

**CALENDAR COVERING SCHOOL DISTRICT BOARD ELECTIONS****10512**

A calendar covering school district board elections shall be set up before each such election as follows:

<u>Responsibility</u>	<u>Number of Days Prior to Election</u>	<u>Action to be Taken</u>
County Superintendent	130 Days	Education Code Section 5000.5 or 5010.7 is by its terms the "Order of Election" for the biennial governing board member election in even-numbered years on the first Tuesday after the first Monday in November.  Last day for county superintendent of schools to notify governing boards in writing that consolidated election is required to be held. Applies when there are two or more school districts of any type in the same area (Education Code 5323 and 5340).
Governing Board	123 Days	At least 123 days before the election, the governing board of the district shall, by resolution, serve the county superintendent of schools an order calling the election and specify the following: <ul style="list-style-type: none"> <li>(a) date of the election</li> <li>(b) purpose of the election (Education Codes 5320 and 5322)</li> </ul>
County Superintendent	120 Days	At least 120 days prior to the date of the election, the county superintendent of schools shall deliver to the Registrar of Voters copies of: <ul style="list-style-type: none"> <li>(a) date of the election</li> <li>(b) the formal notice of election (Education Codes 5324, 5325 and 5361)</li> </ul>

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Registrar of Voters	120-90 Days	Between these dates, the Registrar of Voters shall cause a formal notice of election to be published once in a newspaper of general circulation published within the district. (This notice can be consolidated with the press release on Biennial Board Vacancies if the publications are made between 120 and 90 days before the election.)
Registrar of Voters	113-88 Days	The name of any registered voter shall be placed on the ballot if there is filed with the Registrar of Voters, not more than 113 days or less than 88 days prior to the election, a declaration of candidacy. No candidate may withdraw as a candidate after August 10. No person shall file nomination papers for more than one district office at the same election (Education Codes 5012 and 5032).
Candidate	113-88 Days	<p>Each candidate may prepare a candidate's statement on a form provided by the Registrar of Voters. The statement may contain no more than 200 words unless the governing board of the school district has authorized a 400 word statement. The statement must be filed at the same time that the Declaration of Candidacy is filed. It may be withdrawn, but not changed, during the nomination period and until 5:00 p.m. of the next working day after the close of the nomination period.</p> <p>The Registrar of Voters will estimate the total cost of printing, handling, translating and mailing the candidate's statements and will require each candidate filing a statement to pay in advance his or her pro-rata share as a condition of having his or her statement included in the voter's pamphlet (Elections Code 10012).</p>

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Registrar of Voters	88 Days	The Registrar of Voters may consolidate elections if resolutions have been received from two or more political subdivisions in the same area by this date (Education Code 5342).
Incumbent	83 Days	If the incumbent has not filed a Declaration of Candidacy by 5:00 p.m. on the 88 <sup>th</sup> day before the election, any voter, other than the incumbent, may file a Declaration of Candidacy until 5:00 p.m. on the 83 <sup>rd</sup> day before an election (Education Code 5012.5).
Voter	83 Days	If, immediately following the last time for filing a Declaration of Candidacy, only one person has been nominated for each position of governing board member or no person has been nominated for any such position, and a petition (signed by 10% of the district voters or 50 voters, whichever is the smaller number) requesting that a school district election be held for such offices has not been presented to the Registrar of Voters, appointment will be made as prescribed in Education Code Section 5328 (Education Code 5326).
Registrar of Voters	40-5 Days	At least five days, but not more than 40 days, before the election, the Registrar of Voters shall mail sample ballot, candidate's statement pamphlet, polling place notice, and absent voter information to each registered voter (Education Code 5364; Elections Code 10007 and 10012).
Voter	29 Days	Last day to register to vote in the November election. Affidavit must be executed and postmarked on or before this date and received by the 25 <sup>th</sup> day before the election.

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Voter	29-7 Days	Between these dates any voter can apply for, and receive, a regular absentee ballot (Elections Code 1002).
Voter	14 Days	At least 14 days before the election, every person who desires to have his name, as written, counted on the ballots of an election for a particular office shall file a Declaration of Write-in Candidacy with the Registrar of Voters by this date.
	Election Day	The polls will be open from 7:00 a.m. until 8:00 p.m. (Elections Code 2602 and 14206).
Registrar of Voters	2 Days	On this date, the Registrar of Voters shall start the official canvas. The Registrar of Voters shall prepare a certified statement of the results of the election and submit it to the governing body no later than the last Monday before the last Friday in November (Elections Code 17081-17089).
Elected Officers		Elected officers take office (Education Code 5000).

Note: The above is an abbreviated and incomplete statement of the applicable laws. Should an issue arise concerning any of the divisions of the above calendar, go directly to the Elections Code or Education Code references for a definitive statement, or contact the superintendent's office.

Bylaw Adopted:  
 October 9, 1980  
 Revised: May 24, 1990  
 Reviewed: January 1993  
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