The County Of Nevada

CLERK RECORDER-REGISTRAR OF VOTERS

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GREGORY J. DIAZ

Administrative Calendar

Rev. June 28, 2018

Jurisdictions Consolidating Elections with the November 6, 2018 General Election

The materials contained in this calendar represent the research and opinions of the staff at the Nevada County Elections Department. The contents of this calendar and any legal 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 530-265-9829 or email <u>elections.mail@co.nevada.ca.us</u> if you have any questions or comments or visit our website at <u>www.mynevadacounty.com/elections</u> 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" indicate 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 date falls on a weekend or holiday; so the date listed is the next business day.

	Cities Publish Election Notice
July 2 – July 16	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:
(E-127 to E-113)	The date and polling hours of the election Any offices to be filled and any measure to be voted on, including a synopsis of each measure.
	§12101, 12111
	Special Districts & Cities Deliver Notice of Election to County Clerk
July 4*	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 in the notice how a tie vote will be resolved.
(E-125)	§10509, 10522, 10524, 10551, 15651

	Schools to Deliver Specifications of the Election Order – Candidates
July 6	Last day for a school board conducting a governing board election to deliver a resolution known as "Specifications of the Election Order" and file it with the county Superintendent of Schools and the Nevada County Clerk, stating the date and purpose of the election.
(E-123)	Ed. Code §5322
	A clause to determine a tie vote is included in the "Specifications of the Elections Order".
	Ed. Code §5016
	Notice of Election
July 9 – Aug. 8	Between these dates the County Clerk, 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.
(E-120 to E-90)	Notice of central counting place may be combined with this notice.
	§12109, 12112
	Candidate Nomination Period
	Candidates obtain and file their Declaration of Candidacy for school and special district boards, and, if applicable, file Candidate's Statement of Qualifications. Forms are obtained from and filed with the county Elections Department.
	(§10510, 13307, 13311)
July 16 - Aug 10 (E-113 to E-88)	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. Nomination documents shall be obtained from and filed with the City Clerk.
	(§10220-10230, Gov. Code §36503)
	When nomination and/or candidacy papers are issued, the elections official shall provide candidates with:
	the rules governing conflicts of interest and campaign statements (candidates for city offices must file with Declaration of Candidacy); rules governing candidate statement charges and filings; and a blank form of the "Code of Fair Campaign Practices" and copies of Election Code §20440-20444.
July 18	Statewide Candidate Statements Due
(E-111)(Date designated by SOS)	Last day for candidates for State Constitutional Office and U.S. Senate to submit 250-word candidate's statement and picture for publication in the State Voter Guide. SOS deadline

	Semiannual Campaign Statement
Jul. 31 (E-98)	Last day to file semiannual campaign statements, if required, by all candidates and committees. For period ending 6/30/2018.
	Gov. Code §84200, 84218
	Change of Candidate's Ballot Designation
Jul. 31	Last day for candidates to request in writing to both the Secretary of State and Elections Department that a different ballot designation be used for the November election than the
(E-98)	designation used at the primary election. This request must be accompanied by a ballot designation worksheet.
	§13107(e), Cal. Code Reg., Title 2 §20711(e)
	24-hour Contribution Reports
Aug. 8 – Nov. 6 (E-90 - E)	During the 90 days immediately preceding an election and including Election Day, the following contributions that total in the aggregate of \$1,000 or more must be reported within 24 hours to the county elections official.
	496: File if independent expenditures of \$1,000 or more are made. 497: File if a contribution of \$1,000 or more in the aggregate is received from a single source. 497: File if a contribution of \$1,000 or more in the aggregate is made to a candidate or measure being voted upon November 6, 2018, or to a political party committee. The recipient of a non-monetary contribution of \$1,000 or more must file a Form 497 report within 48 hours from the time the contribution is received.
	File by fax, guaranteed overnight delivery service, personal delivery, or online if available.
	Gov Code §82036, 84203, 84203.3
	24-hour Independent Expenditure Reports
Aug. 8 – Nov. 6	During the 90 days immediately preceding an election and including Election Day, all candidates and committees that make an independent expenditure of \$1,000 or more to support or oppose a single candidate for elective state or local office or a single state or local ballot measure must report the expenditure within 24 hours to the Secretary of State's Office or county elections official, whomever receives the campaign statements.
(E-90 - E)	496: File if independent expenditures of \$1,000 or more are made. 462: New Verification Requirements. Campaign committees that make independent expenditures of \$1,000 or more must verify that the expenditures are, in fact, not coordinated with the relevant candidate or ballot measure committee and that the committee is reporting all contributions and reimbursements.
	File 496 with the appropriate filing officer by personal delivery, e-mail, guaranteed overnight service, fax or online, if available. File 462 by email to form462@fppc.ca.gov
	Gov Code §82036.5, 84204, 85500, 85501, 85505

	Candidate's Statement – Congressional, Legislative, Superior Court, Board of Supervisors, County Candidates, Cities, School & Special Districts
By Aug. 10	By this date, nominees may prepare a statement of qualifications, not to exceed 250 words for federal and state offices, 200 for county, city and district offices, to be included in the
(E-88)	County Voter Information Guide. The statement shall be filed and paid for at the time it is filed. Obtain cost information from the Elections Department.
	§13307
	Last Day to Submit Resolutions of Consolidation
	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. Earlier filing dates are encouraged in order to meet printing schedule.
Aug. 10	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 Elections Department, 950 Maidu Ave, Suite 210, Nevada City.
(E-88)	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
Aug. 10	Deadline for Filing Tax Rate Statement for Bond Measures
Aug. 10	Last day to file Tax Rate Statement for any bond measure appearing on the November ballot.
(E-88)	§9401
	Extension of Nomination Period
Aug. 11 – 15 (E-87 to E-83)	If the incumbent does not file by 5 p.m. on August 10, there is a 5-day filing extension for anyone other than the incumbent to file for office.
(2 07 10 2 03)	§10516
Aug. 15	Insufficient Number of Nominees
(E-83)	Special Districts: If by 5 p.m. on this day, only one person has been nominated or an insufficient number of persons have been nominated to fill an office or offices, and a petition signed by 10% or 50 voters (whichever is the smaller number) has not been submitted, the elections official shall certify this fact 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. If no one filed, another qualified person shall be appointed by the Board of Supervisors on or before November 6 and shall take office and serve as if elected §10515

	Insufficient Number of Nominees
Aug. 15 (E-83)	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
	Lu. Coue 95520, 5526, 5526.5
August 15, 2018	Judicial Candidate Write-In Petition
(E-83)	Deadline to submit a petition indicating that a write-in campaign will be conducted against an incumbent Superior Court Judge. Petition must be signed by 0.1% of the registered voters qualified to vote on the office, provided that the petition contain at least 100 but no more than 600 signatures. §8203
	Randomized Alphabet Drawing
Aug. 16, 11 a.m.	Secretary of State shall conduct the randomized alphabet drawing to determine the order in which the candidates will appear on the November ballot.
(E-82)	On this same day, the County Clerk shall conduct a randomized alphabet drawing for the offices of State Senate and Assembly.
	§13112(b)(1)(C)(i)
	Deadline to File Arguments, Analyses for Measures
	Arguments for or against any local measure called for the November 2018 election are due by 5 p.m.
Aug. 17	§9163, 9316
(E-81)	County Counsel to submit impartial analysis for county and school/special district measures.
	§9160, 9313
	City Attorney to submit analysis of city measures.

	§9280
	County Auditor, if previously directed by the Board of Supervisors, to submit fiscal analysis of measures.
	§9160
	Arguments and analyses are public after the 5 p.m. deadline. (Department Policy)
	10-day Public Inspection for Arguments and Analyses
Aug. 18 – 27 (E-80 to E-71)	10-day public inspection of arguments filed by August 17. 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, himself or herself, 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.
	§9190
	Deadline for Filing Rebuttals to Measures
Aug. 24	On this date Rebuttal Arguments will be due by 5 p.m.
(E-74)	§9167, 9317
	Rebuttals are public after the 5 p.m. deadline. (Department policy)
	10-day Public Inspection for Rebuttals
Aug. 25 – Sept. 4	Documents will be on public display at the Elections Department, 950 Maidu Ave, Suite 210, Nevada City.
(E-73 to E-63)	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
	Certified List of Candidates – Federal and State Offices
Aug. 30 (E-68)	Last day for the Secretary of State to send to each elections official a list showing the name, party preference, 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 general election.
	§8148
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	Randomized List from Secretary of State
Aug. 30	By this day, the SOS shall provide to elections officials a list of candidates for each county arranged according to the randomized alphabet drawn on August 16, 2018.
(E-68)	§8149
Sept. 3	County Holiday – Office Closed
(E-64)	
	Military or Overseas Vote-by-Mail Ballot Applications
Sept. 7 (E-60)	First day the county elections official may process applications for military or overseas voter ballots. Any applications received by the county elections official prior to this day shall be kept and processed on or after this date. If the applicant is not a resident of the county to which he or she has applied, the elections official receiving the application shall forward it immediately to the proper county.
	A request for a vote-by-mail ballot from a military or overseas voter will be deemed an affidavit of registration and an application for permanent vote-by-mail status
	§300(b), 321, 3102, 3105
	Report of Registration – 60-day County Report
Sept. 7 - 17 (E-60 to E-50)	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 Sept. 7, 2018.
(1-00 to 1-30)	§2187
	Statement of Write-in Candidacy & Nomination Papers for local offices only
Sept. 10 - Oct. 23	During this period write-in candidates must file their Statement of Write-in Candidacy and Nomination Papers with the county elections official.
(E-57 to E-14)	No person whose name has been written in upon a ballot for an office at the direct primary may have his or her name placed upon the ballot as a candidate for that office for the ensuing general election
	§8605
Sept. 22*	State Voter Guides Available
(E-45)	By this date, the Secretary of State shall furnish copies of the State Voter Guide to cities, counties, members of the Legislature, proponents of statewide ballot measures, public
Date fixed by law	libraries, and educational institutions. §9096

	Counties Mail County Voter Information Guide / State Voter Guide Mailing
Sept. 27 – Oct. 16	Between these dates the county elections official shall mail a Sample Ballot and County Voter Information Guide with Vote Center and Drop Box notices to each registered voter.
(E-40 to E-21)	Between these dates the Secretary of State shall mail State Voter Guides to all households in which voters were registered by Friday, Sept. 7 (E-60). The county will do a supplemental mailing of the State Voter Guides to voters who register after Sept. 7.
	§9094, 13303, 13304
Sept. 27	First Pre-Election Statement
(E-40)	Last day to file campaign statements for candidates and committees covering the period ending Sept. 22. (E-45). Gov. Code §84200.5, 84200.8(a)
Oct. 8*	
(E-29)	County Holiday - Office Closed
	Last Day to Post Vote Center Boards, Locations, and Drop-Off Locations
Oct. 8* (E-29)	Last day to publicly post ballot drop-off locations and vote centers established including the dates and hours they are open. This list must be posted to the election official's website. Must be in a format that is accessible for people with disabilities.
	§4005(a)(8)(B)(ii)
	Last Day to Register to Vote to Ensure Receipt of County Voter Information Guide
Oct. 8* (E-29)	Voter registration cards received by this date (postmark NOT ACCEPTABLE) will be added to the rolls and the voters will receive a County Voter Guide. The voters who submit cards after this date will NOT receive a County Voter Guide, only a notice advising the late registrant where to vote and that they can view the County Voter Guide online.
	§9094, 13303
	Vote-by-Mail Ballot Period - County Mails Ballots to Voters
Oct. 8* – Oct. 30 (E-29 to E-7)	Between these dates voters may apply for a vote-by-mail ballot from the Elections Department. Voters may also obtain a ballot during this period from the County Elections Office. Due to the holiday on Monday, October 8, county elections will begin to mail ballots on Tuesday to voters registered as a permanent vote-by-mail voter. Under certain conditions voters may obtain a vote-by-mail ballot after October 30.
	§3001, 3003

	15-day Voter Registration
Oct. 22	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. Persons will also be registered to vote when they submit an application for a driver's license or state identification card or provide a change of address.
(E 1E)	52 U.S.C. § 20301, 20501; §300(b), 321, 2102, 3102
(E-15)	
	Last day for military or overseas voters to register to vote.
	A request for a vote-by-mail ballot from a military or overseas voter, if postmarked on or before this date, will be deemed an affidavit of registration and an application for permanent vote-by-mail status. When a county elections official receives and approves a registration application from a military or overseas voter, the official must provide that voter with a vote-by-mail ballot for each subsequent election for federal office in the state unless the voter fails to vote in four consecutive statewide general elections. §3102(e)
	Conditional Voter Registration
Oct. 23 – Nov. 6 (E-14 to E)	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 Nevada County Elections Department.
	§2170
	Second Pre-Election Statement
Oct. 25	The last day to file campaign statements for candidates and committees covering the period
(E-12)	from 9/23/2018 to 10/20/2018.
	Gov. Code §84200.5, 84200.8(b)
	Weekend Voting with 11 Day Vote Centers Opening
Oct. 27 – Nov. 6	11 day Vote Centers in Nevada County open every day from 8am to 4pm including weekends and holidays. On Election Day Vote Centers are open from 7am to 8pm. A Voter may apply
(E-10)	for a ballot at any open Vote Center throughout Nevada County.
	§4005
Oct. 30	VBM Application Period Ends
(E-7)	Last day for election officials to mail out Vote-by-Mail ballots.

	Obtaining a Ballot After the Close of Vote-by-Mail
Oct. 31 – Nov. 6	Period in which any voter may apply for an absentee ballot in person at any open Vote Center.
(E-6 to E)	Center.
	§3021
	Vote Centers Open with Weekend Voting
Nov. 3 & 4	The last Vote Centers will be open from 8 a.m. to 4 p.m. for weekend voting through
(E-3 to E-2)	Elections Day including holidays. Election Day Vote Centers will be open from 7am to 8pm.
	§4005
	General Election Day
Nov. 6	Vote Centers open at 7 a.m. and close at 8 p.m.
(E)	§1000, 14212
	Semifinal Official Canvass
Nov. 6, 8 p.m.	Beginning at 8 p.m. and continuously until completed, the county elections official shall
(E)	conduct the semifinal official canvass of votes and report totals to the Secretary of State at least every two hours.
	§15150, 15151
Nov. 6	Unopposed Judge: Superior Court
Nov. 6	On this date, the County Clerk declares elected any incumbent superior or municipal court
(E)	judge who has filed for office but whose name did not appear on either the primary or general election ballots because he or she was unopposed. §8203
	Official Canvass
Nov. 8 – Dec. 6	The official canvass of precinct returns is to be completed during this time.
(E+2 to E+30)	§15301, 15372
	510001/ 100/2
	Vote-by-Mail Ballots Returned Via Post Office - Deadline
Nov. 9	Vote-by-mail ballots that are postmarked on or before Election Day or are time stamped or
(E+3)	date stamped by a bona fide private mail delivery company on or before Election Day, and received by the county elections official by the Friday after the election shall be considered received on time.

If the ballot has no postmark, a postmark with no date, or an illegible postmark, the vote by mail ballot identification envelope must be signed and dated by the voter pursuant to Section 3011 on or before Election Day in order to be considered received on time. §3017, 3020 County Holiday - Office Closed County Holiday - Office Closed State Senators and State Assembly members Assume Office Terms begin on the first Monday in December following the election. However, elections may not be certified until December 6. CA. Const. Art. IV §2
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Terms begin on the first Monday in December following the election. However, elections may not be certified until December 6.
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Statement of Vote to Board of Supervisors – Certificates of Election Prepared
The elections official shall prepare a certified statement of the results of the election and submit it to the Board of Supervisors.
The Board of Supervisors shall declare the 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
Candidates Elected to Special Districts and School Districts Assume Office
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
School and Community College Districts : Officers elected to school office take office this date pursuant to Ed. Code §5017, though no reference is made to "noon" as is the case in Elec. Code §10554.
Recount May Be Requested
Within five (5) days after the completion of the official canvass, any voter may request a recount by filing a written request with the Elections official and specifying that candidates and/or measures are to be recounted.

	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.
	"Completion of the canvass" shall be presumed to be the time when the elections official signs the certified Statement of Vote.
	§15620 - 15634
	Statement of Vote to Secretary of State
Dec. 7 (E+31)	No later than this date the elections official shall send one copy of the Statement of Vote to the Secretary of State.
	§15375
	Certificates of Election
Dec. 14 (E+38)	The Secretary of State shall issue certificates of election to persons elected to U.S. Senate, Congress, State Constitutional Offices, Board of Equalization, State Senate, and State Assembly.
(2130)	§15503-15504
	Candidates Elected to U.S. Senate and Congress Assume Office
Jan. 3, 2019 (E+58)	Terms begin at noon on January 3 for candidates elected to U.S. Senate and Congress.
(L+30)	20th Amendment US Constitution
	Candidates Elected to Statewide Offices, County Offices, Supervisors, & Judges Assume Office
Jan. 7, 2019 (E+62)	Terms begin at noon on the first Monday after January 1 succeeding their election for statewide offices, county offices, and supervisors. Superior Court Judges also begin on this date; although, there is no mention of the noon hour.
	Gov. Code §24200; CA Const. Art. VI, §16 & Art. V
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	Document Retention
	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.
Period Following Election	Since the November 2018 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 November 2018 election.
	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.
	Elections Code Division 17, commencing with §17000
	Semiannual Campaign Statement
Jan. 31, 2019 (E+86)	Last day to file semiannual campaign statements, if required, by all candidates and committees.
	Gov. Code §84200, 84218