

Candidate's Handbook

Central Committee & County Council Candidates



Presidential Primary Election
March 3, 2020



Santa Cruz County Clerk/Elections Department
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Updated September 2019



County of Santa Cruz

COUNTY CLERK / ELECTIONS

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GAIL L. PELLERIN, COUNTY CLERK
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Central Committees have the option of selecting their members by consolidating their election with the March 3, 2020 ballot or by some other means such as a caucus or convention.

This manual has been created for those central committees or county councils who opt for the March 3, 2020 ballot process.

The County Clerk/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 we can give to all candidates is FILE EARLY. The filing deadlines are rigid and if you wait until the last moment to file a document containing errors or omissions, your 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 County Clerk Gail Pellerin at 831-454-2419 or e-mail her at gail.pellerin@santacruzcounty.us.

Good luck and may the best person win.

The materials contained in this handbook represent the research and opinions of the staff at the Santa Cruz County Elections Department. The contents of this handbook and any legal interpretations contained herein are not to be relied upon as being correct either factually or as legal opinion. Reliance on the content without prior submission to and approval of your appropriate public counsel is at the reader's risk. Please call 831-454-2060 if you have any questions or comments or visit our website at www.votescount.com. Thank you.

new ballots



COMING YOUR WAY IN 2020

- ★ **Secure Voting**
- ★ **Paper Ballots**
- ★ **Accessible Tablet**

Santa Cruz County is rolling out the new Dominion Voting System that provides paper ballots which will be counted at the County Elections Office. The system includes an accessible tablet that offers a ballot in English or Spanish. The tablet is used to make your choices and the ballot is printed out for you to review. The system also offers a remote accessible vote-by-mail ballot for military and overseas voters as well as voters with disabilities.

Paper Ballot

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OFFICIAL BALLOT

**Demonstration Election
Demo County
Tuesday, March 3, 2020**

Preinct 1001 MB Ballot ID 1001

INSTRUCTIONS TO VOTERS:
To vote, completely fill the oval next to the name of the candidate or next to the word "Yes" or "No". NO RED INK.
To vote for a write-in candidate, write the candidate's name in the blank space provided and fill in the corresponding oval.
If you mismarked your ballot, please return it to a poll worker to get a new ballot.

State	School	Measures Submitted to the Voters
Governor Vote for One	County Unified School District	County
<input type="radio"/> Amella Earhart	<input type="radio"/> Thomas Edison	Z Was this ballot easy to use? <small>This ballot was inspired by the EAC best practices report for ballot design. It uses sample content originally developed by the National Institute of Standards and Technology (NIST). Based on the instructions, ballot layout, and overall appearance, did you find this ballot easy to use?</small>
<input type="radio"/> Howard Hughes	<input type="radio"/> Albert Einstein	
<input type="radio"/> Charles Lindbergh	<input type="radio"/> Nikola Tesla	<input type="radio"/> Yes <input type="radio"/> No
<input type="radio"/> Write-In	<input type="radio"/> Carl Sagan	
County	<input type="radio"/> James Watt	
Supervisor, District 1 Vote for One	<input type="radio"/> Write-In	
<input type="radio"/> Alfred Hitchcock	<input type="radio"/> Write-In	
<input type="radio"/> Vincent Price	<input type="radio"/> Write-In	
<input type="radio"/> Write-In		
Municipal		
Mayor of Central City Vote for One		
<input type="radio"/> Mary Bailey		
<input type="radio"/> Kent Brockman		
<input type="radio"/> Roy Snyder		
<input type="radio"/> Patty Bowler		
<input type="radio"/> Write-In		

DEMONSTRATION BALLOT English Demo 5.5 EAC

If you vote-by-mail you will receive a paper ballot. If you go to the polls you may vote on a paper ballot or the tablet.

To make a selection, you fill in the oval next to your choices.

If you are voting by mail, you must place your voted ballot inside your vote-by-mail envelope, sign it and return it.

If you are voting at the polls, you deposit the ballot into the ballot box and it is counted Election Night at 701 Ocean Street.

Tablet Ballot




A tablet will be available at every polling place and satellite office. The tablet is a ballot marking device that has accessibility features and a Spanish ballot.

Your choices are printed on a paper ballot with a QR code. The ballot is deposited into the ballot box and counted Election Night at 701 Ocean Street.

OFFICIAL BALLOT
General Election
Western States Test
Tuesday, November 6, 2018

1001 MB



Governor
Vote for Amella Earhart, Pilot

Supervisor, District 1
Vote for Vincent Price, Actor / Writer / Gourmet

Mayor (WRITE-IN) TRICIA
Vote for (WRITE-IN) TRICIA

County Unified Gov Bld Mem
Vote for Thomas Edison, Inventor / Entrepreneur
Vote for Nikola Tesla, Engineer / Inventor
Vote for Carl Sagan, Astrophysicist

Measure Z
Vote for Yes

1/1

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County Clerk/Elections Department

County Clerk Gail L. Pellerin
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Santa Cruz, CA 95060
831-454-2060 / FAX: 831-454-2445
www.votescount.com

Contact Persons

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.

County Clerk	Gail Pellerin gail.pellerin@santacruzcounty.us 831-454-2419
Assistant County Clerk	Tricia Webber tricia.webber@santacruzcounty.us 831-454-2409
Candidate filing; Campaign reporting; Conflict of Interests reports; Central Committees/County Councils	Mari Segura mari.segura@santacruzcounty.us 831-454-2408
Election data for sale; Precinct boundaries & consolidations; Street Index maintenance; Initiatives & petitions	Emma Gordon emma.gordon@santacruzcounty.us 831-454-2415
Vote-by-Mail Ballot coordinator; Statistical reports; Permanent Vote-by-Mail; Vote-by-Mail Ballot application distribution; Overseas & Military Voters; Voter File maintenance	John Beck john.beck@santacruzcounty.us 831-454-2405
Poll workers recruitment and training; Training manuals; Voter accessibility	Lynn Stipes lynn.stipes@santacruzcounty.us 831-454-2416
Department Information Services manager; Website manager; Ballot layout and counting	Martin Peaden martin.peaden@santacruzcounty.us 831-454-3456
Polling place recruitment; Compliance with ADA & Title 24; Polling place mitigations; Voting system; Warehouse management	Vacant
Voter registration & outreach; VoteCal manager; Language services	Helen Ruiz-Thomas helen.ruiz-thomas@santacruzcounty.us 831-454-3389
Fiscal services	Daisy Williams daisy.williams@santacruzcounty.us 831-454-2418
Receptionist	Vacant

Candidate Checklist – March 3, 2020

Listed below is a description of the various mandatory and optional forms to be filed for candidacy in the March 3, 2020 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 central committee candidates	Sept. 27 – Dec. 6 (E-158 to E-88)	
Nomination Paper	All central committee candidates	Sept. 27 – Dec. 6 (E-158 to E-88)	
Code of Fair Campaign Practices	Optional for All Candidates	File with Dec. of Candidacy	

Candidates for Central Committee or County Council are not eligible to submit Candidate’s Statements of Qualifications to be printed in the county Voter Information Guide.

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. Dates marked with an (*) indicate that it falls on a weekend or holiday so the activity is moved to the next business day.

All parties may decide to select their members through the ballot process or a caucus. *The American Independent Party has opted not to use the March 2020 ballot for selecting their members.*

<p>Document</p>	<p>Nomination Petition</p> <p>A Nomination Petition must be filed by all Central Committee and County Council candidates who plan to run for election on March 3, 2020.</p> <p>The Nomination Paper consists of a petition that must contain:</p> <ul style="list-style-type: none"> • 20 valid signatures of voters registered in the party in the jurisdiction, or • For the Peace & Freedom, Green, and Libertarian Parties not less than 2 percent of the number of voters registered as affiliated with the party in the central committee election district. (§7776) <p>The petition must be obtained and filed prior to filing the Declaration of Candidacy.</p> <p>Nomination Petitions for Republican and Democratic Central Committee candidates may contain the name of only one candidate seeking election to the office, since they elect by Supervisorial District.</p> <p>Nomination Papers for Peace and Freedom Central Committee 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.</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.</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 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, 7914, 8020, 8041, 8062(a)(3) Green Party Rules</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 6, 2019 • There is no extension if the incumbent does not file

Document	<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, 8028, 8040 8101</p>
Who files	All Candidates for Central Committee or County Council
Deadline	<ul style="list-style-type: none"> • December 6, 2019 • There is no extension if the incumbent does not file

Document	<p>Code of Fair Campaign Practices</p> <p>May be voluntarily subscribed to by candidates for public office.</p> <p style="text-align: right;">Elections Code §20400-20444</p>
Who files	Optional for all candidates
Deadline	<ul style="list-style-type: none"> • December 6, 2019 • There is no extension if the incumbent does not file

Document	<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 \$2,000 is being raised or spent. If candidates plan on raising or spending more than \$2,000, 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, 8421</p>
Who files	All Candidates for Central Committee and County Council
Deadline	<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 \$2,000. This will end their reporting obligation.

March 3, 2020 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.

<p>Sept. 27 – Dec. 6 (E-158 to E-88)</p>	<p>Nomination Documents for Central Committee Candidates</p> <p>Between these dates, candidates for central committee, including incumbents running for re-election, must file their Declaration of Candidacy and Nomination Papers with 20 signatures from voters registered with your party and in the district where you are running.</p> <p>The elections official shall compute the number of members of the Democratic and Republican county central committee to be elected in each Supervisorial district.</p> <p>The Secretary of State will compute the number of members of the American Independent county central committee and the elections official shall determine how many are elected by Supervisorial District.</p> <p>The Secretary of State shall compute the number of members of the Peace & Freedom and Green county central committee/county council to be elected in the County.</p> <p style="text-align: right;">§8020, 7226, 7421, 7671, 7650, 7770, 7903, 7913</p>
<p>Oct. 1 (E-154)</p>	<p>Registration in New Party</p> <p>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 3, 2020 primary election candidate nominating process.</p> <p style="text-align: right;">§5100(b)</p>
<p>Oct. 14 (E-141)</p>	<p>County Holiday – Office Closed</p>
<p>Oct. 20* (E-135)</p>	<p>No Party Preference Voter Participation Notice – Presidential Candidates</p> <p>Last day for a political party to notify the Secretary of State that it has adopted a rule that authorizes a person who has no party preference to vote the ballot of that political party at the primary election.</p> <p style="text-align: right;">§13102(c)</p>
<p>Oct. 20* (E-135)</p>	<p>New Party Qualification</p> <p>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.</p> <p style="text-align: right;">§2187(c)(1), 5100(b & c)</p>

<p>Oct. 28 (E-127)</p>	<p>County Central committees – Republican, Democratic parties By this date, the county elections official shall compute the number of members of the Democratic and Republican county central committee to be elected in each Supervisorial district. Elections Code says no later than January 31.</p> <p style="text-align: right;">§ 7226, 7421</p>
<p>Oct. 30 (E-125)</p>	<p>County Central committee – American Independent party The Secretary of State, no later than 125 days before the primary, shall compute the number of members to be elected in each county.</p> <p style="text-align: right;">§7671</p>
<p>Oct. 30 (E-125)</p>	<p>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.</p> <p style="text-align: right;">§12103</p>
<p>Nov. 11 (E-113)</p>	<p>County Holiday – Office Closed</p>
<p>Nov. 28 (E-96)</p>	<p>County Holiday – Office Closed</p>
<p>Nov. 29 (E-95)</p>	<p>County Holiday – Office Closed</p>
<p>Dec. 4 (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.</p> <p style="text-align: right;">§12306</p>
<p>Dec. 12, 11am (E-82)</p>	<p>Randomized Alphabet Drawing Secretary of State shall conduct the randomized alphabet drawing to determine the order in which the candidates will appear on the primary election ballot.</p> <p>On this same day, the County Clerk shall conduct a randomized alphabet drawing for State Senate and Assembly offices.</p> <p style="text-align: right;">§13112</p>
<p>Dec. 24 (E- 70)</p>	<p>County Holiday – Office Closed</p>
<p>Dec. 25 (E-69)</p>	<p>County Holiday – Office Closed</p>
<p>Jan. 1 (E-62)</p>	<p>County Holiday – Office Closed</p>

<p>Jan. 3 (E-60)</p>	<p>Military or Overseas Vote-by-Mail Ballot Applications</p> <p>First day the county elections official may process applications for military or overseas voter ballots. Any applications received by the county elections official prior to this day shall be kept and processed on or after this date. If the applicant is not a resident of the county to which he or she has applied, the elections official receiving the application shall forward it immediately to the proper county.</p> <p>A request for a vote-by-mail ballot from a military or overseas voter will be deemed an affidavit of registration and an application for permanent vote-by-mail status</p> <p style="text-align: right;">§300(b), 3102, 3105</p>
<p>Jan. 20 (E-43)</p>	<p>County Holiday – Office Closed</p>
<p>Jan. 18 (E-45)</p>	<p>State Voter Information Guide Available</p> <p>By this date, the Secretary of State shall give copies of the state Voter Information Guide to cities, counties, members of the Legislature, proponents of statewide ballot measures, public libraries, and educational institutions.</p> <p style="text-align: right;">§9094(b), 9096</p>
<p>Jan. 23 – Feb. 11 (E-40 to E-21)</p>	<p>Counties Mail County Voter Information Guide/State Voter Information Guide Mailing</p> <p>Between these dates the county elections official shall mail a county Voter Information Guide and polling place notice to each registered voter.</p> <p>Between these dates the Secretary of State shall mail state Voter Information Guides to all households in which voters were registered by January 3 (E-60). The state will do a supplemental mailing of state pamphlets to voters who register after January 3.</p> <p style="text-align: right;">§9094, 13303, 13304</p>
<p>Feb. 3 (E-29)</p>	<p>Establish Precinct Boards and Polling Places</p> <p>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.</p> <p style="text-align: right;">§12286, 12318</p>
<p>Feb. 3 (E-29)</p>	<p>Last Day to Register to Vote to Ensure Receipt of County Voter Information Guide</p> <p>Voter registration cards received by this date (postmark NOT ACCEPTABLE) will be added to the rolls and the voters will receive a county Voter Information Guide prepared by the county elections official. The voters who submit cards after this date will NOT receive a county Voter Information Guide, only a notice advising the late registrant that he/she will not receive a county Voter Information Guide.</p> <p style="text-align: right;">§13303</p>

<p>Feb. 3 – Feb. 25 (E-29 to E-7)</p>	<p>Vote-by-Mail Ballot Period – County Mails Ballots to Voters Between these dates voters may apply for a vote-by-mail ballot from the Elections Department. Voters may also obtain a ballot during this period from the County Elections Office and Watsonville City Hall. Under certain conditions voters may obtain a vote-by-mail ballot after February 25.</p> <p style="text-align: right;">§3001, 3003</p>
<p>Feb. 3 (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 CD.</p> <p style="text-align: right;">§2185</p>
<p>Feb. 17 (E-15)</p>	<p>County Holiday – Office Closed</p>
<p>Feb. 17* (E-15)</p>	<p>15-day Voter Registration Deadline to sign up to vote and receive voting materials and be eligible to vote-by-mail. The Voter Registration Form shall be mailed (postmarked by this date), received online by midnight, or delivered to the county elections official by this date and is effective upon receipt. The Voter Registration Form may also be submitted by this date to the Secretary of State, Department of Motor Vehicles, or any National Voter Registration Act designated agency.</p> <p style="text-align: right;">52 U.S.C. §20301; §321, 2102</p>
<p>Feb. 18 – March 3 (E-14 to E)</p>	<p>Conditional Voter Registration Voters who missed the voter registration deadline can still register and vote - up to and including Election Day at the Santa Cruz County Elections Office, Watsonville City Clerk’s Office and other locations designated by the County Clerk. Locations and hours will be posted by February 3 on www.votescount.com.</p> <p>Ballots will be counted after the elections official verifies the voter’s registration and confirms that they have not already voted in the election.</p> <p style="text-align: right;">§2170</p>
<p>Feb. 18 – March 3 (E-14 to E)</p>	<p>New Citizens Registration Period Registration for new citizens shall begin the 14th day prior to an election and ending at the close of polls on 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.</p> <p style="text-align: right;">§331, 3500, 3501</p>
<p>Feb. 22* (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.</p> <p style="text-align: right;">§12109</p>

<p>No later than Feb. 25 (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 to March 3 (E-6 to E)</p>	<p>Obtaining a Ballot After the Close of Vote-by-Mail Period in which any voter may apply in writing for a ballot if, because of specific conditions, he/she will be unable to go to the polls. A written statement is not necessary if the ballot is voted in the office of the elections official at the time of the request. The voter may either personally or through any authorized representative return the ballot to the Elections Department or polling place in the county. §3021</p>
<p>Feb. 29 to March 1 (E-3 to E-2)</p>	<p>Weekend Voting The Santa Cruz County Elections Department, Watsonville City Hall and other locations will be open from 9am to 5pm for weekend voting. Locations will be posted by February 3 on www.votescount.com.</p>
<p>March 3 (E)</p>	<p>Presidential Primary Election Day Polls open at 7am and close at 8pm. §1000, 14212</p>
<p>March 3, 8 pm (E)</p>	<p>Semifinal Official Canvass Beginning at 8pm and continuously until completed, the county elections official shall conduct the semifinal official canvass of votes and report totals to the Secretary of State at least every two hours. §15150, 15151</p>
<p>March 5 – April 2 (E+2 to E+30)</p>	<p>Official Canvass The official canvass of precinct returns is to be completed during this time. §15301, 15372</p>
<p>March 6 (E+3)</p>	<p>Vote-by-Mail Ballots Returned Via Post Office - Deadline Vote-by-mail ballots that are postmarked on or before Election Day or is time stamped or date stamped by a bona fide private mail delivery company on or before Election Day and received by the county elections official shall be considered received on time. If the ballot has no postmark, a postmark with no date, or an illegible postmark, the vote by mail ballot identification envelope must be signed and dated by the voter pursuant to Section 3011 on or before Election Day in order to be considered received on time. §3020</p>
<p>March 29 (E+26)</p>	<p>Last day to cure your signature on your vote-by-mail ballot envelope Voters who failed to sign their vote-by-mail ballot envelope or whose signature does not compare to the one we have on file, have until 2 days before we certify the election to provide their signature on a ballot envelope statement and file it with the County Elections Department. §3019</p>

<p>April 2 (E+30)</p>	<p>Statement of Vote to Board of Supervisors – Certificates of Election Prepared The elections official shall prepare a certified statement of the results of the election and submit it to the Board of Supervisors. 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. §15372, 15400-15401</p>
<p>5 Days After Canvass</p>	<p>Recount May Be Requested 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. 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 covering costs (approximately \$500 per day). "Completion of the canvass" shall be presumed to be the time when the elections official signs the certified Statement of Vote. §15620-15642</p>
<p>April 3 (E+31)</p>	<p>Certificates of Election or Nomination to be prepared The county elections official will prepare certificates of election for each member elected to a central committee or county council. §8145, 8146</p>
<p>December 2020 or January 2021</p>	<p>Republican Organizational Meeting & Assume Office At the first meeting, a committee shall organize by selecting a chairperson, a secretary, and any other officers and committees as it deems necessary for carrying on the affairs of this party. The members of the central committee shall assume office and hold their first meeting during the month of December or January following a general election. A member shall hold office for a two-year term commencing with that first meeting held in December or January following a general election. §7441</p>

Central Committees Members to be Selected in 2020

The American Independent Party has chosen not to select its members using the March 2020 ballot. It is our understanding that all other parties are using the March 2020 ballot to select their members.

Calculations for number of seats based on CCROV 19069 (August 16, 2019).

Office	Incumbent	Area	Term	Begins	Qualifications
Central Committees: <ul style="list-style-type: none"> Republican Democratic American Independent 	Names on file at the Elections Department or online www.votescount.com	County – selected by Supervisorial District	4 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: <ul style="list-style-type: none"> Peace and Freedom Libertarian 		County – selected at large	4 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 <ul style="list-style-type: none"> Green 		County – selected at large	4 years	See party code	U.S. citizen, resident eligible to vote in the county. (Elec. Code §7750, 7753, 7882, 8001)

	Sup 1	Sup 2	Sup 3	Sup 4	Sup 5	At large	Total
Democratic	5	4	5	2	5		21
Republican	5	5	3	2	6		21
American Independent	6	6	4	2	7		25
Peace and Freedom						7	7
Libertarian						7	7
Green						7	7

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 qualified 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

Candidates for Democratic and Republican Central Committee must file a Nomination Paper with 20-40 signatures. Candidates for Green Party County Council, Libertarian Party Central Committee or Peace and Freedom Party Central Committee must file a Nomination Paper with 20 signatures or 2% of their party registration, whichever is less. There is no filing fee. (Elections Code §7776, 8062(a)(3))

All candidates for all parties require 20 valid signatures except for candidates for Peace & Freedom Party. They only need 13 valid signatures.

Guidelines for Gathering Signatures

Circulators (whether the candidate or another person) perform the important duty of obtaining signatures of properly registered voters for 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

A candidate for any office may obtain signatures to and sign his/her own nomination 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 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' nomination papers may contain the name of only one candidate seeking election to the office.

Peace and Freedom Central Committee candidates' nomination papers 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 on their nomination papers, 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. (Elections Code §7918)

Peace and Freedom, Libertarian, and Green party candidates must obtain at least 20 signatures or 2% of the number of registered voters as affiliated with their party. (Elections Code §7776, 7917)

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 no 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.

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;
- 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.”)

If a candidate changes his or her name within one year of any election, the new name shall not appear upon the ballot unless the change was made by either of the following: (a) Marriage; or (b) Decree of any court of competent jurisdiction. (Elections Code §13104)

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, 13107.3 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. Each candidate who submits a ballot designation shall file, in addition to the nomination documents filed pursuant to §8020, a ballot designation worksheet that supports the use of that ballot designation by the candidate. The Ballot Designation Worksheet is obtained from the Elections Department.

The ballot designation must be chosen from one of the five 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.

Proposed ballot designations indicating that the candidate is a member of the state or county central committee of a political party, or an officer of a state or county central committee of a political party, are improper, as such positions do not constitute elective county or state offices as specified in Elections Code §13107, subdivision (a)(1). (Administrative Code Section 20712 (e))

- 2) **Incumbent:** The word “incumbent” if the candidate is a candidate for the same office which 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, or 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. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.

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 which he or she holds and to which he or she was appointed, as a nominated candidate, in lieu of an election.

- 4) **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(e), 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 which 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, and the ballot designation worksheet, 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 provided on the candidate's ballot designation worksheet.

The candidate shall, within three (3) days, excluding Saturday and Sunday, and state holidays, 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 a designation that complies with subdivision (a) or (b).

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. (Elections Code §13107(g))

Format of Name and Ballot Designation

The ballot system used in Santa Cruz County has the following space limits (letters, spaces, punctuation) for names and ballot designations:

- Names = 39 characters
- Ballot Designations = 39 characters

Candidates are encouraged to comply with the ballot spacing limits. On the paper ballot, names are printed in 9-point uppercase bold and ballot designations are printed in 9 point uppercase and lowercase regular font. (EC §13107(h)). Tablet ballots are displayed in a larger font and the system allows voters to increase the font size if needed.

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. §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. (Elections Code §13107(j))

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.

Ballot Designation Worksheet

A ballot designation worksheet must be completed at the time of filing. Election Code 13107.3 states:

(a) Each candidate who submits a ballot designation pursuant to subdivision (a) of Section 13107 shall file, in addition to the nomination documents filed pursuant to Section 8020, a ballot designation worksheet that supports the use of that ballot designation by the candidate, in a format prescribed by the Secretary of State.

(b) The ballot designation worksheet shall be filed with the elections official at the same time that the candidate files his or her declaration of candidacy.

(c) In the event that a candidate fails to file a ballot designation worksheet in accordance with subdivision (a), no designation shall appear under the candidate's name on the ballot.

Write-In Candidacy

(Elections Code § 8600 – 8606)

Filing Period: March Primary Election: January 6 – February 18

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 office, the office will not appear on the ballot and there will be no opportunity for write-in candidates. (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, 15341) 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 Primary Election System

Top Two Open Primary Act with Voter-Nominated Offices

On June 8, 2010, California voters approved Proposition 14, which created the Top Two Candidates Open Primary Act.

Except for the office of U.S. President and county central committee offices, offices that used to be known as "partisan offices" (e.g., state constitutional offices, U.S. Congress, and state legislative offices) are now known as "voter-nominated" offices.

Under the Top Two Candidates Open Primary Act, all candidates running in a primary election, regardless of their party preference, will appear on a single Primary Election ballot and voters can vote for any candidate. The top two overall vote-getters – not the top vote-getter from each qualified party and anyone using the independent nomination process – will move on to the General Election.

Candidates for voter-nominated office can choose whether to list their party preference on the Primary and General Election ballots. Political parties can no longer formally nominate candidates for voter-nominated offices, so a candidate who finishes in the top two at the Primary Election and advances to the General Election is not the official nominee of any party for the office.

Candidates for President and Central Committee/County Council will continue to be voted on by voters affiliated with that political party. However, parties can notify the Secretary of State by October 20, 2019 that it has adopted a rule that authorizes a person who has no party preference to vote the ballot for President of that political party at the primary election. In the past, the Democratic, American Independent, and Libertarian parties have adopted this rule. §Elections Code 13102

Call the Elections Department at 831-454-2060 or visit our website at www.votescount.com for updated information.

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 or her 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 or an elections official's office" shall mean a distance of 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

Any person who violates any of the provisions of this section is guilty of a misdemeanor.

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 310
Santa Cruz, CA

Contacts

Gail L. Pellerin, County Clerk
Tricia Webber, Assistant County Clerk

Vote by Mail Results

Released around 8:30pm on Tuesday, March 3.

Results on the Internet

Results will be posted online at www.votescount.com

First report from precincts is expected at approximately 10:30pm election night. Next report will be released at around midnight. Final report for the night with semi-official results will be posted once ballot counting is done around 2am.

Results by Phone:

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

Call 831-454-2060

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.

Election night results are not final

Once the last ballot is counted, an Election Night Summary Vote Report will be available from the Elections Department. It will also be posted on our website. Ballots will be added to the election night count during the canvass. Vote totals will change as more qualified ballots are added to the count. Winners cannot be declared until all votes in the jurisdiction are certified.

Precinct-by-precinct numbers

In addition to posting precinct results at each voting precinct, a report showing votes by precinct based on ballots counted Election Night will be posted on our website Wednesday, March 4.

Final Results

The official canvass of ballots will begin no later than Thursday, March 5. The law gives us 30 days to complete the canvass and certify the final vote totals. Please call to verify when the final count will occur.

The Canvass

The official canvass of votes cast at the March 3, 2020 Presidential Primary election may begin no later than Thursday, March 5, 2020 pursuant to Elections Code §15301, 15372.

All post-election manual tally requirements must be completed within the canvass period established by Elections Code §10262 and §15372.

Periodic updates of results before final certification: The Elections Department will do periodic updates of the vote count. Once all provisional ballots and vote-by-mail 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 posted on our website.

Vote-By-Mail ballot numbers provided by district: Vote-by-Mail ballots may be dropped off at any polling place on Election Day. In addition, numerous vote-by-mail 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. Ballots postmarked by Election Day and received in the mail by the Friday after the election will be added to the count if the voter is qualified.

On election night, the Elections Department will be able to provide an **estimate** of the number of vote-by-mail ballots received that remain to be counted during the canvass.

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

Usually, this report is available a week after the election.

Vote-By-Mail Ballot Processing: On election night all the vote-by-mail ballots that have been received and processed prior to Election Day are counted. The law allows elections officials to begin to process vote-by-mail ballots 7 working days prior to the election. For a vote-by-mail ballot to be ready to be counted, the following must occur:

- a) flag returned vote-by-mail ballots on computer system;
- b) compare signature of voter on vote-by-mail ballot 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 vote-by-mail ballots by consolidated voting precinct;
- d) open vote-by-mail ballot identification envelopes within each sorted group. Identification envelopes are placed signature side down and the voted ballot is removed. Envelopes returned empty without a ballot is noted. Empty identification envelopes are removed from the table. The number of opened vote-by-mail ballot identification envelopes are counted and the number of voted ballots are counted. If numbers do not match, research is done until the numbers are reconciled;
- e) voted ballots are then inspected for damage or marks that would affect the accuracy of counting the ballot. Ballots are corrected pursuant to Elections Code §15210 or duplicated if necessary by the canvassing board.

- f) vote-by-mail 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 vote-by-mail 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 Vote-by-Mail 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 a vote-by-mail ballot, show up at the polling place to vote, but fail to surrender their vote-by-mail 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 vote-by-mail ballots 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 Vote-by-mail 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 Vote-by-Mail 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. Ballots which were not tallied election night because they were damaged or rejected by the scanners 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 data 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): (a) During the official canvass of every election in which a voting system is used, the official conducting the election shall conduct a public manual tally of the ballots tabulated by those devices, including vote by mail ballots, using either of the following methods:

(1) (A) A public manual tally of the ballots, including vote by mail ballots, cast in 1 percent of the precincts chosen at random by the elections official. If 1 percent of the precincts is less than one whole precinct, the tally shall be conducted in one precinct chosen at random by the elections official.

(B) (i) In addition to the 1 percent manual tally, the elections official shall, for each race not included in the initial group of precincts, count one additional precinct. The manual tally shall apply only to the race not previously counted.

(ii) Additional precincts for the manual tally may be selected at the discretion of the elections official.

(2) A two-part public manual tally, which includes both of the following:

(A) A public manual tally of the ballots, not including vote by mail ballots, cast in 1 percent of the precincts chosen at random by the elections official and conducted pursuant to paragraph (1).

(B) (i) A public manual tally of not less than 1 percent of the vote by mail ballots cast in the election. Batches of vote by mail ballots shall be chosen at random by the elections official.

(ii) For the purposes of this section, a “batch” means a set of ballots tabulated by the voting system devices, for which the voting system can produce a report of the votes cast.

(iii) (I) In addition to the 1 percent manual tally of the vote by mail ballots, the elections official shall, for each race not included in the initial 1 percent manual tally of vote by mail ballots, count one additional batch of vote by mail ballots. The manual tally shall apply only to the race not previously counted.

(II) Additional batches for the manual tally may be selected at the discretion of the elections official.

(b) If vote by mail ballots are cast on a direct recording electronic voting system at the office of an elections official or at a satellite location of the office of an elections official pursuant to Section 3018, the official conducting the election shall either include those ballots in the manual tally conducted pursuant to paragraph (1) or (2) of subdivision (a) or conduct a public manual tally of those ballots cast on no fewer than 1 percent of all the direct recording electronic voting machines used in that election chosen at random by the elections official.

(c) The elections official shall use either a random number generator or other method specified in regulations that shall be adopted by the Secretary of State to randomly choose the initial precincts, batches of vote by mail ballots, or direct recording electronic voting machines subject to the public manual tally.

(d) The manual tally shall be a public process, with the official conducting the election providing at least a five-day public notice of the time and place of the manual tally and of the time and place of the selection of the precincts, batches, or direct recording electronic voting machines subject to the public manual tally prior to conducting the selection and tally.

(e) The official conducting the election shall include a report on the results of the 1 percent manual tally in the certification of the official canvass of the vote. This report shall identify any discrepancies between the machine count and the manual tally and a description of how each of these discrepancies was resolved. In resolving any discrepancy involving a vote recorded by means of a punchcard voting system or by electronic or electromechanical vote tabulating devices, the voter verified paper audit trail shall govern if there is a discrepancy between it and the electronic record.

The 1 percent tally procedure takes approximately 5 to 10 days.

Final Official Count: The Logic and Accuracy Test is run, reviewed and approved to ensure the card readers are operating correctly. The vote-by-mail, provisional and any remade ballots are then counted by the 400C ballot counter. 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

FAQs

Candidates running for public office must satisfy many requirements set forth in law and regulation. Over the years, certain aspects of the nomination process have been identified as areas where prospective candidates seem to encounter problems. In order to assist candidates in avoiding these "pitfalls" the following questions and answers have been prepared.

Is your office open during the lunch hour?

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

What if I change my mind about being a candidate after filing a Declaration of Candidacy?

According to Elections Code §8800, "No candidate whose declaration of candidacy has been filed for any primary elections may withdraw as a candidate at that primary election."

According to Elections Code §10510, "No candidate shall withdraw his or her declaration of candidacy after 5pm on the 88th day prior to the general district election."

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.