




**RIVERSIDE (CHARTER CITY)
GENERAL MUNICIPAL ELECTION
JUNE 7, 2011**

(City Charter §§ 500 – 503; E.C. §§ 9200 et seq., 10002, 10100 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. Thank you.

| DATE | PERSON RESPONSIBLE | DESCRIPTION |
|-----------------------------------|------------------------------|--|
| Dec. 31 (158) | Candidates / City Clerk | <p><i>SIGNATURES IN LIEU OF FILING FEE (E.C. § 8106)</i></p> <p>First day forms will be available from the City Clerk. In lieu of paying the filing fee with money, a candidate may submit a petition containing signatures of registered voters within the City and Ward (if applicable) in which he or she seeks office. Four signatures are required for each dollar of filing fee.</p> <p>Within 10 days after receipt of a petition, the City Clerk shall notify the candidate of any deficiency. The candidate shall then, prior to the close of the nomination period, either submit a supplemental petition or pay a pro rata portion of the filing fee to cover the deficiency.</p> |
| Jan. 28 (130) | City Council | <p><i>ADOPT RESOLUTION CALLING ELECTION (E.C. §§ 330, 10002, 10403.5, 13307)</i></p> <p>By this suggested date adopt resolutions regarding the following:</p> <ul style="list-style-type: none">  Ordering election including incumbents and offices to be filled.  Requesting Registrar of Voters to conduct election.  Regulations whether candidates or city will pay for candidate statements. |
| Jan. 28 (130) | City Council | <p><i>ESTABLISH CITY AND WARD BOUNDARIES (CITY CHARTER § 402; E.C. § 12262)</i></p> <p>Suggested last day boundary changes may be made for this election.</p> |
| Jan. 31 – Feb. 14 (127-113) | City Clerk | <p><i>PUBLISH NOTICE OF ELECTION (E.C. § 12101; G.C. §§ 6060, 6061)</i></p> <p>Publish Notice of Election one time between these dates. The notice will include date and time of election, nomination deadline, the offices to be filled, and Election day hours. The Notice is to be published in a newspaper of general circulation published in the City. Federal law requires publication to be made in English and Spanish.</p> |
| Feb. 7 (120) | City Council / City Clerk | <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> |


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| Feb. 11 (116) | Registrar of Voters | <p><i>PRECINCTING SECTION TO COMPLETE BOUNDARY CHANGES</i></p> <p>Suggested date for precincting section to have boundary changes complete.</p> |
| Feb. 14 – March 11 (113-88) | Candidates / City Clerk | <p><i>NOMINATION PERIOD (CITY CHARTER § 400; E.C. §§ 10220, 10224, 13307, 13309, 13311; G.C. §§ 36503, 87201 et seq.)</i></p> <p>Between these dates candidates may take out and file nomination papers with the City Clerk during normal business hours as posted. The ballot designation worksheet must be filed at the same time as the Declaration of Candidacy. Nomination petitions require a minimum of 20 signatures and a maximum of 30 signatures of qualified voters of the same ward. 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 with the nomination papers.</p> |
| Feb. 14 – March 11 (113-88) | Candidates / City Clerk | <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 City Clerk shall issue the Code of Fair Campaign Practices. The City Clerk 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> |
| Feb. 24 (103) | Candidates / City Clerk | <p><i>LAST DAY TO FILE IN LIEU PETITIONS (E.C. § 8106)</i></p> <p>In lieu of filing fee petitions shall be filed at least 15 days prior to the close of the nomination period. Within 10 days after receipt of a petition, the City Clerk shall notify the candidate of any deficiency. The candidate shall then, prior to the close of the nomination period, either submit a supplemental petition or pay a pro rata portion of the filing fee to cover the deficiency.</p> |
| March 11 (88) | Candidates / City Clerk | <p><i>LAST DAY TO FILE NOMINATION PAPERS AND/OR WITHDRAW (E.C. § 10220 et seq.; G.C. § 87201 et seq.)</i></p> <p>Nomination papers and candidate statements must be filed no later than this date. Candidates may withdraw their nomination until the close of the nomination period.</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 March 12 thru March 21.</p> |
| March 11 (88) | City Clerk | <p><i>ORDINANCE/MEASURE (E.C. §§ 9222, 9223, 13247)</i></p> <p>Last day for a copy of the ordinance or measure to be submitted to the Registrar of Voters if a measure is to be included on the ballot. A copy shall be made available to any voter. The statement of all measures submitted to the voters shall be abbreviated on the ballot. The statement shall contain not more than 75 words for each measure to be voted on.</p> |

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| DATE | PERSON RESPONSIBLE | DESCRIPTION |
|------------------|----------------------------|--|
| March 11 (88) | City Clerk | <p><i>PUBLISH NOTICE OF ELECTION FOR MEASURE(S) (E.C. § 12111; G.C. §§ 6060, 6061)</i></p> <p>The City Clerk shall publish a notice of election as soon as possible pursuant to section 12111 of the California Elections Code. A synopsis of the measure(s) shall be included in the publication. Government Code 6061 requires the notice to be published once. The last day to submit arguments to the City Clerk should also be included in the notice. The City Clerk shall consolidate the notice of election and the notice of measure to be voted on into one notice if the measure was placed on the ballot before the notice of election is published.</p> |
| March 12 (87) | Candidates / City Clerk | <p><i>WITHDRAW CANDIDATE STATEMENTS (E.C. § 13307)</i></p> <p>Last day to withdraw candidate statements, unless there is an extension of the nomination period. Withdrawal of candidate statements must be in writing to the City Clerk.</p> |
| March 16 (83) | Candidates / City Clerk | <p><i>EXTENSION OF NOMINATION PERIOD (E.C. § 10225)</i></p> <p>If nomination papers for an incumbent officer of the city are not filed by the 88th day before the election, during normal business hours, as posted, the voters shall have until the 83rd day before the election during normal business hours, as posted, to nominate candidates other than the person who was the incumbent on the 88th day, for that incumbent's elective office. This is not applicable where there is no incumbent eligible to be elected. If this section is applicable, a candidate may withdraw his or her declaration of candidacy until the 83rd day before the election.</p> <p> <i>PUBLIC EXAM PERIOD (E.C. § 13313)</i></p> <p>There will be a 10 day exam period for Candidate Statements filed. The period will be held March 17 thru March 26.</p> |
| March 16 (83) | City Council | <p><i>LAST DAY TO 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> |




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|------------------|------------------------------|---|
| March 16 (83) | City Clerk / City Council | <p><i>INSUFFICIENT NOMINEES-POSSIBLE PROCEDURES (E.C. § 10229)</i></p> <p>If on this date no one or only one person has been nominated, the officer conducting the election shall inform the governing body that it may, at a regular meeting or special meeting held before the election, adopt one of the following:</p> <ol style="list-style-type: none"> 1. Appoint the person who was nominated. 2. If no one has been nominated, appoint any eligible elector. 3. Hold the election. <p>The provisions of this section shall not apply if, at the regularly scheduled municipal election, more than one person has been nominated to another city office to be elected on a citywide basis or, a city measure has qualified and is to be submitted to the voters at that municipal election.</p> <p><i>PUBLISIH NOTICE OF FACTS (G.C. § 6061)</i></p> <p>The City Clerk shall publish a notice of the facts described in this section and the courses of action available. After the fifth day following the date of publication, the City Council may make the appointment or direct an election to be held.</p> |
| March 17 (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> |
| March 17 (82) | Candidates / City Clerk | <p><i>WITHDRAW CANDIDATE STATEMENTS (EXTENSION) (E.C. § 13307)</i></p> <p>In the event there is an extension of the nomination period, candidates may have until this date to withdraw their candidate's statement. Withdrawal of candidate statements must be in writing to the City Clerk.</p> |
| March 18 (81) | City Clerk | <p><i>SUBMIT NAMES OF CANDIDATES TO REGISTRAR OF VOTERS (E.C. § 10403)</i></p> <p>Last day to submit to the Registrar of Voters names and ballot designations of candidates as they are to appear on the ballot. The Certified List should be submitted in alphabetical order by office.</p> |
| March 21 (78) | City Clerk | <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> |




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|--|---------------------------|--|
| March 21 (78) (or 14 days from the calling of election) | City Attorney | <p><i>IMPARTIAL ANALYSIS OF MEASURE (E.C. § 9280)</i></p> <p>The governing body may direct the City Clerk to transmit a copy of the measure to the City Attorney. Suggested date for City Attorney to prepare and submit analysis of measure showing the effect it will have on the existing law, etc., if so directed by the governing body. The analysis shall be printed in the ballot pamphlet preceding the arguments. The impartial analysis shall not exceed 500 words. In the event the entire text of the measure is not printed on the ballot or in the voter information portion of the sample ballot, 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 City Clerk's office and requesting one.</p> <p> <i>PUBLIC EXAM PERIOD (E.C. § 9295)</i> There will be a 10 day exam period from March 22 thru March 31.</p> |
| March 21 (78) (or 14 days from the calling of election) | Proponents / Opponents | <p><i>LAST DAY TO FILE ARGUMENTS (E.C. §§ 9282, 9283, 9286)</i></p> <p>Suggested last date to file arguments with the City Clerk 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. City Clerk to forward a file copy of the arguments to the Registrar of Voters.</p> <p> <i>PUBLIC EXAM PERIOD (E.C. § 9295)</i> There will be a 10 day exam period from March 22 thru March 31.</p> |
| March 24 (75) | City Council | <p><i>INSUFFICIENT NOMINEES – ACTION BY GOVERNING BODY (E.C. § 10229)</i></p> <p>If by the 75th day before the municipal election, no person has been appointed to office pursuant to E.C. § 10229, the election will be held.</p> <p>Notwithstanding Chapter 1 (commencing with Section 8600) of Division 8 or any other provision of the law to the contrary, if the governing body of the city makes an appointment pursuant to E.C. § 10229, the City Clerk shall not accept for filing any statement of write-in candidacy, which is submitted after appointment.</p> |
| March 31 (68) (or 10 days from the primary argument deadline) | Proponents / Opponents | <p><i>LAST DAY TO FILE REBUTTALS TO ARGUMENTS (E.C. § 9285)</i></p> <p>Suggested last date for authors of primary arguments to file rebuttals to arguments with the City Clerk. Rebuttals are limited to 250 words.</p> <p>NOTE: Rebuttals only apply when the legislative body has adopted provisions pursuant to E.C. § 9285.</p> <p> <i>PUBLIC EXAM PERIOD (E.C. § 9295)</i> There will be a 10 day exam period from April 1 thru April 10.</p> |


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| April 11 (57) | Candidates / City Clerk | <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 City Clerk no later than 14 days prior to election day. Write-in candidates must also file Statement of Economic Interest and campaign disclosure statements.</p> |
| April 12 (56) | Registrar of Voters | <p><i>ORDER PRINTING OF ELECTION MATERIAL (E.C. §§ 9295, 13313)</i></p> <p>Suggested date to prepare copy for printer and order ballots.</p> |
| April 24 – April 28 (44 - 40) | Candidates / Committees / City Clerk | <p><i>FILING PERIOD FOR FIRST PRE-ELECTION CAMPAIGN DISCLOSURE STATEMENT (G.C. §§ 84200.5, 84200.8)</i></p> <p>Filing period for 1st pre-election campaign statement covers transactions through April 23. Statements must be sent by personal delivery or first class mail.</p> |
| April 25 (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">  The satellite location or locations.  The dates and hours the satellite location or locations will be open.  A telephone number that voters may use to obtain information regarding vote-by-mail ballots and the satellite locations. |
| May 9 – May 28 (29 – 10) | Registrar of Voters | <p><i>MAIL OFFICIAL BALLOTS TO VOTERS (E.C. § 4000 et seq.)</i></p> <p>The Registrar of Voters shall mail official ballots to all qualified voters between these dates. Instructions for voting and pamphlets with all necessary materials for voting by mail shall be included. Registrar may also include a notice informing voters they may return the ballot by certified or registered mail. Voted ballots must be received no later than 8:00 p.m. on election day.</p> |
| May 9 – May 28 (29 – 10) | Registrar of Voters | <p><i>PUBLISH NOTICE OF CENTRAL COUNTING PLACE (E.C. § 12109)</i></p> <p>Notice to be published in a newspaper of general circulation published in the City.</p> |
| May 22 – May 26 (16-12) | Candidates / Committees / City Clerk | <p><i>FILING PERIOD FOR SECOND PRE-ELECTION CAMPAIGN DISCLOSURE STATEMENT (G.C. §§ 84200.5, 84200.8)</i></p> <p>Filing period for 2nd pre-election campaign statement covers transactions through May 21. Statements must be sent by personal delivery or guaranteed overnight service.</p> |

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|---------------------------------|---|--|
| May 23 (15) | Registrar of Voters | <i>CLOSE OF REGISTRATION (E.C. §§ 2106 & 2107)</i> Last day to register or transfer registration for this election. |
| May 23 (15) | Registrar of Voters | <i>VOTE-BY-MAIL PROCESSING PUBLIC NOTICE (E.C. § 15104)</i> 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. |
| May 24 (14) | City Clerk / Candidates | <i>FILE DECLARATION OF WRITE-IN CANDIDACY (E.C. §§ 8600 et seq., 15340 et seq.)</i> Last day for write-in candidates to submit their write-in nomination papers including petitions to the City Clerk. |
| May 26 (12) | Registrar of Voters | <i>PROCESS MAILED BALLOTS (E.C. § 15101 et. seq.)</i> 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. |
| May 31 (7) | Registrar of Voters | <i>LOGIC AND ACCURACY TESTING (E.C. § 15000)</i> 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. |
| June 3 (4) | Registrar of Voters | <i>MANUAL TALLY PUBLIC NOTICE (E.C. § 15360)</i> 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. |
| June 7 |  | <i>ELECTION DAY</i> Ballots must be received by 8:00 p.m. on election day to be counted. |
| June 9 (+2) | Registrar of Voters | <i>CANVASS ELECTION RETURNS (CITY CHARTER § 400; E.C. §§ 10260 et seq., 15301 et seq.)</i> Registrar of Voters shall commence the official canvass on this day. |
| June 10 - June 22 (+3-15) | Registrar of Voters | <i>ONE PERCENT MANUAL TALLY (E.C. § 15360)</i> 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. |

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| DATE | PERSON RESPONSIBLE | DESCRIPTION |
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| July 1 (+24) | City Clerk / City Council / Candidates | <p><i>STATEMENT OF RESULTS (E.C. §§ 10262, 10263)</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>Upon receipt of the certified results from the Registrar of Voters the governing body shall meet to declare the results of the election. The City Clerk shall sign and deliver a certificate of election to each person elected.</p> |
| July 1 – July 31 | Candidates / Committees / City Clerk | <p><i>FILING PERIOD FOR SEMI-ANNUAL CAMPAIGN DISCLOSURE STATEMENT (G.C. § 84200)</i></p> <p>Statement covers transactions through June 30.</p> |
| July 7 (+30) | Registrar of Voters | <p><i>COST OF ELECTION</i></p> <p>Approximate date to send invoice to jurisdiction for cost of election.</p> |
| July 12 (+35) | Candidates / City Clerk / City Council | <p><i>ELECTED CANDIDATES TAKE OFFICE (CITY CHARTER § 400(d))</i></p> <p>Officials elected at the general municipal election shall take office on the second Tuesday following completion of the canvass, but in no event later than the fifth Tuesday following the general municipal election. The City Clerk shall administer the oath of office to the new officers prior to taking office.</p> |

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)