

CANDIDATE'S HANDBOOK

Central Committee & County Council Candidates



CONSOLIDATED PRESIDENTIAL PRIMARY ELECTION
MARCH 2, 2004



Prepared by:

Santa Cruz County Elections Department

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County of Santa Cruz

ELECTIONS DEPARTMENT

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RICHARD W. BEDAL, COUNTY CLERK
GAIL L. PELLERIN, ELECTIONS MANAGER

September 2003

Dear Candidate,

Welcome to the March 2, 2004 electoral process. Regardless of who wins, it is hoped that this is a positive experience for you.

The Elections Department is dedicated to helping all qualified candidates get their names printed on the ballot and to ensuring that the election is fair and accurate.

For the uninitiated, the process can be confusing, with resulting errors and misunderstandings. Although this handbook is a guide for candidates, it is for general information only and does not have the force and effect of law, regulation, or rule. In case of conflict, the law, regulation, or rule will apply. Candidates and others using this handbook must bear full responsibility to make their own determinations as to all legal standards and duties.

The best advice I can give to all candidates is FILE EARLY. The filing deadlines are rigid and if one waits until the last moment to file a document containing errors or omissions, one's right to appear on the ballot may be lost. Most errors can be corrected given adequate time.

We hope you find this Candidate's Handbook useful. Should you have any suggestions for improving the manual or have identified corrections to be made, please call Elections Manager Gail Pellerin at 831-454-2419 or e-mail her at gail.pellerin@co.santa-cruz.ca.us

Good luck, and may the best person win.

Sincerely,

Richard W. Bedal
County Clerk

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Please feel free to contact us at the Elections Department should you have any questions, comments, or concerns. Direct telephone numbers, with voice mail availability, are listed under each person's name.

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Website: www.votescount.com

The Santa Cruz County Election Department's website contains valuable information to assist candidates and voters.

Some highlights are:

- ❖ **Candidate Watch** – a daily update of who has filed.
- ❖ **Contact Candidate** – for those candidates who have authorized our department to do so, we will post contact information for candidates with links to websites and e-mail for easy voter and media access.
- ❖ **Candidate's Statements of Qualifications** – once they are made public, we will post the Candidate's Statement of Qualifications for those candidates who have filed one.
- ❖ **Voter's Information Pamphlet** – contains information on local measures as well as a list of State Legislative candidates who have accepted the Proposition 34 expenditure limits.
- ❖ **March 2, 2004 Candidate's Handbook** – if one copy is not enough, you can find all of the valuable information contained in this handbook online.
- ❖ **What's New With Elections** – includes information on new laws, such as 15-day voter registration, expansion of permanent absentee voter status, etc.
- ❖ **Important Voter Information** – polling place lookup, sample ballot lookup, information on early voting, weekend voting, voting by mail, provisional voting, overseas voting, and voting at the polls.
- ❖ **Campaign Forms from the FPPC**
- ❖ **Application for a vote-by-mail ballot for voters to download and mail or FAX in.** Campaigns conducting vote-by-mail drives are still required to obtain the uniform application from our office.
- ❖ **Voter Registration Forms** – voters can go online and complete a voter registration form that will be printed with the information and mailed to the voter for a signature to then be returned to the county elections official.
- ❖ **District maps**
- ❖ **Lists of Elected Officials**
- ❖ **Information on Political Parties**
- ❖ **Election Guidebooks** – "Information for Jurisdictions Consolidating Elections;" "How to Place a Measure on the Ballot;" "Voting Guide for Senior Citizens and Persons with Disabilities;" "How to Do a County Initiative;" "Guide to Writing Arguments, Rebuttals, and Analyses;" "Guide to Registering Voters;" "Guide to Recall for County, School District, Special District and Local Judicial Offices;" "How to Fill a Vacancy;" and more.
- ❖ **Poll Worker Applications and Information**
- ❖ **Results from Past Elections**
- ❖ **Voter Registration and Turnout History**

CANDIDATE CHECKLIST – MARCH 2, 2004

Listed below is a description of the various mandatory and optional forms to be filed for candidacy in the March 2, 2004 Election. It is the obligation of the candidate to ensure that all filing requirements and deadlines have been met. All candidates are urged to file the required documents as early as possible to avoid a last minute rush, confusion or misunderstanding. Additionally, it is recommended that the candidate file all documents personally.

DOCUMENT	APPLIES TO	FILING PERIOD	FILED
Declaration of Candidacy	All candidates	Nov. 10 - Dec. 5 (E-113 to E-88)	
Nomination Paper	All candidates	Nov. 10 – Dec. 5 (E-113 to E-88)	
Campaign Disclosure Statements	Legislative, Judicial, Board of Supervisor candidates	See filing schedule on Page 115	
Code of Fair Campaign Practices	Optional for All Candidates	File with Dec. of Candidacy	

IMPORTANT NOTICES:

Candidates for Central Committee or County Council are not eligible to submit Candidate's Statements of Qualifications to be printed in the Voter's Information Pamphlet. Elections Code §13307 authorizes the statements only for nonpartisan offices and Proposition 34 authorizes a statement for candidates for State Legislative Office who have agreed to spending limitations. In addition, Candidate's Statements for statewide office are printed in the State Pamphlet.

Also, in the event that the incumbent does not file, the code does not specifically allow for an extension period for the office of Central Committee or County Council. Therefore, there is no extension if the incumbent does not file. (§8022, 8024)

Candidates for Central Committee and County Council do not have to file a Form 700, Statement of Economic Interests.

CANDIDATE FILING DOCUMENTS

All candidate filing documents are public at the time they are filed, except for Candidate's Statements of Qualifications that become public at 5 p.m. on the first business day following the deadline to file the statements. Dates marked with an (*) indicate that it falls on a weekend or holiday so the activity is moved to the next business day.

Document	<p>Nomination Paper</p> <p>A Nomination Paper must be filed by all Central Committee and County Council candidates up for election on March 2, 2004. The Nomination Paper consists of a petition that must contain 20 valid signatures. The petition must be obtained and filed prior to filing the Declaration of Candidacy.</p> <p>Nomination Petitions for Republican, Democratic and American Independent Party Central Committee candidates may contain the name of only one candidate seeking election to the office.</p> <p>Nomination Papers for Peace and Freedom, Libertarian, and Natural Law Party Central Committees may include the names of up to three candidates for member of central committees, and the signatures on the petitions shall be counted toward the sponsor requirement of each and every candidate whose name is listed on the certificate. However, in no case shall the number of candidates having their names on a sponsor's certificate exceed the number of members of central committees to be elected. (Elections Code §7777)</p> <p>Nomination Papers for Green Party County Council may include the names of up to seven candidates for county council, and the signatures on the petitions shall be counted toward the sponsor requirement of each and every candidate whose name is listed on the certificate. (Pursuant to Green Party rules.)</p> <p>The Nomination Paper shall be delivered to the elections official of the county in which the signer resides and is a voter.</p> <p>No more signers shall be secured for any candidate than the maximum specified on beginning on page 19. If, however, through miscalculation or otherwise, more signers are secured than the maximum number, the officer with whom the nomination papers are filed shall, with the written consent of the candidate, withdraw the excess number.</p> <p>Signers shall be voters in the district or political subdivision in which the candidate is to be voted on and shall be affiliated with the party in which the nomination is proposed.</p> <p>No signer shall, at the time of signing a certificate, have his or her name signed to any other nomination paper for any other candidate for the same office or, in case there are several places to be filled in the same office, signed to more nomination papers for candidates for that office than there are places to be filled.</p> <p style="text-align: right;">(Elections Code §7227, 7422 , 7672, 7777, 8020, 8041)</p>
Who files	All Candidates for Central Committee or County Council
Deadline	<ul style="list-style-type: none"> ◆ December 5, 2003 ◆ There is no extension if the incumbent does not file.

<p>Document</p>	<p>Declaration of Candidacy</p> <p>The Declaration of Candidacy is the official nomination document, wherein the candidate indicates how his/her name and ballot designation is to appear on the ballot. Additionally, the candidate declares that he/she meets the statutory and/or constitutional qualifications for the office sought, and that if nominated, the candidate will accept the nomination and not withdraw.</p> <p>The Oath of Office on the Declaration of Candidacy form must be taken and signed by the candidate before a person authorized to administer oaths. The election officials and notaries public are so authorized.</p> <p>The Declaration of Candidacy for partisan offices must also contain the date on which the candidate registered with the political party for which he or she is now seeking nomination to office.</p> <p>The candidate is required to execute the Declaration of Candidacy in the office of the elections official, unless a written statement is signed and dated by the candidate designating a person to receive the Declaration of Candidacy form from the elections official and deliver it to the candidate. The written statement from the candidate shall include language indicating that the candidate is aware that the Declaration of Candidacy must be properly executed and delivered to the elections official in the county of the candidate's residence by the 88th day prior to the primary election.</p> <p style="text-align: right;">(Elections Code §8020, 8023, 8028, 8101, 8105)</p>
<p>Who files</p>	<p>All Candidates for Central Committee or County Council</p>
<p>Deadline</p>	<ul style="list-style-type: none"> ◆ December 5, 2003 ◆ There is no extension if the incumbent does not file.

<p>Document</p>	<p>Candidate Intention (Form 501) & Campaign Disclosure Forms (Forms 410, 460, 470)</p> <p>Periodic statements disclosing contributions made to and expenditures made by the candidate or committee. Must be filed at least once and possibly several times during an election cycle if more than \$1,000 is being raised or spent. If candidates plan on raising or spending more than \$1,000, contact the Elections Department prior to raising or spending any funds. Instructional manuals are available and there are forms that must be filed in accordance with a set schedule.</p> <p style="text-align: right;">(Government Code §84200, 84218)</p>
<p>Who files</p>	<p>All Candidates for Central Committee and County Council</p>
<p>Deadline</p>	<ul style="list-style-type: none"> ❖ Candidates are encouraged to file a Form 470 with their Declaration of Candidacy if they do not plan to raise or spend more than \$1,000. This will end their reporting obligation.

Document	Code of Fair Campaign Practices May be voluntarily subscribed to by candidates for public office. (Elections Code §20400-20444)
Who files	Optional for all candidates
Deadline	◆ December 5, 2003

MARCH 2, 2004 PRIMARY ELECTION CALENDAR

All code sections are the Elections Code, unless otherwise noted.

Following the filing period dates, the number of days prior to or after the election is provided (E = Election day, followed by the number of days prior to (-) or after (+) election day.)

If there is an asterisk by the date, the deadline falls on a weekend or holiday and, in most cases, has been moved to the next business day.

Sept. 27 – 28 (E-157 to 156)	Rosh Hashanah Jewish New Year
Sept. 30 (E-154)	Registration in New Party The last day any person may register to vote and declare intention to affiliate with a particular party in order to qualify that party to participate in the March 2, 2004 primary election candidate nominating process. §2187, 5100
Oct. 6 (E-148)	Yom Kippur Jewish Day of Atonement
Oct. 13	Columbus Day – Office Closed Office will be closed in observance of the Columbus Day holiday.
Oct. 20 (E-135)	New Party Qualification The last day for the Secretary of State to determine whether a new political party has qualified either by registration or by filing a petition. §5100 Minimum registration required: 77,389 Signatures required for petition: 773,883
Oct. 29 (E-125)	Secretary of State to Prepare Notice Designating Qualified Political Parties At least 125 days before the direct primary election, the Secretary of State shall prepare and transmit to each county election official a notice designating the political parties qualified to participate in the primary. §12103
Nov. 3 - Dec. 3 (E-120 to E-90)	Notice of Election Between these dates the County Clerk, as a matter of policy, will publish a Notice of Election containing the date of the election, the offices to be filled, where nomination papers are available, and the deadline for filing Declarations of Candidacy. Notice of central counting place may be combined with this notice. §12109

<p>Nov. 7 (E-116) suggested date</p>	<p>County Central Committees – Republican, Democratic & American Independent Parties By this date, the county elections official shall compute the number of members of the Democratic, Republican and American Independent county central committee to be elected in each supervisorial district. §7226, 7421</p>
<p>Nov. 10 – Dec. 5 (E-113 to E-88)</p>	<p>Declarations of Candidacy & Nomination Papers – All Candidates Between these dates, candidates must file their Declaration of Candidacy and Nomination Papers. All candidates, except those for legislative and judicial offices and independent candidates for legislative office who satisfied their filing fee requirements when they filed their Declaration of Intention, must pay the entire filing fee at the time they pick up their Nomination Papers. The fee may be represented by money, signatures, or any prorated combination of money and signatures. The filing fee is non-refundable. Candidates may authorize in writing that their in-lieu signatures count toward the number of signatures needed for their Nomination Paper pursuant to Elections Code §8061. §8020, 8041, 8061, 8100, 8105, 8106</p>
<p>Nov. 10 - Dec. 5 (E-113 to E-88) plus extension period, if any</p>	<p>No Candidate May Withdraw No candidate whose Declaration of Candidacy has been filed for any primary election may withdraw as a candidate at that primary election. §8800</p>
<p>Nov. 11 (E-112)</p>	<p>County Holiday – Office Closed</p>
<p>Nov. 27 – 28 (E-96 to 95)</p>	<p>County Holiday – Office Closed</p>
<p>Dec. 7 (E-90)</p>	<p>Central Committees May Nominate Precinct Board Members Last day county central committees may nominate in writing the names of persons for appointment as precinct board members for the primary election. These persons shall be registered voters residing in the precinct for which they are nominated. §12306</p>
<p>Dec. 5 (E-88)</p>	<p>Last Day to Submit Resolutions of Consolidation Final deadline for the governing body of a district, city, school or other political subdivision which requests consolidation of a local election for candidates or measures to file the request with the county Elections Department. Earlier filing dates are encouraged in order to meet printing schedules. §10401, 10402</p>

<p>Dec. 5 (E-88)</p>	<p>Notification of Mail Ballot Precinct Last day for the county elections official to determine that there are 250 or fewer persons registered to vote in any precinct. The county elections official may then mail to each voter an absent voter's ballot along with a statement that there will be no polling place for the primary election. §3005</p>
<p>Dec. 10 (E-83)</p>	<p>Party Contributor Envelopes or Letter Last day for county central committees to supply the Elections Department with party contributor envelopes or one-page letter to be included in the Sample Ballot & Voter's Information Pamphlet. The committee shall reimburse the county for any actual costs incurred by such inclusion. §13305</p>
<p>Dec. 11, 11 a.m. (E-82)</p>	<p>Randomized Alphabet Drawing Secretary of State and the county Elections Department shall conduct the randomized alphabet drawing to determine the order in which the candidates will appear on the primary election ballot. On this same day, the County Clerk shall conduct a randomized alphabet drawing for the office of State Senate and Assembly. §13112</p>
<p>Dec. 20* (E-73)</p>	<p>Conditions for Printing Name on Ballot – Write-Ins The county Elections Department shall determine whether the number of county central committee candidates who have filed for each supervisorial district exceeds the number to be elected. If not, the Elections Department shall not include the office and the candidates on the ballot, unless a petition signed by 25 registered voters indicating that a write-in campaign will be conducted for the office is filed with the county Elections Department no later December 26*, 2003. If no petition is submitted, the Board of Supervisors shall declare the candidates who submitted Declarations of Candidacy elected in-lieu of election. §7228, 7423, 7673, 7772.1</p>
<p>Dec. 20 (E-73)</p>	<p>Candidates for Partisan Office Automatically Placed on Central Committee Ballot Contest – Libertarian, Natural Law & Reform By this date, the county Elections Department will determine which candidates have filed Nomination Papers qualifying them as a candidate for the party nomination to a partisan office. Those qualifying will have their name placed on the ballot as a candidate for central committee for that party. §7772</p>
<p>Dec. 24 & 25 (E-69 & 68)</p>	<p>County Holiday – Office Closed The office is closed ½ day on the 24th and all day on the 25th.</p>

<p>Jan. 2, 2004 (E-60)</p>	<p>Special Absent Voters' Ballot Applications The first day county elections officials may process applications for special absent voters' ballots. The application must include the statement that the voter cannot vote an absentee ballot during the normal absentee voting period of February 2 to February 24, 2004 because of military or other contingencies that preclude normal mail delivery.</p> <p style="text-align: right;">§300(b), 3103</p>
<p>Jan. 8 (E-54)</p>	<p>54-Day Walking Lists Prepared The County Elections Official will prepare the 54-day voter index that is available for purchase upon written application at a cost of 50 cents per 1,000 names. Lists are available approximately 5 working days after the day the job is run.</p> <p style="text-align: right;">§2184</p>
<p>Jan. 12* (E-52)</p>	<p>Semiannual Campaign Statement Last day to file semiannual campaign statements for all ballot measure committees, all candidates and their controlled committees, and all committees primarily formed to support or oppose such candidates or measures being voted upon in the early primary.</p> <p style="text-align: right;">Gov. Code §84200, 84218</p>
<p>Jan. 12* (E-52)</p>	<p>Supplemental Independent Expenditure Reports Last day to filed supplemental independent expenditure reports for committees making independent expenditures of \$1,000 or more in a calendar year to support or oppose a candidate or measure being voted upon in the primary. Independent expenditure reports are filed at the same time and in the same places as would be required if the filer were primarily formed to support or oppose the candidate, measure, or measure qualification affected by the independent expenditure.</p> <p style="text-align: right;">Gov. Code §84203.5, 82031</p>
<p>Jan. 19 (E-43)</p>	<p>County Holiday – Office Closed</p>
<p>Jan. 22 – Feb. 10 (E-40 to E-21)</p>	<p>State Ballot Pamphlet Mailing Between these dates the Secretary of State shall mail state ballot pamphlets to all households in which voters were registered by Friday, Jan. 2 (E-60)</p> <p style="text-align: right;">§9094</p>
<p>Jan. 22 - Feb. 28* (E-40 to E-10)</p>	<p>Counties Mail Sample Ballots / State Ballot Pamphlet Mailing Between these dates the county elections official shall mail a Sample Ballot and polling place notice to each registered voter.</p> <p>Between these dates the Secretary of State shall mail state ballot pamphlets to all households in which voters were registered by Friday, Jan. 2 (E-60) The county will do a supplemental mailing of state pamphlets to voters who register after Jan. 2.</p> <p style="text-align: right;">§9094,13303, 13304</p>

<p>Jan. 22 (E-40)</p>	<p>First Pre-Election Statement Last day to file campaign statements for candidates and committees covering the period ending January 17, 2004 (E-45). Gov. Code §84200.5, 84200.7(a)</p>
<p>Jan. 22 (E-40)</p>	<p>Supplemental Independent Expenditure Report Last day to filed supplemental independent expenditure reports for committees making independent expenditures of \$1,000 or more in a calendar year to support or oppose a candidate or measure. Independent expenditure reports are filed at the same time and in the same places as would be required if the filer were primarily formed to support or oppose the candidate, measure, or measure qualification affected by the independent expenditure. Gov. Code §84203.5</p>
<p>Feb. 2 (E-29)</p>	<p>Establish Precinct Boards and Polling Places Last day for the county Elections Department to appoint board members and polling places and provide a copy to each county central committee and make a copy available to the public. §12286, 12318</p>
<p>Feb. 2 (E-29)</p>	<p>Last Day to Register to Vote to Ensure Receipt of Sample Ballot Voter registration cards received by this date (postmark NOT ACCEPTABLE) will be added to the rolls and the voters will receive a Sample Ballot booklet prepared by the county elections official. The voters who submit cards after this date will NOT receive a Sample Ballot booklet, only a notice advising the late registrant that he/she will not receive a Sample Ballot and Voter's Information Pamphlet. §9094, 13303</p>
<p>Feb. 2 – Feb. 24 (E-29 to E-7)</p>	<p>Vote-by-Mail Ballot Application Period Between these dates voters may apply for a vote-by-mail ballot from the Elections Department. Under certain conditions voters may obtain an absentee ballot after Feb. 24. §3001, 3003</p>
<p>After Feb. 2 (E-29)</p>	<p>29-Day Index to Central Committees The Elections Department, when requested in writing, will furnish without charge to each state and county central committees not more than two copies of the printed indexes of registration for the primary election. Committees may obtain the list on disk or CD. §2185</p>
<p>Feb. 15 – March 1 (E-16 to E-1)</p>	<p>Late Contribution/Independent Expenditure Report During this time late contribution/independent expenditure reports must be filed by FAX, telegram, mailgram, guaranteed overnight mail or deliver in person. Gov. Code §84203, 84204</p>
<p>Feb. 16 (E-15)</p>	<p>County Holiday – Office Closed</p>

<p>Feb. 15 – March 1 (E-16 to E-1)</p>	<p>24-Hour Statement of Organization Filing Requirement – Recipient Committees & Slate Mailer Organizations During the 16 days immediately preceding an election, any person or entity that qualifies as a recipient committee or slate mailer organization must file a Form 410 within 24 hours by telegram or personal delivery. Gov. Code §84101, 84108</p>
<p>February 17* (E-15)</p>	<p>15-day Voter Registration The county elections official shall accept an affidavit of registration executed as part of a voter registration card in the forthcoming election if the affidavit is executed on or before the 15th day prior to the election, and if any of the following apply:</p> <ol style="list-style-type: none"> 1) The affidavit is postmarked on or before the 15th day prior to the election and received by mail by the county elections official. 2) The affidavit is submitted to the Department of Motor Vehicles or accepted by any other public agency designated as a voter registration agency pursuant to the National Voter Registration Act of 1993 (42 U.S.C. Sec. 1973gg) prior to the election. 3) The affidavit is delivered to the county elections official by means other than those described in paragraphs (2) and (3) on or before the 15th day prior to the election. <p style="text-align: right;">§2107</p>
<p>Feb. 17 (E-14)</p>	<p>Bilingual Precinct Board Members By this date, the county elections official shall prepare a list of precincts to which bilingual officials were appointed. A copy of this list shall be made available to the public. §12303(d)</p>
<p>Feb. 17 – Feb. 24 (E-14 to E-7)</p>	<p>New Residents Registration Period Registration for new residents shall begin the 14th day prior to an election and end on the seventh day prior to election day. This registration must be executed in the county elections office and the new resident shall vote a new resident’s ballot containing the contest of President and Vice President only in the election official’s office. §332, 3400</p>
<p>Feb. 17 – Feb. 24 (E-14 to E-7)</p>	<p>New Citizens Registration Period Registration for new citizens shall begin the 14th day prior to an election and end on the seventh day prior to election day. A new citizen registering to vote after the close of registration shall provide the county elections official with proof of citizenship prior to voting, and shall declare that he or she has established residency in California. New citizens vote a regular ballot. §331, 3500, 3501</p>
<p>Feb. 19 (E-12)</p>	<p>Second Pre-Election Statement The last day to file campaign statements for candidates and committees covering the period from 1-18-04 to 2-14-04. Gov. Code §84200.5, 84200.7</p>

<p>Feb. 19 (E-12)</p>	<p>Supplemental Independent Expenditure Reports Last day to filed supplemental independent expenditure reports for committees making independent expenditures of \$1,000 or more in a calendar year to support or oppose a candidate or measure. Independent expenditure reports are filed at the same time and in the same places as would be required if the filer were primarily formed to support or oppose the candidate, measure, or measure qualification affected by the independent expenditure. Gov. Code §84203.5, 82031</p>
<p>Feb.21 (E-10)</p>	<p>Notice of Central Counting Place Last day for county elections official to publish the notice that the general election ballots will be counted at a specified public place. The notice shall be published one time in a newspaper of general circulation in the county. §12109</p>
<p>No later than Feb. 24 (E-7)</p>	<p>Publish Polling Places and Precinct Board Members Not less than one week before the election, the elections official shall publish the list of polling places and precinct board members. §12105-12108, Gov. Code §6061</p>
<p>Feb. 25 – March 2 (E-6 to E)</p>	<p>Absentee Ballots – Late Conditions Voters unable to go to the polls because of illness or disability or because they will be absent from their precinct on election day, may come to the Elections Department and receive an absentee ballot over the counter. Voters may designate in writing a representative to bring the absentee ballot to them. The voter may either personally or through the authorized representative return the ballot to the Elections Department or polling place in the county. §3021</p>
<p>Feb. 27 (E-4)</p>	<p>County Campaign Disclosure Statement – 3rd Pre-Election Statement The last day for county candidates to file their disclosure statement for the period from 2-15-04 to 2-26-04. Santa Cruz County Code §8.04.080(2)c</p>
<p>Feb. 28 & 29 (E-3 to E-2)</p>	<p>Weekend Voting The Santa Cruz County Elections Department and Watsonville City Hall will be open from 9 a.m. to 5 p.m. for weekend voting.</p>
<p>March 2 (E)</p>	<p>Primary Election Day Polls open at 7 a.m. and close at 8 p.m. §1000, 14212</p>
<p>March 4 – 30 (E+2 to E+28)</p>	<p>Official Canvass The official canvass of precinct returns is to be completed during this time. §15301, 15372</p>
<p>March 22 (E+20)</p>	<p>Presidential Primary Delegate Counts to Secretary of State The results for all persons voted for at the presidential primary for delegates to national conventions shall be canvassed and shall be sent within 20 days after the election. §15375(c)</p>

<p>March 30 (E+28)</p>	<p>Statement of Vote to Board of Supervisors – Certificates of Election Prepared</p> <p>The elections official shall prepare a certified statement of the results of the election and submit it to the Board of Supervisors.</p> <p>The Board of Supervisors shall declare the nominees or winners for each office and the results of each measure under its jurisdiction. The county elections official shall make and deliver to each person elected a certificate of election.</p> <p style="text-align: right;">§15372, 15400-15401</p>
<p>5 Days After Canvass</p>	<p>Recount May Be Requested</p> <p>Within five (5) days after the completion of the official canvass, any voter may request a recount by filing a written request with the elections official and specifying which candidates and/or measures are to be recounted.</p> <p>The request may specify the order of the precincts for the recount, and the petitioning voter shall, before commencement of each day's recount, deposit such sum as the official requires to cover costs (approximately \$500 per day).</p> <p>"Completion of the canvass" shall be presumed to be the time when the elections official signs the certified Statement of Vote.</p> <p style="text-align: right;">§15600-15642</p>
<p>Varies between 10 days to 6 months following the certification of the vote</p>	<p>Contesting Election</p> <p>Any elector of a county, city, or of any political subdivision of either may contest any election held therein for any of the following grounds:</p> <ol style="list-style-type: none"> a) That the precinct board or any member thereof was guilty of malconduct. b) That the person who has been declared elected to an office was not, at the time of the election, eligible to that office. c) That the defendant has given to any elector or member of a precinct board any bribe or reward, or has offered any bribe or reward for the purpose of procuring his election, or has committed any other offense against the elective franchise defined in Division 18 (commencing with Section 18000). d) That illegal votes were cast. e) That the precinct board in conducting the election or in canvassing the returns, made errors sufficient to change the result of the election as to any person who has been declared elected. f) That there was an error in the vote-counting programs or summation of ballot counts. <p style="text-align: right;">§16100</p>

<p>Period Following Election</p>	<p>Contesting Election (continued)</p> <p>The contestant shall verify the statement of contest, as provided by Section 446 of the Code of Civil Procedure, and shall file it within the following times after the declaration of the result of the election by the body canvassing the returns thereof:</p> <ul style="list-style-type: none"> a) In cases other than cases of a tie, where the contest is brought on any of the grounds mentioned in subdivision (c) of Section 16100, six months. b) In all cases of tie, 20 days. c) In cases involving presidential electors, 10 days. d) In all other cases, 30 days. <p style="text-align: right;">§16401</p>
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Document Retention

Nomination documents and signatures in-lieu of filing fee petitions (if applicable) shall be held during the term of office for which they were filed and for four years after the expiration of the term. They may be destroyed as soon as practicable thereafter provided no legal action or proceeding is pending.

<p>July 11, 2004 (Date fixed by law)</p>	<p>First Organizational Meeting – Green, Libertarian, Natural Law Parties</p> <p>On this date, the county central committee or county council shall hold its first meeting. Within five days after a committee meets, the newly elected chairperson of the committee shall notify the county elections official of his or her name.</p> <p>At their first meeting, a county central committee, in its sole discretion, may appoint any additional members to the county central committee, as it may desire.</p> <p style="text-align: right;">§7850, 7884</p>
<p>August 2* (E-151)</p>	<p>Semiannual Campaign Statement</p> <p>Last day to file semiannual campaign statements, if required, by all candidates and committees.</p> <p style="text-align: right;">Gov. Code §84200, 84218</p>
<p>August 2* (E-151)</p>	<p>Supplemental Independent Expenditure Reports</p> <p>Last day to filed supplemental independent expenditure reports for committees making independent expenditures of \$1,000 or more in a calendar year to support or oppose a candidate or measure. Independent expenditure reports are filed at the same time and in the same places as would be required if the filer were primarily formed to support or oppose the candidate, measure, or measure qualification affected by the independent expenditure.</p> <p style="text-align: right;">Gov. Code §84203.5, 82031</p>

CENTRAL COMMITTEES & COUNTY COUNCILS ON THE MARCH 2, 2004 BALLOT

Office	Incumbent	Area	Term	Begins	Qualifications ¹
Central Committees: ♦ Republican ♦ Democratic ♦ American Independent	Names on file at the Elections Department or online www.votescount.com	County – elected by Supervisorial District	2 years	See party code	U.S. citizen, resident eligible to vote in the Supervisorial District the candidate seeks to represent. (Elec. Code §7200, 7209, 7242, 7407, 7420, 7443, 7650, 7654, 7670, 7692,8001)
Central Committees County Councils*: ♦ Libertarian ♦ Natural Law ♦ Peace & Freedom	Names on file at the Elections Department	County – elected at large	2 years	See party code	U.S. citizen, resident eligible to vote in the county. Candidates who qualify for party nomination to partisan public office will automatically appear on the ballot for central committee. (Elec. Code §7750, 7753, 7882, 8001)
County Council ♦ Green	Names on file at the Elections Department or online www.votescount.com	County – elected at large	2 years	See party code	U.S. citizen, resident eligible to vote in the county. (Elec. Code §7750, 7753, 7882, 8001)

*The Reform Party was disqualified as a political party eligible to participate in the primary because at the November 2002 general election none of the Reform Party candidates received at least 2 percent of the entire vote of the state. The Reform Party and the Pot Party are currently attempting to qualify for the March 2004 Primary. The parties must obtain the required number of registered voters (77,389) by September 30, 2003 (E-154) or signatures required for petition (773,883) affiliating with their party with certified counts by October 24, 2003 (E-135, deadline falls on a weekend so moved to the next business day) in order to participate in the March 4, 2004 Primary. (Elec. Code §5100)

PARTISAN OFFICE PARTY AFFILIATION REQUIREMENT

Any candidate for partisan office or for membership on a county central committee or county council shall have been registered with the political party of the nomination for which he or she seeks continuously for not less than three months prior to the time of presentation of his/her Declaration of Candidacy, or, if eligible to register for less than three months, for as long as he or she has been eligible to register to vote in California. The candidate shall not have been registered as affiliated with a political party other than that party for 12 months immediately prior to the filing of the Declaration of Candidacy. This party affiliation requirement is not applicable for candidates of political parties participating in their first direct primary election subsequent to their qualification as political parties. (Elections Code §8001)

NUMBER OF SIGNATURES REQUIRED

All candidates for Central Committee or County Council must file a Nomination Paper with 20-40 signatures. There is no filing fee.

GUIDELINES FOR GATHERING SIGNATURES (Read before obtaining signatures)

Circulators (whether the candidate or another person) perform the important duty of obtaining signatures of properly registered voters for the In-Lieu Petition and/or Nomination Paper. If the signatures are not obtained properly and in accordance with the law, the candidate's right to be placed on the ballot could be questioned. All candidates should try to obtain the required number of signatures as soon as possible in order for their nomination papers to be returned to the Elections Department for examination and filing or certification to the Secretary of State, as the case may be.

Petition Circulator Information

Anyone who is circulating a Signatures-In-Lieu Petition or Nomination Paper must be a registered voter of the jurisdiction in which the candidate is seeking nomination.

A circulator may serve only in the jurisdiction and county in which he/she resides. For offices that extend into another county, the circulator can only obtain signatures of registered voters residing in his or her county of residence. Therefore, a circulator in Santa Cruz County cannot obtain signatures from voters who reside in Monterey County. (Elections Code §8065, 8066)

A candidate for any office may obtain signatures to and sign his/her own nomination petition or signatures in-lieu petition. His/her signature will be given the same effect as that of any other qualified signer. The candidate may circulate the petitions throughout the jurisdiction regardless of his/her county of residence. (Elections Code §106)

Affidavit of Circulator (Elections Code §104): All petition circulators must complete, in his/her own hand:

- 1) The printed name of the circulator.
- 2) The residence address of the circulator, giving street and number, or if no street or number exists, adequate designation of residence so that the location may be readily ascertained.
- 3) The dates between which all the signatures to the petition or paper were obtained.

Each declaration submitted pursuant to this section shall also set forth the following:

- 1) That the circulator circulated that section and witnessed the appended signatures being written.
- 2) That according to the best information and belief of the circulator, each signature is the genuine signature of the person whose name it purports to be.

The circulator shall certify to the content of the declaration as to its truth and correctness, under penalty of perjury under the laws of the State of California, with the signature of his or her name at length, including given name, middle name or initial, or initial and middle name. The circulator shall state the date and the place of execution on the declaration immediately preceding his or her signature.

Qualified Signers

Only a person who is a registered qualified voter at the time he/she signs the nomination petition or signatures in-lieu petition is entitled to sign it. Each voter shall, at the time of signing the petition or paper, to personally affix his or her signature, printed name and place of residence, giving street and number, and if no street or number exists, then a designation of the place of residence which will enable the location to be readily ascertained. (Elections Code §100)

Nomination Paper: Signers of the Nomination Paper shall be voters in the district or political subdivision in which the candidate is to be voted on and shall be affiliated with the political party, if any, in which the nomination is proposed. (Elections Code §8068)

Republican, Democratic and American Independent Party Central Committee candidates may contain the name of only one candidate seeking election to the office.

Peace and Freedom, Libertarian, and Natural Law Party Central Committees may include the names of up to three candidates for member of central committees, and the signatures on the petitions shall be counted toward the sponsor requirement of each and every candidate whose name is listed on the certificate. However, in no case shall the number of candidates having their names on a sponsor's certificate exceed the number of members of central committees to be elected. (Elections Code §7777)

Green Party County Council may include the names of up to seven candidates for county council, and the signatures on the petitions shall be counted toward the sponsor requirement of each and every candidate whose name is listed on the certificate. (Pursuant to Green Party rules.)

Circulating Within 100 Feet of a Polling Place

Signatures to a Nomination Paper or any other petition shall not be obtained within 100 feet of any election booth or polling place. (Elections Code §18370)

Voters May Sign Only One Paper; Exceptions

No signer shall, at the time of signing the petition, have his or her name signed to any other Nomination Paper for any other candidate for the same office. Or, in case there are several places to be filled in the same office, signed to more Nomination Papers for candidates for that office than there are places to be filled. (Elections Code §8069)

Validation of Signatures

The following guidelines will be used when validating signatures on nomination petitions or signature-in-lieu of filing fee petitions.

A signature is **INVALID** if the signer:

- ❖ is not registered to vote;
- ❖ provides a signature on the petition that does not compare to the signature on the voter's affidavit of registration;
- ❖ does not reside in the appropriate district
- ❖ for Nomination Papers for partisan offices, is not registered with the same political party as the candidate;
- ❖ for Signatures-In-Lieu petitions for minor parties obtaining 150 or fewer signatures, is not registered with the same political party as the candidate;
- ❖ uses a P.O. Box number for residence;
- ❖ uses a mail drop number for residence address;
- ❖ provides an address that is different from the voter's residence address on the affidavit of registration on record;
- ❖ prints his or her name for the signature, unless registered as such;
- ❖ lists her name as Mrs. John Jones;
- ❖ uses ditto marks for an address;
- ❖ authorizes Power of Attorney to sign on his or her behalf.

NAME & BALLOT DESIGNATION

Name on Ballot

The candidate states on the Declaration of Candidacy how his/her name should appear on the ballot. This should be recognizable as the name under which the candidate is registered, though the two need not be identical. (Example: A candidate registered as “Jonathan William Smith” may use such variations as “John W. Smith,” “John Smith,” or “J. William (Bud) Smith.”)

Ballot Designation - Legislative Requirements

The ballot designation is the word or group of words that will appear on the ballot under the candidate's name, designating the principal profession, vocation, or occupation of the candidate.

Elections Code Section 13107 and 13107.5 governs the ballot designation that a candidate may use. All candidates (except candidates for Justice of the State Supreme Court or Court of Appeal) may choose a ballot designation to appear immediately under their name on the ballot. The ballot designation must be chosen from one of the four categories below:

- 1) **Elective Office:** Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which he or she was elected by a vote of the people, or to which he or she was appointed, in the case of a superior court judge.
- 2) **Incumbent:** The word “incumbent” may be used if the candidate is a candidate for the same office that he or she holds at the time of filing the nomination papers, and was elected to that office by a vote of the people, or, in the case of a superior court judge, was appointed to that office.
- 3) **3-word Profession/Occupation/Vocation:** No more than three words designating either the current principal professions, vocations, or occupations of the candidate. If there is no current position, the candidate may use the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. For purposes of this section, all California geographical names shall be considered to be one word. If more than one profession, vocation or occupation is listed, it shall be separated by a slash (“/”).
- 4) **Appointed Incumbent:** The phrase “appointed incumbent” may be used if:
 - a) the candidate holds an office other than a judicial office by virtue of appointment, and the candidate is a candidate for the election to the same office, or,
 - b) if the candidate is a candidate for election to the same office or to some other office, the word “appointed” and the title of the office.

In either instance, the candidate may **not** use the unmodified word “incumbent” or any words designating the office unmodified by the word “appointed.” However, the phrase “appointed incumbent” shall not be required of a candidate who seeks reelection to an office that he or she holds and to which he or she was appointed, as a nominated candidate, in lieu of an election.

5) **Community Volunteer:** A candidate's ballot designation as "community volunteer" shall constitute a valid principal vocation or occupation for purposes of subdivision (a) of Section 13107, if not otherwise in violation of any of the restrictions set forth in that section, and subject to the following conditions:

- 1) A candidate's community volunteer activities constitute his or her principal profession, vocation, or occupation.
- 2) A candidate is not engaged concurrently in another principal profession, vocation, or occupation.
- 3) A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation, or occupation designation.

The Secretary of State shall by regulation define what constitutes a community volunteer for purposes of this section.

Titles or Degrees Prohibited

No title or degree shall appear on the same line on a ballot as a candidate's name, either before or after the candidate's name, in the case of any election to any office. (Elections Code §13106)

Unacceptable Designations

Pursuant to Elections Code §13107(b), neither the Secretary of State nor any other election official shall accept a designation of which any of the following would be true:

- 1) It would mislead the voter.
- 2) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
- 3) It abbreviates the word "retired" or places it following any word or words that it modifies.
- 4) It uses a word or prefix, such as "former" or "ex", which means a prior status. The only exception is the use of the word "retired".
- 5) It uses the name of any political party, whether or not it has qualified for the ballot.
- 6) It uses a word or words referring to a racial, religious, or ethnic group.
- 7) It refers to any activity that is prohibited by law.

Rejected Ballot Designations

If, upon checking the Declaration of Candidacy, the election official finds the designation to be in violation of any of the restrictions set forth in §13107, the elections official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address appearing on the candidate's nomination documents.

The candidate shall, within three (3) days from the date of receipt of the notice, appear before the election officer or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide an alternate designation.

In the event the candidate fails to provide an alternate designation, no designation shall appear after the candidate's name.

Ballot Designation May Not be Changed After Filing

No ballot designation given by a candidate shall be changed by the candidate after the final date for filing nomination papers, except as specifically requested by the election official.

Ballot Designation in Both Primary and General Elections

The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days prior to the general election, requests in writing a different designation which the candidate is entitled to use at the time of the request.

Format of Ballot Designation

In all cases, ballot designations shall be printed in 8-point uppercase and lowercase type.

If the designation selected is so long that it would conflict with the space requirements of Elections Code §13207 and 13211, the election official shall use a type size for the designation for each candidate for office sufficiently smaller to meet these requirements.

Whenever a foreign language translation of a candidate's designation is required under the Voting Rights Act of 1965 (42 U.S.C.A. 1971), as amended, to appear on the ballot in addition to the English version, it shall be as short as possible, as consistent as is practicable with Section 13107, and shall employ abbreviations and initials wherever possible in order to avoid undue length.

No Ballot Designation

A candidate who does not want a ballot designation should indicate this in the space provided for ballot designation on the Declaration of Candidacy, or the space may be left blank. If no designation is given, it will be assumed that none is desired.

WRITE-IN CANDIDACY

Filing Period: March Primary Election: Jan. 5 - Feb. 17

Offices May Be Omitted From Ballot

Prospective write-in candidates should note that write-in candidacy is possible only if the office appears on the ballot.

If there is an insufficient number of candidates who have submitted nomination papers for a County Central Committee or County Council office, voters may by E-68 submit a petition signed by 25 qualified voters to run a write-in campaign. In that case, the contest would appear on the ballot. (Elections Code §7228,7423, 7673, 7772.1)

Write-In Procedure

Persons who did not file a Declaration of Candidacy and fulfill their nomination requirements to place their name on the ballot may run for office as a write-in candidate. Write-in votes will be counted and certified in the Statement of Vote only for **qualified write-in candidates** who file the required forms with the Elections Department no later than 14 days prior to Election Day. The Elections Department will forward the forms to the Secretary of State in the case of offices that must be certified by the Secretary of State. (Elections Code §8601, 15351) Voters may write-in any person they wish for any office regardless of whether the person has qualified or not. However, the votes will only be tabulated for qualified write-in candidates.

To qualify as a write-in candidate, a person must file with the Elections Department the following documents:

- ❖ 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 the office for which he or she is running and the date of the election.
- ❖ A **“Nomination Paper”** with the requisite number of sponsor signatures required for the office sought.

Signers of nomination papers for write-in candidates shall be voters in the district or political subdivision in which the candidate is to be voted on. In addition, if the candidate is seeking a party nomination for an office, the signers shall also be affiliated with the party whose nomination is sought. **No filing fee or charge shall be required of a write-in candidate.**

Write-in candidates are subject to the same requirements as other candidates with regard to disclosure of economic interests and campaign disclosure. (Gov. Code §82007; Elections Code §305)

The Elections Department will provide polling places with a list of **qualified write-in candidates**.

California's "Modified" Closed Primary

HISTORY

In 1996, voters passed Proposition 198 that established a "blanket" primary in California. Under a "blanket" primary, every voter regardless of political party affiliation is eligible to vote on any candidate for federal and state partisan offices. This system replaced California's "closed" primary system where voters had to be registered with a political party in order to vote for candidates from their political party who were seeking nomination to the partisan federal and state.

COURT RULING

The courts ruled that California's "blanket" primary was unconstitutional, so the system returned to a "closed" primary system. However, under a new law, SB 28 (Peace) Statutes of 2001, voters who are not registered with a qualified political party, may vote a ballot for a qualified political party if that party has adopted rules allowing nonpartisan voters to vote their ballot. This is called the "modified" closed primary or the "ajar" primary.

THE MARCH 2004 PRIMARY

At the time of this printing, the March 2004 Primary will be conducted just like the March 2002 Primary election. Therefore, voters who are registered with the Democratic Party, may **ONLY** vote a Democratic ballot. If voters are registered with the Republican Party, they may **ONLY** vote a Republican ballot. And, the same goes for the other qualified political parties: American Independent, Green, Libertarian, Natural Law, and Peace and Freedom.

HOWEVER, if voters are not affiliated with a qualified political party, they may request and vote a ballot for a qualified political party who has adopted rules, duly noticed to the Secretary of State, allowing unaffiliated voters to vote their ballot. The notice must be provided to the Secretary of State by October 20, 2003, which is 135 days prior to the election. (E-135 falls on a Sunday, so the deadline is moved to the next business day). §13102

Call the Elections Department at 831-454-2060, visit our website at www.votescount.com or call 1-866-DTS-VOTE for updated information.

At the time of this writing, 22,557 of the county's 130,849 voters were "unaffiliated" and eligible to request a ballot of one of the authorizing qualified political parties.

ELECTIONEERING ON ELECTION DAY

100 Feet Rule

Pursuant to Elections Code Section 18370 no person on Election Day shall, within 100 feet of a polling place:

- ❖ Circulate an initiative, referendum, recall or nomination petition or any other petition.
- ❖ Solicit a vote or speak to a voter on the subject of marking his ballot.
- ❖ Place a sign relating to voters' qualifications or speak to a voter on the subject of his/her qualifications except as provided in §14240.
- ❖ Do any electioneering. This includes wearing buttons, T-shirts, stickers, etc. that promote a candidate or issue on the ballot.

As used in this section "100 feet from a polling place" shall mean a distance of 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

Elections Code Section 18541 provides that any person who violates the above provisions is punishable by imprisonment in county jail for not more than 12 months or state prison. Any person who conspires to violate this section is guilty of a felony.

Poll Watchers

Poll watchers are allowed at the polling place as long as they obey the law and election procedures. Persons observing the polls may:

- ❖ Inspect the Roster of Voters. Any such inspection, however, must be done without impeding, interfering or interrupting the normal process of voting and counting.
- ❖ Inspect the Public's Alpha Index updated regularly by the precinct workers. The index may not be removed from the polling place.
- ❖ Observe all activities at the polling place, including activities after the polls close, providing they do not interfere with the normal processing of voters.

Exit Polling

The Secretary of State and Attorney General have reviewed the Electioneering provisions and have determined that these provisions do not apply to the Press and Media conducting "Exit Polls." However, no one may interfere with the conduct of the election. Therefore, news media have been advised to remain at least 25 feet from the entrance to the polls. The media may take pictures or run a television camera inside the polling place providing they respect the voters' privacy and do not interfere with voting. They may not speak to voters regarding how they are voting within 25 feet of the entrance to the polling place.

ELECTION NIGHT RESULTS

WHERE:

Ballots are counted at the Elections Department:

**701 Ocean St., Room 210
Santa Cruz, CA**

CONTACTS:

Richard W. Bedal, County Clerk
Gail L. Pellerin, Elections Manager

WEB PAGE:

Please visit our web site at

www.votescount.com

for information on the March primary.

ABSENTEE RESULTS:

Released soon after 8 p.m.

ELECTION RETURNS:

Telephones will be staffed until all the ballots are counted election night for callers to phone in and obtain results.

CALL 831-454-2060.

Results will also be posted on our web site at www.votescount.com

Election results by contest are simple to provide over the phone. However, if you are interested in obtaining more specific voting result information, we encourage you to be present at the Elections Department.

SEMI-OFFICIAL RESULTS:

Once the last ballot is counted, a Semi-Official Election Summary Report will be available from the Elections Department. It will also be posted on our web site.

FINAL RESULTS:

The official canvass of ballots will begin no later than Thursday, March 4. It typically takes three to four weeks to complete the canvass. Please call to verify when the final count will occur.

THE CANVASS

The official canvass of votes cast at the March 2, 2004 primary election may begin no later than Thursday, March 4, 2004 pursuant to Elections Code §15301, 15372.

PERIODIC UPDATES OF RESULTS BEFORE FINAL CERTIFICATION: In some cases the Elections Department will do periodic updates of the vote count. Once all provisional ballots and absentee ballots are processed and precinct supplies are sorted through to ensure all ballots are accounted for, a final count of ballots will take place. The time and date of any update and the final count will be provided to interested persons.

ABSENTEE BALLOT NUMBERS PROVIDED BY DISTRICT: Absentee ballots may be dropped off at any polling place on Election Day. In addition, numerous absentee ballots are received in the mail or our drop box in front of the county building in the final days before the election and are stored in trays until after Election Day when there is adequate time to process these ballots. Therefore, on election night, the Elections Department will **NOT** be able to provide the total number of absentees that remain to be counted during the canvass.

Once all of the absentee ballots are keyed into the computer system and flagged as returned, we will be able to provide a count of absentees left to be processed. A report can be run that will show how many remain in each ballot type.

Usually, this report is available within 5 working days after the election.

CANVASS PROCESS INCLUDES:

ABSENTEE BALLOT PROCESSING: On election night all the absentee ballots that have been received and processed prior to Election Day are counted. For an absentee ballot to be ready to be counted, the following has to occur:

- a) flag returned absentee ballots on computer system;
- b) compare signature of voter on absentee envelope to the signature on computer from the voter's registration affidavit, if there is a discrepancy, the ballot is separated for review by a supervisor;
- c) sort absentee ballots by consolidated voting precinct;
- d) open absentee identification envelopes within each sorted group. Identification envelopes are placed signature side down and the voted ballot cards inside the secrecy envelope are removed. Envelopes returned with no voted ballot cards are so noted. Empty identification envelopes are removed from the table. The number of opened absentee identification envelopes are counted and the number of gray secrecy envelopes with voted ballots are counted. If numbers do not match, research is done until the numbers are reconciled;
- e) voted ballot cards are then removed from the secrecy envelopes. Voted ballot cards are inspected for damage, tape, marks that would affect the accuracy of counting the ballot, and ballots marked with a device other than a Number 2 pencil or Mark-A-Vote pen. Ballot cards are corrected pursuant to Elections Code §15210 or duplicated if necessary by the canvassing board.

f) absentee ballots issued on the day before or the day of the election are verified against the precinct rosters prior to processing to ensure against voting twice. Lists of absentee voters who are issued ballots prior to the day before the election are delivered to the precinct inspectors who mark the names in the Alpha Index as having already received a ballot.

g) ballots are then prepared for tallying final election results.

It typically takes approximately 10 days to process the outstanding Absentee ballots.

PROVISIONAL BALLOT NUMBERS & PROCESSING: The number of provisional ballots voted at each precinct is available election night. However, the number of provisional ballots voted at the Elections office or central location are not tallied. Therefore, an official number of provisional ballots to be processed will not be available until the ballot envelopes are researched and keyed into the computer.

The Elections Department does not provide a breakdown of the numbers of provisional ballots by district, but can provide the list of those turned in by precinct and a list of precincts in each district.

Provisional voters include:

- ❖ registered voters who move within the same county but fail to re-register to vote, who vote at their new polling place, the Elections Department or central location;
- ❖ voters who are not listed on the Alpha Index at the polling place;
- ❖ voters who have been issued an absentee ballot, show up at the polling place to vote, but fail to surrender their absentee ballot;
- ❖ any other voter whose eligibility to vote was questioned by the precinct officer.

Provisional ballots are investigated by the Canvass Board once all of the absentees have been keyed in as returned. Where there is a question of the voter's right to vote, the supervisor investigates. All valid provisional ballots are then prepared for the official count.

The provisional ballot process takes 5 to 10 days following completion of the Absentee ballot processing.

RECONCILIATION - PRECINCT BALLOTS: The Canvass Board reviews Ballot Statements for accuracy and compares numbers of ballots counted by the computer to the number recorded by the Precinct Board. The Canvass Board verifies the number of Absentee and Provisional ballots reported turned in by the Precinct Board with the number received by the Receiving Board on Election night. Differences are computed and discrepancies are investigated. Ballot cards which were not tallied election night because they were damaged or rejected by the card reader are remade for the final ballot count. The Canvass Board also examines each roster for completion of all Certificates, Oaths and Declarations. Irregularities are noted and investigated. Payroll forms are forwarded to the Precinct Recruitment Officer who enters in the appropriate information on the computer data base and forwards the payroll tape to the Auditor.

This procedure takes 3 to 5 days.

WRITE-IN VOTES: Votes for qualified write-in candidates are manually counted by precinct. A summary of the votes cast for qualified write-in candidates is printed in the certified statement of vote. A copy is available upon the final tally of the votes cast. Votes are not tallied for write-in candidates that did not file as a qualified write-in candidate.

This procedure takes 3 to 5 days depending on the number of write-in candidates.

1% MANUAL RECOUNT (§15360): The procedure for randomly selecting precincts to be counted in the 1 percent manual recount consists of identifying three polling places and one mailed ballot precinct which obtain the most races with the least amount of overlap. All races are to be tallied for these precincts. In addition to the 1 percent recount, one precinct is counted for each race not covered in the 1 percent. The manual recount is then applied to only the race/s not previously counted. Results of the manual recount are compared to the election night tally results. Discrepancies are investigated and if necessary the race is manually re-tallied.

The 1 percent recount procedure takes approximately 2 to 4 days.

FINAL OFFICIAL COUNT: The Logic and Accuracy Test is run, reviewed and approved to ensure the card readers are operating correctly. The absentee, provisional and any remade ballot cards are then counted by the card readers. A final computer print-out summarizing the votes in all races is then made available. Any irregularities and/or discrepancies are investigated and reconciled.

A Statement of the Votes cast includes:

- ❖ The total number of ballots cast;
- ❖ The number of votes cast at each precinct for each candidate and for and against each measure;
- ❖ The total number of votes cast for each candidate and for and against each measure;
- ❖ The total number of votes cast in each city, Assembly district, Congressional district, Senatorial district, State Board of Equalization district, supervisorial district for each candidate for the offices of presidential elector and all statewide offices and on each statewide ballot proposition.

A certified copy of the Statement of Vote is available for purchase within 7 days of the final count and will be available online at www.votescount.com

FREQUENTLY ASKED QUESTIONS

Is your office open during the lunch hour?

Yes. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays, and we do remain open between the hours of noon to 1:00 p.m. On Election Day we are open from 6:00 a.m. until the last ballot is counted.

May a second party pick up my Declaration of Candidacy for me?

All forms must be either picked up in person by the candidate or a letter of specific authorization, signed by the candidate, must be presented by the candidate's representative.

May a second party file my Declaration of Candidacy or mail them to you?

Election law does not specifically prohibit another person filing a Declaration of Candidacy for a candidate. However, candidates are urged to file in person. The reasons are twofold:

The oath or affirmation must be administered by a member of the Elections Department or a notary. It is easier for a candidate to file the Declaration of Candidacy in person and have the oath administered at the time the candidate files; and

The signature of the candidate, as well as other data, is required on the Declaration of Candidacy. If through an oversight the candidate's papers are incomplete, the problem can be easily rectified when a candidate files in person.