

JURISDICTION / BOARD MEMBER - INFORMATION SHEET

(To be returned with Resolution)

DISTRICT NAME _____

CONTACT NAME/TITLE _____

ADDRESS _____

PHONE # _____

FAX # _____

EMAIL _____

HOURS OF OPERATION Days: _____ / Hours: _____

DISTRICT CHECKLIST <i>(Review Resolution and Complete Prior to Submitting to ROV)</i>	
DOES THE RESOLUTION INCLUDE THE REQUIRED INFORMATION?	
<input type="checkbox"/> requests the Board of Supervisors to permit the ROV to render specified services to the jurisdiction relating to the conduct of their election (EC §10002)? <input type="checkbox"/> clearly states election code? <input type="checkbox"/> clearly states election services for vote center election (conducted per Divisions 9, 10, 13 and 14)? <input type="checkbox"/> specify date of election and permit consolidation, per Part 3 of Division 10 (starting with §10400 and including §10418? See also §10002 in Division 1).	<input type="checkbox"/> clearly states election services for mail ballot election (conducted per Divisions 4, 9 and 13) <input type="checkbox"/> N/A <input type="checkbox"/> IF calling by MAIL BALLOT, date requested is listed as mail ballot election date (EC §1500). <input type="checkbox"/> IS JURISDICTION ELIGIBLE for MAIL BALLOT election? It is very important to double check IF the election can be held by mail, per EC §4000. Restrictions apply.
SCHOOL AND SPECIAL DISTRICT GOVERNING BODY ONLY (board member, trustee, director, commissioner)	CITY GOVERNING BODY ONLY (council, mayor, clerk, police chief, treasurer)
<input type="checkbox"/> Describes number of seats and terms (See EC §10403). <input type="checkbox"/> Describes elective divisions, if any, for each seat <input type="checkbox"/> Describes additional requirements for office, <u>if any</u> . In general, must be registered to vote/reside within the district boundaries (EC §201). VERIFY legal qualifications for landowner or veteran status districts per enabling legislation/code or bylaws. <input type="checkbox"/> Specifies word-limit for candidate statement (EC §13307) *If not specified, default is 200 per code. <input type="checkbox"/> 200 <input type="checkbox"/> 400 <input type="checkbox"/> Specifies who pays for candidate statement (EC §13307) <input type="checkbox"/> Candidate <input type="checkbox"/> District <input type="checkbox"/> Split (___% ___%) <input type="checkbox"/> Specifies if payment is required in advance (EC §13307) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Specifies resolution of tie vote <input type="checkbox"/> By Lot <input type="checkbox"/> Run-off	<input type="checkbox"/> Describes number of seats and terms (EC §10403). <input type="checkbox"/> Describes elective divisions, if any, for each seat <input type="checkbox"/> Clearly separates office types, office names, number of positions and term length for proper election set up. <input type="checkbox"/> Specifies word-limit for candidate statement (EC §13307) *If not specified, default is 200 per code. <input type="checkbox"/> 200 <input type="checkbox"/> 400 <input type="checkbox"/> Specifies any other rule or regulation outside of state law, such as, City of Palo Alto does not permit the use of ballot designations.
	MISCELLANEOUS REQUIREMENTS
	<p><i>(does not apply to Cities)</i></p> <p>Newspaper specification for required legal publication: <input type="checkbox"/> _____ <input type="checkbox"/> San Jose Post Record (ROV will post here if none given above)</p> <p>Do you have an updated boundary map? If so, submit with your resolution: <input type="checkbox"/> The office Resolution of City Annexations or parcel transfers from LAFCO (if applicable). <input type="checkbox"/> Current jurisdiction boundaries in a GIS data format such as shapefiles or feature classes in a geodatabase. <input type="checkbox"/> A list of property parcels (residential and commercials) within the boundary that includes Assessor's Parcel Numbers (APNs) and address data attached for each.</p>

DATE _____

PRINT NAME _____

SIGNATURE _____

GENERAL INFORMATION

Due Dates: For Ballot Measure issues, due dates are as follows:

School Governing Board Member:	123 days prior to election date (Education Code §§5322, 5324, 5325).
District Board of Directors:	Notice delivered by 125th day prior (EC §10509)
Vacancies (School and District):	130 days prior to election date (Education Code §§5091 and Gov. Code §1780) This date may NOT apply to a vacancy that occurs less than 130-days prior to a scheduled election.
City Elections:	88th day prior to the election (EC §§10002, 10403, 12001, 12101-12102). That is legal deadline for city to request election services from County. However, cities will historically deliver resolution calling election in excess of this date.
City Vacancy:	114th day prior to election (Gov. Code §36512)
Change Election Date/ 1 (established At-Large to District: change of election	240th day prior to regularly scheduled election. See Divisions election dates) & 10 of Elections Code (Part 1, Chapter 2 for method and Part 4 for consolidation). ROV has internal working calendar that requires 270 days.

Submittal of Resolutions to be Filed:

Original:	Santa Clara County Board of Supervisors Clerk of the Boards Office 70 West Hedding Street East Wing, 10th Floor San Jose, CA 95110 Office: (408) 299-5001 Fax: (408) 938-4525 Email: cobreception@cob.sccgov.org
Certified Copy:	Santa Clara County Registrar of Voters 1555 Berger Drive, Building 2 San Jose, CA 95112 Office: (408) 299-8639 Email: email-rov-nom@rov.sccgov.org