

June 9, 2006

TO: Unified School District Superintendents/
Community College District Chancellors

FROM: Cynthia M. Cornejo, Candidate and Nomination Services

SUBJECT: General District Election – November 7, 2006

Our records indicate that the terms of some of your Governing Board Members/Trustees will expire this year. The regular election for board members in school districts will be held on Tuesday, November 7, 2006 consolidating with the upcoming Statewide General Election. Enclosed is a Timetable covering the nomination period, notices, publications and various other activities associated with the General Election.

You will note that the earliest requirement is for a notice from your district specifying information as to the offices, which will be voted on, this election year. Although, this notice is not due until June 30, 2006, please forward the completed forms at your earliest convenience along with a map showing current District boundaries. A form "Notice of General District Election" is provided herewith for your convenience if you have not forwarded such information to us already. We will also appreciate your listing the names of the incumbents whose terms are expiring. The form has been revised for ease of accessing information. Please complete the entire form.

Please feel free to call me at (510) 272-6935 if you should have any questions or need more information.

Thank you for your cooperation.

Enclosures

H:\My Documents\NOMINATIONS\Schools\GENERAL DISTRICT ELECTION NOTICE AND LTRS\USD\SCH.DIST.LTR.1106.doc

NOTICE OF GENERAL DISTRICT ELECTION
(Elections Code 10509, 10514, 10522)

DISTRICT

November 7, 2006
DATE OF ELECTION

The purpose of said election is to elect _____ trustees for a FULL TERM to fill the offices presently held by the following trustees whose terms expire _____.

NAME **DIVISION (If applicable)**

The following section applies only if Trustee(s) was/were appointed to fill a vacancy in an office, which is not normally scheduled to be voted on this year.

District will also elect _____ trustee(s) for a SHORT TERM ending _____.

NAME	DIVISION	DATE APPOINTED	DIRECTOR REPLACED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Candidates for office may obtain nomination papers from the Registrar of Voters, 1225 Fallon Street, Oakland, CA 94612.

Notice of Election to be published by Registrar of Voters in _____
(List Local Newspaper)

CANDIDATE'S STATEMENTS (Check the appropriate box below.)

- (1) District will pay for candidate's statements upon billing (NO DEPOSIT REQUIRED BY CANDIDATE)
- (2) Candidates **will deposit** estimated cost upon submitting statement at time of filing candidacy

(2) (a) Amount of candidate deposit required by district : _____ or full amount _____

MAP OR BOUNDARY DESCRIPTION (REQUIRED) is enclosed herewith NO boundary changes
SEE boundary changes

Does you district's Conflict of Interest require *Candidates* to file a Statement of Economic Interest form? YES
 NO

SIGNED (SUPERINTENDENT OF SCHOOLS)

MAILING ADDRESS

AREA CODE / PHONE NUMBER

TIMETABLE

School District
Measure Election**
November 7, 2006

Days Before	Objective
August 11 (88 days)	<p>Governing Board of School District Orders Election (last day). Any school district or community college district election on a Bond Measure shall be called by the governing board of the School District by delivery of a resolution entitled “Specifications of the Election Order” to the County Superintendent of Schools and Registrar of Voters. (Education Code Section 5322)</p> <p>The resolution containing the “specifications” must include the following items:</p> <ol style="list-style-type: none"> 1. Date of the election 2. Purpose of the election 3. Authority for ordering the election 4. Authority for the specifications of the Election Order (Ed. Code 5322) 5. Signature of the duly authorized officer 6. Exact wording of the measure as it is to appear on the ballot (Limited to 75 words) <p>IF BOND MEASURE, TAX RATE STATEMENT ALSO DUE ON THIS DATE</p>
August 11 (E-88)	Registrar to publish or post notice re deadline for submission of arguments on measure(s). Suggested date for use in conjunction with deadline for direct arguments. (Elections Code 9502, Gov’t Code 6061) Registrar request County Counsel’s Analysis. (Elections Code 9500)
August 15 (E-84)	ROV submits resolution ordering consolidation to County Board of Supervisors of an election called by a district; city or other political subdivision of any question, proposition, or office to be filled is to be consolidated with a statewide election. (Elections Code 10403)
August 16 (E-83)	Last day for governing board of district to withdraw bond measure from ballot. (Elections Code 9605)
August 22 (E-77)	Deadline for submission of direct arguments to Registrar; for receipt of County Counsel’s Analysis. Based on 88-day order of election. (Elections Code 9500, 9501, 9502) (300 word limit)
August 29 (E-70)	Deadline for submission of rebuttal arguments ; based on 77-day deadline for direct arguments. (Elections Code 9504) (250 word limit)
Aug. 30 – Sept. 9* (E-69 – E-59)	The public has 10 days to inspect materials to be submitted for printing. (Elections Code 9509)
Sept. 28 – Oct. 17 (E-40 – E-21)	Sample Ballot Mailing (first and last days). Between these dates, Registrar shall mail sample ballot, voters’ pamphlet and polling place notice to each voter registered at least 29 days prior to the election. (Elections Code 13303)

Oct. 9 (E-29)	Absent Voter Ballots Available (first day). Applications received before this date will be held and processed, beginning on this date. Ballots can either be mailed to voter or voted in office of Registrar beginning on this date. (Elections Code 3001, et seq.)
Oct. 23 (15 days)	Close of Registration. Last date to register or change registration to be effective for this election. (Elections Code 2107)
Oct. 28* (E-10)	Publish Notice of Central Count (last day). (Elections Code 12109)
Oct. 31 (E-7)	Deadline to apply for Absentee Ballot by mail - See next item for conditions arising after this date. (Elections Code 3001)
Nov. 1 – November 7 (E-6 - E-0)	Absentee Voting – After Mail Deadline. After deadline for requesting absentee ballot by mail, voters unable to vote at the polling place on election day may request, receive and return Absent Voter Ballots to Registrar’s Office (in person or through authorized representative) not later than the close of the polls on election day. (Elections Code 3021) Also see Sections 3100-3110 re “Special Absentee Voters.”
November 7, 2006 (0)	ELECTION DAY - Polls open 7 a.m. to 8 p.m. (Elections Code 14212)
November 9 (E + 2)	Commence Canvass – Complete by December 7. (Elections Code 15301-15372)
December 7 (+28)	Certified Results to District and County Superintendent. No later than this date the Registrar shall prepare a certified statement of the Vote and forward same to the district as well as to the County Superintendent. (Elections Code 15372)
+ 5 After Official canvass	Deadline for voters to file request for recount is 5 days after Registrar signs official canvass. (EC 15620)

*** When deadline falls on weekend or holiday, deadline is extended to the next weekday.**

**** Ballot measure questions are limited to 75 words. (EC13247)**

**TIMETABLE
FOR
SCHOOL DISTRICT BOARD MEMBER ELECTIONS
General District Election
November 7, 2006**

Days Before Election	Objective	Code Sections
June 30 (130 days)	<u>Superintendent of Schools Notice – Consolidated Elections.</u> Last day for County Superintendent of Schools to provide written notice to the appropriate school district governing boards that school district elections to be held in same area on same day shall be consolidated.	Ed. Code 5323
July 7 (123 days)	<u>Governing Board of School District Orders Election (last day).</u> Any school district or community college district election for governing board members shall be called by the governing board of the school district by: <ul style="list-style-type: none"> a. Delivery of a resolution entitled “Specifications of the Election Order” to the County Superintendent of Schools and Registrar of Voters. b. The resolution containing the “specifications” must include the following items: <ul style="list-style-type: none"> 1. Date of the election 2. Purpose of the election 3. Authority for ordering the election 4. Authority for specifications of the Election Order 5. Signature of the duly authorized officer 	Ed. Code 5322
July 10 (120)	<u>County Superintendent Delivers Order and Formal Notice of Election (last day).</u> The superintendent of schools shall deliver to the Registrar of Voters, copies of the following: <ul style="list-style-type: none"> a. A copy of the posting or publication of notices of election b. Deliver a copy of the order of election and formal Notice of Election to the Registrar of Voters <p><u>District Policies.</u> Last date governing board of District may adopt or revise resolution of policies re candidates’ statements.</p> <p><u>Tie Vote Procedure (suggested date).</u> Prior to conducting any governing board election, the district board shall establish which procedure shall be employed in the event of a tie vote: runoff election or determination by lot.</p>	Ed. Code 5324-5325 Ed. Code 5325 Ed. Code 5361-5362 EC 13307 Ed. Code 5016

July 10 – Aug. 9 (120-90)	<u>Notice of Election and Notice to File Nomination Papers.</u> To be published once by the Registrar in a newspaper of general circulation in district.	Ed. Code 5363 EC 12112
July 10 – Aug. 9 (120-90)	<u>Copy of Election Notice to District Office.</u> The Registrar shall deliver a copy of all published notices to the district. Each notice shall be posted in the district office. <u>Press Release.</u> In addition to published Notice, Registrar shall also issue a general press release or post notice naming the elective offices to be filled and a telephone number for further information.	Ed. Code 5363 EC 12113 EC 12112
July 17 – Aug. 11 (113-88)	<u>Nomination Period.</u> First and last dates for candidates to obtain and file Declaration of Candidacy with Registrar. <u>Withdrawal of Candidacy.</u> No candidate shall withdrawal his/her declaration of candidacy after 5 p.m. on August 11. <u>Candidate Statement of Qualifications (OPTIONAL).</u> If the candidate elects to submit a Statement for printing and distribution to the voters, such statement must be filed (on the form provided) with the Registrar of Voters when candidate’s nomination papers are filed. Statement may be withdrawn, but not changed, by or before 5 p.m., August 14 (the next working day after the close of nomination period).	EC 10603 EC 10603 EC 13307
August 11 (88)	<u>Request for Consolidation (last day).</u> Last day for local governing body to file with Board of Supervisors a resolution requesting consolidation of general district election with a Statewide Election and setting forth the office (and/or measure) to be voted upon. A copy of the resolution must also be filed with the Registrar of Voters on or before this date.	EC 10403
August 14 (85)	<u>Withdraw Candidate’s Statement.</u> Candidate’s Statement may be withdrawn, but not changed, by or before 5 p.m. on the next working day after the close of the nomination period. NOTE: If the nomination period is extended to March 15, this deadline is extended to August 17.	EC 13307
August 16 (83)	<u>Extended Nomination Period.</u> Last date on which any qualified voter other than the incumbent may file a Declaration of Candidacy for an elective office if the incumbent has failed to file for the same office by August 11, 2006 at 5 p.m. <u>Insufficient Nominations.</u> If on the 83 rd day prior to the election, only one or no person has filed a Declaration of Candidacy for an elective office, an election shall not be held <u>unless</u> a petition requesting an election is filed with the Registrar of Voters on or before this date. Petition must be signed by 10% or 50 voters of the District (or Trustee Area) whichever is smaller. If no person has been nominated for a particular elective office, the governing board shall appoint a qualified person at a meeting held prior to the day fixed for the election. The appointee shall be seated by the board as if elected.	EC 10604 Ed. Code 5326 Ed. Code 5328

August 17 (82)	<u>Drawing of Randomized Alphabet.</u> Secretary of State's drawing to determine the order of candidates' names on the November 7 th ballot.	EC 13112
August 28 (71)	<u>Publish Notice of Intent to Appoint.</u> If no one has filed a Declaration of Candidacy for an office, the governing board shall, prior to making an appointment, publish a notice stating that they intend to make an appointment and indicating the procedure available for applying for the office. The notice must be published once in a newspaper of general circulation published in the district or, if no such newspaper is published in the district, in a newspaper having general circulation in the district.	Ed. Code 5328.5
September 11 (57)	<u>Declaration of Write-In Candidacy (First day).</u> Any qualified voter of the District (or Ward if applicable) desiring to be a write-in candidate may file with the Registrar of Voters the appropriate nomination paper and a written statement declaring himself a write-in candidate.	EC 8600 – 8605
October 5	<u>Campaign Statement.</u> Last day to file <u>first pre-election</u> report, covering the period January 1 through September 30, 2006.	GC 81000 Et. Seq.
Sept. 28 – Oct. 17 (40-21)	<u>Sample Ballot Mailing (first and last days).</u> Between these dates, Registrar shall mail sample ballot, voters' pamphlet and polling place notice to each voter registered at least 29 days prior to the election.	EC 13303
October 9 (29)	<u>Absent Voter Ballots Available (first day).</u> Applications received before this date will be held and processed, beginning on this date. Ballots can either be mailed to voter or voted in office of Registrar beginning on this date.	EC 3001 Et. Seq.
October 23 (15)	<u>Close of Registration.</u> Last day to register or change registration to be eligible to vote for this election.	EC 2107
October 24 (14)	<u>Declaration of Write-In Candidacy (last day)</u> – No later than this date, any qualified voter of the District (or Ward, if applicable) desiring to be a write-in candidate may file with the Registrar of Voters the appropriate nomination paper and a written statement declaring himself a write-in candidate.	EC 8600 EC 8605
October 26 (12)	<u>Campaign Statement.</u> Last day to file <u>second pre-election</u> report, covering the period October 1 through October 21, 2006. If no previous statement has been filed the statement must cover January 1 through October 21, 2006.	GC 80001 Et. Seq.
October 28* (10)	<u>Notice re: Central Count – last day to publish.</u>	EC 12109
October 31 (7)	<u>Applications for Absent Voters Ballots by Mail (last day)</u> - See next item for conditions arising after this date.	EC 3001
Nov. 1 – Nov. 7 (6-0 days)	<u>Absentee Voting – After Mail Deadline.</u> After deadline for requesting absentee ballot by mail, voters unable to vote at the polling place on election day may request, receive and return Absent Voter Ballots to Registrar's Office (in person or through authorized representative) not later than the close of the polls on election day. Also see Sections 3100-3110 re "Special Absentee Voters."	EC 3001
November 6 (1)	<u>Governing Board Appoint – Insufficient Nominees.</u> Last date if no election held due to insufficient nominees, for Governing Board of district to appoint qualified voter(s) to the elective office(s) for which there was no nominee.	Ed. Code 5328

NOVEMBER 7 (0)	<u>ELECTION DAY</u> – Polls open 7 a.m. until 8 p.m.	EC 14212
November 9 (+2)	<u>Commence Canvass – Complete by December 7.</u>	EC 15301
December 7 (+28)	<p><u>Certified Results to District (last day).</u> As soon as the canvass is completed, the Registrar of Voters shall mail a statement of the results of the election to the governing body.</p> <p>The governing board shall declare elected to each office voted on under its jurisdiction the person having the highest number of votes for that office.</p> <p>The Registrar of Voters shall make out and deliver to each person elected, as declared by the governing board, a Certificate of Election signed and authenticated by the Registrar.</p>	<p>EC 15372</p> <p>EC 15400</p> <p>EC 15401</p>
December 1	<u>Elective Officers Take Office.</u> Each person elected at a regular biennial governing board member election shall hold office for a term of four years commencing on the first Friday in December next succeeding the election.	Ed. Code 5017
January 31, 2007	<u>Campaign Statement.</u> Last day to file <u>semi-annual</u> campaign statement, covering period from October 22 through November 6, 2006. If no previous statement has been filed, this report must cover the period January 1 through December 31, 2006.	GC 81000 Et seq.

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