

A man with short dark hair and glasses, wearing a dark grey suit jacket over a blue collared shirt, is seated in a black office chair. He is looking down at a laptop on a desk in front of him. The background features a light-colored wall and two tall, feathery dried plant arrangements. In the foreground, the back of a person's head with dark hair is visible, slightly out of focus. A white text box is overlaid on the lower left portion of the image.

**Elections 101: Congratulations!
You're the Elections Official.
Now What?**



Agenda

Who's in the room

Responsibilities

Relationships

YOU are the Election Official

Q & A

Speakers



Holly M. Charléty, MMC
City Clerk



David Carnahan, MMC
City Clerk



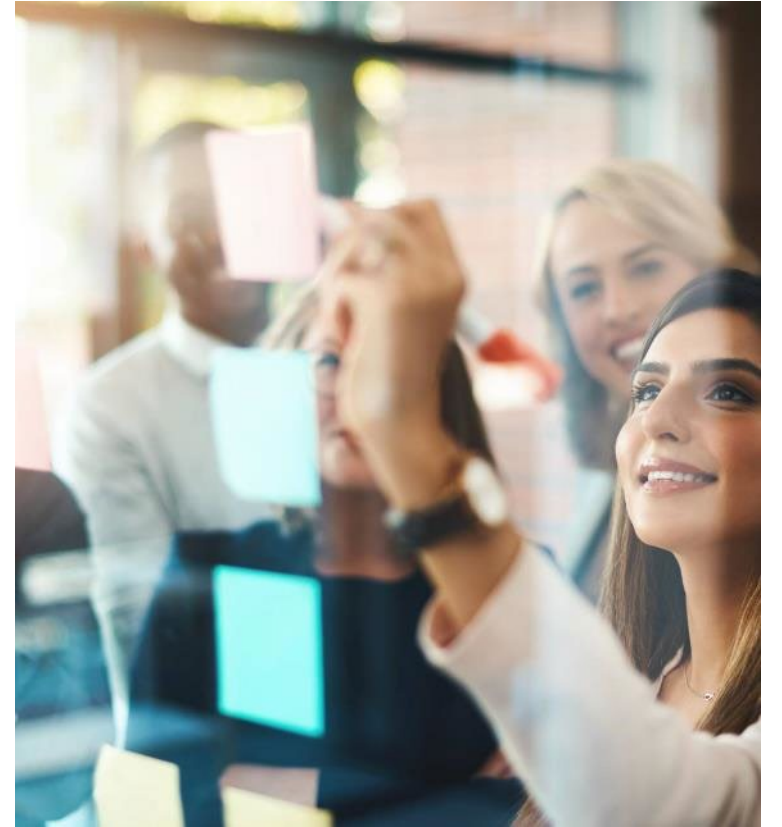
Michael MacDonald, CMC
City Clerk

Who is in the room?

Go to
www.menti.com

Enter the code
1414 0012





Responsibilities



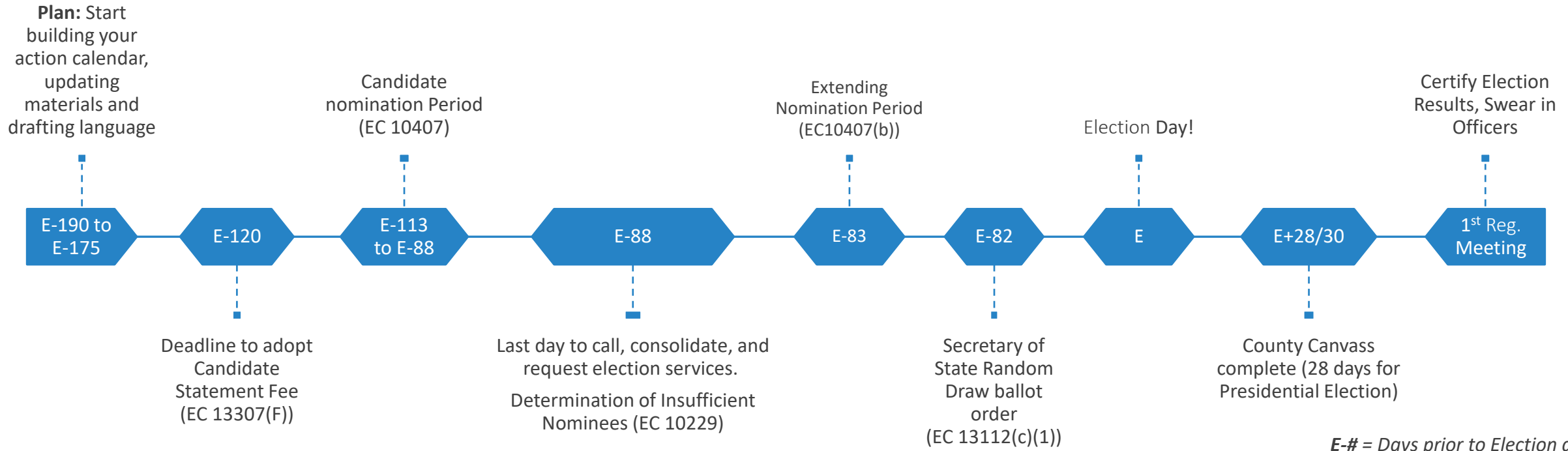
General Election Responsibilities

- CALL/CONSOLIDATE ELECTION
 - Communicate with County Registrar
 - Author staff reports
 - Publish notices (as applicable)
- CANDIDATES
 - Create resources/guides
 - Nomination Process
 - Campaign Reporting
- MEASURES
 - Argument/Rebuttal Process
- INITIATIVE/REFERENDUM/RECALL
 - Petition process
- COMMUNICATIONS
 - Candidates
 - Website
 - Community newsletters
 - Press Release
 - Staff
 - Action Calendar
 - FAQ on Do's and Don't
 - Voters
 - Social media
 - Website
 - Community newsletters



Q & A

General Timeline - Candidates



E-# = Days prior to Election day
EC = Election Code
GC = Government Code
CCR = CA Code of Regulations



Candidate Nomination Responsibilities

NOMINATION PETITION

- Nomination Paper/Petition (EC 10220)
 - Not less than 20, not more than 30
- Affidavit of circulator – only one Circulator (EC 10222)
- Candidate Statement of Acceptance (EC 10223)

NOMINATION DOCUMENTS

- Statement of Economic Interests
 - Form 700 (GC 87201)
- Candidate Statement of Qualifications (EC 13107)
- Ballot Designation (CCR 20711)
- Campaign Statement Forms
 - 501 (GC 85200)
 - 470 if applicable (GC 84206)

CAMPAIGN REPORTING

- Semi-Annual and Pre-election statements
 - 460 (GC 84200)
- Campaign finance and contribution limits
 - Check local rules
 - AB571 (GC 85300 et al)

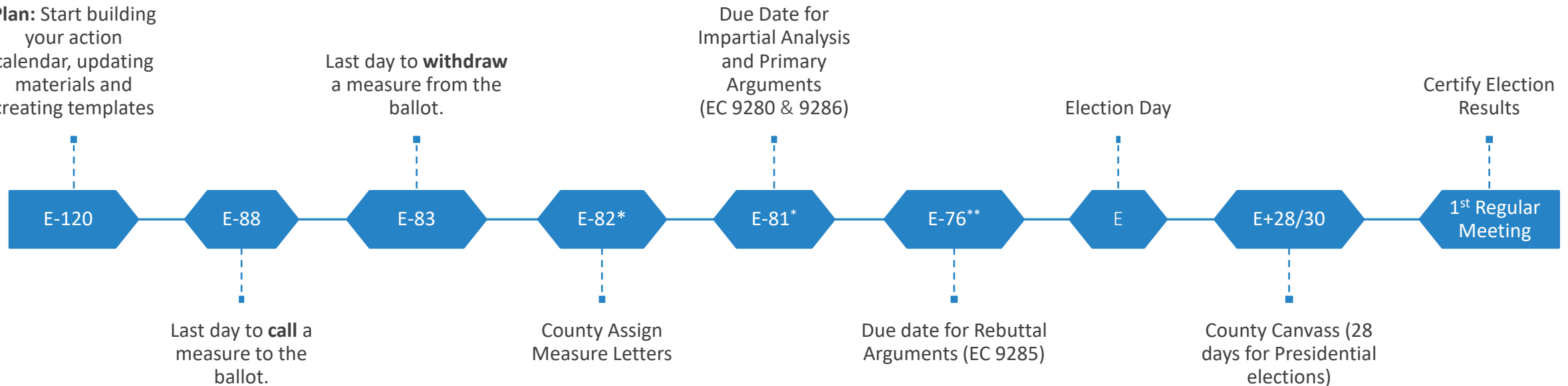
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Q & A

General Timeline - Measures

Plan: Start building your action calendar, updating materials and creating templates



* Best practice: Align with County Deadline

** Best practice: Align with County Deadline (no more than 10 days after Primary Deadline)

E-# = Days prior to Election day
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Measure Responsibilities

IMPARTIAL ANALYSIS

- Authored by the Agency Attorney
- No more than 500 words
- 10-day public review period (physical and online posting)

* Best practice: Align with County Deadline

** Best practice: Align with County Deadline (no more than 10 days after Primary Deadline)

PRIMARY ARGUMENTS

- Deadlines set by Agency resolution*
- No more than 300 words, max five authors
 - Determine priority (if more than one submitted)
- 10-day public review period (physical and online posting)

REBUTTALS

- Deadline set by Agency resolution (not more than 10 days from the primary argument deadline)**
- No more than 250 words
- Authorization if change to authors from primary argument
- 10-day public review period (physical and online posting)



Other Responsibilities

INITIATIVES

- EC 9200 – 9226
- Measures submitted by the public
 - Notice of Intent
 - Circulation (180 days)
 - Signature Review
 - Qualification - Call election
 - Insufficient - No action

REFERENDUM

- EC 9235 – 9247
- A petition protesting adoption of an ordinance/resolution
 - No Notice required
 - Within 30 days of attestation
 - Signature review
 - Qualification - Repeal or call election
 - Insufficient - No action

RECALL

- EC 11000 – 11386
- A petition to remove an elected officer from their position
 - Notice of Intent
 - Response by Officer
 - Petition Format Approval
 - Circulation (40 – 160 days depending on population)
 - Signature Review
 - Qualification - Call election
 - Insufficient - No action



Q & A

Resources

- [Online California Legislation](#)
 - Elections Code
 - Government Code
- [CA Code of Regulations](#)
- [Fair Political Practices Commission](#)
 - Campaign Reporting
 - Statement of Economic Interests (Form 700)
- [CA Municipal Law Handbook](#)
 - All municipal Law, authored by City Attorney Dept. of Cal Cities



- [Municipal Clerks Handbook](#)
 - Accessible to members by logging in to CCAC account
- Election Consultants/Resources
 - [MCA Direct](#)
 - [Municipal Resource Group \(MRG\)](#)
 - [City Gate Associates \(CGA\)](#)
 - [Regional Government Services \(RGS\)](#)
- [Cal Cities List Serve](#)
 - Ask your peers!



Q & A

Relationships

THEY MATTER!





Q & A

Registrar of Voters

YOUR PARTNER IN DEMOCRACY



MANAGES BALLOTS, POLLS, ETC.

- Consolidates elections held on same date in a county
- Prepares, prints, mails ballots
- Finds, trainings poll workers
- Receives, reviews, counts (and recounts) ballots



Q & A

City Attorney

PROVIDES GUIDANCE

- **Advises** you in your role as the Election Official
- Represents you in court if legal challenges arise
- May hire outside counsel to assist with complex matters
- "A phone call away" (hopefully)
- Attorneys advise and guide; Clerks decide

YOUR BEST FRIEND IN ELECTIONS





City Manager

YOUR PARTNER IN THE ORGANIZATION



PROVIDES RESOURCES

- If you are appointed by the City Manager, they provide direction for non-Election Officer duties
- Manages overall staffing, budgeting and physical resources
- May provide suggestions regarding elections but does not oversee your Election Officer role



Q & A

Other Clerks

PROVIDE SUGGESTIONS & SUPPORT

- Offer best practices
- Share experiences
- Serve as a sounding board
- Provide a shoulder to lean on
- Build support system with clerks in your county

YOUR FRIENDS IN THE TRENCHES





Candidates and Officeholders

YOUR CONNECTION TO THE COMMUNITY



LOOK TO YOU AS A SUBJECT MATTER EXPERT

- Want to help their community
- May want to "fix" one issue or delve into all governance concerns
- Often unaware of the numerous steps to run
- Seek information and guidance from you



Voters/Members of the Public

DETERMINE ELECTION OUTCOME

- Seek answers including:
 - Election process
 - Candidates
 - Voting locations
- Can spread information or discord

WHY YOU DO WHAT YOU DO





Q & A



YOU are the Election Official





Verifying Candidate Eligibility

ELIGIBILITY CRITERIA

- Residency Requirements
- Citizenship Verification
- Verification of Voter Registration
- Submission of Required Documents

ACCURACY OF INFORMATION

- Nomination Petitions
 - Name
 - Address
- Petition Signature Verification
 - Number of Signatures
 - Authenticity and Eligibility of Signatures

NOMINATION PAPER - OFFICIAL FILING FORM
(Elections Code Secs. 100, 104, 105, 106 and 10226)

(City Clerk's Signature) _____ (Date Issued) _____

We, the undersigned voters of the City of San Buenaventura (Ventura)

hereby nominate YOUR NAME HERE

for the office of City Councilmember, District No. _____ of the city:

(Name of candidate) _____ (Name of office) _____

(No voter may sign more than one nomination paper for the same office. Elections Code Section 10220)

Name		Residence Address Only	FOR OFFICE USE ONLY
1	Print Name Signature	Residence City	
2	Print Name Signature	Residence City	
3	Print Name Signature	Residence City	
4	Print Name Signature	Residence City	
5	Print Name Signature	Residence City	
6	Print Name Signature	Residence City	
7	Print Name Signature	Residence City	
8	Print Name Signature	Residence City	
9	Print Name Signature	Residence City	
10	Print Name Signature	Residence City	
11	Print Name Signature	Residence City	
12	Print Name Signature	Residence City	
13	Print Name Signature	Residence City	
14	Print Name Signature	Residence City	
15	Print Name Signature	Residence City	



Q & A

Upholding Compliance - Local & State Law

KNOWLEDGE OF ELECTION LAWS

- CA Elections Code
- CA Political Reform Act
- Fair Political Practices Commission (FPPC)
- CA Constitution & Government Code
- City Charter
- Continuous Professional Development

PROVIDE RESOURCES

- Candidate Handbook
- Establish Procedures and Deadlines
- Maintain Records
- Candidate Workshops and Orientations
- Do NOT provide legal advice!



The Political Reform Act passed in 1974, and overnight California became a leader in requiring disclosure of financial and other interests from those serving the public.



Q & A

Public Trust and Confidence

FAIRNESS/IMPARTIALITY

- Consistent Application of the Rules
- Transparent Communication
- Education and Outreach
- Equal Access to Information
- Impartial Decision-Making
- Open Door Policy

BUILD CONFIDENCE

- Use multiple Communication Channels
- Public Engagement
- Community Collaboration
- Accessible Technology
- Seek Feedback





Q & A

Campaign Filing Officer

DUTIES

- Campaign Finance Disclosures
- Fair Political Practices Commission Compliance
- Public Access to Records (reproductions charges set by CA Law)
- Candidate Rosters and Statement of Qualifications
- Update your Webpage!

ENFORCEMENT

- Prompt Notification of Issues
- Corrective Measures
- Referral to Enforcement Agencies
- Public Notifications
- Documentation of Enforcement Actions
- Adopt a Fining Policy!



Ballot Designations

ELIGIBILITY/ACCURACY

- Principal Profession, Vocation, or Occupation
- Reviewing, Approving, or Rejecting Designations
- Verify the Accuracy and Eligibility of the Designation
- Communcation of Decisions regarding Designations

LIMITATIONS

- Three-word Limitation
- Avocations, Pro Forma Professions, Statuses
- Commercial Identification Information (trademark, company, etc.)
- Evaluation of candidate's qualifications (honesty, integrity, etc.)

REJECTING A BALLOT DESIGNATION

- The Elections Official shall reject as unacceptable any designation which fails to comply with EC 13107
- Substantial likelihood that a reasonably prudent voter would be misled
- Requests for Supporting Documentation



Q & A

Remember...

YOU are the Elections Official!

LEGAL CHALLENGES

- Eligibility of Candidates
- Ballot Designation Disputes
- Conduct of Election Process
- Campaign Finance Violations
- Ethical Violations

COURT PROCEEDINGS

- YOU will be called into court to defend your determinations
- Legal Counsel



Live Q&A

Go to
www.menti.com

Enter the code
1414 0012



Thank you



**Attendee
Resources**

<https://bit.ly/NLESe101>



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Please reach out with your questions or election challenges