

CONSOLIDATED ELECTIONS CALENDAR NOVEMBER 8, 2011

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The following calendar is intended to provide general information and does not have the force or effect of law, regulation or rule. References to code sections were accurate on the date of publication, but changes may have occurred since then. Thus, the references are provided for convenience only and should not be relied upon. It is distributed with the understanding that the Registrar of Voters is not rendering legal advice and that this calendar is not a substitute for legal counsel. In the case of conflict, the law, rule or regulation will apply.

Janice Atkinson, County Clerk
& Registrar of Voters

HOLIDAY SCHEDULE



For dates that fall on a Saturday, Sunday or holiday, use the next regular business day for transactions. Please note that the following holidays are legal holidays observed by the County of Sonoma. They may not be the same holidays recognized by other counties or by the Secretary of State's Office.

- January 1 New Year's Day (closed 12/31/10)
- January 17 Martin Luther King, Jr.'s Birthday
- February 11 Abraham Lincoln's Birthday
- February 21 President's Day
- May 30 Memorial Day
- July 4 Independence Day
- September 5 Labor Day
- November 11.... Veteran's Day
- November 24 ... Thanksgiving Day
- November 25.... The day after Thanksgiving
- December 26.... The day after Christmas

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Actual Date
Person(s) Responsible
Event

+/- Date

CANDIDATES

CANDIDATE INTENTION STATEMENT (Form 501) ▶ Prior to the solicitation or receipt of any contribution or loan, any individual who intends to be a candidate for an elective state office shall file with the Secretary of State's Office an original of the Candidate Intention Statement (Form 501). Any individual who intends to be a candidate for any other elective office shall file the Candidate Intention Statement (Form 501) with the same filing officer with whom the original campaign statements are required to be filed. See "Pre-Campaign Reporting Requirements," in the campaign guide, for more information on filing this form.

G.C. §85200

CANDIDATES

STATEMENT OF ORGANIZATION/CAMPAIGN BANK ACCOUNT (Form 410) ▶ Upon the filing of the Candidate Intention Statement (Form 501), any candidate who raises contributions of \$1,000 or more in a calendar year shall establish a campaign account at an office of a financial institution located in the state. The candidate shall then set forth the name and address of the financial institution where the candidate has established a campaign account and the account number on the committee Statement of Organization (Form 410). See "Pre-Campaign Reporting Requirements," in the campaign guide, for more information on filing this form.

A fine of \$10 per day, up to a maximum of \$100, may be assigned for the late filing of Form 410.

G.C. §§84101, 85201, 91013

JULY 1

(-130)

DISTRICT SECRETARY/REGISTRAR OF VOTERS

SPECIAL DISTRICT BOUNDARY CHANGES ▶ For elections held in November of odd numbered years, this is the last day any district boundary changes may be made.

E.C. §12262

JULY 1

(-130)

COUNTY SUPERINTENDENT OF SCHOOLS

SCHOOL DISTRICT CONSOLIDATIONS ▶ Last date for County Superintendent of Schools to notify, in writing, governing boards of compulsory consolidation of their school district elections.

ED.C. §§5323, 5340 et seq.

JULY 6

(-125)

DISTRICT SECRETARY

NOTICE OF ELECTION AND MAP OF DISTRICT BOUNDARIES—SPECIAL DISTRICTS ▶ On or before the 125th day prior to the General District Election, the district secretary shall deliver a notice to the Registrar of Voters Office containing: (a) the elective offices of the district to be filled at the next election; and (b) the district's policy in regard to candidates' Statements of Qualifications. The notice shall bear the secretary's signature and the district's seal. The district secretary shall also deliver a map of the district boundaries, (or, in lieu thereof, a statement indicating that there have been no changes to the boundary lines) to the Registrar of Voters Office.

E.C. §§10509, 10522

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JULY 8 **(-123)**

GOVERNING BODY/COUNTY SUPERINTENDENT OF SCHOOLS

CONSOLIDATION ORDER–SCHOOL DISTRICT CANDIDATES ▶ Whenever an election for governing board member(s) called by a school district is to be consolidated, the jurisdiction calling the election shall, not later than 5 p.m. on this date, file with the Superintendent of Schools (and a copy to the Registrar of Voters Office) a resolution of its governing board requesting such consolidation and setting forth the exact form of any question, proposition or office to be voted upon at such election, as it is to appear on the ballot. Measures that exceed 75 words must be abbreviated to 75 words or less to appear on the ballot. The resolution requesting the consolidation shall be adopted and filed at the same time as the resolution or order calling the election.

ED.C. §5322, E.C. §§10400 et seq., 13247

JULY 11 **(-120)**

COUNTY SUPERINTENDENT OF SCHOOLS

DELIVER ELECTION ORDER TO REGISTRAR OF VOTERS OFFICE ▶ No later than this date, the Superintendent of Schools shall deliver to the Registrar of Voters Office the order of election and the formal notice of election.

ED.C. §§5324, 5325

JULY 11 to AUG 10 **(-120 to -90)**

REGISTRAR OF VOTERS

NOTICE OF ELECTION ▶ At least 90 and not more than 120 days before the date fixed for the Consolidated Elections, the Registrar of Voters Office shall publish once in a newspaper of general circulation published in the district, a notice of election. The notice shall contain the names of offices for which candidates may file to run and shall state the qualifications as required by the principal act for each office, the location where the Declaration of Candidacy forms may be obtained and filed, and the final day and time forms will be accepted for filing. The notice shall also state that if there are no nominees or insufficient nominees for the office and a petition for an election is not filed with the Registrar of Voters Office within the time prescribed by law, appointments will be made.

E.C. §12112, ED.C. §§5361, 5363

JULY 11 **(-120)**

GOVERNING BODY

POLICY REGARDING CANDIDATES' STATEMENTS OF QUALIFICATIONS ▶ Before the nominating period opens; local agencies scheduled for election shall make the following determinations regarding publication of candidates' optional Statements of Qualifications in the Voter Information Pamphlet portion of the Sample Ballot:

1. Whether the district or candidate must pay the cost of printing the Statement of Qualifications.
2. If candidates are to pay for the printing of Statements, whether a) payment must be made to the district prior to the filing of the nomination papers, or b) the district will bill the candidates after the election.

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- Whether Statements should be limited to 200 or 400 words. The estimated cost of a 400 word Statement is approximately double the estimated cost of a 200 word Statement.

Such decisions may not be revoked or modified after the 7th day prior to the opening of the nomination period. A written statement of the policy with respect to charges for handling, packaging, and mailing shall be provided to each candidate with nomination papers.

E.C. §13307

JULY 18 to AUG 12
CANDIDATES/REGISTRAR OF VOTERS

(-113 to -88)

NOMINATION PERIOD ▶ Candidates who wish to run for office in the Consolidated School and Special District Election shall obtain and file nomination documents during regular office hours, Monday through Friday from 8 a.m. to 5 p.m. Forms must be filed in person, by designated representative, or by certified mail (P.O. Box 11485, Santa Rosa, CA 95406-1485) and received no later than 5 p.m. on the final filing date. Candidates who do not appear in person to file nomination documents bear the responsibility of errors or omissions which could affect their candidacy. If the district boundaries overlap multiple counties, candidates may file with either of the county election officials' offices. Except as noted below, no candidate shall withdraw his/her Declaration of Candidacy after 5 p.m. on the 88th day prior to the election.

E.C. §§10510, 10603

EXTENSION PERIOD ▶ If an incumbent, eligible to be elected, fails to file the required nomination documents by 5 p.m. on the last day to file, anyone (other than the incumbent) who is otherwise qualified shall have five (5) calendar days to file for that office. This section does not apply if there is no incumbent eligible to be elected. If this section is applicable, notwithstanding E.C. §10510, a candidate for the affected office may withdraw his/her Declaration of Candidacy until 5 p.m. on the 83rd day before the date of the election.

E.C. §§10516, 10604

JULY 18 to AUG 12
LOCAL CANDIDATES/REGISTRAR OF VOTERS

(-113 to -88)

STATEMENT OF QUALIFICATIONS—OPTIONAL ▶ Any candidate for nonpartisan local office (including an incumbent in a recall election) may submit a Statement of Qualifications to be printed in the Voter Information Pamphlet portion of the Sample Ballot at the time his or her nomination documents are filed. Candidates who are not required to file nomination documents (i.e. run-off elections), but who wish to file an optional Statement of Qualifications, must do so no later than 5 p.m. on the 88th day prior to the election. If a jurisdiction requires payment in advance, the candidate must pay the jurisdiction and bring proof of payment at the time of filing. Once filed, the statement may be withdrawn (but not changed) until 5 p.m. the next regular business day following the close of nominations. All statements remain confidential until the close of the nomination (or extended nomination) period. See the campaign guide for costs of statements and guidelines on submitting a Statement of Qualifications.

E.C. §13307 et seq.

MISREPRESENTATION IN STATEMENT ▶ Any candidate in an election (including an incumbent in a recall election) who knowingly makes a false statement of a material fact in a candidate's statement

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prepared pursuant to E.C. §11327 or E.C. §13307, with the intent to mislead voters, is punishable by a fine not to exceed one thousand dollars (\$1,000).

E.C. §18351

JULY 18 to AUG 12
CANDIDATES/REGISTRAR OF VOTERS

(-113 to -88)

CAMPAIGN DISCLOSURE STATEMENTS ▶ Any candidate who does not anticipate spending or receiving \$1,000 or more in a calendar year may file a Form 470 Campaign Statement – Short Form, which does not require detailed information concerning receipts and expenditures.

Any candidate who receives any contributions or loans from others must establish a campaign bank account in California and deposit all the contributions or loans into the account before expenditure. An original and one copy of the Statement of Organization (Form 410) must be sent to the Secretary of State's Office within 10 days of opening the account.

Before expending \$1,000 or more of personal funds in a calendar year, any candidate who has not established a campaign account pursuant to Gov't Code §85201(g) shall (1) establish a campaign account before the \$1,000 expenditure threshold is reached; (2) file an original and one copy of the Statement of Organization (Form 410) with the Secretary of State's Office and, if applicable, file a copy with the appropriate local filing officer (this form also contains the campaign bank account information); and (3) file the Officeholder and Candidate Campaign Statement – Short Form 470 Supplement (Form 470 Supplement) with the Secretary of State's Office, the appropriate local filing officer and each candidate seeking the same office. This notice is required to be filed within 48 hours of receiving or making contributions or expenditures of \$1,000 or more.

Please refer to the appropriate Campaign Disclosure Manual for additional information regarding filing obligations for candidates, officeholders and committees supporting or opposing candidates or measures.

G.C. §85201

JULY 18 to AUG 12
CANDIDATES/REGISTRAR OF VOTERS

(-113 to -88)

STATEMENT OF ECONOMIC INTERESTS ▶ Form 700 must be filed not later than the final filing date for the Declaration of Candidacy if it is required by the Conflict of Interest Code for the jurisdiction or state law.

G.C. §§87200 et seq., 87302.3, 87500

JULY 18 to AUG 12
CANDIDATES/REGISTRAR OF VOTERS

(-113 to -88)

CODE OF FAIR CAMPAIGN PRACTICES–VOLUNTARY ▶ At the time a declaration of candidacy, nomination papers, or any document evidencing a candidate's intention to run for a public office are issued, the elections official shall issue a copy of the Code of Fair Campaign Practices and the provisions of E.C. §20440 et seq. The clerk shall inform each candidate for public office that signing the Code of Fair Campaign Practices is voluntary. Forms so filed shall be retained for public viewing until 30 days after the election.

E.C. §20400 et seq.

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JULY 31
CANDIDATES/COMMITTEES

(Date fixed by law)

SEMI-ANNUAL CAMPAIGN STATEMENT DUE ▶ All elected officers, candidates, and committees filing campaign statements in conjunction with an election must file a semi-annual statement covering the report period of January 1st (or from the date of last filing) to June 30th; these must be filed not later than July 31st.

G.C. §84200

JULY 31
COMMITTEES

(Date fixed by law)

SUPPLEMENTAL INDEPENDENT EXPENDITURE REPORT DUE ▶ Committees making independent expenditures of \$1,000 or more in a calendar year to support or oppose a candidate or measure must file supplemental independent expenditure reports. Independent expenditure reports are filed at the same time and in the same places the candidate or committee supported or opposed by the independent expenditures(s) is required to file.

G.C. §84203.5

AUG 12
GOVERNING BODY/REGISTRAR OF VOTERS

(-88)

CONSOLIDATION ORDER—OTHER THAN SCHOOL DISTRICT GOVERNING BOARD ELECTIONS ▶ Whenever an election called by a district, city or other political subdivision for the submission of any question, proposition or office to be filled, is to be consolidated with a statewide election (or in the case of local elections, when no specific procedure is specified), the jurisdiction calling the election shall, not later than 5 p.m. on this date, file with the Board of Supervisors, and a copy to the Registrar of Voters Office, a resolution of its governing board requesting such consolidation and setting forth the exact form of any question, proposition or office to be voted upon at such election, as it is to appear on the ballot. Measures that exceed 75 words must be abbreviated to 75 words or less to appear on the ballot. The resolution requesting the consolidation shall be adopted and filed at the same time as the ordinance, resolution or order calling the election.

ED.C. §5322, E.C. §§10402, 10403, 13247

AUG 12
GOVERNING BODY

(-88)

TAX RATE STATEMENT—BOND ISSUES ▶ Final filing date for Tax Rate Statement. Tax Rate Statements shall be printed in the Voter Information Pamphlet portion of the Sample Ballot for any bond issue proposed by a county, city and county, city, district, or other political subdivision, or by any agency, department, or board thereof, the security for which constitutes a lien on the property for ad valorem taxes within the jurisdiction and the proposal for which is required to be submitted to the voters for approval.

E.C. §§9400, 9401

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AUG 12 (-88)
REGISTRAR OF VOTERS

PRECINCT BOUNDARY CHANGES OTHER THAN SPECIAL DISTRICTS ▶ Precinct boundary changes occurring less than 88 days before an election shall not be effective for purposes of that election.
E.C. §12262

AUG 12 (-88)
PROONENT/OPPONENT/REGISTRAR OF VOTERS

NOTICE TO SUBMIT ARGUMENTS ▶ Based on the time reasonably necessary to prepare and print arguments, analyses and Sample Ballots and to permit the 10-day public examination period, the elections official shall fix and determine a reasonable date prior to the election after which no arguments for or against any measure may be submitted for printing and distribution to the voters.

Notice of the date by which arguments must be submitted shall be published by the elections official pursuant to Gov't. Code §6061 (one time). Arguments may be changed until and including the date fixed by the elections official. Arguments submitted must be accompanied by a Statement of Accuracy and signed by each proponent and author, if different. Forms are available from the elections official.

E.C. §§9163, 9286, 9316, 9502, 9600, G.C. §6061

AUG 12 (-88)
COUNTY COUNSEL/REGISTRAR OF VOTERS

REQUEST FOR IMPARTIAL ANALYSIS-COUNTY OR SCHOOL DISTRICT MEASURE ▶ Upon the measure's qualification for the ballot, the Registrar of Voters Office shall transmit a copy of the measure text of each county or school district measure to the County Counsel, who shall prepare an Impartial Analysis of the measure. The analysis is due by the 78th day before the date of the election.

REQUEST FOR IMPARTIAL ANALYSIS-MUNICIPAL MEASURE ▶ Upon the measure's qualification for the ballot, the Council may direct the city elections official to transmit a copy of the measure to the City Attorney. The City Attorney shall prepare an Impartial Analysis of the measure showing the effect of the measure on existing law. The analysis shall not exceed 500 words in length and must be forwarded to the Registrar of Voters Office by the 78th day before the date of the election.

E.C. §§9160, 9203, 9280, 9500

AUG 12 (-88)
COUNTY AUDITOR

REQUEST FOR FISCAL ANALYSIS ▶ Whenever any county measure qualifies for the ballot, the Registrar of Voters Office shall transmit a copy of the measure to the County Auditor. The Board of Supervisors may direct the County Auditor to prepare a Fiscal Impact Statement estimating any increase or decrease in revenues or cost to the county if the measure is adopted. The Fiscal Impact Statement shall not exceed 500 words in length and must be forwarded to the Registrar of Voters Office by the 78th day before the date of the election.

E.C. §9160

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AUG 12 **(-88)**
CANDIDATES/REGISTRAR OF VOTERS

FILE OR WITHDRAW NOMINATION DOCUMENTS--LAST DAY ▶ All nomination documents must be filed no later than 5 p.m. on this date. Candidates may withdraw nomination papers until 5 p.m. on this date (or the extended filing period if applicable).

- Final date for filing the following **required** documents: Declaration of Candidacy; Statement of Economic Interests (only if required by the jurisdiction's Conflict of Interest Code or state law).
- Final date for filing the following **optional** documents: Code of Fair Campaign Practices; Candidate's Statement of Qualifications.
- **Recommended** date for filing the Officeholder and Candidate Campaign Statement – Short Form (California Form 470) if the candidate does not intend to raise or spend \$1,000 or more in connection with seeking or holding office.

E.C. §§10220, 10407, 10510, 10603, G.C. §87201

AUG 12 **(-88)**
REGISTRAR OF VOTERS

MAILED BALLOT PRECINCTS ▶ Whenever, on the 88th day before the election, there are 250 or fewer persons registered to vote in any precinct, the Registrar of Voters Office may designate such precinct as a mailed ballot precinct. Each voter shall be furnished with an official ballot, as soon as ballots are made available, along with a statement that there will be no polling place for the election. The voter shall not be required to file an application for the ballot.

E.C. §3005

AUG 13 **(-87)**
REGISTRAR OF VOTERS

MEASURE ASSIGNMENT ▶ On this day the Registrar of Voters Office will assign a letter designation to each local measure that will appear on the ballot.

E.C. §13116

AUG 13 to AUG 17 **(-87 to -83)**
CANDIDATES/REGISTRAR OF VOTERS

EXTENDED NOMINATION PERIOD ▶ If an incumbent, eligible to be elected, fails to file the required nomination documents by 5 p.m. on the last day to file (88 days before the election), anyone (other than the incumbent) who is otherwise qualified shall have five (5) calendar days (until 5 p.m. on the 83rd day before the election) to file for that office. This section does not apply when there is no incumbent eligible to be elected.

If this section is applicable, notwithstanding E.C. §10510, a candidate for the affected office may withdraw his or her nomination documents until 5 p.m. on the 83rd day before the date of the election.

E.C. §§8022, 8204, 10407, 10516, 10604

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AUG 13 to AUG 22
PUBLIC/REGISTRAR OF VOTERS

(-87 to -78)

PUBLIC EXAMINATION OF MATERIALS REQUIRED TO BE FILED BY THE 88TH DAY-TAX RATE STATEMENTS, STATEMENTS OF QUALIFICATIONS, FULL TEXT, ETC. ▶ Not less than 10 days before the Registrar of Voters Office submits any election materials for printing, the Registrar shall make a copy of such materials available for public examination in the Registrar of Voters Office. A fee may be charged to anyone who wishes to obtain a copy of the materials.

During the 10-calendar-day review period provided by this section, any voter of the jurisdiction in which the election is being held, or the Registrar of Voters Office, may seek a writ of mandate or an injunction requiring any or all such materials to be amended or deleted. A peremptory writ of mandate or an injunction shall be issued only upon clear and convincing proof that the material in question is false, misleading, or inconsistent with the requirements of Chapters 2-6 of Division 9 or Chapter 3 of Division 6 of the Elections Code, and that issuance of the writ or injunction will not substantially interfere with the printing or distribution of official election materials as provided by law.

E.C. §§9190, 9295, 9380, 9509, 13313

AUG 13
CANDIDATES/REGISTRAR OF VOTERS

(-87)

STATEMENT OF QUALIFICATIONS-WITHDRAWAL-LOCAL NONPARTISAN OFFICE ▶ Last day for any candidate who so desires to withdraw his or her Statement of Qualifications (unless there is an extension of the nomination period). Statements may be withdrawn (but not changed) during the period for filing nomination papers and until 5 p.m. on the next regular business day following the close of the nomination (or extended nomination) period for the office.

E.C. §13307

AUG 17
BOARD OF SUPERVISORS/REGISTRAR OF VOTERS

(-83)

APPOINTMENT OF NOMINEES-SPECIAL DISTRICTS ONLY ▶ If, by 5 p.m. on the 83rd day before the election, the number of nominees is less than or equal to the number of offices to be filled (and a petition signed by 10% of the registered voters or 50 voters, whichever is less, has not been presented to the Registrar of Voters Office), no election will be held, and the Registrar of Voters Office shall request the Board of Supervisors to appoint the nominated person(s) to the office(s). If there are no nominees, the Board of Supervisors shall appoint to the office(s) any person(s) who qualified on the date when the election would have been held. All persons so appointed will be seated at the organizational meeting and serve exactly as if elected for the remainder of the term.

The appointments shall be made by the Board of Supervisors at a regular or special meeting held prior to the Monday before the first Friday in December. The person(s) appointed shall qualify, take office and serve exactly as if elected at a general district election for such office. Elective officers, elected or appointed pursuant to this part, shall take office at noon on the first Friday in December next following the election.

E.C. §§10515, 10554

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AUG 17
GOVERNING BODY

(-83)

NOTICE OF APPOINTMENT--SCHOOL DISTRICTS ONLY ▶ If, by 5 p.m. on the 83rd day before the date of the election, only one person or no one has been nominated for any elective office to be filled (and if a petition signed by 10% of the registered voters or 50 voters, whichever is less, has not been filed with the Registrar of Voters Office), the nominated person(s) shall be seated at the organizational meeting of the board. These provisions also apply to members of the County Board of Education.

ED.C. §§5326, 5328

If there are no nominees, prior to making an appointment to that office pursuant to ED.C. §5328, the governing board shall publish a notice once in a newspaper of general circulation published in the district, or if no such newspaper is published in the district, in a newspaper having general circulation in the district, stating that the board intends to make an appointment and informing persons of the procedure available for applying for the office. The governing board shall appoint any qualified person(s) at a meeting held prior to the day fixed for the election, and such appointee(s) shall be seated at the organizational meeting of the board and serve exactly as if elected to the office.

ED.C. §§5328, 5328.5

AUG 17
GOVERNING BODY

(-83)

AMENDMENT OR WITHDRAWAL OF BALLOT MEASURES--LAST DAY ▶ Notwithstanding any other provision of law, whenever a legislative body has ordered that a measure or proposal be submitted to the voters of any jurisdiction at a special election, the order of election shall not be amended or withdrawn after the 83rd day prior to the election.

The order of election shall be amended or withdrawn upon the filing of a resolution by the legislative body stating the specifics concerning the amendment or withdrawal. The resolution shall be filed with the elections official not later than the 83rd day prior to the election.

E.C. §9605

AUG 18 to AUG 27
PUBLIC/REGISTRAR OF VOTERS

(-82 to -73)

PUBLIC EXAMINATION OF MATERIALS REQUIRED TO BE FILED BY THE 83RD DAY--CANDIDATES' STATEMENTS EXTENSION ▶ Not less than 10 days before the Registrar of Voters Office submits any election materials for printing, the Registrar shall make a copy of such materials available for public examination in the Registrar of Voters Office. A fee may be charged to anyone who wishes to obtain a copy of the materials.

During the 10-calendar-day review period provided by this section, any voter of the jurisdiction in which the election is being held, or the Registrar of Voters Office, may seek a writ of mandate or an injunction requiring any or all such materials to be amended or deleted. A peremptory writ of mandate or an injunction shall be issued only upon clear and convincing proof that the material in question is false, misleading, or inconsistent with the requirements of Chapter 3 of Division 13 of the Elections Code and that issuance of the writ or injunction will not substantially interfere with the printing or distribution of official election materials as provided by law.

E.C. §13313

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AUG 18 (-82)
CANDIDATES/REGISTRAR OF VOTERS

STATEMENT OF QUALIFICATIONS–WITHDRAWAL EXTENSION–LOCAL NONPARTISAN OFFICES ▶ If there has been an extension of the nomination period for a local nonpartisan office, this is the last day for any candidate for that office, who so desires, to withdraw his or her Statement of Qualifications. Statements may be withdrawn, but not changed, during the period for filing nomination papers and until 5 p.m. on the next regular business day after the close of the extended nomination period.
E.C. §13307

AUG 18 (-82)
SECRETARY OF STATE/REGISTRAR OF VOTERS

RANDOMIZED ALPHABET ▶ The Secretary of State shall conduct a drawing of the alphabet to determine the order of the names of the candidates to appear on the ballot. The resulting random order of letters constitutes the alphabet for all offices other than multi-county state legislative offices. In addition, and only if applicable, the candidates' names will be rotated pursuant to E.C. §13111.

For candidates for multi-county state legislative offices, the Registrar of Voters Office in each affected county shall conduct a randomized alphabet drawing. The result of each county's drawing shall be used only to determine the order of the names of candidates for multi-county legislative offices within such county.

E.C. §13112

AUG 22 (-78)
PROPOSERS/OPPONENTS

ARGUMENTS FOR OR AGAINST MEASURE–COUNTY OR DISTRICT MEASURE ▶ Final filing date for arguments for or against any measure to appear on the ballot. Arguments must be filed in the Registrar of Voters Office not later than 5 p.m. on this date.

ARGUMENTS FOR OR AGAINST MEASURE–MUNICIPAL MEASURE ▶ Suggested last day for arguments for or against any municipal measure to appear on the ballot. Actual date set by City Clerk. Check with City Clerk for information regarding city measures.

GENERAL INFORMATION ▶ Arguments shall not exceed 300 words and must be accompanied by a Statement of Accuracy and signed by the author(s). Forms are available from the Registrar of Voters Office (or for municipal measures, from the office of the appropriate City Clerk). Each argument shall be titled either "Argument in Favor of Measure ..." or "Argument Against Measure ..." (letter designation to be filled in after assignment).

E.C. §§9162, 9163, 9282, 9286, 9315, 9316, 9501, 9502, 9600

AUG 22 (-78)
COUNTY COUNSEL/CITY ATTORNEY

IMPARTIAL ANALYSIS–COUNTY OR SCHOOL DISTRICT MEASURE ▶ In order to provide for the 10-calendar-day review period, this is the last day for County Counsel to transmit to the Registrar of Voters Office an Impartial Analysis of each county or school district measure, showing the effect on

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existing law and the operation of the measure. The analysis shall be printed in the Voter Information Pamphlet portion of the Sample Ballot along with the County Auditor's Fiscal Analysis if requested and arguments for and/or against the measure if submitted. The Impartial Analysis shall not exceed 500 words.

E.C. §§9160, 9500

IMPARTIAL ANALYSIS—MUNICIPAL MEASURE ▶ In order to provide for the 10-calendar-day review period, this is the suggested last day for the City Attorney to transmit to the City Clerk's Office an Impartial Analysis of each city measure, showing the effect on existing law and the operation of the measure, and the last day for the City Clerk to transmit same to the Registrar of Voters Office. The analysis shall be printed in the Voter Information Pamphlet portion of the Sample Ballot along with the arguments for and/or against the measure if submitted. The Impartial Analysis shall not exceed 500 words.

E.C. §9280

AUG 22
COUNTY AUDITOR

(-78)

FISCAL ANALYSIS—COUNTY MEASURE ▶ In order to provide for the 10-calendar-day review period, this is the last day for the County Auditor, if so directed by the Board of Supervisors, to transmit to the Registrar of Voters Office a Fiscal Analysis (Fiscal Impact Statement) of each county measure, estimating any increase or decrease in revenues or cost to the county if the measure is adopted. The Fiscal Impact Statement (if any) shall be printed in the Voter Information Pamphlet portion of the Sample Ballot along with County Counsel's Impartial Analysis, preceding the arguments for and/or against the measure, if submitted. The Fiscal Impact Statement shall not exceed 500 words.

E.C. §9160

AUG 23 to SEP 1
REGISTRAR OF VOTERS

(-77 to -68)

PUBLIC EXAMINATION OF MATERIALS REQUIRED TO BE FILED BY THE 78TH DAY—DIRECT ARGUMENTS, IMPARTIAL AND/OR FISCAL ANALYSES ▶ Not less than 10 days before the Registrar of Voters Office submits any election materials for printing, the Registrar shall make a copy of such materials available for public examination in the Registrar of Voters Office. A fee may be charged to anyone who wishes to obtain a copy of the materials.

During the 10-calendar-day review period provided by this section, any voter of the jurisdiction in which the election is being held, or the Registrar of Voters Office, may seek a writ of mandate or an injunction requiring any or all such materials to be amended or deleted. A peremptory writ of mandate or an injunction shall be issued only upon clear and convincing proof that the material in question is false, misleading, or inconsistent with the requirements of Chapter 2-6 of Division 9 of the Elections Code and that issuance of the writ or injunction will not substantially interfere with the printing or distribution of official election materials as provided by law.

E.C. §§9190, 9295, 9380, 9509

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SEP 1 PROPOSERS/OPPONENTS

(-68)

REBUTTAL ARGUMENTS—COUNTY OR DISTRICT MEASURE ▶ If both an argument in favor of and an argument against any measure have been filed, the Registrar of Voters Office shall send copies of each argument to the opposing author(s). The opposing author(s) may, if desired, file rebuttal arguments no later than 10 days after the final date for filing direct arguments.

REBUTTAL ARGUMENTS—MUNICIPAL MEASURE ▶ If both an argument in favor of and an argument against any measure have been filed; the City Clerk shall send copies of each argument to the opposing author(s). The date for filing rebuttal arguments is predicated on the date set by the City Clerk for the filing of direct arguments. The opposing author(s) may, if desired, file rebuttal arguments no later than 10 days after the final date for filing direct arguments.

The provisions for rebuttal arguments shall apply to municipal elections only if, not later than the day the election is called, the city council by majority vote, so provides. Once such action is taken, it is effective for all future elections until rescinded.

GENERAL INFORMATION ▶ Rebuttal arguments shall not exceed 250 words and must be accompanied by a Statement of Accuracy and signed by the author(s). Forms are available from the Registrar of Voters Office (or for municipal measures, from the office of the appropriate City Clerk). Each argument shall be titled either “Rebuttal to Argument in Favor of Measure ...” or “Rebuttal to Argument Against Measure ...” (letter designation to be filled in after assignment).

E.C. §§9167, 9285, 9317, 9504, 9600

SEP 2 to SEP 11 REGISTRAR OF VOTERS

(-67 to -58)

PUBLIC EXAMINATION OF MATERIALS REQUIRED TO BE FILED BY THE 68TH DAY—REBUTTAL ARGUMENTS ▶ Not less than 10 days before the Registrar of Voters Office submits any election materials for printing, the Registrar shall make a copy of such materials available for public examination in the Registrar of Voters Office. A fee may be charged to anyone who wishes to obtain a copy of the materials.

During the 10-calendar-day review period provided by this section, any voter of the jurisdiction in which the election is being held, or the Registrar of Voters Office, may seek a writ of mandate or an injunction requiring any or all such materials to be amended or deleted. A peremptory writ of mandate or an injunction shall be issued only upon clear and convincing proof that the material in question is false, misleading, or inconsistent with the requirements of Chapter 2-6 of Division 9 of the Elections Code and that issuance of the writ or injunction will not substantially interfere with the printing or distribution of official election materials as provided by law.

E.C. §§9190, 9295, 9380, 9509

SEP 12 to OCT 25 WRITE-IN CANDIDATE

(-57 to -14)

STATEMENT OF WRITE-IN CANDIDACY ▶ Each write-in candidate who desires to have his or her votes counted for a particular office must file a Statement of Write-In Candidacy along with the requisite number of signatures, if any, for such office. Nomination documents for write-in candidacy

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may be obtained from and delivered to the Registrar of Voters Office (or to the City Clerk, for municipal offices) between the 57th day and 14th day prior to the date of the election.

E.C. §8600 et seq.

SEP 29 to OCT 18
REGISTRAR OF VOTERS

(-40 to -21)

MAIL SAMPLE BALLOT AND VOTER INFORMATION PAMPHLET ▶ Between these dates the Registrar of Voters Office shall mail Sample Ballots and Voter Information Pamphlets to all voters who registered to vote at least prior to the 29th day before the election. The location of the polling place and its accessibility to persons with disabilities shall be indicated thereon. Voters who registered to vote between the 54th day and 29th day before the election may not be mailed Sample Ballots and Voter Information Pamphlets but will be mailed a notice of polling place.

E.C. §§13303, 13306

SEP 29
CANDIDATES/COMMITTEES

(Date fixed by law)

PRE-ELECTION CAMPAIGN STATEMENT ▶ Officeholders, candidates, ballot measure and recipient committees must file (by personal delivery or first class mail) a pre-election campaign statement covering the report period of July 1, 2011, (or from date of last report) through September 24, 2011, by September 29, 2011. Candidates and officeholders who expect to receive or spend less than \$1000 during the calendar year may file Form 470 with their nomination documents.

G.C. §84200 et seq.

SEP 29
COMMITTEES

(Fixed by law)

SUPPLEMENTAL INDEPENDENT EXPENDITURE REPORT DUE ▶ Committees making independent expenditures of \$1,000 or more in a calendar year to support or oppose a candidate or measure must file supplemental independent expenditure reports. Independent expenditure reports are filed at the same time, and in the same places the candidate or committee supported or opposed by the independent expenditures(s) is required to file.

G.C. §84203.5

OCT 10
REGISTRAR OF VOTERS

(-29)

VOTE BY MAIL BALLOTS AVAILABLE ▶ Any registered voter may apply for a Vote by Mail ballot. Ballots must be obtained from and returned to the Registrar of Voters Office either in person, via an authorized agent, or by mail. All voted ballots must be received by the Registrar of Voters Office or any polling place in Sonoma County not later than 8 p.m. on Election Day (ballots returned to polling places may be returned on Election Day only – not on the days prior to the election). The law permits a spouse, child, parent, grandparent, grandchild, sibling or person residing in the same household to act as an authorized agent for returning Vote by Mail ballots. Ballots applied for within the last seven

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days prior to the election may not be returned by mail but have no restrictions as to who may be an authorized agent.

E.C. §§3001, 3003, 3017, 3021

OCT 10 (-29)
REGISTRAR OF VOTERS

MAILED BALLOT PRECINCTS ▶ The Registrar of Voters Office shall mail official ballots to voters residing in mailed ballot precincts beginning this date, along with a notice indicating there will be no polling place for this election. Voted ballots must be received not later than 8 p.m. on Election Day at any polling place in the county or at the Registrar of Voters Office.

E.C. §3005

OCT 10 (-29)
REGISTRAR OF VOTERS

PRECINCTS, POLLING PLACES & ELECTION OFFICERS ▶ Last day for the Registrar of Voters Office to establish all polling places and appoint precinct officers for this election. Immediately following appointments, the Registrar of Voters Office shall mail the appointment notices to the precinct officers.

E.C. §12286

OCT 23 to NOV 7 (-16 to -01)
CANDIDATES/COMMITTEES

LATE CONTRIBUTION/INDEPENDENT EXPENDITURE PERIOD ▶ Officeholders, candidates, ballot measure and recipient committees that make or receive a late contribution or loan that totals in the aggregate \$1,000 or more, must report the late contribution or independent expenditure **within 24 hours** by personal delivery, fax, or guaranteed overnight service. See the appropriate information manual on campaign disclosure provisions of the Political Reform Act for additional information.

G.C. §§82036, 82036.5, 84203 et seq., 85500

OCT 24 (-15)
REGISTRAR OF VOTERS

CLOSE OF REGISTRATION ▶ Last day for any qualified elector to register or re-register to vote in the upcoming election. A person who has moved, changed his or her name, or who wishes to change political party affiliation must re-register by this date.

E.C. §§2102, 2107, 2115, 2116, 2152

OCT 25 (-14)
WRITE-IN CANDIDATES

WRITE-IN CANDIDACY ▶ Last Day to file a Statement of Write-In Candidacy and the requisite number of signatures, if any, with the Registrar of Voters Office. Anyone who desires to be a write-in candidate and to have his or her votes counted for a particular office must file the required documents with the Registrar of Voters Office not later than 5 p.m. on this date. No filing fee is

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required to run as a write-in candidate. No votes will be counted for an unqualified write-in candidate in any election.

E.C. §8600 et seq.

OCT 27
CANDIDATES/COMMITTEES

(Date fixed by law)

PRE-ELECTION CAMPAIGN STATEMENT ▶ Officeholders, candidates, and ballot measure and recipient committees must file (by personal delivery or guaranteed overnight delivery service) a pre-election campaign statement covering the report period of September 25, 2011, through October 22, 2011, by October 27, 2011. Candidates and officeholders who expect to receive or spend less than \$1,000 during the calendar year may file Form 470 with their nomination documents.

G.C. §84200 et seq.

OCT 27
COMMITTEES

(Fixed by law)

SUPPLEMENTAL INDEPENDENT EXPENDITURE REPORT DUE ▶ Committees making independent expenditures of \$1,000 or more in a calendar year to support or oppose a candidate or measure must file supplemental independent expenditure reports. Independent expenditure reports are filed at the same time and in the same places the candidate or committee supported or opposed by the independent expenditures(s) is required to file.

G.C. §84203.5

OCT 28
REGISTRAR OF VOTERS

(-7 business days)

PROCESS VOTE BY MAIL BALLOTS ▶ First day the Registrar of Voters Office may begin to process (open, prepare and machine read) Vote by Mail ballots for the upcoming election. No results may be released until after the polls are closed on Election Day.

E.C. §15101

OCT 29
REGISTRAR OF VOTERS

(-10)

NOTICE OF CENTRAL COUNTING PLACE ▶ The Registrar of Voters Office shall publish, at least 10 days before the election, in a newspaper of general circulation in the jurisdiction, a notice specifying the public place to be used to tally votes when ballots are to be counted in a central counting place.

E.C. §12109

NOV 1
REGISTRAR OF VOTERS

(-7)

PUBLISH POLLING PLACES ▶ Not later than this date the Registrar of Voters Office shall publish a notice containing the list of polling places designated for each election precinct.

E.C. §12105

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NOV 1 (-7)
REGISTRAR OF VOTERS

POST PRECINCT OFFICERS AND POLLING PLACES ▶ Not later than this date the Registrar of Voters Office shall post, at the elections office and on the official website, a list of all current polling places in each precinct and a list of precinct board members and political party affiliation appointed by the 15th day before the election.

E.C. §§12105.5, 12108

NOV 1 (-7)
VOTERS/REGISTRAR OF VOTERS

VOTE BY MAIL BALLOTS ▶ Last day for the Registrar of Voters Office to receive and process Vote by Mail ballot applications for the upcoming election. After this date, any voter may apply in person to obtain a Vote by Mail ballot if he or she will be unable to go to the polls on Election Day. Voters unable to request a ballot in person may designate in writing any person as an authorized agent to obtain and return the Vote by Mail ballot on their behalf.

E.C. §§3001, 3021

NOV 7 (-1)
GOVERNING BODY

APPOINT GOVERNING BOARD MEMBERS–INSUFFICIENT OR NO NOMINEES–SCHOOL/COMMUNITY COLLEGE DISTRICT/BOARD OF EDUCATION ▶ If no person has been nominated for a school or community college district or a board of education office, the governing board shall appoint any qualified person(s) at a meeting prior to the day fixed for the election, and such appointee(s) shall be seated at the organizational meeting of the board and serve as if elected for the office.

ED.C. §5328

NOV 8 (-00)
VOTERS/REGISTRAR OF VOTERS

ELECTION DAY ▶ Polls are open from 7 a.m. to 8 p.m. on Election Day. Vote by Mail ballots may be returned in person or by authorized agent not later than 8 p.m. either to the Registrar of Voters Office or to any polling place in the county. The law permits a spouse, child, parent, grandparent, grandchild, sibling or person residing in the same household to act as an authorized agent for returning Vote by Mail ballots. Ballots applied for within the seven days prior to the election have no restrictions as to who may be an authorized agent.

E.C. §§3017, 3020, 3021, 10541, 14212

NOV 10 (+02)
REGISTRAR OF VOTERS

OFFICIAL CANVASS ▶ Last day the Registrar of Voters Office may begin the Official Canvass of the votes cast. During the Official Canvass of every election in which a voting system is used, the Registrar of Voters Office shall conduct a public manual tally of ballots cast in 1% of the precincts chosen at random by the elections official. In addition to the 1% count, the Registrar of Voters Office

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shall tally one additional precinct for each contest not included in the initial group of precincts.

E.C. §§362, 10547, 15301, 15360

NOV 28 (+20)
REGISTRAR OF VOTERS

COMPLETION OF CANVASS ▶ The Official Canvass of the election must be completed not later than this date and results certified to the governing body of each jurisdiction for adoption. In the case of elections conducted on the first Tuesday after the first Monday in November of odd-numbered years, the Official Canvass must be completed no later than the last Monday before the last Friday of that month.

E.C. §15372

NOV 28 (+20)
DISTRICT GOVERNING BODY

APPOINT DIRECTORS–INSUFFICIENT OR NO NOMINEES–SPECIAL DISTRICTS ▶ Not later than the Monday prior to the first Friday in December, if there are one or more seats with no qualified candidates, the Board of Supervisors shall fill such seats by appointing any person who is qualified on the date the election would have been held. All persons so appointed shall be seated at the organizational meeting and serve exactly as if elected to the office.

E.C. §10515

DECLARE CANDIDATES ELECTED ▶ Upon receipt of the Certification of Results from the Registrar of Voters Office, the governing body shall meet to adopt the certification. For all county and local offices, the Registrar of Voters Office shall prepare and deliver to each person elected a Certificate of Election.

E.C. §§15400, 15401

DEC 6 (+28)
REGISTRAR OF VOTERS

POST PRECINCT OFFICERS AND POLLING PLACES ▶ Not later than this date the Registrar of Voters Office shall post, at the elections office and on the official website, an updated list of the precinct board members and political party affiliation who actually served on Election Day. This list shall remain posted for 30 days after the completion of the canvass.

E.C. §§12105.5, 12108

JAN 31 (Date fixed by law)
CANDIDATES/COMMITTEES

SEMI-ANNUAL CAMPAIGN STATEMENT DUE ▶ All elected officers, candidates, and committees filing campaign statements in conjunction with an election must file a semi-annual statement covering the report period of October 23rd (or from the date of last filing) to December 31st and must be filed not later than January 31st.

G.C. §84200

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JAN 31
COMMITTEES

(Date fixed by law)

SUPPLEMENTAL INDEPENDENT EXPENDITURE REPORT DUE ▶ Last day to file supplemental independent expenditure reports for committees making independent expenditures of \$1,000 or more in a calendar year to support or oppose a candidate or measure. Independent expenditure reports are filed at the same time and in the same places the candidate or committee supported or opposed by the independent expenditure(s) is required to file.

G.C. §84203.5