

June 2016

CITY OF PALO ALTO
GENERAL ELECTION CALENDAR
TUESDAY, NOVEMBER 8, 2016

TO BE CONSOLIDATED WITH GENERAL MUNICIPAL ELECTION

This election calendar has been prepared to assist persons interested in submitting a petition to qualify for a General Election to be held November 8, 2016. **It is not intended to be a complete statement of the law governing elections.** Those participating in campaigns should be advised that the law on elections is legion and is primarily located in the California Elections Code.

Candidates and committees supporting candidates or measures in the City of Palo Alto must also comply with Palo Alto Municipal Code (PAMC) Chapter 2.40. Of special importance is PAMC Section 2.40.040, which requires the City Clerk to publish the names of the contributors of \$50 or more. State law requires disclosure of contributions of \$100 or more. To facilitate the disclosure process, contributions of \$50 or more may be shown on the State campaign statements and will thus satisfy both the municipal as well as State law disclosure regulations. Statements, which do not disclose contributors and contributions of \$50 or more, will be considered incomplete and will not be accepted for filing.

Anonymous contributions totaling \$50 or more in a calendar year are not permitted. Anonymous contributions between \$50 and \$100 shall be deposited with the City Clerk and shall not be kept by the candidate (PAMC Section 2.40.050). Anonymous contributions over \$100 shall be paid to the Secretary of State for deposit in the General Fund of the State (GC 84304).

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- Tuesday, June 20 RESOLUTION REQUESTING SERVICES OF REGISTRAR OF VOTERS Council adopts resolution calling election and requesting services of Council of Registrar of Voters (Elections Code 10002 and 10403)
- Wednesday, July 6 DUE DATE FOR RESOLUTIONS FOR GOVERNING BOARD ELECTIONS Deadline for jurisdictions to submit resolutions for a governing board election.
- Wednesday, July 13 RESIDENCY REQUIREMENT FOR NOMINEES
A candidate must have resided in Palo Alto at least 30 days preceding the final filing date (August 12) for nomination papers.
(City Charter, Article III, Section 2)
- Friday, July 15 NOTICE OF ELECTION
City Clerk to publish once, a notice of General Municipal Election, not earlier than the 127th nor later than the 113th day prior to the election.
(Elections Code 12101 and Government Code 6061)
- Monday, July 18
through August 12 at
5:00 P.M. NOMINATION PAPERS - FIRST AND LAST FILING DATES
Voters may nominate candidates for this consolidated General Municipal Election by signing a nomination paper not earlier than the 113th day, nor later than 5:00 p.m. on the 88th day before a municipal election. Forms must be secured from the City Clerk, and must be signed by at least 25 registered Palo Alto voters (PAMC 2.40.030). Any registered voter who is also a candidate may obtain signatures and sign his/her own nomination papers. Last day to file nominations with the City Clerk is 5:00 p.m., Friday, August 12. Candidates may withdraw their nomination papers up until 5:00 p.m. on August 12 (the 88th day before the election). (Elections Code 10220 et seq., 10407, 10515)
- CANDIDATE'S STATEMENT
The Candidate's Statement, if candidate elects to provide one, shall be filed on an appropriate form provided by the City Clerk when nomination papers are returned for filing. (Elections Code 13307)
- Refer to the Fair Political Practices Commission Information Manual on Campaign Disclosure Provisions of Political Reform Act for requirements.***
- Monday, August 1 POLITICAL REFORM ACT - CAMPAIGN DISCLOSURE - SEMI-ANNUAL STATEMENT DUE - Period covered is January 1 through June 30, 2016. The period covered by this statement begins on the day after the closing date of the last statement filed, OR January 1 if no previous statement has been filed.
- All candidates and committees are required to file a semi-annual statement if they make any expenditures or receive or make any contributions during the applicable six-month period.

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Refer to the Fair Political Practices Commission Information Manual on Campaign Disclosure Provisions of Political Reform Act for requirements.

Wednesday, August 10
through November 8

CONTRIBUTION/INDEPENDENT EXPENDITURES

Sums of \$1,000 or more to/from a single source must be reported within 24 hours. The independent Expenditure Report is required only for committees (not candidate controlled) that make independent expenditures totaling \$1,000 or more to support or oppose a single candidate or single ballot measure.

Friday, August 12
88 days

NOMINATION PERIOD CLOSURES

Deadline to file all required nomination documents, unless an incumbent fails to file before August 12.

WITHDRAWAL OF CANDIDATE'S STATEMENT

On or before 5:00 p.m. this date candidates may withdraw, but not change, Candidate's Statements, unless there is an extension period (Elections Code 13307 and 10407)

Wednesday,
August 13 through
August 17

EXTENDED FILING PERIOD

If an incumbent elective officer does not file within the nomination period, the voters will have until 5:00 p.m. on the 83rd day prior to election to nominate candidates other than incumbents. (Elections Code 10225)

Thursday, August 18

RANDOMIZED ALPHABET DRAWING

This day the Secretary of State and the local elections official will conduct a drawing of letters of the alphabet to determine the order in which candidates appear on the ballot.

Wednesday, August 20
Through
Friday, August 29

PUBLIC EXAMINATION OF ARGUMENTS, ORDINANCES AND ANALYSES

Official election materials to be made available for public examination at City Clerk's office for ten calendar days prior to submitting the materials to the County Registrar of Voters for printing. Any person may obtain a copy of such materials. (Elections Code 9286, 9295)

September 12 through
October 25

WRITE-IN CANDIDACY OPENS AND CLOSURES

Time frame for write-in candidates to obtain and file nomination documents.

Monday, September 29

POLITICAL REFORM ACT - CAMPAIGN DISCLOSURE - 1st PRE-ELECTION STATEMENT DUE

– Deadline for financial disclosure report FPPC Form 460 covering the period of 7-1-16 to 9-24-16 or the date after the closing date of the last statement filed, OR January 1st, if no previous statement has been filed.

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Tuesday, October 4	<u>POST ONLINE LIST OF CAMPAIGN CONTRIBUTIONS AND CONTRIBUTORS</u> (PAMC 2.40.040)
By Monday, September 26 (to be published September 30)	<u>PUBLICATION OF LIST OF NOMINEES</u> Not less than one week before the election the City Clerk shall publish a list of names of nominees in the order in which they appear on the ballot, and the respective offices for which they have been nominated. (Elections Code 12110)
By Thursday, October 20 (to be published October 28)	<u>PUBLICATION OF LIST OF ELECTION OFFICERS AND POLLING PLACES</u> City Clerk (Registrar of Voters) to publish once, election officers and polling places, not less than one week prior to election. (Elections Code 10417, 12105; Government Code 6061)
Monday, October 24	<u>LAST DAY TO REGISTER TO VOTE FOR NOVEMBER ELECTION</u> Deadline to register to be eligible to vote in the November 8, 2016 election.
Thursday, October 27	<u>POLITICAL REFORM ACT - CAMPAIGN DISCLOSURE - 2nd PRE-ELECTION STATEMENT DUE - <i>Period covered is October 1 through October 18, 2014.</i></u>
Thursday, October 27	<u>POST ONLINE LIST OF CAMPAIGN CONTRIBUTIONS AND CONTRIBUTORS</u> (PAMC 2.40.040)
Tuesday, November 1	<u>LAST DAY TO REQUEST VOTE BY MAIL BALLOT BY MAIL</u> Deadline to submit a request for a Vote by Mail ballot to be mailed to voter.
Tuesday, November 8	<u>ELECTION DAY</u> Polls will be open 7:00 a.m. to 8:00 P.M.. (Election Code 14212 and 10541)
Thursday, December 8	<u>CANVASS OF ELECTION RETURNS BY CITY COUNCIL</u> When Registrar of Voters has completed his canvass, the City Council must meet and canvass election results and adopt resolution declaring results. (City Charter, Article III, Section 4; PAMC Section 2.40.020)
Within 5 Days after Canvass	<u>RECOUNT REQUEST</u> Within 5 days following the completion of the canvass by the City Council, any voter may file with the City Clerk a written request for a recount of the votes cast for or against any measure. The request shall specify on behalf of which position on a measure (affirmative or negative) it is filed. (Elections Code 10266, 15610, AND 15620)
1st meeting in January, 2017	<u>ELECTION CERTIFICATES</u> City Clerk shall sign and deliver a certificate of election to each newly elected official unless that person is required to and has not filed a campaign or disclosure statement. The Clerk shall also administer to

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each person elected the oath of office prescribed. (PAMC Section 2.08.310)

*Thursday, January 31,
2017*

POLITICAL REFORM ACT - CAMPAIGN DISCLOSURE - SEMI-ANNUAL STATEMENT DUE - Period covered is the day after the closing date of the last statement OR July 1, 2016 through December 31, 2016, if no previous statement has been filed. Covers 10/23/16-12/31/16.