



County of Santa Cruz

COUNTY CLERK / ELECTIONS

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GAIL L. PELLERIN, COUNTY CLERK

May 7, 2007

To: Board of Supervisors, Special Districts, School Districts and Cities
From: Crystal Bertheau, Santa Cruz County Elections Department
Re: Information for the November 6, 2007 and February 5, 2008 Elections

The deadline for calling an election for a measure for November 6, 2007 is fast approaching. If your board is planning a measure on the November 6, 2007 or February 5, 2008 ballot, you must file a resolution that does the following: 1) orders the election; 2) requests the Santa Cruz County Elections Department to conduct the election, and 3) consolidates it with any other jurisdiction holding an election on that same day.

If you need to call a special election to fill a vacancy please call us at 454-2060 to obtain materials you will need.

The important deadlines for the **November 6, 2007** election to note are:

- May/June 2007 – suggested month that your governing body hold a meeting to adopt the resolution calling the election;
- June 12, 2007 (**EARLY** deadline)-governing bodies are encouraged to file their resolutions calling their election by this date;
- August 10, 2007 (**FINAL** deadline) – last day for governing bodies to file their resolutions calling their election.

The important deadlines for the **February 5, 2008** election to note are:

- August/September 2007 – suggested month that your governing body hold a meeting to adopt the resolution calling the election;
- September 12, 2007 (**EARLY** deadline)-governing bodies are encouraged to file their resolutions calling their election by this date;
- November 9, 2007 (**FINAL** deadline) – last day for governing bodies to file their resolutions calling their election.

The following documents are attached to assist your governing body in calling and consolidating an election with the November 6, 2007 General Election.

- Attachment A – Administrative Calendar
- Attachment B – How to Place a Measure on the Ballot
- Attachment E – Sample Resolution of the Election Order for Special Districts

If you need our assistance, please contact me at 454-2408 or e-mail me at crystal.bertheau@co.santa-cruz.ca.us. Also, all attachments may be found on our website at www.votescount.com.