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*Lassen County Courthouse*  
*Susanville CA 96130*

December 28, 2009

To: Board of Supervisors, Special Districts, School Districts and Cities  
From: Julie Bustamante, Lassen County Clerk/Elections  
Re: 2010 Election Information

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The 2010 Election cycle is fast approaching. Established election dates in 2010 are:

- May 4, 2010 – Mail ballot election only
- **June 8, 2010 – Statewide Gubernatorial Primary**
- August 31, 2010 – Mail ballot election only
- **November 2, 2010 – Statewide Gubernatorial General**

Most jurisdictions consolidate their elections with the November General Election. The more contests on the ballot, the lower your cost. Few jurisdictions will consolidate with the June Primary Election. Primary elections are more complicated because there are more ballot types due to the various political parties. Your cost to hold your election in June will be higher than your cost to hold your election in November.

The most expensive election would be one in which your contest is the only contest on the ballot. The May or August elections would most likely be a stand-alone election, meaning that no other jurisdiction will be on the ballot and your jurisdiction will pay 100 percent of the costs. If your jurisdiction plans on calling an election on one of these dates, please contact our office for deadlines.

To call for an election, your governing body must file a resolution with the Lassen County Clerk/Elections Department ordering the election, requesting the department to conduct the election, and consolidating it with any other jurisdiction holding an election on that same day.

Deadlines for the June 8, 2010 election are:

- January 2010 – suggested month that your governing body hold a meeting to adopt the resolution calling for the June election;
- February 1, 2010 - Governing bodies are encouraged to file their resolutions with the County Clerk, calling their election, by this date;
- March 12, 2010 – last day for governing bodies to file their resolutions with the County Clerk, calling their election.

The following documents are attached to assist your governing body in calling and consolidating an election with the **June 8, 2010 Gubernatorial Primary Election**:

- Attachment A – June 2010 Calendar
- Attachment B – How to Place a Measure on the Ballot
- Attachment C – Sample Resolution of the Election Order for Special Districts
- Attachment D – Sample Resolution of the Election Order for School Districts

# ATTACHMENT “A”

## Calendar for Jurisdictions

### Consolidating Elections with the June 8, 2010 Gubernatorial Primary Election

*The materials contained in this calendar represent the research and opinions of the staff at the Lassen County Clerk/Elections Department. The contents of this calendar and any interpretations contained herein are not to be relied upon as being correct either factually or as legal opinion. Reliance on the content without prior submission to and approval of your appropriate public counsel is at the reader's risk.*

*Please call 530-251-8217 if you have any questions or comments.*

*Thank you.*

**All references are to the California Elections Code unless otherwise noted.**

Calendar Key – “E” stands for Election. The minus sign and the number after “E” indicates the number of days until the election. The plus sign and the number after “E” indicates the number of days after the election.

\*If there is an asterisk by the date, the deadline falls on a weekend or holiday and, in most cases, has been moved to the next business day.

<p><b>Jan. 3* to Feb. 25 (E-158 to E-103)</b></p>	<p><b>Signatures In Lieu of Filing Fee – U.S. Senate, Congressional, County Candidates, Legislative Candidates</b></p> <p>Between these dates, candidates for the above offices may obtain signature-in-lieu forms from the County Elections Official or the Secretary of State for circulating petitions to secure signatures in-lieu of paying all or part of the filing fee. Signatures may also be applied to the nomination signature requirements for office.</p> <p style="text-align: right;">§8061, 8105, 8106</p> <p>The In-Lieu Petition must be filed by the last day. The County Elections Department will notify the candidate of any deficiency within 10 days of filing.</p>
<p><b>Jan. 1* (E-158)</b></p>	<p><b>Secretary of State to Prepare Notice of Offices on Primary Ballot</b></p> <p>At least 158 days before the primary, the Secretary of State shall prepare and transmit to each County Election Official a notice designating all the offices, except those of county officers and judges, for which candidates are to be nominated.</p> <p style="text-align: right;">§12103</p>

<p><b>Jan. 5 (E-154)</b></p>	<p><b>Registration in New Party</b> The last day any person may register to vote and declare intention to affiliate with a particular party in order to qualify that party to participate in the June 8, 2010 primary election candidate nominating process.</p> <p style="text-align: right;">§2187, 5100</p>
<p><b>Jan. 5 to Jan. 24* (E-154 to E-135)</b></p>	<p><b>Report of Registration – 154-day Report</b> During this period, each County Elections Official shall prepare to send to the Secretary of State a summary statement of the number of persons registered by party affiliation, by county, and by each political subdivision.</p> <p style="text-align: right;">§2187</p>
<p><b>Jan. 18* (E-141)</b></p>	<p><b>County Holiday</b> Office Closed</p>
<p><b>Jan. 24* (E-135)</b></p>	<p><b>New Party Qualification</b> The last day for the Secretary of State to determine whether a new political party has qualified either by registration or by filing a petition.</p> <p style="text-align: right;">§5100</p>
<p><b>Feb. 1 to Feb. 15 (E-127 to E-113)</b></p>	<p><b>Cities Publish Election Notice</b> Between these dates, any city that is consolidating an election with the June primary will publish a Notice of Election one time in a newspaper of general circulation stating:</p> <ul style="list-style-type: none"> <li>• The date and polling hours of the election</li> <li>• Any offices to be filled and any measure to be voted on, including a synopsis of each measure.</li> </ul> <p style="text-align: right;">§12101, 12111</p>
<p><b>Feb. 8 to Mar. 10 (E-120 to E-90)</b></p>	<p><b>Notice of Election</b> Between these dates the County Elections Official, as a matter of policy, will publish a Notice of Election containing the date of the election, the offices to be filled, where nomination papers are available, and the deadline for filing Declarations of Candidacy.  Notice of central counting place may be combined with this notice.</p> <p style="text-align: right;">§12109</p>
<p><b>Feb. 12* (E-116)</b></p>	<p><b>County Holiday</b> Office Closed</p>
<p><b>Feb. 13* (E-115) suggested date</b></p>	<p><b>County Central Committees</b> By this date, the County Elections Official shall compute the number of members of the Democratic, Republican and American Independent County Central Committee to be elected in each supervisorial district.</p> <p style="text-align: right;">§7226, 7421</p>

<p><b>Feb. 15* to Mar. 12</b> <b>(E-113 to E-88)</b></p>	<p><b>Candidate Nomination Period</b> Candidate filing period. Persons, who want to run for any office on the ballot, including incumbents running for re-election, must file Candidate Nomination Documents during this time period. Forms are obtained and filed with the County Clerk/Elections Department. (§10510, 13307, 13311)</p>
<p><b>Feb. 15* to Mar. 12</b> <b>(E-113 to E-88)</b></p>	<p><b>Candidate’s Statement of Qualifications— County &amp; State Legislative Candidates</b> Between these dates, candidates for judicial, county &amp; State Legislative offices may prepare a Statement of Qualifications, not to exceed 200 words, to be included in the Voter’s Information Pamphlet. The statement shall be filed and paid for at the time the Declaration of Candidacy is filed. The statement may not be changed, but may be withdrawn up until 5 p.m. on the date the contest closes.  §13307</p>
<p><b>Feb. 15*</b> <b>(E-113)</b></p>	<p><b>County Holiday</b> Office Closed</p>
<p><b>Mar. 12</b> <b>(E-88)</b></p>	<p><b>Last Day to Submit Resolutions of Consolidation</b> Final 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 Elections Department.  Whenever resolutions calling for a measure to be placed on the ballot are filed, immediately after that filing date will be a 10-day public inspection period. Documents will be on public display at the County Elections Department, County Courthouse, 220 S Lassen St. Suite 5, Susanville.  During this period, any voter of the jurisdiction or the County Elections Official may seek a writ of mandate or an injunction requiring any or all of the materials to be amended or deleted.  §§ 9190, 9380, 10401, 10402, 10403</p>
<p><b>Mar. 12</b> <b>(E-88)</b></p>	<p><b>Deadline for Filing Tax Rate Statement for Bond Measures -</b> Last day to file Tax Rate Statement for any bond measure appearing on the June ballot. §9401</p>
<p><b>Mar. 12</b> <b>(E-88)</b></p>	<p><b>Mail Ballot Precincts -</b> Last day for the County Elections Official to determine that there are 250 or fewer persons registered to vote in any precinct. The County Elections Official may then mail to each voter a Vote-by-Mail ballot along with a statement that there will be no polling place for the Primary Election. §3005</p>

<p><b>Mar. 13* – Mar. 17</b> <b>(E-87 to E-83)</b></p>	<p><b>Extension of Nomination Period</b> Extension period for anyone other than the incumbent to file a Declaration of Candidacy and Nomination Petition if the incumbent did not file by March 12. This provision does not apply if there is no incumbent eligible to be elected.</p> <p style="text-align: right;">§8022, 8024, 8204</p>
<p><b>Mar. 18, 11 a.m.</b> <b>(E-82)</b></p>	<p><b>Randomized Alphabet Drawing</b> Secretary of State shall conduct the randomized alphabet drawing to determine the order in which the candidates will appear on the Primary Election ballot. On this same day, the County Clerk shall conduct a randomized alphabet drawing for the offices of State Senate and Assembly.</p> <p style="text-align: right;">§13112</p>
<p><b>Mar. 19</b> <b>(E-81)</b></p>	<p><b>Deadline to File Arguments For or Against Measures</b> Arguments for or against any measure called for the June 8, 2010 Election are due by 5 p.m. Arguments are public after the 5 p.m. deadline.</p> <p style="text-align: right;">§9163, 9316</p>
<p><b>Mar. 20 – Mar. 29</b> <b>(E-80 to E-71)</b></p>	<p><b>10-day Public Inspection for Arguments</b> 10-day public inspection for arguments filed March 12. During the 10-calendar-day public examination period provided by this section, any voter of the jurisdiction in which the election is being held, or the County Elections Official, may seek a writ of mandate or an injunction requiring any or all of the materials to be amended or deleted. The writ of mandate or injunction request shall be filed no later than the end of the 10-calendar-day public examination period.</p> <p style="text-align: right;">§9190</p>
<p><b>March 22</b> <b>(E-78)</b></p>	<p><b>First Pre-Election Statement</b> Last day to file campaign statements for candidates and committees covering the filing extension period ending March 17, 2010.</p> <p style="text-align: right;">Gov. Code §84200.5, 84200.7(a)</p>
<p><b>Mar. 25</b> <b>(E-75)</b></p>	<p><b>Deadline for Filing Rebuttals and Analyses to Measures</b> On this date Rebuttal Arguments, if applicable, will be due by 5 p.m. §9167, 9317</p> <p>County Counsel to submit analysis (§9160, 9313) for county and school/special district measures; City attorney to submit analysis of city measures. (§9280)</p> <p>County Auditor, if previously directed by the Board of Supervisors, to submit fiscal analysis of measures. §9160</p> <p>Rebuttals and analyses are public after the 5 p.m. deadline.</p>

<p><b>Mar. 27 – Apr. 5</b> <b>(E-73 to E-64)</b></p>	<p><b>10-day Public Inspection for Rebuttals and Analyses</b> 10-day public inspection of rebuttals and analyses filed March 23. Documents will be on public display at the Lassen County Clerk/Elections Department, 220 S Lassen St. Suite 5, Susanville.</p> <p>During this period, any voter of the jurisdiction or the County Elections Official may seek a writ of mandate or an injunction requiring any or all of the materials to be amended or deleted.</p> <p style="text-align: right;">§9190, 9380</p>
<p><b>Apr. 1</b> <b>(E-68)</b></p>	<p><b>Certified List of Candidates – Federal and State Offices</b> Last day for the Secretary of State to send to each County Elections Official a list showing the name, party affiliation, and ballot designation of every person who has been nominated as a candidate for public office and is entitled to receive votes within the county at the Primary Election.</p> <p style="text-align: right;">§8148</p>
<p><b>Apr. 9</b> <b>(E-60)</b></p>	<p><b>Special Voters' Ballot Applications</b> The first day County Election Official may process applications for military and special voters' ballots. The application must include the statement that the voter cannot vote a Vote-by-Mail ballot during the normal voting period of May 10 to Jun 1 because of military or other contingencies that preclude normal mail delivery.</p> <p style="text-align: right;">§300(b), 3103</p>
<p><b>Apr. 9 to Apr. 19</b> <b>(E-60 to E-50)</b></p>	<p><b>Report of Registration – 60-day County Report</b> During this period, County Elections Officials shall send to the Secretary of State a summary statement of the number of persons registered by party in their counties and in each political subdivision thereof as of April 9th.</p> <p style="text-align: right;">§2187</p>
<p><b>Apr. 12 to May 25</b> <b>(E-57 to E-14)</b></p>	<p><b>Statement of Write-in Candidacy and Nomination Papers</b> During this period write-in candidates must file their Statement of Write-in Candidacy and Nomination Papers with the County Elections Official.</p> <p style="text-align: right;">§8601</p>
<p><b>Apr. 15</b> <b>(E-54)</b></p>	<p><b>54-Day Walking Lists Prepared</b> The County Elections Official can prepare the 54-day voter index, available for purchase in hard copy, upon written application at a cost \$10 for first 5,000 voters and \$2 for each additional 1,000. Lists are available approximately 5 working days after request.</p> <p style="text-align: right;">§2184</p>
<p><b>Apr. 24*</b> <b>(E-45)</b></p>	<p><b>State Ballot Pamphlets Available</b> By this date, the Secretary of State shall furnish copies of the State Ballot Pamphlet to cities, counties, members of the Legislature, proponents of statewide ballot measures, public libraries, and educational institutions.</p> <p style="text-align: right;">§9096</p>

<p><b>Apr. 29 to May 18</b> <b>(E-40 to E-21)</b></p>	<p><b>State Ballot Pamphlet Mailing</b> Between these dates the Secretary of State shall mail State Ballot Pamphlets to all households in which voters were registered by Friday, April 9 (E-60).  §9094</p>
<p><b>Apr. 29 to May 29</b> <b>(E-40 to E-10)</b></p>	<p><b>Counties Mail Sample Ballots / State Ballot Pamphlet Mailing</b> Between these dates the County Elections Official shall mail a Sample Ballot and polling place notice to each registered voter. The county will do a supplemental mailing of State Pamphlets to households who register after April 9.  §9094,13303, 13304</p>
<p><b>Apr. 29</b> <b>(E-40)</b></p>	<p><b>Supplemental Independent Expenditure Report</b> 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 as would be required if the filer were primarily formed to support or oppose the candidate, measure, or measure qualification affected by the independent expenditure.  Gov. Code §84203.5</p>
<p><b>May 10</b> <b>(E-29)</b></p>	<p><b>Establish Precinct Boards and Polling Places</b> Last day for the County Elections Department to appoint precinct board members and assign polling places. A copy is provided to each County Central Committee and made available to the public.  §12286, 12318</p>
<p><b>May 10</b> <b>(E-29)</b></p>	<p><b>Last Day to Register to Vote to Ensure Receipt of Voter Information</b> Voter registration cards received by this date will be added to the rolls and voters will receive a Voters Information Booklet containing a Sample Ballot, prepared by the County Elections Official. Late registrants may not receive a booklet.  §9094, 13303</p>
<p><b>May 10 – Jun. 1</b> <b>(E-29 to E-7)</b></p>	<p><b>Vote-by-Mail Ballot Application Period</b> Between these dates voters may apply for a Vote-by-Mail ballot from the County Elections Department. Under certain conditions voters may obtain a Vote-by-Mail ballot after June 1.  §3001, 3003</p>
<p><b>May 10</b> <b>(E-29)</b></p>	<p><b>29-Day Voter Index List Prepared</b> The County Elections Official can prepare the 29-day voter index available for purchase in hard copy, upon written application at a cost \$10 for first 5,000 voters and \$2 for each additional 1,000.  §2184</p>

<p><b>May 23* to June 7 (E-16 to E-1)</b></p>	<p><b>Late Contribution/Independent Expenditure Report</b>  During this time late contribution/independent expenditure reports must be filed by FAX, guaranteed overnight mail or delivered in person.  Gov. Code §84203, 84204</p>
<p><b>May 23* to June 7 (E-16 to E-1)</b></p>	<p><b>24-Hour Statement of Organization Filing Requirement – Recipient Committees &amp; Slate Mailer Organizations</b> - During the 16 days immediately preceding an election, any person or entity that qualifies as a Recipient Committee or Slate Mailer Organization must file a Form 410 within 24 hours by FAX, guaranteed overnight mail or delivered in person.  Gov. Code §84101, 84108</p>
<p><b>May 24 (E-15)</b></p>	<p><b>15-day Voter Registration</b>  The County Elections Official shall accept an affidavit of registration executed as part of a voter registration card in the forthcoming election if the affidavit is executed on or before the 15th day prior to the election, and if any of the following apply:</p> <ol style="list-style-type: none"> <li>1) The affidavit is postmarked on or before the 15th day prior to the election and received by mail by the County Elections Official.</li> <li>2) The affidavit is submitted to the Department of Motor Vehicles or accepted by any other public agency designated as a Voter Registration Agency pursuant to the National Voter Registration Act of 1993 (42 U.S.C. Sec. 1973gg) prior to the election.</li> <li>3) The affidavit is delivered to the County Elections Official by means other than those described in paragraphs (2) and (3) on or before the 15th day prior to the election.</li> </ol> <p style="text-align: right;">§2107</p>
<p><b>May 25 to Jun. 1 (E-14 to E-7)</b></p>	<p><b>New Residents Registration Period</b>  Registration for new residents shall begin the 14<sup>th</sup> day prior to an election and end on the 7<sup>th</sup> day prior to Election Day. This registration must be executed in the County Elections Office and the new resident shall vote a new resident's ballot containing the contest of President and Vice President only in the County Election Official's office.  §332, 3400</p>
<p><b>May 25 to Jun. 1 (E-14 to E-7)</b></p>	<p><b>New Citizens Registration Period</b>  Registration for new citizens shall begin the 14<sup>th</sup> day prior to an election and end on the 7<sup>th</sup> day prior to Election Day. A new citizen registering to vote after the close of registration shall provide the County Elections Official with proof of citizenship prior to voting, and shall declare that he or she has established residency in California. New citizens vote a regular ballot.  §331, 3500, 3501</p>
<p><b>May 27 (E-12)</b></p>	<p><b>Second Pre-Election Statement</b>  The last day to file campaign statements for candidates and committees covering the period from 3/18/10 to 5/22/10. Gov. Code 84200.5, 84200.7</p>

<p><b>May 27</b> <b>(E-12)</b></p>	<p><b>Supplemental Independent Expenditure Reports</b> 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 as would be required if the filer were primarily formed to support or oppose the candidate, measure, or measure qualification affected by the independent expenditure. Gov. Code §84203.5, 82031</p>
<p><b>May 29</b> <b>(E-10)</b></p>	<p><b>Notice of Central Counting Place</b> Last day for County Elections Official to publish the notice that the Primary Election ballots will be counted at a specified public place. The notice shall be published one time in a newspaper of general circulation in the county. §12109</p>
<p><b>May 31*</b> <b>(E-8)</b></p>	<p><b>County Holiday</b> Office Closed</p>
<p><b>June 1</b> <b>(E-7)</b></p>	<p><b>Publish Polling Places and Post Precinct Board Members</b> Not less than one week before the election, the County Elections Official shall publish the list of polling places and post a list of precinct board members. §12105-12108, Gov. Code §6061</p>
<p><b>June 2 to June 8</b> <b>(E-6 to E)</b></p>	<p><b>Vote-by-Mail Ballots – Late Conditions</b> 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 County Elections Department and receive a Vote-by-Mail ballot over the counter. Voters may designate in writing a representative to bring the ballot to them. The voter may either personally or through the authorized representative return the ballot to the County Elections Department or any polling place in Lassen County. §3021</p>
<p><b>June 4</b> <b>(E-4)</b></p>	<p><b>County Campaign Disclosure Statement – 3rd Pre-Election Statement</b> The last day for county candidates to file their disclosure statement for the period from 5/23/10 to 6/3/10.</p>
<p><b>June 8</b> <b>(E)</b></p>	<p><b>Primary Election Day</b> Polls open at 7 a.m. and close at 8 p.m. §1000, 14212</p>
<p><b>June 10 – July 6</b> <b>(E+2 to E+28)</b></p>	<p><b>Official Canvass</b> The official canvass of precinct returns is to be completed during this time. §15301, 15372</p>

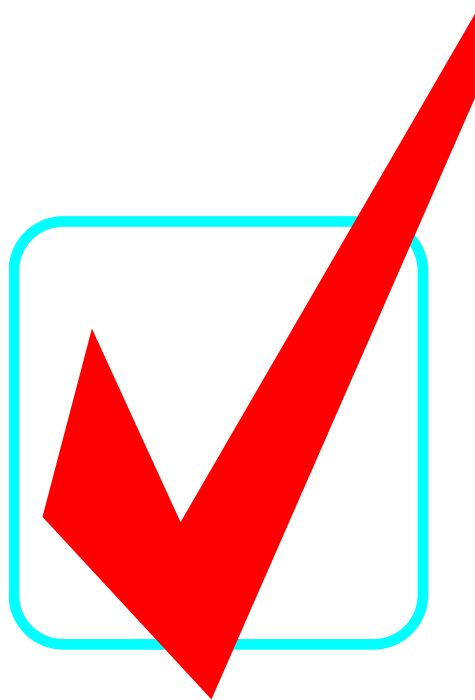
<p><b>July 6 (E+28)</b></p>	<p><b>Statement of Vote to Board of Supervisors – Certificates of Election Prepared</b></p> <p>The County Elections Official shall prepare a certified statement of the results of the election and submit it to the Board of Supervisors.</p> <p>The Board of Supervisors shall declare the nominees or winners for each office and the results of each measure under its jurisdiction. The County Elections Official shall make and deliver to each person elected a certificate of election.</p> <p style="text-align: right;">§15372, 15400-15401</p>
<p><b>July 6 (E+28)</b></p>	<p><b>Nonpartisan Candidates Elected if Majority Vote Received</b></p> <p>Any candidate for a nonpartisan office who at a primary election receives a majority of the votes cast for candidates for that office shall be elected to that office. The office shall not appear on the general election ballot, notwithstanding the death, resignation, or other disqualification of the candidate at a time subsequent to the primary election.</p> <p style="text-align: right;">§8140</p>
<p><b>July 6 (E+28)</b></p>	<p><b>No Candidate Elected to Nonpartisan Office</b></p> <p>If no candidate has been elected to a nonpartisan office where only one person may be elected, then the two candidates who received the highest number of votes cast for nomination to that office shall appear on the November ballot.</p> <p style="text-align: right;">§8141</p> <p>In the case of a tie vote, both candidates will appear on the November ballot. In no case shall the candidates determine the tie by lot.</p> <p style="text-align: right;">§8142</p>
<p><b>5 days after canvass</b></p>	<p><b>Recount May Be Requested</b></p> <p>Within five (5) days after the completion of the official canvass, any voter may request a recount by filing a written request with the County Elections Official and specifying that candidates and/or measures are to be recounted.</p> <p>The request may specify the order of the precincts for the recount, and the petitioning voter shall, before commencement of each day's recount, deposit such sum as the official requires to cover costs.</p> <p>"Completion of the Canvass" shall be presumed to be the time when the County Elections Official signs the certified Statement of Vote.</p> <p style="text-align: right;">§15620 – 15634</p>

<p><b>Varies between 10 days to 6 months following the certification of the vote</b></p>	<p><b>Contesting Election</b> Any elector of a county, city, or of any political subdivision of either may contest any election held therein for any of the following grounds:</p> <ul style="list-style-type: none"> <li>a) That the precinct board or any member thereof was guilty of misconduct.</li> <li>b) That the person who has been declared elected to an office was not, at the time of the election, eligible to that office.</li> <li>c) That the defendant has given to any elector or member of a precinct board any bribe or reward, or has offered any bribe or reward for the purpose of procuring his election, or has committed any other offense against the elective franchise defined in Division 18 (commencing with Section 18000).</li> <li>d) That illegal votes were cast.</li> <li>e) That eligible voters who attempted to vote in accordance with the laws of the state were denied their right to vote.</li> <li>f) That the precinct board in conducting the election or in canvassing the returns, made errors sufficient to change the result of the election as to any person who has been declared elected.</li> <li>g) That there was an error in the vote-counting programs or summation of ballot counts. <span style="float: right;">§16100</span></li> </ul> <p>The contestant shall verify the statement of contest, as provided by Section 446 of the Code of Civil Procedure, and shall file it within the following times after the declaration of the result of the election by the body canvassing the returns thereof:</p> <ul style="list-style-type: none"> <li>a) In cases other than cases of a tie, where the contest is brought on any of the grounds mentioned in subdivision (c) of Section 16100, six months.</li> <li>b) In all cases of tie, 20 days.</li> <li>c) In cases involving presidential electors, 10 days.</li> <li>d) In all other cases, 30 days. <span style="float: right;">§16401</span></li> </ul>
<p><b>July 13 (E+35)</b></p>	<p><b>Statement of Vote to Secretary of State</b> No later than this date the County Elections Official shall send one copy of the Statement of Vote to the Secretary of State. <span style="float: right;">§15375</span></p>
<p><b>July 16 (E+38)</b></p>	<p><b>Certificates of Election or Nomination to be prepared</b> The County Elections Official will prepare certificates of election for each member elected to a central committee or county council as well as certificates of nomination for each candidate nominated for nonpartisan offices voted for wholly within one county. <span style="float: right;">§8145, 8146</span></p> <p>The Secretary of State will prepare certificates of nomination for Congressional and Legislative candidates. <span style="float: right;">§8147</span></p>

<p><b>Period Following Election</b></p>	<p><b>Document Retention</b></p> <p>Nomination documents and signatures in-lieu of filing fee petitions (if applicable) shall be held during the term of office for which they were filed and for four years after the expiration of the term. They may be destroyed as soon as practicable thereafter provided no legal action or proceeding is pending.</p> <p>Since the June 2010 election has federal offices on the ballot, precinct supplies and voted ballots must be preserved for 22 months following the election. If no legal action is pending at the time, the documents may be destroyed or recycled. Unused ballots may be destroyed or recycled after the June 2010 election.</p> <p>Initiative, referendum and recall petitions must be preserved for eight months following certification of the election for which the petition qualified or eight months after final examination of the petition by the clerk. If no legal action or proceeding is then pending, the petitions may be destroyed as soon as practicable.</p> <p style="text-align: right;">Elections Code Division 17, commencing with §17000</p>
<p><b>Jul. 31* (E+53)</b></p>	<p><b>Semi-annual Campaign Statement</b></p> <p>Last day to file semi-annual campaign statements, if required, by all candidates and committees.</p> <p style="text-align: right;">Gov. Code §84200, 84218</p>
<p><b>Jul. 31* (E+53)</b></p>	<p><b>Supplemental Independent Expenditure Reports</b></p> <p>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 as would be required if the filer were primarily formed to support or oppose the candidate, measure, or measure qualification affected by the independent expenditure.</p> <p style="text-align: right;">Gov. Code §84203.5, 82031</p>

# HOW TO PLACE A MEASURE ON THE BALLOT

## GUIDE FOR COUNTY, CITY, SCHOOL DISTRICTS AND SPECIAL DISTRICTS



A GUIDE PREPARED BY:  
The Lassen County Elections Department  
220 S Lassen St. Suite 5  
Susanville, CA 96310  
530-251-8217  
530-257-3480 (FAX)  
[www.lassencounty.org](http://www.lassencounty.org)

# WHAT THE ELECTIONS OFFICIAL NEEDS FROM YOU:

## THE RESOLUTION TO CALL THE ELECTION AND CONSOLIDATE

**DISTRICTS & CITIES:** Submit a "Resolution Requesting Consolidation of Election and Ordering of Such Election" along with the "Notice to County Clerk of Measure Submitted to the Voters."

**COUNTY:** Submit a "Resolution Requesting Consolidation of Election and Ordering of Such Election."

**SCHOOLS:** Submit the "Resolution Ordering Election, Specifications of the Election Order, and Requesting Consolidation" along with the "Notice to County Clerk of Measure Submitted to the Voters."

See "Attachment A" for a calendar of dates when these items are due.

## THE MEASURE TEXT

When submitting materials to place a measure on the ballot, indicate clearly in writing, which portion of the resolution or ordinance is to be printed in the Voter's Information Pamphlet.

If you do not want any measure text printed in the Voter's Information Pamphlet, please provide this direction in writing within the resolution as shown in the example. In this case, instead of measure text, before the analysis of the measure, voters will be directed to contact the Elections Department for a copy of the proposed measure. Jurisdictions will be billed for costs.

## THE 75-WORD BALLOT QUESTION

Elections Code §13247 requires the ballot question to be limited to 75 words. Measures are followed by the words "YES" and "NO." See next page on "How to Count Words." Jurisdictions may want to consider beginning their ballot question with a few key summary words to summarize the measure. The words will count toward the 75-word limit.

The words to appear on the ballot for school bond measures are: "Bonds--Yes," "Bonds-- No." (Ed. Code §15122)

The words to appear on a ballot for a school reorganization measure, according to Ed. Code §35762 are: "Reorganization of School Districts -- Yes" and "Reorganization of School Districts -- No." Similar words may be used.

Letters designating measures will be assigned by the elections official pursuant to Elections Code §13116. Measures will be assigned in alphabetical order beginning with the letter following the last letter assigned in the previous election and continuing through Z, or as close to the end of the alphabet as possible to accommodate all measures filed for the current election. For example, if the previous election ended with measure V, and five measures are on the next ballot, the measures will be assigned A, B, C, D, E rather than W, X, Y, Z, A.

For districts that overlap into other counties, the counties will mutually agree to use a letter designation for the measure that will not conflict or confuse the voter.

Measures will appear on the ballot in the following order pursuant to Elections Code §13109: County Board of Education, College, Unified Schools, High Schools, Elementary Schools, County, Cities, Districts. In order to allow for the most efficient use of space, the county elections official may vary the order of the measures.

## ARGUMENT IN FAVOR (OPTIONAL)

If more than one argument is submitted, Elections Code §9166, 9287, and 9503 require the elections official to select one argument based on the following preference: 1) the governing body or members thereof, 2) an individual voter, bona fide association of citizens who are sponsors or proponents of the measure, 3) bona fide association of citizens, and 4) individual voters eligible to vote on the measure.

Arguments are limited to 300 words.

## OTHER BALLOT MATERIALS

If arguments in favor and against are submitted, authors will have the opportunity to submit rebuttals.

An impartial analysis will be submitted by county counsel or the city attorney, whichever is applicable.

Bond measures require a tax rate statement to be filed by the 88<sup>th</sup> day before the election.

A fiscal impact statement may also be ordered.

# HOW TO COUNT WORDS

(Pursuant to Elections Code Section 9)

Note: This section shall not apply to counting words for ballot designations.

## Each word is counted as one word except:

- PUNCTUATION:** Punctuation is not counted.
- TITLES:** Words used in the title of the document, such as "Argument in Favor of Measure A" are not counted.
- CITIES/COUNTIES:** All geographical names shall be counted as one word. Areas that have boundaries and can be mapped are considered geographic areas. For example, "County of Lassen" and "Westwood Unified School District" shall each be counted as one word.
- ABBREVIATIONS:** Each abbreviation for a word, phrase, or expression shall be counted as one word.
- HYPHENATIONS:** Hyphenated words that appear in any generally available dictionary shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
- DATES:** Dates consisting of a combination of words and digits shall be counted as two words. Dates consisting of only a combination of digits shall be counted as one word. January 1, 2000 shall be counted as two words, whereas 1/1/00 shall be counted as one word.
- NUMBERS:** Any number consisting of a digit or digits shall be considered as one word. Any number that is spelled, shall be considered as a separate word. "100" shall be counted as one word, whereas "one hundred" shall be counted as two words.
- PHONE & INTERNET:** Website addresses and telephone numbers are one word.
- PERCENT, ETC.:** It is department policy to count numbers consisting of a digit or digits used with a dollar sign (\$), cent sign (¢), percentage sign (%), or number sign (#) as one word.

# HOW TO RAISE OR SPEND MONEY:

## FIRST

Obtain from the FPPC Website [www.fppc.ca.gov](http://www.fppc.ca.gov) a copy of Information **Manual D** (for ballot measure committees) - Campaign Provisions of the Political Reform Act.

## SECOND

File a Form 410 - Statement of Organization. Any committee that receives contributions totaling \$1,000 or more within a calendar year, qualifies as a recipient committee and - within 10 days of qualifying - must file a Form 410 with the Secretary of State and the county. A Form 410 may be filed prior to qualifying. Upon receipt of the Form 410, the Secretary of State will issue an identification number that must be included on all campaign disclosure forms.

## THIRD

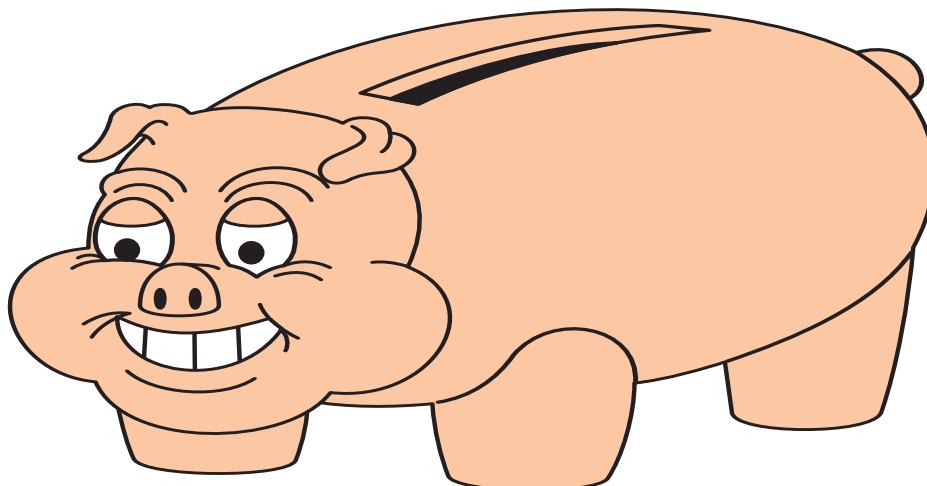
Be prepared to file a Form 460 (long form) for ballot measure committees that plan on raising or spending more than \$1,000. A Form 450 (short form) may be filed for committees that do not plan on raising or spending more than \$1,000.

Pre-Election Statements and Semi-Annual statements must be filed at certain times prior to the election and then semi-annually until the committee terminates. These reports detail your committee's contributions and expenditures. Know the deadlines and the type of forms you must file.

For technical advice on completing the forms, contact the  
**Fair Political Practices Commission (FPPC)**  
PO Box 807, Sacramento, CA 95812-0807  
428 J Street, Suite 620  
Sacramento, CA 95814  
916-322-5660 / FAX: 916-322-0886  
Website: [www.fppc.ca.gov](http://www.fppc.ca.gov)

## FOURTH

File Forms 460 and 410 to terminate the committee upon completion of your efforts.



## Example of Measure As It Will Appear on the Ballot

MEASURES SUBMITTED TO THE VOTERS		
CITY		
CITY OF SUSANVILLE		
<b>Z</b> KEY WORD SUMMARY OF MEASURE. Followed by the ballot question. The number of words may not exceed 75. (§13247)	Yes	
	No	

Example with the first few words summarizing the measure in all caps and in bold.

MEASURES SUBMITTED TO THE VOTERS		
CITY		
CITY OF SUSANVILLE		
<b>Z</b> 75-word ballot question without a summary. (§13247)	Yes	
	No	

Example of a ballot question without a few key words summarizing the measure.

Other attributes such as bullets, italics, underlining, and bolding beyond the title, are not permitted in the ballot question.

Cities/Special Districts FILE EARLY by .....February 1, 2010  
Cities/Special Districts MUST FILE by .....March 12, 2010

## Attachment "C"

Resolution No. \_\_\_\_\_

### RESOLUTION ORDERING AN ELECTION, REQUESTING COUNTY ELECTIONS TO CONDUCT THE ELECTION, AND REQUESTING CONSOLIDATION OF THE ELECTION

---

Name of City or Special District  
EXACTLY AS IT WILL APPEAR ON THE BALLOT

**WHEREAS**, pursuant to Elections Code Section 10002, the governing body of any city or district may by resolution request the Board of Supervisors of the county to permit the County Elections Official to render specified services to the city or district relating to the conduct of an election; and

**WHEREAS**, the resolution of the governing body of the city or district shall specify the services requested; and

**WHEREAS**, pursuant to Elections Code Section 10002, the city or district shall reimburse the county in full for the services performed upon presentation of a bill to the city or district; and

**WHEREAS**, pursuant to Elections Code Section 10400, whenever two or more elections, including bond elections, of any legislative or congressional district, public district, city, county, or other political subdivision are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections; and

**WHEREAS**, pursuant to Elections Code Section 10400, such election for cities and special districts may be either completely or partially consolidated; and

**WHEREAS**, pursuant to Elections Code Section 10403, 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, and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for that statewide election, the district, city or other political subdivision shall, at least 88 days prior to the date of the election, file with the Board of Supervisors, and a copy with the Elections Official, a resolution of its governing board requesting the consolidation, and setting forth the exact form of any question, proposition, or office to be voted upon at the election, as it is to appear on the ballot. Upon such request, the Board of Supervisors may order the consolidation; and

**WHEREAS**, the resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election; and

**WHEREAS**, various district, county, state and other political subdivision elections may be or have been called to be held on **June 8, 2010**;

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED THAT THE** governing body of the

---

(Name of City/District)

hereby orders an election be called and consolidated with any and all elections also called to be held on June 8, 2010 insofar as said elections are to be held in the same territory or in territory that is in part the same as the territory of the \_\_\_\_\_

(Political Jurisdiction)

requests the Board of Supervisors of the County of Lassen to order such consolidation under Elections Code Section 10401 and 10403.

**BE IT FURTHER RESOLVED AND ORDERED** that said governing body hereby requests the Board of Supervisors to permit the Lassen County Elections Department to provide any and all services necessary for conducting the election and agrees to pay for said services, and

**Check the following that apply:**

**BE IT FURTHER RESOLVED AND ORDERED** that the Lassen County Elections Department conduct the election for the following offices on the June 8, 2010 ballot:

<b>SEATS OPEN</b>	<b>OFFICE</b>	<b>TERM</b>	<b>DIST/DIV (if app.)</b>
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**BE IT FURTHER RESOLVED AND ORDERED** that the Lassen County Elections Department shall conduct the election for the following MEASURE(S) to be voted on at the June 8, 2010 Election:

(insert 75-word ballot question here or attach, if more than one)

**BE IT FURTHER RESOLVED AND ORDERED THAT** Lassen County Elections Department is requested to: [Check one of the following]

- Print the attached measure text exactly as filed or indicated on the filed document in the Voter's Information Pamphlet for the June 8, 2010 Election. Cost of printing and distribution of the measure text will be paid for by the city/district.
- Not print the measure text in the Voter's Information Pamphlet but send a copy to voters upon request at the cost of said city/district.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2010 by the following vote:

**AYES:**

**NOES:**

**ABSTENTIONS:**

**ABSENT:**

\_\_\_\_\_  
Chairperson of said Governing Board

Attested: \_\_\_\_\_  
Secretary

**IMPORTANT:** To assist us in keeping our records up to date, please provide us with current information regarding your district as well as a list of all your current board member's/council member's names, addresses and telephone numbers. Please provide the information on the attached "INCUMBENT ROSTER", or you may send your own roster. Thank you.

## INCUMBENT ROSTER

NAME OF DISTRICT/CITY: \_\_\_\_\_

TO WHOM MAIL SHOULD BE ADDRESSED: \_\_\_\_\_

TITLE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

INCUMBENTS NAME/ADDRESS/PH/FAX

ELECTED/APPOINTED

TERM OF OFFICE

School Districts FILE EARLY by..... February 2, 2010  
School Districts calling Measure Elections MUST file by.....March 12, 2010

## Attachment "D"

Resolution No. \_\_\_\_\_

### RESOLUTION ORDERING ELECTION, REQUESTING COUNTY ELECTIONS TO CONDUCT THE ELECTION, REQUESTING CONSOLIDATION OF THE ELECTION, AND SPECIFICATIONS OF THE ELECTION ORDER

---

Name of School District  
EXACTLY AS IT WILL APPEAR ON THE BALLOT

**WHEREAS**, pursuant to Education Code Section 5322, whenever a school district election is ordered, the governing board of the district or the board or officer authorized to make such designations shall, concurrently with or after the order of election, but not less than 123 days prior to the date set for the election in the case of an election for governing board members, or at least 88 days prior to the date of the election in the case of an election on a measure, including a bond measure, by resolution delivered to the county superintendent of schools and the officer conducting the election specify the date of the election and the purpose of the election;

**WHEREAS**, pursuant to Elections Code Section 10002, the governing body of any city or district may by resolution request the Board of Supervisors of the county to permit the County Elections Official to render specified services to the city or district relating to the conduct of an election;

**WHEREAS**, the resolution of the governing body of the city or district shall specify the services requested; and

**WHEREAS**, pursuant to Elections Code Section 10400, whenever two or more elections, including bond elections, of any legislative or congressional district, public district, city, county, or other political subdivision are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections; and

**WHEREAS**, pursuant to Elections Code Section 10403, 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, and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for that statewide election, the district, city or other political subdivision shall, at least 88 days prior to the date of the election, file with the Board of Supervisors, and a copy with the Elections Official, a resolution of its governing board requesting the consolidation, and setting forth the exact form of any question, proposition, or office to be voted upon at the election, as it is to appear on the ballot. Upon such request, the Board of Supervisors may order the consolidation; and

**WHEREAS**, the resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election; and

**WHEREAS**, pursuant to Education Code Section 5342 and Elections Code Section 10400, such election for school districts may be either completely or partially consolidated;

**WHEREAS**, various district, county, statewide and other political subdivision elections have been or may be called to be held on June 8, 2010;

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED THAT** the Governing Board/Board of Trustees of the \_\_\_\_\_ District hereby orders an election to be called and consolidated with any and all elections also called to be held on June 8, 2010 insofar as said elections are to be held in the same territory or in territory that is in part the same as the territory of the School District request to the Board of Supervisors of the County of Lassen to order such consolidation under Elections Code Section 10400; and

**BE IT FURTHER RESOLVED AND ORDERED** that said School Board hereby requests the Board of Supervisors to permit the Lassen County Elections Department to provide any and all services necessary for conducting the election; and

**BE IT FURTHER RESOLVED AND ORDERED** that pursuant to Education Code Section 5322, the authority for the specific actions of the election order, the governing body of the \_\_\_\_\_ District hereby orders an election to be held with the following specific actions:

The election shall be held on **Tuesday, June 8, 2010**;

**Check the following that apply:**

**BE IT FURTHER RESOLVED AND ORDERED** that the Lassen County Elections Department conduct the election for the following **OFFICE/S** on the **June 8, 2010 ballot**:

SEATS OPEN	OFFICE	TERM	DIST/DIV	(if app.)

**No election will be held if there are an insufficient number of nominees.**

The qualifications of a nominee of an elective officer of the school district are as follows (i.e. a registered voter in the district, trustee area, etc.)

The Candidate's Statement of Qualifications shall be limited to ( ) **200 words** OR ( ) **400 words** and will be paid for by the ( ) **district** OR ( ) **candidate**.

Date of last map change: \_\_\_\_\_ A current map showing the boundaries within the county of the school district and the divisions of the school district, if any, is attached.

**BE IT FURTHER RESOLVED AND ORDERED** that the Lassen County Elections Department shall conduct the election for the following **MEASURE(S)** to be voted on at the **June 8, 2010** Election: (insert 75-word ballot question here or attach, if more than one)

**BE IT FURTHER RESOLVED AND ORDERED** that the Lassen County Elections Department is requested to: [Check one of the following]

- Print the attached measure text exactly as filed in the Voter's Information Pamphlet for the June 8, 2010 Election. Cost of printing and distribution of the measure text will be paid for by the district.
- Not print the measure text in the Voter's Information Pamphlet but send a copy to voters upon request at the cost of said district.

**BE IT FURTHER RESOLVED AND ORDERED** that the Lassen County Elections Department is ordered that in the event of a tie vote, the candidate will be selected by (Ed. Code 5016.b):

- Run-off election
- By lot

**PASSED AND ADOPTED** by the \_\_\_\_\_  
District, County of Lassen, State of California, this \_\_\_\_\_ day of \_\_\_\_\_, 2010,  
by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

\_\_\_\_\_  
CHAIRPERSON OF SAID SCHOOL DISTRICT BOARD

Attested: \_\_\_\_\_  
Secretary

**IMPORTANT:** To assist us in keeping our records up to date, please provide us with current information regarding your district as well as a list of all your current board member's/trustee's names, addresses and telephone numbers. Please provide the information on the attached "**INCUMBENT ROSTER**", or you may send your own roster. Thank you.

## **INCUMBENT ROSTER**

**NAME OF DISTRICT/CITY:** \_\_\_\_\_

**TO WHOM MAIL SHOULD BE ADDRESSED:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**WEBSITE:** \_\_\_\_\_

**INCUMBENTS NAME/ADDRESS/PH/FAX**

**ELECTED/APPOINTED**

**TERM OF OFFICE**