

# 2018 STATEWIDE GENERAL ELECTION

NOVEMBER 6, 2018

## CITY CLERK CALENDAR

(Cal. Elec. Code. §1301, §9200 et seq., §10002, §10100 et seq.)


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If you have any questions or comments, please call (909) 387-8300 or visit our website at [www.sbcountyelections.com](http://www.sbcountyelections.com).

DATE	PERSON RESPONSIBLE	DESCRIPTION
June 29 (E-130)	City Council/ City Clerk	<b><u>Deadline to Adopt Resolution Calling Election</u></b> (Cal. Elec. Code §330, §10002, §10403.5, §13307(e)) Deadline to adopt resolutions regarding ordering election including incumbents and offices to be filled. Requesting San Bernardino County Elections Office to conduct election.
July 2 to July 16 (E-127 to E-113)	City Clerk	<b><u>Notice of Election Publication Period</u></b> (Cal. Elec. Code §12101, §12109; Gov. Code §6060, §6061) Publish Notice of Election one time between these dates.
July 2 to Oct 30 (E-127 to E-7)	City Clerk	<b><u>Notice of Measure Publication Period</u></b> (Cal. Elec. Code §12111; Gov. Code §6060, §6061) The City Clerk shall publish a synopsis of the measure at least one time no later than one week before the election. The City Clerk shall consolidate the notice of election and the notice of measure to be voted on into one notice if the measure was placed on the ballot before the notice of election is published. Notice of measure shall include deadline for filing arguments.
July 9 (E-120)	City Council / City Clerk	<b><u>Deadline to Adopt Regulations Regarding Candidate Statements</u></b> (Cal. Elec. Code §13307(e)) Deadline for jurisdictions to adopt or amend regulations regarding charges for printing candidate statements.
July 16 to Aug. 10 (E-113 to E-88)	Candidates / City Clerk	<b><u>Candidate Filing / Withdrawal Period</u></b> (Cal. Elec. Code §10220, §10224, §13307, §13308, §13311; Gov. Code §87200 et seq.) Candidates may request and file candidate filing documents in order to run for office. Candidates may withdraw their nomination until the close of the nomination period.
July 31	Candidates / Committees / City Clerk	<b><u>Deadline FPPC: Semi-Annual Filing</u></b> (Gov. Code §84200) Candidates and Committees campaign disclosure statements are due.

<p>Aug. 10 (E-88)</p>	<p>City Clerk</p>	<p style="text-align: center;"><b><u>Deadline to Submit Ordinance/Measure</u></b> (Cal. Elec. Code §9222, §9223, §13247)</p> <p>Last day for all documents associated with an ordinance or measure to be submitted to the Elections Office if a measure is to be included on the ballot.</p>
<p>Aug. 10 or Aug. 15 to Aug. 23 (E-88 or E-83 to E-75)</p>	<p>City Clerk</p>	<p style="text-align: center;"><b><u>Start of Appointment to Office Period</u></b> (Cal. Elec. Code §10229)</p> <p>If on this date no one or only one person has been nominated, the officer conducting the election shall inform the governing body that it may, at a regular meeting or special meeting held before the election, adopt one of the following:</p> <ol style="list-style-type: none"> <li>1. Appoint the person who was nominated.</li> <li>2. If no one has been nominated, appoint any eligible elector.</li> <li>3. Hold the election.</li> </ol> <p>The provisions of this section shall not apply if, at the regularly scheduled municipal election, more than one person has been nominated to another city office to be elected on a citywide basis or, a city measure has qualified and is to be submitted to the voters at that municipal election.</p> <p>The City Clerk shall publish a notice of the facts described in this section and the courses of action available. Publication shall be made pursuant to Gov. Code §6061. After the fifth day following the date of publication, the City Council may make the appointment or direct an election to be held.</p> <p>If by the 75<sup>th</sup> day before the municipal election, no person has been appointed to office pursuant to Cal. Elec. Code §10229, the election will be held. Notwithstanding Chapter 1 (commencing with Section §8600) of Division 8 or any other provision of the law to the contrary, if the governing body of the city makes an appointment pursuant to Cal. Elec. Code §10229, the City Clerk shall not accept for filing any statement of write-in candidacy, which is submitted after appointment.</p>
<p>Aug. 11 to Aug. 15 (E-87 to E-83)</p>	<p>Candidates / City Clerk</p>	<p style="text-align: center;"><b><u>Candidate Filing Extension Period</u></b> (Cal. Elec. Code §10225)</p> <p>If an incumbent fails to file candidate filing documents by August 10, 2018, there will be a 5-calendar-day extension during which any candidate, other than the incumbent, may file.</p>
<p>Aug. 11 to Aug. 20 (E-87 to E-78)</p>	<p>City Clerk</p>	<p style="text-align: center;"><b><u>Candidate Statement Public Examination Period</u></b> (Cal. Elec. Code §13313)</p> <p>Candidate statements are available for public examination. During this period, any citizen may seek a writ of mandate or an injunction requiring the material in the statements to be amended or deleted.</p>

Aug. 13 (E-85)	Candidates / City Clerk	<b><u>Deadline to Withdraw Candidate Statements</u></b> (Cal. Elec. Code §13307) Last day to withdraw candidate statements, unless there is an extension of the nomination period. Withdrawal of candidate statements must be in writing to the City Clerk
Aug. 15 (E-83)	City Council	<b><u>Deadline to Withdraw Measure</u></b> (Cal. Elec. Code §9605) Whenever a legislative body has ordered that a measure be submitted to the voters of any jurisdiction at an election, the order of election shall not be amended or withdrawn after this date.
Aug. 16 to *Aug. 27 (E-82 to E-73)	City Clerk	<b><u>Extension of Candidate Statement Public Examination Period</u></b> (Cal. Elec. Code §13313) Candidate statements filed during the candidate filing extension period are available for public examination. During this period, any citizen may seek a writ of mandate or an injunction requiring the material in the statements to be amended or deleted.
Aug. 16 (E-82)	Secretary of State	<b><u>Randomized Alphabet Drawing Date</u></b> (Cal. Elec. Code §13112) The Secretary of State shall conduct a drawing of letters of the alphabet to determine the order in which candidates will appear on the ballot
Aug. 16 (E-82)	Candidates / City Clerk	<b><u>Deadline to Withdraw Candidate Statements Submitted During Extension Period</u></b> (Cal. Elec. Code §13307) In the event there is an extension of the nomination period, candidates may have until this date to withdraw their candidate's statement. Withdrawal of candidate statements must be in writing to the City Clerk.
Aug. 17 (E-81)	City Clerk	<b><u>Submit Names of Candidates to Registrar of Voters</u></b> (Cal. Elec. Code §10403) Submit to the Elections Office names and ballot designations of candidates as they are to appear on the ballot. The Certified List should be submitted in alphabetical order by office.
Aug. 17 to Oct. 30 (E-81 to E-7)	City Clerk	<b><u>Publication of Nominee Period</u></b> (Cal. Elec. Code §12110; Gov. Code §6060) The city clerk shall not later than one week before the election publish a list of names of the nominees, in the order in which they will appear on the ballot.
Sept. 10 to Oct. 23 (E-57 to E-14)	Candidates / City Clerk	<b><u>Write-in Candidate Filing Period</u></b> (Cal. Elec. Code §8600 et seq.; §15340 et seq.) Write-in candidates may request and file candidate filing papers to become a qualified write-in candidate on the ballot.
**Sept. 26 to Oct. 16 (E-41 to E-21)	Elections Office	<b><u>Candidate Forum Period</u></b> Elections Office will hold a Candidate Forum that covers a variety of topics to assist Candidates throughout the campaign process.

Sept. 27 (E-40)	Candidates / Committees / City Clerk	<b><u>Deadline FPPC: 1<sup>st</sup> Pre-Election Campaign Statement Filing</u></b> (Gov. Code §84200.8) Candidates must file the first pre-election campaign disclosure statement.
Oct. 3 (E-34)	Elections Office	<b><u>Voter Information Guide Mailed Voters</u></b> (Gov. Code §57148; Cal. Elec. Code §13303, §13307(b)) Elections Office shall mail a Voter Information Guide to each voter, who is registered at least 29 days prior to the election.
*Oct. 9 to Nov. 5 (E-29 to E-1)	Elections Office	<b><u>Early Voting Period</u></b> (Cal. Elec. Code §12286 (b)) Early Voting is available at the Elections Office and at off-site locations. Locations can be found at <a href="http://www.sbcountyelections.com">www.sbcountyelections.com</a> .
*Oct. 9 to Nov. 6 (E-29 to E-0)	Elections Office	<b><u>Mail Ballot Drop Off Period</u></b> Mail Ballot Drop off locations are available to receive ballots. Locations can be found at <a href="http://www.sbcountyelections.com">www.sbcountyelections.com</a> .
Oct. 22 (E-15)	Elections Office	<b><u>Deadline to Submit Voter Registration</u></b> (Cal. Elec. Code §2102) Last day to register to vote in this election.
Oct. 23 to Nov. 6 (E-14 to E-0)	Elections Office	<b><u>Conditional Voter Registration Period</u></b> (Cal. Elec. Code §2187) Citizens that miss the voter registration deadline can still register and vote in the election. In order to qualify, the voter must submit a registration application in person at the Elections Office or at an early vote site. After completing the voter registration application, the voter will be provided with a provisional ballot.
Oct. 25 (E-12)	Candidates / Committees / City Clerk	<b><u>Deadline FPPC: 2<sup>nd</sup> Pre-Election Campaign Statement Filing</u></b> (Gov. Code §84200.8) Candidates must file the second pre-election campaign disclosure statement
Oct. 30 (E-7)	Voters/ Elections Office	<b><u>Deadline to Submit Vote by Mail Ballot Applications</u></b> (Cal. Elec. Code §3001, §3006, §3021, §3200) Applications to receive a mail ballot must be received by the Elections by this date.
Nov. 6		<b><u>Election Day</u></b> 1) Vote by Mail. Mail ballots may be returned to any mail ballot drop-off location during normal business hours, to any polling place, to any early vote site, or to the Elections Office. 2) Vote at assigned polling place. Polling place assignments can be found on the back of the Voter Information Guide, online at <a href="http://www.sbcountyelections.com">www.sbcountyelections.com</a> , or by calling the Elections Office at (909) 387-3800 or (800) 881-VOTE (8683). Polls are open from 7:00 a.m. to 8:00 p.m.

<p>Nov. 7 to Dec. 6 (E+1 to E+30)</p>	<p>Elections Office</p>	<p style="text-align: center;"><b><u>Official Canvass Period</u></b> (Cal. Elec. Code §§15301, 15302, 15303, 15372)</p> <p>Elections Office shall commence the official canvass no later than the first Thursday following the election. The canvass shall be completed no later than 30 days after the election. The official canvass shall include, but not be limited to:</p> <p>An inspection of all materials and supplies returned by poll workers. A reconciliation of the number of ballots counted, spoiled, canceled, under voted, over voted, or as otherwise provided by statute, with the number of votes recorded, including vote by mail and provisional ballots, by the vote counting system. Processing and counting any valid vote by mail and provisional ballots not included in the semifinal official canvass. Counting any valid write-in votes. Reproducing any damaged ballots, if necessary. Reporting final results to the Elections Official and the Secretary of State, as required.</p>
<p>Dec. 6 (E+30)</p>	<p>City Clerk / City Council / Candidates</p>	<p style="text-align: center;"><b><u>Statement of Results</u></b> (Cal. Elec. Code §15372)</p> <p>(a) The elections official shall prepare a certified statement of the results of the election and submit it to the governing body within 30 days of the election</p> <p style="text-align: center;">(Cal. Elec. Code §10262)</p> <p>For a consolidated election, the city election official, upon receipt of the results of the election from the elections official conducting the election, shall certify the results to the governing body which shall, no later than the next regularly scheduled city council meeting following presentation of the 28-day canvass of the returns, or at a special meeting called for this purpose, comply with applicable provisions of Section 10263.</p> <p style="text-align: center;"><b><u>Declare Candidates</u></b> (Cal. Elec. Code §10263)</p> <p>For a consolidated election, the governing body shall meet at its usual place of meeting no later than the next regularly scheduled city council meeting following presentation of the 28-day canvass of the returns, or at a special meeting called for this purposes, to declare the results and to install the newly elected officers.</p>

\*Note: Whenever a date prescribed by laws falls on a weekend or holiday, such act may be performed on the next business day. Dates have been adjusted. (Cal. Elec. Code §15; Gov. Code §§6700, 6701)

\*\*Note: Dates for the Candidate Forum are tentative. An email invitation will be sent out to the candidate inviting them to attend the forum.