

CALENDAR OF EVENTS

MARCH 7, 2017 CONSOLIDATED MUNICIPAL AND SPECIAL ELECTIONS

IMPORTANT NOTICE

All documents are to be filed with and duties performed by the Registrar-Recorder/County Clerk unless otherwise specified.

DATES		EVENTS
SEP. 8 (Th) E-180		ADJUSTED JURISDICTION MAP Last day for jurisdictions to deliver a map, if applicable, delineating district and/or division boundary adjustments due to topography, geography, cohesiveness, contiguity, integrity, compactness of territory, community of interests, or other factors. (E. C. § 22000)
NOV. 7 (M) E-120		ADOPTION OF ELECTION RESOLUTION Recommended last day for City Council to adopt resolution calling a General or Special Municipal Election for office contests.
NOV. 14 (M) E-113		NOTICE OF ELECTION — PUBLICATION Last day to publish a notice of election. A general press release providing information on the elective offices and the telephone number to call regarding candidate nomination procedures shall also be issued. (E. C. §§ 12101 and 12102)
NOV. 14 (M) E-113	DEC. 9 (F) E-88	FILING NOMINATION DOCUMENTS First and last day for prospective candidates to file nomination documents. (E. C. §10220) CANDIDATE STATEMENTS During this period, candidates may file a candidate statement not to exceed the word limitation of 200 words for inclusion with the Official Sample Ballot Booklet. (E. C. § 13307)

DATES	EVENTS
DEC. 9 (F) E-88 5:00 P.M.	CONSOLIDATION OF ELECTIONS Last day to call for an election and file a resolution requesting consolidation of a measure contest with the Board of Supervisors and Registrar-Recorder/County Clerk. (E.C. § 10402) NOMINATION DOCUMENTS — DEADLINE DATE Last day for candidates to file nomination documents with the City Clerk. (E. C. §§ 10220, 10224 and 10407) CANDIDATE WITHDRAWAL No candidate whose Declaration of Candidacy has been filed may withdraw after this date. (E. C. § 10224)
DEC. 10** (Sa) DEC. 14 (W) E-87** E-83	NOMINATION EXTENSION PERIOD (IF INCUMBENT DOES NOT FILE) If nomination documents for an incumbent are not filed by 5:00 p.m. on December 9, 2016, the nomination period shall be extended until December 14, 2016 at 5:00 p.m., for persons other than the incumbent. (E. C. § 10225) NOTE: The extension does not apply where there is no incumbent eligible to be elected.
DEC. 10** (Sa) DEC. 19 (M) E-87** E-78	PUBLIC EXAMINATION PERIOD FOR CANDIDATE STATEMENTS, CANDIDATE NAMES AND BALLOT DESIGNATIONS During this period, candidate statements, candidate names, and ballot designations shall be open for public examination. A fee may be charged to any person obtaining a copy of the material. Any person may challenge the aforementioned candidate information by filing a petition for writ of mandate no later than December 19. (E. C. § 13313)

**December 10 and 17 (Saturdays), and December 11 and 18 (Sundays) office will be closed.

DATES	EVENTS
DEC. 14 (W) E-83	AMENDMENT OR WITHDRAWAL OF MEASURE — DEADLINE Last day to withdraw or amend any measure previously submitted for placement on the ballot. (E. C. § 9605) MEASURE LETTER DESIGNATION Last day to request a specific letter designation in writing for a measure appearing on the ballot. An alternate choice should be submitted in case the requested designation has already been assigned.
DEC. 15 (Th) E-82	RANDOMIZED ALPHABET DRAWING BY SECRETARY OF STATE The Secretary of State shall hold a public drawing to determine the order of candidate names on the ballot by randomly drawing each letter of the alphabet. (E.C. §§ 13112 (b)(1)(D))
DEC. 16 (F) E-81	LIST OF CANDIDATES — COPY OF CANDIDATE STATEMENTS No later than this date the City Clerk shall deliver to the county elections official a certified list of qualified candidate names, ballot designations and residence addresses. (E. C. §§ 10402 and 10403) A legible copy of each candidate statement to be included in the Official Sample Ballot Booklet shall be delivered to the county elections official by this date. NOTE: The name on the candidate statement MUST match the name on the certified list of qualified candidates. DATE FIXED TO SUBMIT ARGUMENTS — PUBLICATION Not later than this date a notice shall be published once in a newspaper of general circulation setting forth the date fixed to submit arguments for and against any county or school measure. (E. C. §§ 9163, 9502 and Govt. Code § 6061)

DATES	EVENTS
DEC. 16 (F) E-81	NOTIFICATION OF LETTER DESIGNATION Scheduled date for the county elections official to provide notification of letters assigned to ballot measure(s). IMPARTIAL ANALYSIS — LAST DAY TO SUBMIT Recommended last day for Counsel to provide impartial analysis. (E. C. § 9160 and 9280) ARGUMENTS — LAST DAY TO SUBMIT Last day to submit arguments “FOR” or “AGAINST” a measure. Arguments may not exceed 300 words in length. (E. C. §§ 9163 and 9286)
DEC. 17** (Sa) DEC. 27* (Tu) E-80** E-70*	PUBLIC EXAMINATION PERIOD FOR BALLOT MEASURE MATERIALS* During this time, the elections official shall make available for public examination a copy of ballot measure text, impartial analyses, and direct arguments for a measure. A fee may be charged to any candidate/person obtaining a copy of the materials. During this period any person may file a writ of mandate or an injunction to require any or all of the data/material to be amended or deleted. (E. C. § 9190 and 9295) MEASURE ENCLOSURES No later than December 19, 2017 the City Clerk shall deliver a copy of each argument, ordinance text, analysis and any other ballot data/material to the county elections official for inclusion in the Official Sample Ballot Booklet.
DEC. 22 (Th) E-75	CANCELLED ELECTION DUE TO INSUFFICIENT NUMBER OF CANDIDATES Last day for City Clerk to make appointment(s) in lieu of election when an insufficient number of candidates file for the office. If an appointment(s) is not made, the election shall be held. (E. C. § 10229) NOTE: It is imperative that the City Clerk notify the county elections official immediately of cancelled elections.

**December 17 and 24 (Saturdays), and December 18 and 25 (Sundays) office will be closed.

*Date/event adjusted due to weekend or holiday.

DATES	EVENTS
DEC. 27* (Tu) E-70*	REBUTTALS — LAST DAY TO SUBMIT* Last day for authors of arguments “FOR” and “AGAINST” a measure to submit rebuttals (if applicable). A rebuttal may not exceed 250 words . (E. C. § 9167 and 9285)
DEC. 28* (W) E-69*	JAN. 6 (F) E-60 PUBLIC EXAMINATION PERIOD FOR REBUTTALS* During this time, the elections official shall make available rebuttals for public examination. A fee may be charged to any candidate/person obtaining a copy of the data/material. During this period any person may file a writ of mandate or an injunction to require any or all of the data/material to be amended or deleted. (E. C. § 9190 and 9295)
JAN. 9 (M) E-57	FEB. 21 (Tu) E-14 STATEMENT OF WRITE-IN CANDIDACY A name written on a ballot will not be counted unless the person has filed during this period a Statement of Write-in Candidacy and sponsor signatures, if applicable, stating that he or she is a write-in candidate for the election. (E. C. §§ 8600 and 8601)
JAN. 26 (Th) E-40	FEB. 14 (Tu) E-21 OFFICIAL SAMPLE BALLOT BOOKLET MAILING An Official Sample Ballot Booklet shall be mailed to all voters during this period of not more than 40 days or less than 21 days preceding the election. (E. C. § 13303)

*Date/event adjusted due to weekend or holiday.

DATES	EVENTS
FEB. 6 (M) E-29	PRECINCT BOARD MEMBER AND POLLING PLACES — APPOINTMENT Last day to appoint precinct boards and designate polling places. A notice of appointment shall be mailed to each precinct officer. (E. C. §§ 12286, 12307 and 12319) POLLWORKERS AND POLLING PLACES — APPOINTMENT Last day to appoint pollworkers and designate polling places. A notice of appointment shall be mailed to each pollworker appointed. (E. C. §§ 12286, 12307 and 12319) MAILING OF VOTE BY MAIL BALLOTS First day the elections official delivers Vote By Mail ballots in compliance with E.C. 3001. (E. C. § 3010 and 3206)
FEB. 6 (M) E-29	FEB. 28 (Tu) E-7 VOTE BY MAIL — FIRST AND LAST DAY TO APPLY Applications may be filed between these dates (both dates inclusive). Applications received prior to the 29th day preceding the election will be kept and processed during this period. (E. C. §§ 3001)
FEB. 10 (F) E-25	COPIES OF STREET INDEX Suggested last day for the City Clerk to request the number of street index copies required (not to exceed four (4)). (E. C. § 2183)
FEB. 21* (Tu) E-14*	CLOSE OF REGISTRATION* Last day to transfer or register to vote in the election. (E. C. §§ 2102 and 2107) STATEMENT OF WRITE-IN CANDIDACY — DEADLINE Last day for a candidate to file a Statement of Write-in Candidacy and sponsor signatures, if applicable, that he or she is a write-in candidate for the election. (E. C. §§ 8600 and 8601)

DATES	EVENTS
FEB. 21 (Tu) E-14	BILINGUAL PRECINCT OFFICER LIST Last day to prepare list of appointed bilingual precinct officers. (E. C. § 12303) PROCESSING OF VOTE BY MAIL BALLOTS The processing of vote by mail ballots may commence on the 10th business day before the election, but the results of the tally shall not be released until after the polls close. (E. C. § 15101(b))
FEB. 21 (Tu) E-14	MAR. 7 (Tu) 8:00 P.M. ELECTION DAY NEW CITIZEN ELIGIBILITY TO REGISTER AND VOTE A new citizen is eligible to register and vote at the office of, or at another location designated by, the county elections official at any time beginning on the 14th day before an election and ending at the close of polls on the election day following the date on which that person became a citizen. (E.C. § 3500)
FEB. 25 (Sa) E-10	CENTRAL TALLY LOCATION — PUBLICATION On or before this date a notice specifying the public place to be used as the central tally location for counting the ballots shall be published once in a newspaper of general circulation within the jurisdiction. (E. C. § 12109 and Govt. § 6061)
FEB. 28 (Tu) E-7	NOTICE OF LIST OF NOMINEES — PUBLICATION On or before this date, a city elections official shall publish a notice of the list of nominees in a newspaper of general circulation within the city. (E. C. § 12110) POLLING PLACES — PUBLICATION Not later than this date, a list of polling places for each precinct shall be published once in a newspaper of general circulation within the city. (E. C. §§ 12105, 12106 and Govt. Code § 6061)

DATES	EVENTS
MAR. 1 (W) E-6	MAR. 7 (Tu) ELECTION DAY EMERGENCY VOTE BY MAIL Between these dates, any voter may apply for a Vote By Mail ballot if conditions require his or her absence from the precinct on election day. The voter may designate an authorized representative to pick-up and return the ballot. (E. C. §§ 3021 and 3110)
MAR. 7 (Tu) 8:00 P.M. ELECTION DAY	ELECTION DAY Polls open 7:00 a.m., close 8:00 p.m. (E. C. § 14212) VOTE BY MAIL BALLOTS RETURNED — 8:00 P.M. Last day for Vote By Mail ballots to be received or turned in personally by the voter at any polling place in the jurisdiction. A designated family member may return the voted ballot under specified conditions. (E. C. § 3017) Any vote by mail ballot cast under this division shall be timely cast if it is received by the voter's elections official via the United States Postal Service or a bona fide private mail delivery company no later than three days after election day in addition to the provisions set forth in E. C. 3020, Sections 1 and 2. (E. C. § 3020(b) Section 1 and 2) SEALING OF UNUSED BALLOTS At 8:00 p.m., immediately after polls close, the elections official shall commence defacing or sealing all unused ballots and file an affidavit of the number of ballots destroyed or sealed. (E. C. §§ 14403 and 14404)
MAR. 9 (Th) E+2	CANVASS OF ELECTION RETURNS The canvass of returns shall commence no later than the first Thursday following the election. (E. C. § 15301)
MAR. 31 (F) E+24	COMPLETION OF OFFICIAL CANVASS The canvass shall be completed by the elections official no later than the fourth Friday after the election. Upon completion of the canvass, the elections official shall certify the results to the governing body. (E. C. § 10262(a)) NOTE: On Friday, March 31, 2017 the Registrar-Recorder/County Clerk is tentatively scheduled to certify the election results. On Tuesday, April 4, 2017 , the Board of Supervisors will tentatively be scheduled to declare the election results official.