

OFFICE OF THE COLUSA COUNTY CLERK-RECORDER – ELECTIONS DIVISION

ADMINISTRATIVE CALENDAR
NOVEMBER 6, 2018 GENERAL ELECTION

The contents of this calendar are not intended to be a substitute for legal counsel. Information contained herein does not have the force and effect of law, regulation or rule and is not a substitute for legal counsel and reader assumes all responsibility for its use.

An asterisk* by the date indicates legal date falls on a Saturday, Sunday or a state holiday and the date has been moved to the next business day. All codes reference the California Elections Code unless otherwise noted. Key: (GC) Government Code, (E) Election Day, (E-) Number of days until the election.
Rev. 6/30/2018

June 2018	Suggested time for jurisdictions holding elections in November to pass a resolution that 1) orders the election; 2) requests the Colusa County Elections Department to conduct the election, and 3) consolidates it with any other jurisdiction holding an election on that same day 4)office to be filled, .
June 11, 2018 (E-148)	GOVERNOR'S PROCLAMATION ISSUED FOR GENERAL ELECTION
July 2, 2018	SUGGESTED DATE TO SUBMIT RESOLUTIONS OF CONSOLIDATION TO BOARD OF SUPERVISORS. Early filing date for the governing board of a district, city, school or other political subdivision which requests consolidation of a local election for candidates and/or measures. File with the board of supervisors, and a copy with the elections official. 10401-10403 This earlier filing date is encouraged in order to allow time to: Meet Board of Supervisors agenda submission deadline. County Clerk prepares consolidation request as agenda item and must meet submission deadlines. See last page for meeting schedule and cut-off dates. Translation of election materials and to meet printing schedules. Translation of measure text, impartial analysis, tax rate statements and other election material take approximately 7-10 days to complete.
July 4,	COUNTY HOLIDAY – Office Closed for Independence Day
July 2 - July 16, (E-127 thru E-113)	CITIES PUBLISH ELECTION NOTICE Between these dates, any city that is consolidating an election with the November General will publish a Notice of Election one time in a newspaper of general circulation stating: Date of the election, hours polls will be open, and offices to be filled, specifying full term or short term. If a measure is to be voted on, then the Notice of Measure to be Voted on shall be combined with the Notice of Election and shall contain: Measure(s) to be voted on, including a brief synopsis of each measure.
July 5*, (E-125 Actual date falls on 4 th of July Holiday)	SPECIAL DISTRICTS & CITIES DELIVER NOTICE OF ELECTION TO COUNTY CLERK Last day for district secretaries and City Clerks to deliver Notice of Election listing the elective offices to be filled and any measure (if known at the time), to be voted on and to deliver a map of the District or City to the Elections Department. Cities and special districts should include notice of how a tie vote will be resolved. 10509, 10522, 10524, 10551, 15651

<p>July 6 (E-123)</p>	<p>SCHOOLS TO DELIVER SPECIFICATIONS OF THE ELECTION ORDER Last day for a school board to deliver a resolution known as the “Specifications of the Election Order” and file it with the county Superintendent of Schools and county elections official, stating the date and purpose of the election. Specifications should include how a tie vote will be resolved. Ed. Code 5322 & 5016</p>
<p>July 9, August 8, (E-120 thru E-90)</p>	<p>NOTICE OF ELECTION Between these dates the County Clerk to 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. 12109, 12112</p>
<p>July 16 – August 10, (E-113 thru E-88)</p>	<p>CANDIDATE’S STATEMENT OF QUALIFICATIONS FILING Filing a candidate’s statement is optional. Candidates have the option to prepare a statement of 200 words or less to be published in the county Voter Information Guide (includes sample ballot). Candidates choosing to file a statement must pay the cost of publication. Fee and statement are due and payable at the time of filing Declaration of Candidacy. The statement may be withdrawn but not changed. Statements may be withdrawn until 5 p.m. of the next working day after the close of the nomination period. 13307</p> <p>City Offices: Council member, Clerk, and Treasurer Candidates for City Offices opting to prepare a statement will file their statement with the City Clerk. See August 11-20 regarding examination period</p>
<p>July 16 – August 10, (E-113 thru E-88)</p>	<p>CANDIDATE FILING PERIOD Individuals who want to run for any office on the ballot, including incumbents running for reelection, may obtain and file their Declaration of Candidacy, Ballot Designation Worksheet and Nomination Documents during this time. Optional candidate statement to be submitted and paid for at time of filing. 333</p> <p>City Offices: Council member candidate nomination documents shall be obtained from and filed with the City Clerk during normal business hours as posted. Candidates for city office must be nominated by not less than 20 nor more than 30 voters in cities with 1,000 or more registered voters. The nomination papers shall be accompanied by an affidavit of the nominee that he or she will accept the office if elected. 10220-10230, 10407, Gov. Code 36503</p> <p>School and special district boards Candidates obtain and file their Declaration of Candidacy for school and special district boards with the county Elections Department. No candidate shall withdraw after 5 p.m. on the 88th day prior to the election. 10510</p>
<p>July 16 – August 10, (E-113 thru E-88)</p>	<p>CONGRESSIONAL AND ELIGIBLE ASSEMBLY CANDIDATES MAY PUBLISH CANDIDATE’S STATEMENT IN COUNTY VOTER INFORMATION GUIDE Candidates for Congress or Assembly may purchase space to place a Candidate Statement in the County Voter Information Guide. Assembly candidates must accept voluntary expenditure limits in order to be eligible to purchase space in guide. 13307.5, GC 85601(c), GC 85400</p>


<p>July 31, (E-98)</p>	<p>CHANGE OF CANDIDATE’S BALLOT DESIGNATION The designation shall remain the same for both primary and general elections, unless the candidate, at least 98 days before the general election, requests in writing, a different designation which the candidate is entitled to use at the time of the request. Request must be accompanied by a ballot designation worksheet. This request should be made to both the Secretary of State and the county elections official. 13107</p>
<p>August 8, (E-90)</p>	<p>POLITICAL SIGNS - First day to place temporary political signs.</p>
<p>August 10, (E-88)</p>	<p>NOTIFICATION OF MAIL BALLOT PRECINCT 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>August 10, (E-88)</p> <p>Earlier filing dates are encouraged in order to meet printing schedules</p>	<p>LAST DAY TO SUBMIT RESOLUTIONS OF CONSOLIDATION - OFFICES TO BE FILLED, QUESTIONS OR PROPOSITIONS Final Deadline for the governing board of a district, city, school or other political subdivision which requests consolidation of a local election for candidates and or measures to file the request with the County Board of Supervisors and a copy to the elections department. Whenever an election called by a district, city, or other political subdivision for the submission of a 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 the 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 that does all of the following: Requests that the district, city, or other political subdivision election be consolidated with the statewide election. Sets forth the exact form of the question, proposition, or office to be voted upon at the election, as it is to appear on the ballot. The question or proposition to appear on the ballot shall conform to this code governing the wording of propositions submitted to the voters at a statewide election. Acknowledges that the consolidated election will be held and conducted in the manner prescribed in Section 10418. 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. The names of the candidates to appear upon the ballot where district, city, or other political subdivision offices are to be filled shall be filed with the county elections official no later than 81 days prior to the election. 10401, 10402, 10403</p>
<p>August 10, (E-88)</p>	<p>COUNTY MEASURES – FISCAL IMPACT STATEMENT Last day for the Board of Supervisors to order a county measure to appear on the ballot and direct the county auditor to review the county measure to determine the financial effect and prepare a fiscal impact statement. 9160(c)</p>
<p>August 10, (E-88)</p>	<p>LAST DAY TO FILE TAX RATE STATEMENT Last day to file Tax Rate Statement for any bond measure. 9401</p>

<p>August 11 – 15, (E-87 thru E-83)</p>	<p>EXTENSION OF CANDIDATE FILING IF INCUMBENT DOES NOT FILE If an incumbent fails to file a Declaration of Candidacy and Nomination papers by 5 p.m. on August 10th, persons other than the incumbent may file during this period. Optional candidate statement to be submitted and paid for at time of filing. Extension does not apply if there is no incumbent eligible to be reelected. 8022, 8024</p>
<p>August 11 – 20, (E-87 thru E-78)</p>	<p>CANDIDATE STATEMENT PUBLIC EXAMINATION PERIOD Candidate Statements available for public examination in the elections office for 10 calendar days following the close of the candidate filing period. Persons may view candidate’s statements or purchase copies. Any voter of the jurisdiction or the county elections official may seek a writ of mandate requiring any or all of the materials to be amended or deleted between these dates. Note: If the filing period is extended, then the viewing period will be extended as well (August 16 – August 25th). 13311, 13313</p>
<p>August 14, (E-84)</p>	<p>LAST DAY TO FILE ARGUMENTS FOR OR AGAINST MEASURES Deadline to submit Arguments IN FAVOR OF or AGAINST a local measure. Not to exceed 300 words in length. 9162, 9163</p>
<p>August 15, - August 24, (E-83 thru E-74)</p>	<p>10 day public examination period for arguments IN FAVOR OF or AGAINST any measure. Arguments available for public examination in the elections office for 10 calendar days. Persons may view arguments filed or purchase copies. Any voter of the jurisdiction or the county elections official may seek a writ of mandate requiring any or all of the materials to be amended or deleted between these dates. 9163, 9190</p>
<p>August 15, (E-83)</p>	<p>IMPARTIAL AND FISCAL ANALYSIS DUE</p> <p>Impartial Analysis County Counsel to submit analysis for county and school/special district measures. 9160, 9313</p> <p>City attorney to submit analysis of city measures. 9280</p> <p>Fiscal Analysis County Auditor, if previously directed by the Board of Supervisors, to submit fiscal analysis of measure(s) not to exceed 500 words. 9160</p>
<p>August 15, (E-83)</p>	<p>AMENDMENT OR WITHDRAWAL OF MEASURE Deadline for county elections official to receive resolution from a legislative body to withdraw or amend a measure that has been submitted to the voters at an election. The order of election shall not be amended or withdrawn after the 83rd day prior to the election. 9605</p>
<p>August 15, (E-83)</p>	<p>WRITE-IN PETITION TO PLACE JUDICIAL OFFICE ON BALLOT JUDGE OF THE SUPERIOR COURT If the office did not appear on the Primary Election ballot, a petition containing signatures of at least 100 registered voters qualified to vote for the office must be filed not less than 83 days before the General Election in order to place the office on the ballot. 8203(b)</p>

<p>August 15, (E-83)</p> <p>CONTINUED August 15, (E-83)</p>	<p>INSUFFICIENT NUMBER OF NOMINEES, APPOINTMENT, NO ELECTION HELD</p> <p>Schools/County Boards of Education If by 5 p.m. on this day, only one person has been nominated or there are no nominees for the office(s) to be filled or in the case of members elected at large or by trustee areas, there are fewer than the number to be elected, and no petition is signed by 10% or 50 voters (whichever is the smaller number), an appointment will be made. The qualified person nominated shall be seated at the organizational meeting of the board, or, if an insufficient number is nominated, the governing board shall appoint as necessary at a meeting prior to Election Day. Persons so appointed shall be seated at the organizational meeting as if they had been elected. In the event no one is nominated, the governing board shall publish a notice one time in a newspaper of general circulation in the district stating the board intends to make an appointment and informing the public how to apply for the office. Ed. Code 5326, 5328, 5328.5</p> <p>Special Districts If, by 5 p.m. on this day, there are insufficient nominees for the offices to be filled, and a petition, signed by 10 percent of the voters or 50 voters, whichever is the smaller number, requesting the election be held has not been presented, then the officer conducting the election shall submit a certificate of these facts to the Board of Supervisors. A person who has filed a Declaration of Candidacy shall be appointed by the Board of Supervisors at a regular or special meeting held prior to the first Monday before the first Friday in December (Tue. Nov. 27). If no one filed, another qualified person shall be appointed by the Board of Supervisors on or before November 6, 2018 and shall take office and serve as if elected. 10515</p>
<p>August 15, (E-83)</p>	<p>POLITICAL PARTY ENDORSEMENTS VOTER-NOMINATED OFFICE Deadline for the chairperson of any qualified political party to submit to the county elections official a list of all candidates for voter-nominated office who will appear on any ballot in the county and who have been endorsed by the party. Section 13302(b)</p>
<p>August 16, 11 a.m. (E-82)</p>	<p>RANDOMIZED ALPHABET DRAWING 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 office State Assembly. 13112, 13111(i)</p>
<p>August 16, (E-82)</p>	<p>Deadline for filing Rebuttals to Arguments IN FAVOR OF or AGAINST a measure argument. Not to exceed 250 words in length. 9167</p>
<p>August 17 – 26, (E-81 thru E-72)</p>	<p>10 day public examination – period for rebuttals to arguments IN FAVOR OF or AGAINST any measure. Arguments available for public examination in the elections office for 10 calendar days. Persons may view rebuttal arguments filed or purchase copies. Any voter of the jurisdiction or the county elections official may seek a writ of mandate requiring any or all of the materials to be amended or deleted between these dates. 9163, 9190</p>

<p>August 30, (E-68)</p>	<p>CERTIFIED LIST OF CANDIDATES AND ROTATION LIST Last day for the Secretary of State to send to each 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 (federal and state) and is entitled to receive votes within the county at the primary election. For each nominee for a voter-nominated office, the name of the party preference, or lack of party preference, as designated by the candidate. List will include order of arrangement by Assembly District. 8002.5, 8148, 8149, 13111</p>
<p>September 3, (E-64)</p>	<p>COUNTY HOLIDAY – Office Closed for Labor Day</p>
<p>September 7, (E-60)</p>	<p>MILITARY OR OVERSEAS VOTERS REGISTRATION AND BALLOT APPLICATIONS The first day county election officials may process applications from military and overseas voters requesting ballots. If an elections official receives a completed federal postcard application from a person qualified as a military or overseas voter, the application shall be deemed to be an affidavit of registration, an application for a vote by mail ballot, and an application for permanent vote-by-mail status. If the applicant is not a resident of the county to which they applied, the elections official shall forward it to the appropriate county. Any application received by the elections official prior to the 60th day before the election shall be kept and processed on or after the 60th day before the election. 300(b), 321, 3102, 3105</p>
<p>September 10 – October 23, (E-57 thru E-14)</p>	<p>WRITE-IN CANDIDATE FILING PERIOD During this period write-in candidates must file their Statement of Write-in Candidacy and Nomination Papers with the county elections official.</p> <p>City Offices: Council member, Clerk, and Treasurer Candidates for city offices file with the City Clerk.</p> <p>Note: Superior Court Judge - see August 15 for judicial write-in petition information. 8600, 8601, 8604 10103</p>
<p>September 22* (E-45)</p>	<p>As soon as copies are available, the Secretary of State shall furnish copies of the State Voter Information Guide to cities, counties, and members of the Legislature, proponents of statewide ballot measures, public libraries, and educational institutions. 9096</p>
<p>September 27 – October 7, (E-40 thru E-30)</p>	<p>STATE VOTER GUIDE MAILING PERIOD Between these dates the Secretary of State shall mail State Voter Information Guides to all households in which voters were registered by Friday, September 7 (E-60). 9094 S.O.S. may provide a supplemental mailing if requested by the County Elections Office. Supplemental mailing covers voters registering between Sept. 8 – Oct. 7</p> <p>The county elections department will mail state pamphlets to voters who register after October 7th. 9094,13303, 13304</p>
<p>September 27 – October 16, (E-40 thru E-21)</p>	<p>COUNTY VOTER INFORMATION GUIDE MAILED Between these dates the county elections official shall mail a County Voter Information Guide with polling place location notice (notice may state whether the polling place is</p>

	accessible to the physically handicapped), to each registered voter who registered at least 29 days before the election unless the voter opted to receive it electronically. 13300, 13300.5, 13304
October 8, (E-29)	COUNTY HOLIDAY – Office Closed for Columbus Day
October 9* (E-29, actual date falls on Columbus Day Holiday)	ESTABLISH PRECINCT BOARDS AND POLLING PLACES At least 29 days prior to the election, the elections official shall establish precincts, polling places, and appoint precinct board members. 12286 The Elections Department to provide a copy to each county central committee and make a copy available to the public. 12318
October 9* (E-29, actual date falls on Columbus Day Holiday)	LAST DAY TO REGISTER TO VOTE TO ENSURE RECEIPT OF COUNTY VOTER INFORMATION GUIDE Voter registrations cards received by this date (postmark NOT ACCEPTABLE) will be added to the voter rolls and receive a County VIG. Registrations received after this date may not receive a CVIG, and will receive a notice advising the late registrant where to vote and that they can view the County Voter Guide online. 9094 13303
October 9* – October 30, (E-29 thru E-7) E-29, actual date falls on Columbus Day Holiday	VOTE-BY-MAIL BALLOT APPLICATION PERIOD The vote-by-mail ballot is available to any registered voter. Voters may apply for and obtain a vote-by-mail ballot from the Elections Department. 3001, 3003
October 22, to be published on October 24th	DEADLINE TO SUBMIT PUBLICATION Notice of Polling Places and Precinct Board Members Not less than one week before the election, the elections official shall publish the list of polling places and precinct board members. 12105 - 12108, GC 6061
October 22, (E-15)	15 DAY REGISTRATION Last day to register to vote in the General Election. The Voter Registration Form shall be mailed (postmarked by this date), received online by midnight, or delivered to the county elections official by this date and is effective upon receipt. The Voter Registration Form may also be submitted by this date to the Secretary of State, Department of Motor Vehicles, or any National Voter Registration Act designated agency. 52 U.S.C. § 20301; §§ 300(b), 321, 2102, 2107, 3102
October 23 – November 6, (E-14 thru E)	CONDITIONAL VOTER REGISTRATION Voters may register and vote a provisional ballot during the 14 days prior to the election, including Election Day. Conditional voter registration is available only at the Colusa County Elections Office. 2170
October 31 – November 6, (E-6 thru E)	VOTE-BY-MAIL BALLOTS LATE CONDITIONS Any voters unable to go to the polls because they will be absent from their precinct on election day, or due to illness or disability, may come to the Elections Department and receive a ballot over the counter. Voters unable to request a ballot in person may designate, in writing (as specified), any person as an authorized representative to obtain and return the vote by mail ballot on their behalf. The voter may return the ballot to

	the Elections Department or polling place in the county either personally or through the authorized representative. 3021
<p>November 6, (E)</p> 	<p>ELECTION DAY Polls open at 7 a.m. and close at 8 p.m. Tabulation will begin immediately upon close of polls at the County Clerk’s Office and shall continue until all precincts are accounted for. Totals will be posted as they become available at http://Countyofcolusa.org/elections . Results shall be transmitted to the Secretary of State. 1000, 14212, 15150, 15151 VOTE –BY-MAIL BALLOT RETURNS In Person Vote-by-mail ballots may be returned in person or by an authorized representative no later than 8 p.m. to any polling place or the County Clerk’s Elections Office. 3017, 3020 By Mail Vote-by-mail ballots returned to the election official via United States Postal Service or a bona fide private mail delivery company shall be counted if either: 1) postmarked on or before election day, and signed ballot identification envelope is received no later than three days after election day. OR 2) has no postmark or an illegible postmark and ballot identification envelope is signed and dated on or before election day, and received by the elections official no later than three days after election day. 3020</p> <p>SEMIFINAL OFFICIAL CANVASS Upon the close of polls, the county elections official shall conduct the semifinal official canvass of votes continuously until completed, and report totals to the Secretary of State at least every two hours. 15150, 15151</p> <p>UNOPPOSED SUPERIOR COURT JUDGE If, the name of the incumbent does not appear either on the primary ballot or general election ballot, because he or she was unopposed, the elections official, on the day of the general election, shall declare the incumbent reelected. 8203</p>
November 8 – December 6, (E+2 to E+30)	<p>OFFICIAL CANVASS The official canvass of precinct returns is to be completed during this time and shall commence no later than the Thursday following the election. 335.5, 15301, 15302, 15360, 15372</p>
November 12, (E+6)	COUNTY HOLIDAY – Office Closed, Veteran’s Day Observed
November 16, (E+10)	POLITICAL SIGNS - Last day to remove temporary political signs
November 22-23, (E+16 & E+17)	COUNTY HOLIDAY – Office Closed for Thanksgiving & Day after Thanksgiving Day
December 6,	STATEMENT OF VOTE TO BOARD OF SUPERVISORS, CERTIFICATES OF

(E+30)	<p>ELECTION PREPARED The elections official shall prepare a certified statement of the results of the election and submit it to the Board of Supervisors no later than this date.</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. 15372, 15400, 15401</p>
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ASSUMING OFFICE

December 3, 2018 (E+27)	<p>STATE ASSEMBLYMEMBERS First Monday in December next following her or his election. Note: Election results may not be final by this date as the law provided elections official until December 6th to certify the vote. CA. Const. Art. IV §2</p>
December 7, 2018 (E+31)	<p>SPECIAL DISTRICTS Officers declared elected or appointed (i.e. as provided in §10515) take office this date at noon after having taken the oath or posted any bond required by the principal act. §10554 10515 §10554</p> <p>SCHOOLS, COUNTY BOARD OF EDUCATION & COMMUNITY COLLEGE DISTRICTS First Friday in December next succeeding his or her election though no reference is made to “noon” as is the case in E.C. 10554. <i>Updated 8/20/18</i> Ed. Code 5017, Ed. Code 1007</p>
Contact respective city for date	<p>ELECTED CITY OFFICERS Shall hold office for their prescribed terms from the date of the installation of officers following adoption by the council of the official canvass of their election and until their successors are elected and qualified. G.C. 36503</p>
January 1, 2019	<p>COUNTY HOLIDAY – Office Closed- New Year’s Day Holiday</p>
January 3, 2019 (E+58)	<p>UNITED STATES SENATOR & CONGRESS Noon on the 3rd day of January U.S. Const., art. I, § 3; 20th Amend., § 1</p>
January 7, 2019 (E+55)	<p>STATEWIDE, COUNTY OFFICES, SUPERVISORS, AND JUDGES 12 o'clock noon on the first Monday after the January 1st succeeding their election although there is no mention of “noon” for Superior Court Judge. G.C. 24200, CA Const. Art. VI, Section 16 & Art. V</p>

**COUNTY OF COLUSA 2018
BOARD OF SUPERVISORS MEETING**

2018 CALENDAR YEAR												Cut off Dates	For	Month																																																									
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<p> NAC o Legislative Conference 3-3-18 to 3-7-18 Washington, D.C. CSAC Legislative Conference 5-16-18 to 5-17-18 Sacramento County NAC o WIR Conference 5-23-18 to 5-25-18 Blaine County, Sun Valley, Idaho NAC o Annual Conference and Expo 7-13-18 to 7-16-18 Opryland/Davison County, Nashville, Tennessee RCRC Annual Meeting 9-19-18 to 9-21-18 Napa CSAC 124th Annual Meeting 11-27-18 to 11-30-18 San Diego County </p>												JUNE	29	24	JULY																																																								
<p> <u>Transportation Commission</u> Meetings held on last BOS meeting of the month </p>												JULY	13	7	AUGUST																																																								
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