



ELECTION CALENDAR GENERAL MUNICIPAL ELECTION TUESDAY, NOVEMBER 3, 2020

July 13 – August 7, 2020	Filing Period for Nomination Papers and Candidate's Statements (By appointment only – call (805) 356.3891 to schedule)
August 12, 2020	Last Day to File Nomination Papers – Extended Filing Period if Incumbent Fails to File
August 13, 2020	Secretary of State to Determine Order of Names on Ballot
September 7 - October 20, 2020	Filing Period for Write-in Candidates (By appointment only – call (805) 356.3891 to schedule)
September 24, 2020	Last Day to File Campaign Expenditure Statements 1 st Pre-election for the period July 1, through September 19, 2020 (Form 460)
October 19, 2020	Last Day to Register to Vote
October 22, 2020	Last Day to File Campaign Expenditure Statements 2 nd Pre-election for the period September 20 through October 17, 2020 (Form 460)
October 27, 2020	Last Day for Clerk to Publish Notice of Nominees
November 3, 2020	ELECTION DAY, polls are open from 7:00 am to 8:00 pm
December 8, 2020	Last Day to Declare Results & Install New Officers
February 1, 2021	Last Day to File Campaign Expenditures Statements – Semi-Annual Statement for the period October 18 through December 31, 2020 (Form 460)



**GENERAL MUNICIPAL ELECTION
CONSOLIDATED
TUESDAY, NOVEMBER 3, 2020**

**Monday
July 13**

To

**Friday
August 7
4:00 p.m.**

FILING PERIOD FOR NOMINATION PAPERS

The provisions of Election Code §§ 15 and 10104 that allow the last day for the performance of any act to be performed on the next business day with the same effect as if it had been performed upon the day appointed, if the last day is a holiday, **do not apply** to nomination paper deadlines for cities consolidated with the county elections. The Election Official should maintain posted office hours on August 7th.

(See §§ 15, 10407, Elections Code.)

Between these days (both days included), and until 4:00 p.m. on the last day during normal office hours, as posted, voters may nominate candidates for election by signing a nomination paper. Each candidate shall be proposed by not less than 20, nor more than 30 voters, in a city of 1,000 registered voters or more. Only one candidate may be named in any one nomination paper. **No voter may sign more than one nomination paper for the same office, and in the event the voter does so, that voter's signature shall count only on the first nomination paper filed which contains the voter's signature. Nomination papers subsequently filed and containing that signature shall be considered as though that signature does not appear thereon. Each seat on the governing body is a separate office.** Any person registered to vote at the election and qualified to vote for the elective office of the City for which the nomination is made may circulate a nomination paper.

(See § 10220, Elections Code.)

Any registered voter of the jurisdiction, including the candidate and/or the circulator, may sign a nomination paper. The signature to each nomination paper shall be appended on the same sheet of paper and each signer shall print his or her name and place of residence, giving the street and number, if any; otherwise, such designation of his or her place of residence as will enable its location to be readily ascertained.

(See §§ 106, 10221, Elections Code.)

Every nomination paper shall have annexed a declaration of the person who circulated it to the effect that the circulator witnessed the

appended signatures being written and knows that they are the signatures of the persons whose names they purport to be and the dates between which all signatures to the paper were obtained, and is 18 years of age. Only 1 circulator may circulate a nomination paper.

(See §§ 104, 10222, Elections Code.)

Each nomination paper shall be accompanied by a verified statement of the candidate that he will accept the nomination and also the office in the event of his election.

(See § 10223, Elections Code.)

Until August 7 or August 12 for any office requiring an extended filing period, during normal office hours, as posted, but no later than, a candidate may withdraw his or her nomination paper after it is filed with the Clerk. The election official should maintain posted office hours on August 7.

(See §§ 10224, 10225, Elections Code.)

Sections 8026 & 8027, where appropriate, require certain actions to be taken if a nominee dies after the close of the nomination period.

(See §§ 8026, 8027, Elections Code.)

All forms required for nomination and election to all municipal offices shall be furnished only by the City Clerk during regular business hours. At the time of issuance of those forms the City Clerk shall type in the form the name of the candidate and the office for which he or she is a candidate, shall imprint a stamp which reads Official Filing Form, and shall affix his signature and date. The forms shall be distributed without charge to all candidates applying for them.

(See § 10227, Elections Code.)

Each candidate for Mayor, Member of the City Council, City Clerk, City Treasurer, and other public offices which manage public investments, shall file no later than the final filing date of nomination papers, his or her statement disclosing his or her investments and his or her interests in real property with the Clerk. The Clerk shall make and retain a copy and forward the original to the Fair Political Practices Commission.

(See §§ 87200, 87201, 87500f, Government Code.)

Each candidate may prepare a candidates' statement according to guidelines provided by the Clerk. Such statement may include the name, age, occupation, and a brief description of no more than 200 words of the candidate's education and qualifications expressed by the candidate himself or herself. Such statement shall be filed at the time nomination papers are filed unless a runoff or general election is occur

within 88 days of a primary or first election, the statement shall then be filed with the Clerk by the third day following the governing body's declaration of the results from the primary or first election. It may be withdrawn but not changed during the period for filing nomination papers and until 4:00 p.m. on the day following the close of nomination. Candidates' statements shall remain confidential until the expiration of the filing deadline.

(See §§ 13307, 13311, Elections Code.)

If a candidate alleges to be indigent and unable to pay in advance the requisite fee for submitting a candidate statement, the candidate shall submit to the local agency a statement of financial worth to be used in determining whether or not he or she is eligible to submit a candidate statement without payment of the fee in advance. The statement of financial worth shall be submitted by the candidate together with his or her candidate statement in accordance with the deadline specified in § 13307.

(See § 13309, Elections Code.)

For the 10-calendar-days after the filing deadline, before the Clerk submits the candidates' statement for printing, the Clerk shall make a copy of the candidates' statement available for the public examination in the Clerk's office. Any person may obtain a copy of the candidates' statements from the Clerk for use outside of the Clerk's office. The Clerk may charge a fee to any person obtaining a copy of the material, which fee shall not exceed the actual cost incurred by the Clerk in providing the copy.

During the 10-calendar-day examination period provided by this section, any voter of the jurisdiction in which the election is being held, or the Clerk, himself or herself, may seek a writ of mandate or an injunction requiring any or all of the material in the voter's pamphlet to be amended or deleted.

(See § 13313, Elections Code.)

At the time nomination papers are issued, the Clerk shall give the candidate a copy of the Code of Fair Campaign Practices and a copy of §§ 20400-20444, Election Code. Any candidate may subscribe to the code by filing a copy with the Clerk who shall keep it as a public record.

(See §§ 20400 – 20444, Elections Code.)

The Clerk shall give the following items to each candidate or the candidate's representative at the time nomination papers are issued:

- (a) Nomination paper.
- (b) Candidates Statement form with word count standards.

- (c) A written statement of the regulations with respect to charges for the Candidates' Statement.
- (d) Statement of Economic Interest (State Law requires Mayor, Council, elected City Treasurer and elected City Attorney filing. City codes may require filing for additional offices).
- (e) A copy of Government Code § 84305.
- (f) Code of Fair Campaign Practices forms.
- (g) **OPTIONAL ITEMS:** (1) Financial Worth Statement, (2) FPPC Form "500" series; (3) "A Guide for Selecting Ballot Designations"; (4) local information.

**Friday
August 7**

LAST DAY TO FILE NOMINATION PAPERS

Nomination papers must be filled by this date **during normal office hours, as posted**, with the Clerk. The election official should maintain posted office hours on August 7.

(See §§ 10220, 10224, Elections Code.)

No incumbent may file during the extended filing period. There is no extended filing period where there is no incumbent eligible to be elected.

(See § 10225, Elections Code.)

Until August 7, or August 12 for any office requiring an extended period, **during normal office hours, as posted**, but no later than, a candidate may withdraw his or her nomination paper after it is filed with the Clerk.

(See §§ 10224, 10225, Elections Code.)

**Wednesday
August 12
4:00 p.m.**

LAST DAY TO FILE NOMINATION PAPERS – EXTENDED FILLING PERIOD

Nomination papers must be filed by the date **during normal office hours, as posted**, with the Clerk, to nominate candidates **other than the person who was the incumbent on August 12**, when nomination papers for an incumbent elective officer of the City were not filed pursuant to §§ 10220 and 10224, Election code. No incumbent may file during the extended filing period. This section is not applicable where there is no incumbent eligible to be elected.

(See § 10225, Elections Code.)

Until August 7, or 12 for any office requiring an extended filing period, **during normal hours, as posted**, but no later than, a candidate may withdraw his or her nomination paper after it is filed with the Clerk.

(See §§ 10224, 10225, Elections Code.)

**Thursday
August 13**

SECRETARY OF STATE TO DETERMINE ORDER OF NAMES ON BALLOT

The Secretary of State shall conduct a drawing of the letter of the alphabet constituting a randomized alphabet to be used in determining the order of all candidates on the ballot. The results of the drawing shall be mailed immediately to each Clerk.

(See §§ 13112, 13113, Elections Code.)

**Thursday
August 20**

TIME TO CANCEL ELECTION – INSUFFICIENT CANDIDATES

**Close of
Nominations**

If no more candidate file for office than there are offices to be filled and if there are no other offices or measures on the ballot, the Clerk shall notify the Council that it may:

- (1) Appoint to the office the person who has been nominated.
- (2) Appoint to the office any eligible elector if no one has been nominated.
- (3) Hold the election if either no one or only one person has been nominated.

The Clerk shall publish a notice of these facts once in a newspaper of general circulation in the City. After the fifth day following the date of publication, the Council may make the appointment prior to or including this day or direct the election to be held.

If the governing body of a City makes an appointment, the Clerk shall not accept for filing any statements of write-in candidacy which is submitted after the appointed is made.

**Monday
September 7**

FILING PERIOD FOR WRITE-IN CANDIDATES

To

**Tuesday
October 20**

Between these days (both days included), any person who desires to have his or her name in written on the ballot of the election counted for a particular office shall file a statement of write-in candidacy which shall contain the candidate's name, residence address, a declaration stating that he or she is a write-in candidate, the title of office for which he or she is running, the date of the election and a nominating petition with the required number of signatures.

(See §§ 8600 – 8604, 10103, 10220, 15340, 15341, 15342, Elections Code.)

**Thursday
September 24**

LAST DAY TO FILE CAMPAIGN EXPENDITURE STATEMENTS – 1st PRE-ELECTION STATEMENT.

Last day for each candidate and each committee supporting or opposing a candidate or candidates to file campaign statements with the Clerk. The closing date shall be September 19.

(See §§ 84200.4, 84200.7, 84200.8, 84215e, Government Code.)

**Monday
October 19**

LAST DAY TO REGISTER TO VOTE

Affidavits of registration shall be accepted at all times except during the 14 days immediately preceding any election, when registration shall cease for the election as the electors residing in the territory within which the election is to be held. Transfers of registration for an election may be made from one precinct to another in the same county at any time when registration is in progress in the precinct to which the elector seeks to transfer.

(See § 2107, Elections Code.)

**Thursday
October 22**

LAST DAY TO FILE CAMPAIGN EXPENDITURE STATEMENTS – 2nd PRE-ELECTION STATEMENT.

Last day for each candidate and each committee supporting or opposing a candidate or candidates to file statements with the Clerk. The closing date shall be October 17.

(See §§ 84200.8, 84215e, Government Code.)

**Tuesday
October 27**

THE LAST DAY FOR CLERK TO PUBLISH NOTICE OF NOMINEES

Last day for the Clerk to publish a list of the names of the nominees in the order in which they appear on the ballot and the respective office for which they have been nominated. If there is no newspaper published and circulated in the City, the notice shall be typewritten and copies shall be posted conspicuously within the time prescribed in at the least three public places in the City. Publication shall be once in the City.

(See § 12110, Elections Code; § 6066, Government Code.)

**Tuesday
November 3**

ELECTION DAY

Polls open 7:00 a.m. to 8:00 p.m.

Last day and hour Clerk or precinct board may receive vote by mail ballots in order that they may be counted.

(See § 3020, Elections Code.)

**Tuesday
December 8**

LAST DAY TO DECLARE RESULTS & INSTALL NEW OFFICERS

Last day to install a newly elected mayor, city councilpersons, city clerk, etc. When a city election is consolidated with a statewide election, a newly elected official is to be installed in office no later than the next regularly scheduled city council meeting after certified statement of the results of the election is submitted by the county elections official to the City Council, or at a special meeting called for this purpose.

(See § 10263, Elections Code.)

The Election Official shall certify the results to the Council who shall then comply with the other provisions of §§ 10262 and 10263.

(See § 10262, 10263, Elections Code.)

Before installing new officers, (if officers were elected), the council shall adopt a resolution in accordance with §§ 10263 and 10264 of the Elections Code and the Election Official shall enter in the minutes a statement of the results.

(See § 10262, 10263 Elections Code.)

The Election Official shall immediately issue a Certificate of Election and administer the oath of office to each person elected.

(See § 10265, Elections Code.)

**Monday
February 1, 2021**

LAST DAY TO FILE CAMPAIGN EXPENDITURE STATEMENTS

Last day for each elected officer and candidates and each committee supporting or opposing a candidate or candidates to file campaign statements with the Clerk. The closing date shall be December 31, 2020.

(See §§ 84200.8, 84215e, Government Code.)