

UNIFORM DISTRICT ELECTION LAW

BOARD OF DIRECTORS' ELECTION

CONSOLIDATED ELECTIONS - NOVEMBER 8, 2011

FUNCTIONS TO BE PERFORMED BY DISTRICT AND RR/CC

DISTRICT'S RESPONSIBILITIES

1. No later than **June 10 (E-151)**, deliver a notice to the Registrar-Recorder/County Clerk (RR/CC) which contains elective offices to be filled, and whether district or candidate is to pay for candidate statement. (CEC 10509)

NOTE: Legal date to provide data to this office is **July 6 (E-125)** but because of election requirements, such as preparing and disseminating an election manual and publication of the notice of election this office recommends the date of **June 3**.

2. No later than **June 10 (E-151)**, determine if district or candidate is to pay for candidate statement, whether word limit should be 200 or increased to 400, and whether candidate is to pay a deposit or be billed by the district after the election. Change in decision cannot be made after **July 12 (E-119)**. (CEC 13307)
3. No later than **July 6 (E-125)** deliver a map to this office showing the boundaries of the district, and the boundaries of divisions, if applicable. (CEC 10522) In lieu of delivering a map you may advise this office that no boundary changes have been made since the last scheduled election. (CEC 10522)
4. Post the Notice of Election (provided by this office) at the district's headquarters.
5. Receive Canvass Certificate and Statement of Votes Cast approximately 27 days after the election. (CEC 10551)

REGISTRAR-RECORDER/COUNTY CLERK'S RESPONSIBILITIES

1. Prepare Candidate Handbook and Resource Guide which contains pertinent election events.
2. Publish all legal notices.
3. Issue and file all candidate nomination documents (including Campaign Reporting Statements).
4. Ensure copies of all ballot material, including candidates' names, ballot occupations and candidate statements, are available for public examination for recommended period designated in calendar of events.
5. Consolidate established precincts to form voting and declared Vote By Mail precincts.
6. Designate polling places and recruit pollworkers.
7. Print official ballots.
8. Print and mail Official Sample Ballot booklets.
9. Issue and receive Vote By Mail ballots.
10. Furnish precinct supplies to pollworkers.
11. Train pollworkers.
12. Staff check-in centers and central tally center.
13. Conduct election tally and release semi-official election results.
14. Canvass election returns.
15. Certify official election results to district.
16. Issue Certificates of Election to successful candidates.