 3 (40 – 10)	Registrar of Voters	<p><i>MAIL COUNTY VOTER INFORMATION GUIDE AND OTHER ELECTION MATERIALS TO VOTERS (E.C. §§ 9223, 9280 et seq., 13303, 13307; G.C. § 57148)</i></p> <p>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.</p>

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Nov. 14 (29)	Registrar of Voters	<p><i>MAILED BALLOT PRECINCTS (E.C. §§ 3005, 3010, 3017, 3018, 3020)</i></p> <p>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.</p>
Nov. 14 (29)	Registrar of Voters	<p><i>PRECINCTS, POLLING PLACES & ELECTION OFFICERS (E.C. §§ 12280 et seq., 12300 et seq.)</i></p> <p>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.</p>
Nov. 14 – Dec. 3 (29 – 10)	Registrar of Voters	<p><i>PUBLISH POLLING PLACES & CENTRAL COUNTING PLACE (E.C. §§ 12105, 12109)</i></p> <p>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.</p>
Nov. 14 – Dec. 6 (29 – 7)	Registrar of Voters	<p><i>VOTE-BY-MAIL BALLOT APPLICATIONS (E.C. §§ 3001, 3006, 3021, 3200)</i></p> <p>Applications for Vote-by-Mail ballots may be made in person or by mail during this time frame.</p>
Nov. 20 (23)	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>
Nov. 22 (21)	Registrar of Voters	<p><i>PROCESS 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 15 business days prior to the election. No count may be made until 8:00 p.m. on Election Day.</p>
Nov. 24	Registrar of Voters	<p><i>THANKSGIVING HOLIDAY (CO. ORD. 358.8)</i></p> <p>The Registrar of Voters office will be closed</p>
Nov. 25	Registrar of Voters	<p><i>DAY AFTER THANKSGIVING (CO. ORD. 358.8)</i></p> <p>The Registrar of Voters office will be closed.</p>

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Nov. 27 - Dec. 1 (16 – 12)	Candidates / Committees / City Clerk	<i>FILING PERIOD FOR SECOND PRE-ELECTION CAMPAIGN DISCLOSURE STATEMENT (G.C. §§ 84200.5, 84200.8)</i> Filing period for 2 nd pre-election campaign statement covers transactions through November 26. Statements must be filed online or sent by personal delivery or guaranteed overnight service.
Nov. 28 (15)	Registrar of Voters	<i>COLLECTION CENTERS PUBLIC NOTICE (E.C. § 15260)</i> 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.
Nov. 28 (15)	Registrar of Voters	<i>CLOSE OF REGISTRATION (E.C. §§ 2101, 2102)</i> Last day to register or transfer registration for this election.
Nov. 29 (14)	Candidates / City Clerk	<i>FILE DECLARATION OF WRITE-IN CANDIDACY (E.C. §§ 8600 et seq., 15340 et seq.)</i> Last day for write-in candidates to submit their write-in nomination papers including petitions to the City Clerk.
Nov.29 – Dec. 6 (14 – 7)	Registrar of Voters	<i>POST ELECTION OFFICERS & POLLING PLACE (E.C. § 12105.5)</i> 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 th 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.
Dec. 5 (8)	Registrar of Voters	<i>LIST OF VOTERS AND POLLING PLACE INFORMATION</i> Approximate date that Registrar of Voters will provide list of voters to City Clerk with polling place information.
Dec. 6 (7)	Registrar of Voters	<i>LOGIC AND ACCURACY TESTING (E.C. § 15000)</i> 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.
Dec. 9 (4)	Registrar of Voters	<i>MANUAL TALLY PUBLIC NOTICE (E.C. § 15360)</i> 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.
Dec. 13		<i>ELECTION DAY (E.C. §§ 3020, 4103)</i> 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.

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Dec. 15 (+2)	Registrar of Voters	<i>CANVASS ELECTION RETURNS (E.C. §§ 10260 et seq., 15301 et seq.)</i> Registrar of Voters shall commence the official canvass on this day.
Dec. 15 – Dec. 29 (+2 – 16)	Registrar of Voters	<i>ONE PERCENT MANUAL TALLY (E.C. § 15360)</i> 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.
Dec. 27 (+14)	Registrar of Voters	<i>POST ELECTION OFFICERS & POLLING PLACE (E.C. § 12105.5)</i> 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.
Dec. 29 (+16)	Registrar of Voters	<i>STATEMENT OF RESULTS (E.C. §15372)</i> No later than this date, the Registrar of Voters will certify the election results.
Dec. 29 (+16)	City Clerk / City Council / Candidates	<i>DECLARE CANDIDATES ELECTED (E.C. §§ 10262, 10263)</i> 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.
Dec. 29 (+16)	Registrar of Voters	<i>COST OF ELECTION</i> Approximate date to send invoice to jurisdiction for cost of election.
Jan. 1 – Jan. 31	Candidates / Committees / City Clerk	<i>FILING PERIOD FOR SEMI-ANNUAL CAMPAIGN DISCLOSURE STATEMENT (G.C. § 84200)</i> Statement covers transactions through December 31. 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)