

# COUNTY OF LOS ANGELES

REGISTRAR-RECORDER/COUNTY CLERK



## **San Marino Unified School District Special Tax Election Consolidated with the**

## **San Marino City General Municipal Election**

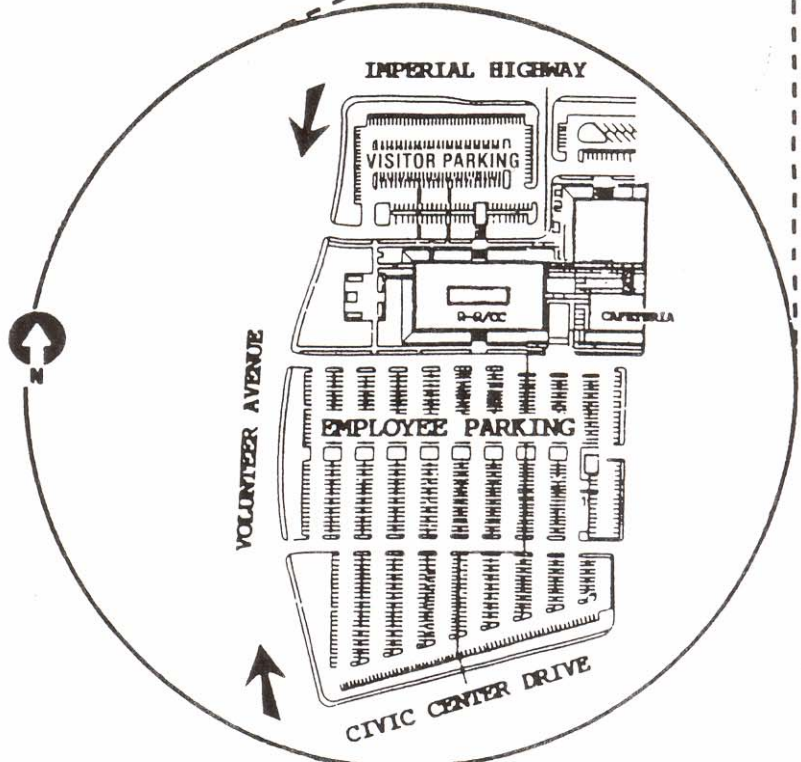
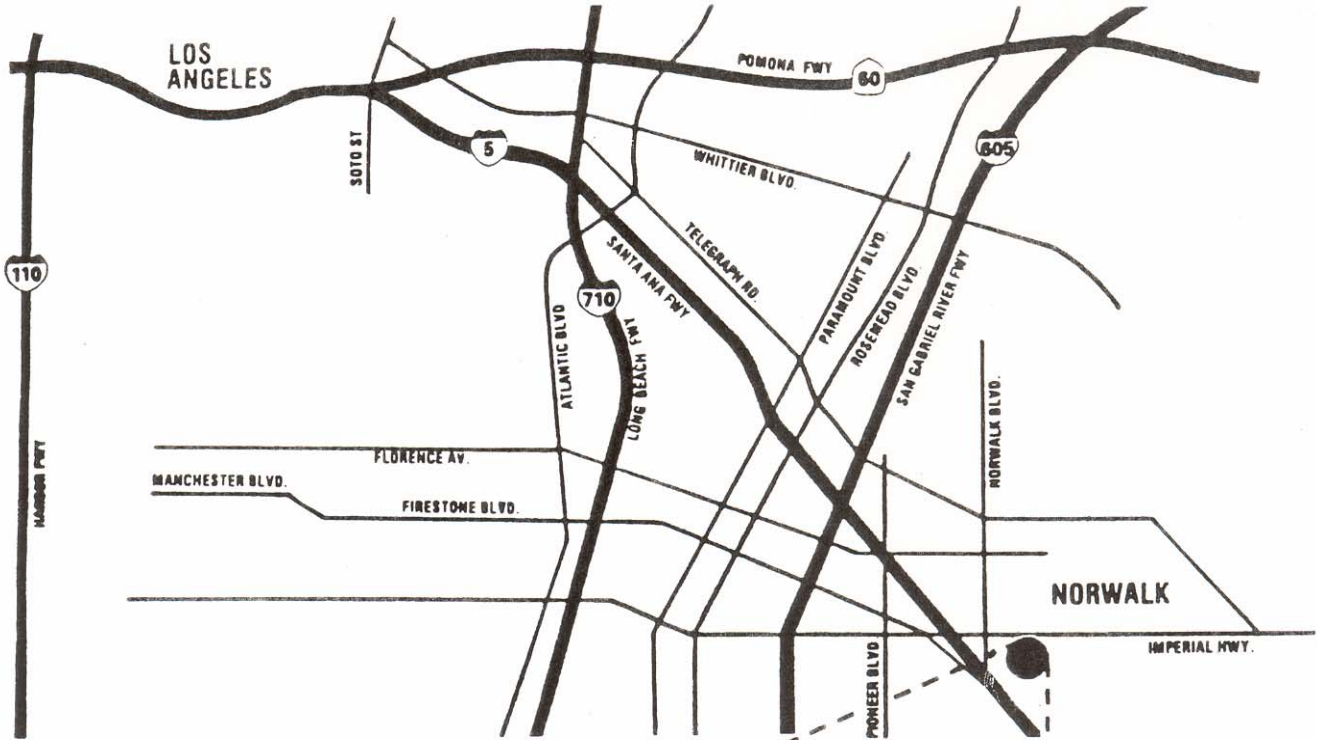
## **Election Information Booklet**

# March 6, 2007

THE REGISTRAR-RECORDER/COUNTY CLERK SHALL CONDUCT THE SAN MARINO UNIFIED SCHOOL DISTRICT'S SPECIAL ELECTION IN THE EVENT THE CITY OF SAN MARINO'S GENERAL MUNICIPAL ELECTION IS CANCELED BECAUSE OF AN INSUFFICIENT NUMBER OF CANDIDATES.

Conny B. McCormack  
Registrar-Recorder/County Clerk  
12400 Imperial Highway - Norwalk, CA 90650  
(562) 466-1310

COUNTY OF LOS ANGELES  
REGISTRAR-RECORDER/COUNTY CLERK  
12400 IMPERIAL HWY, NORWALK, CA 90650



# TABLE OF CONTENTS

---

---

<b>CHAPTER 1: CALENDAR OF EVENTS</b> .....	1 - 5
<b>CHAPTER 2: RESPONSIBILITIES</b> .....	6

## NOTICE

This Information Booklet has been prepared to assist you in filing documents relating to the election. It includes a calendar of events and summary of provisions and filing requirements. It is not intended to provide legal advice and is for general guidance only.

Individuals using this Information Booklet must bear full responsibility to make their own determinations as to all legal standards, duties and factual material contained therein.



# Chapter 1

Calendar of Events



# CALENDAR OF EVENTS

## SAN MARINO UNIFIED SCHOOL DISTRICT

### SPECIAL TAX ELECTION

CONSOLIDATED WITH THE SAN MARINO CITY GENERAL MUNICIPAL ELECTION

MARCH 6, 2007

DATES	EVENTS
<b>DEC. 8 (F)</b> E - 88	<b>ADOPT SPECIAL MEASURE ELECTION RESOLUTION</b> Last day for governing board to adopt resolution calling special election and setting forth the specifications of the election order. Copies shall be filed with the county elections official. (Ed. Code § 5322)  <b>CONSOLIDATION OF ELECTIONS</b> Last day for school district to file a resolution with the City requesting consolidation with the election. A copy of the resolution must be filed with the county elections official. (E. C. §§ 10400, 10402, 10403 & Ed. Code § 5342)
<b>DEC. 13 (W)</b> E - 83	<b>AMENDMENT OR WITHDRAWAL OF MEASURE – DEADLINE</b> Last day for city elections official to receive a resolution from a legislative body requesting to withdraw or amend a measure previously submitted for placement on the ballot. (E.C. § 9605)
<b>DEC. 15 (F)</b> E - 81	<b>DATE FIXED TO SUBMIT ARGUMENTS - PUBLICATION</b> Last day for county elections official to publish date fixed for submitting arguments for or against a district measure. (E. C. § 9502 & Govt. Code § 6061)  <b>NOTE:</b> A copy of the published notice shall be delivered to the Superintendent and each notice shall be posted in the district office. (E.C. § 12113)

<b>DATES</b>	<b>EVENTS</b>
--------------	---------------

<p><b>DEC. 18 (M)</b> E - 78</p>	<p><b>ARGUMENTS – LAST DAY TO SUBMIT</b> Last day to submit arguments for or against a district measure. Arguments may not exceed 300 words in length. (E.C. § 9502)</p> <p><b>EXCEPTION:</b> These provisions regarding word limitation do not apply to a measure on school district reorganization.</p> <p><b>IMPARTIAL ANALYSIS – LAST DAY TO SUBMIT</b> Recommended last day for County Counsel to transmit impartial analysis of measure. (E. C. § 9500)</p>
--------------------------------------	---

<p><b>DEC. 19 (Tu)</b> E - 77</p>	<p><b>DEC. 28 (Th)</b> E - 68</p>	<p><b>PUBLIC EXAMINATION PERIOD FOR BALLOT MEASURE MATERIALS</b> During this period the county elections official shall make available for public examination a copy of any ballot measure text, arguments, and the impartial analysis. A fee may be charged to any person obtaining a copy of the materials. During this period any person may file a writ of mandate or an injunction to require any or all of the material/data to be amended or deleted. (E. C. § 9509)</p>
---------------------------------------	---------------------------------------	---

<p><b>DEC. 28 (Th)</b> E - 68</p>	<p><b>REBUTTALS – LAST DAY TO SUBMIT</b> Last day for authors of arguments for or against a district measure to submit rebuttals to the county elections official. Rebuttals may not exceed <b>250</b> words in length. (E.C. § 9504)</p>
---------------------------------------	---

<p><b>DEC. 29 (F)</b> E - 67</p>	<p><b>JAN. 8 (M)</b> E - 57</p>	<p><b>PUBLIC EXAMINATION PERIOD FOR REBUTTALS</b> During this period the county elections official shall make available for public examination a copy of the rebuttals. A fee may be charged to any person obtaining a copy of the material. During this period any person may file a writ of mandate or an injunction to require any or all of the material/data to be amended or deleted. (E.C. § 9509)</p>
--------------------------------------	-------------------------------------	---



<b>DATES</b>	<b>EVENTS</b>
--------------	---------------

<b>JAN. 25 (Th)</b> E - 40	<b>FEB. 13 (Tu)</b> E - 21	<b>MAIL SAMPLE BALLOTS</b> A sample ballot shall be mailed to all voters during this period of not more than 40 or less than 21 days preceding the election. (E.C. § 13303)
-------------------------------	-------------------------------	---

<b>FEB. 5 (M)</b> E - 29	<b>FEB 27 (Tu)</b> E - 7	<b>ABSENT VOTERS – FIRST AND LAST DAY TO APPLY</b> Applications may be filed with the city clerk between these dates (both dates inclusive). Applications received prior to the 29 <sup>th</sup> day preceding the election will be kept and processed during this period. (E.C. §§ 3001 & 3003)
-----------------------------	-----------------------------	--

<b>FEB. 5 (M)</b> E - 29	<b>PRECINCT OFFICERS AND POLLING PLACES - APPOINTMENT</b> Last day for city clerk to appoint precinct officers and designate polling places. A notice of appointment shall be mailed to each precinct officer. (E. C. §§ 12286 & 12307)
-----------------------------	---

<b>FEB. 6 (Tu)</b> E - 28	<b>FEB. 27 (Tu)</b> E - 7	<b>NEW CITIZEN REGISTRATION/VOTING</b> Between these dates any new citizen ( a person who meets all requirements of an elector and has become a U. S. citizen after the 29 <sup>th</sup> day prior to the election but on or before the 7 <sup>th</sup> day prior to that election) is eligible to register and vote at this office. New citizen must provide proof of citizenship prior to voting. (E. C. §§ 331 & 3500 - 3503)
------------------------------	------------------------------	--

<b>FEB. 20* (Tu)</b> E - 14*	<b>REGISTRATION CLOSES</b> Last day to transfer or register to vote in the election. (E. C. § 2107)
---------------------------------	---

\*Date adjusted due to weekend and/or holiday

<b>DATES</b>		<b>EVENTS</b>
<b>FEB. 20. (Tu)</b> 5 P.M. E - 14		<b>BILINGUAL PRECINCT OFFICER LIST</b> Last day for city clerk to prepare list of appointed bilingual precinct officers. (E.C. § 12303)
<b>FEB. 26*</b> E - 8*		<b>TALLY CENTER LOCATION – PUBLICATION</b> On or before this date a notice specifying the public place to be used as the central tally center for counting the ballots shall be published by the city clerk once in a newspaper of general circulation within the city. (E. C. § 12109)
<b>FEB. 27 (Tu)</b> E - 7		<b>POLLING PLACES – PUBLICATION</b> Last day for city clerk to publish once, a list of polling places for each precinct in a newspaper of general circulation within the district. (E. C. § 12105 & Govt. Code § 6061)  <b>CANVASS ABSENT VOTER BALLOTS</b> The city clerk may commence the canvass on the 7 <sup>th</sup> day before the election but the results of the tally shall not be released until after the polls close. (E. C. § 15101)
<b>FEB. 28 (W)</b> E - 6	<b>MAR. 6 (Tu)</b> E	<b>EMERGENCY ABSENT VOTING</b> Between these dates any voter may apply for an absentee ballot if conditions require his or her absence from the precinct on election day. The voter may designate an authorized representative to pick up and return the ballot. (E. C. § 3021)

\*Date adjusted due to weekend and/or holiday

<b>DATES</b>	<b>EVENTS</b>
<p><b>MAR. 6 (Tu)</b> ELECTION DAY</p>	<p><b>ELECTION DAY</b> Polls open 7 A. M., close 8 P.M. (E. C. § 10242)</p> <p><b>ABSENT VOTER BALLOTS RETURNED – 8 P.M.</b> Last day for absent voter ballots to be received or turned in personally by the voter at any polling place in the jurisdiction. A designated family member may return the voted ballot under specified conditions. (E. C. §§ 3017 &amp; 3020)</p>
<p><b>MAR. 8 (Th)</b> E + 2</p>	<p><b>CANVASS ELECTION RETURNS</b> The canvass of returns shall commence not later than the first Thursday following the election. (E. C. § 15301)</p>
<p><b>MAR. 20 (Tu)</b> E + 14</p>	<p><b>COMPLETION OF OFFICIAL CANVASS</b> On or before this date, the City Clerk shall prepare a certified statement of the results of the election and submit it to the governing board. (E. C. §§ 10262, 10263 &amp; 15372)</p>



# Chapter 2

Responsibilities



**San Marino Unified School District Special Election  
Consolidated With The  
March 6, 2007 San Marino City General Municipal Election**

**SCHOOL DISTRICT RESPONSIBILITIES**

1. Furnish the Registrar-Recorder/County Clerk and the San Marino City Clerk with signed copies of the Resolution "calling the election" and "requesting consolidation and services." **Resolution must be filed with City Clerk and the Registrar-Recorder/County Clerk's Office (Election Coordination Section, 3rd Floor Room 3207) and must state the District will reimburse the County and City for costs incurred.** Resolution should also include purpose of election and ballot measure text (75 word limit including title), when applicable.

**REGISTRAR-RECORDER/COUNTY CLERK'S RESPONSIBILITIES**

1. Receive resolutions from School District and coordinate election events with School District and City Clerk.
2. Registrar-Recorder/County Clerk publish all legal notices excluding polling places and notice of central tally center location.
3. Receive copies of all ballot material including impartial analysis, measure arguments, rebuttals and other measure ballot enclosures. Ensure materials are available for public examination for recommended period designated in calendar of events.
4. Furnish City with **legible copies** of arguments, impartial analysis and other related ballot materials by **E-77** which are to be printed and included in the City's Sample Ballot booklet. Legible copies of rebuttals should be submitted to City Clerk by **E-67**.
5. **Notify City by E-83 if election is being cancelled** because a measure has been withdrawn.
6. **Review** and approve ballot reproduction proofs received from City (printing vendor). Notify City immediately of any typos, corrections, or omissions.

**NOTE: The Registrar-Recorder/County Clerk shall conduct the San Marino Unified School District's Special Election in the event the City of San Marino's General Municipal Election is canceled because of an insufficient number of candidates.**

**CITY CLERK'S RESPONSIBILITIES**

1. Consolidate established precincts to form voting and declared absentee precincts.
2. Obtain polling places and recruit precinct officers.
3. Publish Polling Places and Tally Center Location Notice.
4. Print official ballots.
5. Print and mail sample ballots including minority language materials.
6. Process absent voter ballot requests including permanent absent voters.
7. Furnish precinct supplies.
8. Train precinct officers.
9. Staff check-in center(s) and central tally center.
10. Conduct election tally and release semi-official election results.
11. Canvass election returns.
12. Certify official election results to school district.





# 2007

## JANUARY

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## FEBRUARY

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

## MARCH

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## APRIL

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## MAY

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## JUNE

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## JULY

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## AUGUST

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## SEPTEMBER

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## OCTOBER

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## NOVEMBER

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## DECEMBER

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					