California Voting Rights Act Forum

Election Information

March 2, 2015
• Authority
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• Questionnaire
• Boundary Revisions
• Cost Estimates
• RRCC as Resource
Education Code 5303

The county elections official shall perform the duties incident to the preparation for, and holding of, all district elections.

November 3, 2015 Local and Municipal Consolidated Elections
# Election Timeline

**MAY 7 (Th)**

**E-180**

**ADJUSTED JURISDICTION MAP**

Last day for jurisdictions to deliver a map delineating district and/or division boundary adjustments due to topography, geography, cohesiveness, contiguity, integrity, compactness of territory, community of interests, or other factors as applicable (based on E.C. 22000).

**JULY 1 (W)**

**E-125**

**NOTICE OF ELECTION (UDEL JURISDICTIONS)**

Not later than this date the district shall deliver to the Registrar-Recorder/County Clerk a notice containing: 1) elective offices, including unexpired terms, 2) candidate statement word limitation (200 or 400 words), 3) designated party responsible for statement cost (candidate or district), and 4) required method of payment, i.e., an advance, if cost is payable by candidate. Separately, the district shall deliver a map delineating (unchanged) district boundaries and divisions, accompanied by a statement indicating in which division directors are to be elected (at large, if applicable).

(E.C. §§ 10509, 10522 and 13307)
### Election Timeline

<table>
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<tr>
<th>Date</th>
<th>Event</th>
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| **JULY 3 (F)**<br>E-123 | ADOPTION OF GOVERNING BOARD MEMBER ELECTION RESOLUTION (SCHOOL JURISDICTIONS)  
Last day for governing boards to adopt a resolution calling the school district governing board member election and setting forth the specifications of the election order. Copies shall be filed with the County Superintendent of Schools and county elections official.  
(Ed. Code § 5322) |
| **JULY 13 (M)**<br>E-113 | NOMINATION PERIOD – FILING DECLARATION OF CANDIDACY  
First and last day for candidates to file declarations of candidacy.  
(E.C. §§ 10510 and 10603) |
| **AUG. 7 (F)**<br>E-88 | 5:00 P.M.                                                                                |
Election Timeline

AUG. 7 (F)
E-88
5:00 P.M.
CANDIDATE WITHDRAWAL (UDEL AND SCHOOL JURISDICTIONS)
No candidate, including incumbents, whose declaration of candidacy has been filed, may withdraw after this date except when the nomination period has been extended for that office. (E.C. §§ 10510 and 10604)

AUG. 12 (W)
E-83
5:00 P.M.
APPOINTMENT – NO ELECTION HELD (SCHOOL JURISDICTIONS)
If only one person or no person has filed a declaration of candidacy and if a petition to hold an election has not been filed by this date, the qualified person or persons nominated shall be seated at the organizational meeting of the board or, if no person has been nominated, the governing board shall appoint a qualified person or persons at a meeting prior to the day fixed for the election. (Ed. Code § 5326 and 5328)
## Election Timeline

<table>
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<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
<th>Details</th>
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<tbody>
<tr>
<td>SEP. 24 (Th)</td>
<td>E-40</td>
<td>MAILING OF OFFICIAL SAMPLE BALLOT BOOKLETS</td>
<td>An Official Sample Ballot Booklet shall be mailed to each voter in the jurisdiction during this period. (E.C. § 13303)</td>
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<td>OCT. 13 (Tu)</td>
<td>E-21</td>
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<td>OCT. 5 (M)</td>
<td>E-29</td>
<td>MAILING OF VOTE BY MAIL BALLOTS</td>
<td>First day the elections official delivers Vote By Mail ballots in compliance with E.C. 3001. (E.C. § 3010 and 3206)</td>
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Election Timeline

**NOV. 23 (M) E + 20**

**COMPLETION OF OFFICIAL CANVASS**
The county elections official shall prepare a certified statement of the results of the election and submit it to each jurisdiction no later than the last Monday before the last Friday in November. (E.C. §§ 10550 and 15372)

**NOTE**: On November 23, 2015 the Registrar-Recorder/County Clerk is tentatively scheduled to certify the election results. On November 24, 2015 the Board of Supervisors is tentatively scheduled to declare the election results official.

**DEC. 4 (F) E + 31**

**TAKING OF OFFICE (UDEL AND SCHOOL JURISDICTIONS)**
Officers, elected or appointed, take office on the first Friday in December next following the election. (E.C. § 10554, Ed. Code §§ 5017 and 19700, and Water Code § 21101, etc.)
**QUESTIONNAIRE**

**School District Name:**

**Numbers Of Offices To Be Elected:**

Please Indicate How Governing Board Members Are Nominated Or Elected:

- [ ] By District
- [ ] At Large
- [ ] Nominated by District and Elected at Large
- [ ] Other

<table>
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<tr>
<th>OFFICES TO APPEAR ON BALLOT</th>
<th>INDICATE FULL OR UNEXPIRED TERM (if unexpired include date of expiration)</th>
<th>INCUMBENT'S NAME</th>
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Superintendent name: ________________________________
Mailing address: ____________________________________

**CANDIDATE STATEMENT INFORMATION**

This is to inform you that the governing board of the above named district by resolution, dated __________, adopted the following policy regarding filing of Candidate Statements for district elections.

Number of words allowed: [ ] 200 or [ ] 400

- [ ] Payment of the estimated cost must be made by the candidate at time of filing.
- [ ] School District will bear the cost for all statements.
- [ ] School District will bill candidate after the election.
- [ ] Other ________________________________

Please indicate number of school measures (if any) you anticipate placing on the ballot ____________________

Last day for governing boards to adopt and file a resolution calling a special measure election is August 7, 2015.

**SIGNATURE OF AUTHORIZED REPRESENTATIVE**

**DAYTIME PHONE NUMBER**

**RETURN TO:**
REGISTRAR-RECORD/COUNTY CLERK
Attn: Election Planning Section
12460 Imperial Highway, 2nd Floor, Room 2010
Norwalk, California 90650

**OR FAX TO:** (562) 466-6025
Guidelines for Submitting Boundary Revisions

1) **Official Declaration** – Resolution, proclamation, or other legal document, affirming and dating the formal adoption of new boundaries
2) **Legal Description of Boundaries** – Presented as 2010 Census tract lists; for each division provide:

   a. A list of whole tracts (tracts that are entirely in the division)

   b. A list of split tracts (block groups or tracts that are only partially in the division)
3) **Metes and Bounds of Boundaries** – Description using names of physical features along with directions and distances that define and describe the boundaries

a. Physical features include names of streets, mountain ridgelines, riverbeds, parks, coastlines, etc.

b. Boundaries are described in a running prose style, working around the division area in sequence, from a point of beginning, circling back to the same point.
4) **Data Files** – Supporting map data as follows:

a. A polygon shapefile of the division boundaries in the projection used by RRCC (NAD_1983_StatePlane_California_V_FIPS_0405_Feet). If your district uses a different projection, please include projection information with the shapefile.

b. Shapefile of the street centerline (Thomas Brothers, TIGER) used to redistrict.

c. PDF map of new district boundaries with the street centerline as a background.
4) Data Files – Continued

d. PDF map depicting specific areas that moved from one division to another due to boundary adjustments. Should include the street centerline as a background

**NOTE**: A shapefile is a GIS data format developed by GIS software maker ESRI. File Geodatabase or CAD are also acceptable.
Cost Estimates

- Specific Cycles
- Stand-Alone vs Consolidated
- 10 Business Days
- No Fee for Estimate
Contact Information

Executive Office
Dean C. Logan  Registrar-Recorder/County Clerk (562) 462-2716  dlogan@rrcc.lacounty.gov
Debbie Martin  Chief Deputy (562) 462-2883  dmartin@rrcc.lacounty.gov

Election Operations
Tim McNamara  Assistant RR/CC (562) 462-2722  tmcnamara@rrcc.lacounty.gov

Election Information & Preparation
Alex Olvera  Division Manager (562) 462-2815  aolvera@rrcc.lacounty.gov
Laticia McCorkle  Assistant Division Manager (562) 462-2691  lmccorkle@rrcc.lacounty.gov

Geographic Information Systems
Elio Salazar  Sr. Info. Systems Analyst (562) 462-2465  esalazar@rrcc.lacounty.gov

Language Assistance & Accessibility Compliance
Julia Keh  Special Services Liaison (562) 462-2754  jkeh@rrcc.lacounty.gov

Media & Communications
Brenda Duran  Public Information Officer (562) 462-2726  bduran@rrcc.lacounty.gov
Questions