




**JURUPA VALLEY INCORPORATION ELECTION**  
**MARCH 8, 2011**  
**(E.C. §§ 1301, 9200 et seq., 10002, 10100 et seq.; G.C. § 56000 et seq.)**




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Please call (951) 486-7200 if you have any questions or comments or visit our website at [www.voteinfo.net](http://www.voteinfo.net). Thank you.

DATE	PERSON RESPONSIBLE	DESCRIPTION
Oct. 19 (140)	Board of Supervisors	<p><i>ADOPT RESOLUTION CALLING ELECTION (E.C. §§ 13307; G.C. §§ 57000, 57132)</i></p> <p>By this suggested date adopt resolutions regarding the following:</p> <ul style="list-style-type: none"> <li> Ordering election including fixing a date of election.</li> <li> Requesting Registrar of Voters to conduct election.</li> <li> Regulations whether candidates or county will pay for candidate statements.</li> </ul>
Nov. 1 – Nov. 15 (127-113)	Registrar of Voters	<p><i>PUBLISH NOTICE OF ELECTION (E.C. § 12101; G.C. §§ 6060, 6061, 57130, 57131)</i></p> <p>Publish Notice of Election one time between these dates. A synopsis of the measure(s) shall be included in the publication. The last day to submit arguments to the Registrar of Voters should also be included in the notice. The notice will include date and time of election, nomination deadline, the offices to be filled, and hours the polls will be open. The Notice is to be published in a newspaper of general circulation published in the area. Federal law requires publication to be made in English and Spanish.</p>
Nov. 8 (120)	Board of Supervisors	<p><i>LAST DAY TO ADOPT REGULATIONS REGARDING CANDIDATE STATEMENTS (E.C. § 13307)</i></p> <p>Last day for local agency to adopt or amend regulations regarding charges for printing candidate's statement.</p>
Nov. 15 – Dec. 10 (113-88)	Candidates / Registrar of Voters	<p><i>NOMINATION PERIOD (E.C. §§ 10220, 10224, 13307, 13309, 13311; G.C. §§ 36503, 57139, 87201 et seq.)</i></p> <p>Between these dates candidates may take out and file nomination papers with the Registrar of Voters during normal business hours as posted. The ballot designation worksheet must be filed at the same time as the Declaration of Candidacy. Candidate statements must be filed at the same time nomination petitions are filed. Statements are confidential until the deadline for filing has passed. Statement of Economic Interest must be filed by the final filing date.</p>
Nov. 15 – Dec. 10 (113-88)	Candidates / Registrar of Voters	<p><i>CODE OF FAIR CAMPAIGN PRACTICES (E.C. § 20400 et seq.)</i></p> <p>At the time a candidate is issued nomination papers, the Registrar of Voters shall issue the Code of Fair Campaign Practices. The Registrar of Voters shall inform the candidate that filing the code is voluntary. The code may be filed anytime prior to the election and is available for public inspection until 30 days after the election.</p>





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DATE	PERSON RESPONSIBLE	DESCRIPTION
Dec. 10 (88)	Candidates / Registrar of Voters	<p><i>LAST DAY TO FILE NOMINATION PAPERS (E.C. § 10220 et seq.; G.C. § 87207 et seq.)</i></p> <p>Nomination papers and candidate statements must be filed no later than this date.</p> <p> <i>PUBLIC EXAM PERIOD (E.C. § 13313)</i> There will be a 10 day exam period for Candidate Statements filed. The period will be held December 11 thru December 20.</p>
Dec. 10 (88)	Candidates / Registrar of Voters	<p><i>WITHDRAW CANDIDATE STATEMENTS (E.C. § 13307)</i></p> <p>Last day to withdraw candidate statements. Withdrawal of candidate statements must be in writing to the Registrar of Voters.</p>
Dec. 15 (83)	Board of Supervisors	<p><i>LAST DAY TO AMMEND OR WITHDRAW MEASURE (E.C. § 9605)</i></p> <p>Whenever a legislative body has ordered that a measure be submitted to the voters of any jurisdiction at an election, the order of election shall not be amended or withdrawn after this date.</p>
Dec. 16 (82)	Secretary of State	<p><i>RANDOMIZED ALPHABET (E.C. § 13112)</i></p> <p>On this date the Secretary of State shall conduct a drawing of the alphabet for determining the order of candidate's names on the ballot.</p>
Dec. 20 (78)	Registrar of Voters	<p><i>PUBLISH NOMINEES (E.C. § 12110)</i></p> <p>Suggested date to publish candidate's names in the random order that they will appear on the ballot, and the respective offices for which they have been nominated.</p>
Dec. 20 (78)	Proponents / Opponents / Registrar of Voters	<p><i>LAST DAY TO FILE ARGUMENTS (E.C. §§ 9282, 9283, 9286; G.C. §§ 57145, 57146)</i></p> <p>Last day to file arguments with the Registrar of Voters regarding any measure to be on the ballot. Arguments shall not exceed 300 words and shall be accompanied by a Statement of Authors form. No more than five authors may sign the statement.</p> <p> <i>PUBLIC EXAM PERIOD (E.C. § 9295)</i> There will be a 10 day exam period from December 21 thru December 30.</p>
Dec. 30 (68)	Proponents / Opponents / Registrar of Voters	<p><i>LAST DAY TO FILE REBUTTALS TO ARGUMENTS (E.C. § 9167; G.C. § 57147)</i></p> <p>Last day for authors of primary arguments to file rebuttals to arguments with the Registrar of Voters. Rebuttals are limited to 250 words.</p> <p> <i>PUBLIC EXAM PERIOD (E.C. § 9295)</i> There will be a 10 day exam period from December 31 thru January 9.</p>

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DATE	PERSON RESPONSIBLE	DESCRIPTION
Dec. 30 (68)	LAFCO / Registrar of Voters	<p><i>IMPARTIAL ANALYSIS OF MEASURE (G.C. § 57144 )</i></p> <p>Last day for LAFCO to approve and submit an impartial analysis of the proposed incorporation. The analysis shall be printed in the ballot pamphlet preceding the arguments. The impartial analysis shall not exceed 500 words in length in addition to a general description of the boundaries of the territory affected. There shall be immediately below the impartial analysis a statement notifying voters that they may obtain a copy of the ordinance or measure by calling the Registrar of Voters office and requesting one.</p> <p> <i>PUBLIC EXAM PERIOD (E.C. § 9295)</i> There will be a 10 day exam period from December 31 thru January 9.</p>
Jan. 10 (57)	Candidates / Registrar of Voters	<p><i>FIRST DAY NOMINATION PAPERS FOR WRITE-IN CANDIDACY WILL BE AVAILABLE (E.C. § 8600 et seq.)</i></p> <p>Any qualifying person wishing to file as a write-in candidate may pick up nomination papers beginning on this date. Papers must be filed with the Registrar of Voters no later than 14 days prior to election day. Write-in candidates must also file Statement of Economic Interests and campaign disclosure statements.</p>
Jan. 11 (56)	Registrar of Voters	<p><i>ORDER PRINTING OF ELECTION MATERIAL (E.C. §§ 9295, 13313; G.C. § 57148)</i></p> <p>Suggested date to prepare copy for printer and order ballots.</p>
Jan. 23 – Jan. 27 (44-40)	Candidates / Committees / Registrar of Voters	<p><i>FILING PERIOD FOR FIRST PRE-ELECTION CAMPAIGN DISCLOSURE STATEMENT (G.C. §§ 84200.5, 84200.8)</i></p> <p>Filing period for 1<sup>st</sup> pre-election campaign statement covers transactions through January 22. Statements must be sent by personal delivery or first class mail.</p>
Jan. 24 (43)	Registrar of Voters	<p><i>SATELLITE LOCATION PRESS RELEASE (E.C. § 3018)</i></p> <p>Notice of satellite locations shall be made by the elections official by the issuance of a general news release, issued not later than 14 days prior to voting at the satellite location, except that in a county with a declared emergency or disaster, notice shall be made not later than 48 hours prior to voting at the satellite location. The news release shall set forth the following information:</p> <ul style="list-style-type: none"> <li> The satellite location or locations.</li> <li> The dates and hours the satellite location or locations will be open.</li> <li> A telephone number that voters may use to obtain information regarding vote-by-mail ballots and the satellite locations.</li> </ul>


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DATE	PERSON RESPONSIBLE	DESCRIPTION
Jan. 27 – Feb. 26 (40-10)	Registrar of Voters	<i>MAIL SAMPLE BALLOTS AND OTHER ELECTION MATERIALS TO VOTERS (E.C. §§ 13303, 13307; G.C. § 57148)</i>  Between these dates the Registrar of Voters shall mail a sample ballot to each voter, who is registered at least 29 days prior to the election.
Feb. 7 (29)	Registrar of Voters	<i>MAILED BALLOT PRECINCTS (E.C. §§ 3005, 3010, 3017, 3018, 3020)</i>  Approximate date to mail notices to voters in mailed ballot precincts, send official ballot and election material.
Feb. 7 – March 1 (29-7)	Registrar of Voters	<i>VOTE-BY-MAIL BALLOT APPLICATIONS (E.C. §§ 3001, 3006, 3021, 3200)</i>  Applications for vote-by-mail ballots may be made in person or by mail during this time frame.
Feb. 7 (29)	Registrar of Voters	<i>PRECINCTS, POLLING PLACES &amp; ELECTION OFFICERS (E.C. §§ 12280 et seq., 12300 et seq.)</i>  Last day for Registrar of Voters to establish polling places and appoint election officers for this election. Immediately following appointment, the Registrar shall mail appointment notices to election officers.
Feb. 7 – Feb. 26 (29 – 10)	Registrar of Voters	<i>PUBLISH CENTRAL COUNTING PLACE (E.C. § 12109)</i>  The elections official shall, not less than 10 days before the election, publish the notice of central counting place.
Feb. 7 – March 1 (29 – 7)	Registrar of Voters	<i>PUBLISH POLLING PLACES (E.C. § 12105)</i>  The elections official shall, not less than one week before the election, publish the list of the polling places designated for each election precinct.
Feb. 20 – Feb. 24 (16 – 12)	Candidates / Committees / Registrar of Voters	<i>FILING PERIOD FOR SECOND PRE-ELECTION CAMPAIGN DISCLOSURE STATEMENT (G.C. §§ 84200.5, 84200.8)</i>  Filing period for 2 <sup>nd</sup> pre-election campaign statement covers transactions through February 19. Statements must be sent by personal delivery or guaranteed overnight service.
Feb. 21 (15)	Registrar of Voters	<i>CLOSE OF REGISTRATION (E.C. §§ 2106, 2107)</i>  Last day to register or transfer registration for this election.
Feb. 21 (15)	Registrar of Voters	<i>COLLECTION CENTERS PUBLIC NOTICE (E.C. § 15260)</i>  In establishing a collection center, the elections official may designate a group of precincts which the center shall serve and this designation shall be available for public inspection no later than 15 days before the election.

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Feb. 22 (14)	Registrar of Voters	<p><i>VOTE-BY-MAIL PROCESSING PUBLIC NOTICE (E.C. § 15104)</i></p> <p>The elections official shall notify vote-by-mail voter observers and the public at least 48 hours in advance of the dates, times, and places where vote-by-mail ballots will be processed and counted.</p>
Feb. 22 – March 1 (14-7)	Registrar of Voters	<p><i>POST ELECTION OFFICERS &amp; POLLING PLACES (E.C. § 12105.5)</i></p> <p>Not less than one week before the election, the elections official shall post a list of all current polling places and a list of election officers appointed by the 15<sup>th</sup> day before the election. The elections official shall post this list in his or her office and on his or her Web site. The list shall remain posted for 30 days after completion of the canvass.</p>
Feb. 22 (14)	Candidates / Registrar of Voters	<p><i>FILE DECLARATION OF WRITE-IN CANDIDACY (E.C. §§ 8600 et seq., 15340 et seq.)</i></p> <p>Last day for write-in candidates to submit their write-in nomination papers including petitions to the Registrar of Voters.</p>
Feb. 25 (11)	Registrar of Voters	<p><i>PROCESS BALLOTS (E.C. § 15101 et. seq.)</i></p> <p>When ballots are to be counted by computer, the Registrar of Voters may begin processing ballots 7 business days prior to the election. No count may be made until after the polls close on election day.</p>
March 1 (7)	Registrar of Voters	<p><i>LOGIC AND ACCURACY TESTING (E.C. § 15000)</i></p> <p>No later than seven days prior to any election, the elections official shall conduct a test or series of tests to ensure that every device used to tabulate ballots accurately records each vote.</p>
March 4 (4)	Registrar of Voters	<p><i>MANUAL TALLY PUBLIC NOTICE (E.C. § 15360)</i></p> <p>The manual tally shall be a public process, with the official conducting the election providing at least a five day public notice of the time and place of the manual tally and of the time and place of the selection of the precincts to be tallied prior to conducting the tally and selection.</p>
March 8		<p><i>ELECTION DAY</i></p> <p>The polls will be open from 7:00 a.m. and will close at 8:00 p.m. Vote-By-Mail ballots may be turned in, before the polls close, at any polling place in the jurisdiction.</p>
March 10 (+2)	Registrar of Voters	<p><i>CANVASS ELECTION RETURNS (E.C. §§ 10260 et seq., 15301 et seq.; G.C. § 57149)</i></p> <p>Registrar of Voters shall commence the official canvass on this day.</p>

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Mar. 11 – Mar. 23 +(3-15)	Registrar of Voters	<p><i>ONE PERCENT MANUAL TALLY (E.C. § 15360)</i></p> <p>During the Official Canvass the Elections Official shall conduct a public manual tally in 1 percent of the precincts chosen at random by the elections official</p>
April 5 (+28)	Registrar of Voters	<p><i>STATEMENT OF RESULTS (E.C. § 15372; G.C. §§ 57377, 57379)</i></p> <p>No later than this date, the Registrar of Voters will certify the election results.</p> <p><i>DECLARE CANDIDATES ELECTED</i></p> <p>If the incorporation is approved, the Registrar of Voters will issue certificates of election to the newly elected members of the City Council. Terms will depend on outcome of election, see Government Code §§ 57377 and 57379.</p>
April 5 (+28)	Board of Supervisors	<p><i>ADOPT RESOLUTION REGARDING INCORPORATION OR TERMINATION OF PROCEEDINGS (G.C. §§ 57178, 57179)</i></p> <p>After receiving the certified results of the canvass, the Board of Supervisors declares by resolution the total number of votes cast and the number of votes cast for and against the incorporation; and if a majority of votes cast is in favor of incorporation, the Board of Supervisors adopts a resolution and files it with the executive officer of LAFCO. If majority of votes cast is against incorporation, the Board of Supervisors shall by resolution terminate incorporation proceedings, and a certified copy of the resolution shall be filed with the executive officer of LAFCO.</p>
April 5 (+28)	LAFCO	<p><i>CERTIFICATE OF COMPLETION (G.C. § 57200 et seq.)</i></p> <p>Executive Officer of LAFCO executes certificate of completion and makes the required filing.</p>
April 5 (+28)	Registrar of Voters	<p><i>POST ELECTION OFFICERS &amp; POLLING PLACES (E.C. § 12105.5)</i></p> <p>Not later than 28 days after the election, the elections official shall post an updated list of polling places and election officers that actually served on election day. The elections official shall post this list in his or her office and on his or her Web site. The list shall remain posted for 30 days after completion of the canvass.</p>
April 7 (+30)	Registrar of Voters	<p><i>COST OF ELECTION (G.C. § 57150)</i></p> <p>Approximate date to send invoice to jurisdiction for cost of election.</p>
July 1 – July 31	Candidates / Committees / Registrar of Voters	<p><i>FILING PERIOD FOR SEMI-ANNUAL CAMPAIGN DISCLOSURE STATEMENT (G.C. § 84200)</i></p> <p>Statement covers transactions through June 30. Statements must be sent by personal delivery or first class mail.</p>
<p><b>Note: Whenever a date prescribed by law falls on a weekend or holiday, such act may be performed on the next business day (E.C. § 15; G.C. §§ 6700, 6701)</b></p>		