SOLANO COUNTY ELECTION CALENDAR
November 3, 2009 Consolidated Districts Election

We present this calendar as a general reference of milestones and target dates leading up to the election. It summarizes or paraphrases state law; we advise readers to turn to the referenced code sections or consult with their attorney for context and advice. All statutory (§) references are to the California Elections Code unless otherwise noted. You may find California Law on the Internet here:
http://www.leginfo.ca.gov/calaw.html

Calendar Key

Asterisk (*)   The statutory date falls on a holiday or weekend and in most cases is moved to the next business day.

E……………   Indicates Election Day

E–…………..   "E minus." The number of days **until** the election. E–29 means 29 days **until** the election.

E+ …………   "E plus." The number of days **after** the election. E+29 means 29 days **after** the election.

NOTE REGARDING DISTRICT MEASURES: Districts contemplating measures as part of their elections should consult with their attorneys early in the process to insure timely completion of measure language (i.e., the ordinance itself and the 75-word ballot label), counsel's impartial analysis, financial impact statement if necessary, and allow sufficient time for arguments for and against. Additionally, districts need to be aware of our internal deadlines set by our printer for official and sample ballots. As a general rule, all district activities necessary to put a measure on the ballot must be completed no later than the Board of Supervisor's last meeting prior to E-88 (August 4, 2009).

6/26/09 (E–130)	**Notice of Consolidation – Schools** Deadline for county superintendent of schools to notify governing boards of a mandatory consolidation where two or more districts of any type are to hold an election in the same area on the same date. Upon consolidation, the basic unit for conducting the election shall be the elementary district. Ed. Code § 5323, § 5340

6/29/09 – 7/13/09 **(E–127 to E–113)**	**Cities Publish Election Notice** The City Clerk shall publish a "Notice of Election" in the city pursuant to Gov. Code § 6061, to include (a) the date and polling hours of the election; (b) the offices to be filled, specifying full term or short term as the case may be; and (c) any measure(s) to be voted on, including a synopsis of each measure. §12101, § 12111, § 12102 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 pursuant to § 12101, § 12111(b). (If the measure is placed on the ballot after the Notice of Election is published, the Notice of Measures must be published not later than one week prior to the election. § 12111(a)) This is a one time publication in a newspaper of general circulation. If no such newspaper is published and circulated in the city, the notice must be posted conspicuously in at least 3 public places in the city. § 12111
7/1/09 **(E–125)**	**Notice of Election – Special Districts** The district secretary shall deliver to the county elections official a notice bearing the secretary's signature and the district seal containing (a) the offices, if any, to be filled and the balance of an unexpired term, and (b) whether the district or the candidate is to pay for the publication of a statement of qualification. § 10509
7/1/09 **(E–125)**	**Notice of Boundaries – Resident and Landowner Districts** The district secretary of a resident voting district shall deliver to the county elections official of each affected county a map showing the boundaries of the district and a statement indicating in which divisions a director is to be elected and whether any elective officer is to be elected at large. § 10522 The secretary for a landowner district shall deliver to the county elections official a map or description of the boundaries of the district or divisions for which elections are to be held. § 10524
7/3/09 **(E–123)**	**Specifications of the Election Order – School Districts** Deadline for the governing board of a school or community college district or authorized officer to deliver to the county superintendent of schools and the election official a resolution entitled "specifications of the election order," which includes (a) the date and purpose of the election, (b) the authority for ordering it, (c) the authority for the "specifications," and (d) the signature of the officer authorized to make the designations. Ed. Code § 5322

7/6/09 **(E–120)**	**Tie Vote Procedures – County, City, School Elections** Suggested date by which school governing boards determine whether a tie vote shall be resolved by lot or by runoff election. Ed. Code § 5016 and § 15651 require this decision to be made "prior to conducting" the election. If a runoff election is to be held pursuant to Ed Code § 5016, it shall be conducted on the sixth Tuesday following the election at which the tie vote occurred. If a runoff is conducted pursuant to § 15651, it is to be called for any Tuesday which falls within 40–125 days after the results of the tie–vote election are certified. **Tie Vote Procedures – Special Districts** If a tie vote occurs in a UDEL election, the winner is determined by lot. § 10551
7/6/09 **(E–120)**	**Delivery of Order and Notice by School Superintendent** Deadline for the superintendent of schools to deliver to the elections official copies of (a) the order of election for any school or community college district election within his or her jurisdiction and (b) the formal notice of election. Ed. Code § 5324 The county superintendent shall also publish the notice of election, which shall contain the date and purpose of the election. Ed. Code § 5325 and § 5361. As an alternative to publication, the superintendent may post the notice at every school house and at 3 public places in the district. Ed. Code § 5362
7/6/09 – 8/5/09 **(E–120 to E–90)**	**Notice of Election – Schools, Special Districts** Between these dates, the county elections official shall publish a notice of the election once in a newspaper of general circulation. The notice shall contain the date of the election, the offices for which candidates can file, the location where nomination papers are available, the deadline for filing, and the qualifications required by the principal act. § 12112 The elections official shall immediately deliver to each school or special district a copy of all published notices. § 12112, § 12113, Ed. C. § 5363

7/13/09 **(E–113)** **(Filing period runs from 7/13/09 to 08/07/09, E–113 to E–88, unless the incumbent does not file, and the period extends to 08/13/09, E-83)**	**Declaration of Candidacy / Nomination Filing** First day to issue Declarations of Candidacy for special districts under UDEL and for school offices, including boards of education. § 10510, § 10602, and § 10603 First day for the City Clerk to issue Nomination Papers for municipal offices. Candidates for city office must be proposed by not less than 20 nor more than 30 voters in cities with 1,000 or more registered voters. The nomination papers must contain an affidavit of the nominee that he or she will accept the office if elected. §§ 10220–10227 Any city nomination paper which contains an insufficient number of signatures shall not be returned to the candidate. Instead, the City Clerk shall issue a "Supplemental Petition" to be accompanied by a copy of the nomination petition, with the valid signatures noted, which the candidate may use to obtain additional signatures. § 10221
7/13/09 – 8/7/09 **(E–113 to E–88)**	**Candidates Statement of Qualifications** Between these dates, candidates may prepare a statement of qualifications, not to exceed 200 words unless an increase to not more than 400 words is authorized by the local agency, to be included in the Voter Information Pamphlet. The statement shall not contain the candidate's political party affiliation or membership or activity in partisan political organizations. It shall be filed and paid for at the time the Declaration of Candidacy is filed, if required by the jurisdiction. § 13307 For candidates who wish to file candidate statements but claim indigence, see § 13309 Candidate statements are confidential until the filing deadline expires. § 13311 Foreign language translations are optional.
7/26/09 * **(E–100)**	**Increase In Governing Board** Deadline for an elementary school district with a three–member board to ask the county superintendent of schools to submit to the voters a question whether to raise the membership to five board members. Elementary school governing boards have the option of deciding on their own to increase the board to five members or asking the county superintendent to submit the question to the voters. Ed. Code §5018
7/31/09 **STATUTORY** **DATE**	**Semi–annual Campaign Statements** The last day to file semi–annual campaign statements, if required, by all candidates and committees. Period covered by statement is January 1, 2009 to June 30, 2009. Gov. Code § 82013, § 84200

8/7/09 **(E−88)**	**Candidate Nomination Period Ends** By 5:00 p.m. candidates must file Declaration of Candidacy or Nomination Papers. § 10220, § 10224, § 10510 At the time of filing, candidates should receive a copy of mass mailing requirements provided for in Gov. Code § 84305. **If the incumbent fails to file, this period extended to (E−83), August 12.** CITY: If the number of persons nominated is fewer than the number to be filled, and no citywide contest appears on the ballot, the city shall decide whether to appoint or hold an election. § 10229, Gov. Code § 36512 DISTRICT: In the case of insufficient nominees in a district election, the supervising authority shall make appointments. § 10515
8/7/09 **FINAL** **(E−88)**	**Resolutions of Consolidation – Final Deadline** Deadline for the governing body of a district, city, school or other political subdivision which requests consolidation of a local election for candidates and/or measures to file the request with the county board of supervisors with a copy to the Election Department. **Earlier filing dates are encouraged to meet printing schedules.** §10400, §10402, §10403, Ed. Code § 5342
8/7/09 **(E−88)**	**Statements of Economic Interest – Cities** City candidates for offices specified in Gov. Code § 87200 must file statements of economic interests by this date. This statement is not required if the candidate filed a statement for the same jurisdiction within 60 days prior to filing nomination papers.
8/7/08–8/27/09 **(E−88 to E−68)**	**Death of a Candidate – General Provisions** If during this period the election official determines a candidate who qualified for the ballot has died, the deceased candidates name shall not be printed on the ballot. §10529, Ed. Code § 5329 If a candidate dies *after* the 68th day before the election, his or her name remains on the ballot. If the deceased candidate wins, the vacancy in the office shall be treated as if that candidate had died after taking office. §15402
8/7/09–8/27/09 **(E−88 to E−68)**	**Death of a Candidate – Special Provisions** If an incumbent and only one challenger file for nonpartisan office and either one dies between E−88 and E−68, the nomination period is reopened. § 8027 If the incumbent or the sole challenger dies after the 68th day, a special election must be called within 14 days after the death. § 8026
8/7/09 **FINAL** **(E−88)**	**Deadline for Filing Tax Rate Statement for Bond Measures** Last day to file tax rate statement for any bond measure appearing on the November ballot. §9401
8/8/09– 8/12/09* **(E−87 to E−83)**	**Candidate Nominations – <u>Extension Period</u>** If an Incumbent fails to file by 5:00 p.m. on August 12, 2009, the nomination period is extended until E−83. §10225, §10516, §10604

8/8/09* **(E–87)**	**Candidate Statement Withdrawal** Candidate may withdraw, but not change, a filed candidate statement for a non–partisan office up to 5:00 p.m. on the next business day following the close of the nomination period. §13307 (a) (3)
8/11/09 **(E–84)**	**Board of Supervisors Calls District Election** If the governing body of any special district fails to call or take any steps necessary to hold a regular election to elect board members, the Board of Supervisors may call a special election to be held not later than 90 days after it was called. § 10004
8/12/09 **(E–83) by 5:00** **p.m.**	**Candidate Nominations– Extension Period Ends** Last day for candidates to file during the extension period. §10225, §10516
8/12/09 **(E–83)**	**Insufficient Nominees – Schools and Special Districts** If by 5:00 p.m. on the 83rd day prior to the election there are insufficient nominees, the supervising authority shall make the appointment unless a petition is filed by this date to request that the election be held. §10515, Ed. Code §5326, §5328, §5328.5
8/13/09 **(E–82)**	**Candidate Statement Withdrawal** By this date, a candidate may withdraw, but not change, a candidate statement filed during the Extension Period. §13307(a)(3)
8/13/09 **@ 11:00 a.m.** **(E–82)**	**Random Alphabet Drawings** Secretary of State draws random alphabet to determine order of candidates on the ballot for offices. §13112(6)(e)
8/17/09 **FINAL** **(E–78)**	**Arguments Due for Ballot Measures** Deadline to submit arguments for or against ballot measures. Notice of the date fixed shall be published by the elections official pursuant to Gov. Code § 6061. Arguments may be changed or withdrawn by the proponents until and including the final filing date. § 9163, § 9316
8/20/08 **(E–75)**	**Insufficient Nominees – Cities** Deadline for city council to make appointment where no nominees or insufficient nominees have filed for city office. §10229(a) (See item at E–83 days)
8/27/09 **FINAL** **(E–68)**	**Rebuttal Arguments and Analyses Due for Ballot Measures** Deadline for authors to submit rebuttal arguments. Argument authors may authorize in writing any other person or persons to prepare, submit or sign the rebuttal arguments. § 9167, § 9317 County counsel to submit analyses (§ 9160, § 9313) for county and school/special district measures; City attorney to submit analyses of city measures. § 9280 County Auditor, if previously directed by the Board of Supervisors, to submit fiscal analyses of measures. § 9160

9/7/09 * **(E–57)**	**First Day of Write–in Nominations** First day of write–in candidates to obtain and file nomination papers. § 8601 No filing fee or charge shall be required of a write–in candidate except in the case of city elections. § 8604, § 10228
9/24/09–10/13/09 **(E–40 to E–21)**	**Sample Ballots** During this period, the county election official shall mail sample ballot booklets prepared in connection with the November 3, Consolidated Districts Election. §13303
9/24/09 **(E–40)**	**First Pre–Elections Campaign Disclosure Statement** First pre–election campaign disclosure statement is due. The forms can be personally delivered or sent by 1st class mail.
10/5/09 **(E–29)**	**Vote by Mail Voting Period Begins** Vote by mail voting period opens for the November 3, 2009 Consolidated Districts Election. § 3001
10/19/09 **(E–15)**	**Close of Voter Registration** Last day to register to vote for the November 3, 2009 election. § 2107
10/20/09 **(E–14)**	**Write–in Declarations for Office** Deadline for candidates to file declarations of write–in candidacy. Write–in declarations shall have the same requirements, i.e., if sponsors are required, etc., as formal filings of declarations of candidacy and nomination. § 13, § 8600
10/22/09 **(E–12)**	**Second Pre–Election Campaign Disclosure Statement** Second pre–election campaign disclosure statement is due. The forms can be personally delivered or sent by guaranteed overnight delivery.
10/24/09* **(E–10)**	**Cities Publish List of Nominees** City election official shall publish a list of the names of nominees, in the order in which they appear on the ballot, not later than one week before the election. §12110
10/24/09 **(E–10)**	**Cities to Publish Notice of Measures on Ballot** If a measure has been placed on the ballot after the Notice of Election has been published (§§ 12101, 12111(b)), the city elections official shall publish a synopsis of the measures at least one time not later than one week prior to the election in a newspaper of general circulation in the city. § 12111(a)
10/24/09* **(E–10)**	**Notice of Central Counting Place** If ballots are to be tallied at a central counting place, the election official shall publish a notice specifying the location in a newspaper of general circulation. § 12109

10/18/09-11/2/09 **(E-6 to E-1)**	**Late Contributions and Independent Expenditure Reports** Late contributions and Independent Expenditures of $1000 or more must be filed within 24 hours of activity. The forms can be filed in person, by guaranteed overnight delivery or by fax. Gov. Code § 84203, § 84204
10/27/09 **(E–7)**	**Vote By Mail Application Period Ends** Last day for the county election official to receive by mail any voter's request for a vote–by–mail ballot be sent to them. § 3001
10/28/09– **11/03/09** **(E–(E–6 to E)**	**Vote By Mail – 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 a vote by mail 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 any polling place in the county. It shall not be returned by mail. § 3021
11/2/09 **(E–1)**	**Appointments – School Districts, County Board of Education** Before making the appointment where no one has been nominated, the governing board must publish one time in a newspaper of general circulation published in the district, a notice of its intention to appoint and the procedures for applying for the office. Ed. Code §§ 5326–5328.5
11/3/09 **(E)**	****ELECTION DAY**** **Polls open from 7:00 a.m. to 8:00 p.m.**
11/5/09 **(E+2)**	**Official Canvass** By this date, county election officials must begin the official canvass of the precinct returns. § 15301
12/1/09 **(E+28)**	**Official Canvass Ends** No later than this date, the county elections official must complete the canvass, certify its results and submit the results to the Board of Supervisors. §15372