

**PRE-ELECTION CALENDAR  
CONSOLIDATED GENERAL**

7/23/2007

**Tuesday  
November 6, 2007**

**ELECTION**

No. \_\_

Days Prior	DATE	ACTIVITY	Staff Responsible	Comments	Check <input type="checkbox"/> complete
453	Thu, August 10,2006	<b>Change of Party Affiliation for Partisan Candidates. Last day for persons changing parties to disaffiliate from party to which currently registered in order to qualify for ballot under new party. EC §8001</b>		even years only	
245	Tue, March 6,2007	Memo to Controller requesting salary listing for computation of filing fees. (salary effective as of E-158, or first day signature in-lieu petitions available.) Inquire about any upcoming raises in the works that may effect filing fee.		county offices - prior to primary	
207	Fri, April 13,2007	<b><u>NOTICE TO SCHOOLS AND DISTRICTS</u></b> Send packet of information to schools/districts reminding them of upcoming election. Packet should include letter requesting resolution and a current map or description of jurisdiction; statement of facts form; abbreviated calendar; sample resolution form; and Roster of Public Agencies form. School/District resolutions due July 5, 2007.	Susan		
183	Mon, May 7,2007	Begin to prepare candidate's guide, modify LT letter and have review, <b><i>contact LWV and PG&amp;E for form letters</i></b> , talk to CV about cover design.	Susan		
183	Mon, May 7,2007	<b>County Clerk (Superior Court) to provide County Elections with list of convicted Felons in prison. Cancel registrations as appropriate. EC §2212</b>	Heather		
166	Thu, May 24,2007	<b><u>RUN TENTATIVE BALLOT TYPE REPORT</u></b> Define the Election and its contests... then run a tentative ballot type report to discover any possible problem areas relative to precincting and tentative consolidations.	Claudio/Sr DISC	See E-85	

Days Prior	DATE	ACTIVITY	Staff Responsible	Comments	Check ✓ complete
165	Fri, May 25,2007	<b>MULTI-COUNTY JURISDICTIONS CANDIDATE STATEMENT FEES</b> Obtain candidate statement fees information from Santa Cruz, San Benito and Fresno counties. Also inform those counties of Monterey County candidate statement fees. (13307(c), 13307(e))			
165	Fri, May 25,2007	<b>Prepare and send notice to file pre-election campaign statement to all candidates and ballot measure committees.</b> <b>GC §§84200.3, 84200.4(a), SB 50</b>	Susan		
162	Mon, May 28,2007	Finalize Candidate guide (order from <b>Copy Matt</b> ), prepare materials for candidate seminar. Schedule event(s), confirm with staff for attendance and handouts, send invitation to incumbents/prospective candidates, and press (press release). Provide to translators for updates.	Susan		
162	Mon, May 28,2007	Press release announcing election date, dates set for Candidate Seminars, and all important election deadlines and filing periods	Linda/ Susan		
162	Mon, May 28,2007	Prepare all election folders for races. Calculate cost of candidate statements based on previous election's cost.	Susan		
154	Tue, June 5,2007	<b>Close of voter rolls for first report of registration to SOS. Report must show number of voters in county, by party affiliation, by each political subdivision. EC §2187(a)(c)&amp;(d)(1) Last day for voter to declare affiliation with a political party in order for that party to participate in the March primary election. EC §5100(b)</b>	Sr DISC		
150	Sat, June 9,2007	Announcement of selected Presidential candidates - Republican, AI, Green, Lib, NL, and F&F parties. SOS will announce and publicize list of names of persons affiliated with the above parties whom he intends to place on the primary ballot. SOS may add candidates but may not delete names. Candidates may withdraw their names through E-68. EC §§6340-6342, 6520-6522, 6720-6724	SOS		
120	Mon, July 9,2007				
				N/A	

Days Prior	DATE	ACTIVITY	Staff Responsible	Comments	Check ✓ complete
150 63	Sat, June 9,2007 Tue, September 4,2007	Announcement of selected Presidential candidates - Democratic party. SOS will announce and publicize list of names of persons affiliated with the above party whom he intends to place on the primary ballot. SOS may add candidates but may not delete. Democratic candidates may withdraw their names through E-60. EC §§6041-6043	SOS	N/A	
148	Mon, June 11,2007	Last day for Governor to issue proclamation calling election. (includes time of election and offices to be filled) EC §12000	SOS	N/A	
144	Fri, June 15,2007	Send Pre-election Residency Confirmation provided for in EC §2220 (Deadline for Confirmation is E - 90).	Heather	Primary elections only	
135	Sun, June 24,2007	Publish data release schedule for voter file/ABS reports	Sr DISC		
135	Sun, June 24,2007	Test and verify public terminal access and functionality	Sr DISC		
135	Sun, June 24,2007	Report of Registration - send to SOS a summary statement of the number registered as of 154th day. EC §2187(a),(c),(d)(1) **Deadline falls on a Sunday, performance of duties moves to next business day.	Heather/ Sr DISC	even years only	
135	Sun, June 24,2007	New party qualification - last day for the SOS to determine whether a new political party has qualified either by registration or by filing a petition. EC §5100(b) & (c) **Deadline falls on a Sunday, performance of duties moves to next business day	SOS/ Heather/ Susan	even years only	
135	Sun, June 24,2007	DTS Primary Participation - last day for parties to notify state whether or not they will allow DTS voters to participate in primary contests. EC §13102(c)	SOS	Primary elections only	

Days Prior	DATE	ACTIVITY	Staff Responsible	Comments	Check ✓ complete
134	Mon, June 25,2007	Plan and recruit/hire extra-help staff	Sr DISC		
134	Mon, June 25,2007	Verify LAFCO notices for jurisdictional boundary changes.	Sr DISC		
133	Tue, June 26,2007	Begin design of sample ballot cover and selection of filler pages	Claudio/ Susan		
132	Wed, June 27,2007	Prepare/Publish Notice of Election. Preferably prior to start of Declaration of Intention period but, in any case, prior to start of Declaration of Candidacy period. Send to Translators.	Susan		
131	Thu, June 28,2007	<b>State Initiative and Legislative Measure Qualification Deadline - last day for initiative measure to qualify for state election; last day for Legislature to adopt a Constitutional amendment, bond measure, or other Legislative measure to appear on the state ballot. Cal.Const. Art 11, §8(c), EC §9013, §9040</b>	SOS	even years only	
130	Fri, June 29,2007	<b>CONSOLIDATION OF SCHOOL ELECTIONS</b> By this date the County Superintendent of Schools shall notify the Governing Boards of all School Districts under his jurisdiction that a consolidated election is required to be held. (Ed Code 5340, 5342)			
128	Sun, July 1,2007	<b>VOTER REGISTRATION CARD ORDER</b> By this date order of county specific English/Spanish cards to carry us through registration drives.	Heather		
127	Mon, July 2,2007	System set-up of election. Includes defining the Election title & number.	Sr DISC		

Days Prior	DATE	ACTIVITY	Staff Responsible	Comments	Check ✓ complete
125	Wed, July 4,2007	<b>SCHOOL DISTRICT RESOLUTION CALLING ELECTION</b> Last date for a District Secretary to deliver the Notice of Election to ROV. <u>ROV to have mailed packet of sample resolutions, etc. to Districts at least two months prior this date.</u> The Notice is to contain elective offices to be filled, who is to pay cost of candidates' statements and word limitation plus current map or description of district boundaries. (10509, 10522, 10524) (deadline falls on a holiday, move to next business day per EC 15)	Susan		
123	Fri, July 6,2007	<b>Quarterly Statement by Ballot Measure Committee (measure not yet qualified). Period 7/1 - 9/30 GC §84202.3</b>	Susan	fixed date	
123	Fri, July 6,2007	<b>Last day for School District to deliver resolution to County Superintendent requesting election for special member (vacancy). Ed.C §§5322, 5324, 5325</b>	Susan		
122	Sat, July 7,2007	<b>Begin preliminary work to evaluate and replace Polling Locations.</b>	Gina		
120	Mon, July 9,2007	<b>County Superintendent of Schools to order election and deliver formal notice of "special board member" election to County Elections Official. Ed.C §§5324 - 5325</b>	Susan		
120	Mon, July 9,2007	Call Translators and give the candidate filing period & number of possible positions so they are aware of our Translation needs.		who are our translators?	
120	Mon, July 9,2007	Check on ordering supplies and forms i.e. absentee supplies, precinct supplies, election officer supplies, roster/index stock and covers.	Staff		

Days Prior	DATE	ACTIVITY	Staff Responsible	Comments	Check ✓ complete
120	Mon, July 9,2007	Prepare and send to paper Notice of Election announcing the Candidate filing period (offices, dates, qualifications) - include any school district measures, argument and rebuttal dates (send copy to district if any). Send to Translators immediately. During this period publication to be made accommodating many legal requirements. <b>If ROV publishes for a city election, send original to city and retain copy for our files.</b> 1) NOTICE OF ELECTION (10417, 12101) 2) OFFICES TO BE ELECTED (12110 Ed.Code 5363) 3) HOURS OF POLLING (10242) 4) PROCESS OF NOMINATION (10220 CITY) 5) SYNOPSIS OF MEA 6) NOTICE/INSUFFICIENT NOMINEES (10515, 10229, Ed.Code 5326,5328) 7) DEADLINE FOR ARGUMENTS AND REBUTTALS 8) ELECTION DAY TALLY (12109)	Susan		
120	Mon, July 9,2007	Press Release - announce filing dates, papers available, offices and number of seats available.	Linda/ Susan		
113	Mon, July 16,2007	<b>Declaration of Candidacy and Nomination Papers for <u>all</u> offices EC §§10403, 10510, 10602, 13107, 13307</b> > Watch residency requirements EC §201 > documentation of qualifications (see EC §13.5 for offices). > Review SOS revised ballot designation guidelines. >Candidate Initials cover sheet showing items received. >Review Incompatible Offices. >Statements of Economic Interest GC §§87200, 87201, 87500	Susan		
88	Fri, August 10,2007				
	<del>code of civil procedure?</del> 2015.5				
106	Mon, July 23,2007	<b>CHOOSE CONSOLIDATIONS</b> By this date tentative precinct consolidations should be presented to the Registrar for his approval. NOTE: If the consolidations are standard county-wide consolidations then ask assistance in copying over the standard defined consolidations from the last county-wide election.	Claudio		

Days Prior	DATE	ACTIVITY	Staff Responsible	Comments	Check ✓ complete
105	Tue, July 24,2007	<b>UPDATE ELECTION OFFICERS MANUAL</b> Make changes if required pursuant to new legislation, state guidelines of federal law (NVRA). Changes due <b>August 11 (E-88)</b> .	Gina	see E-60	
102	Fri, July 27,2007	<b>TRANSMIT MEASURES</b> By this date, begin to transmit to County Counsel any County or school measures submitted to the voters so that an Impartial Analysis may be prepared by August 17, 2006 (E-82). (9160, 9313, 9500; 9314 WATER DIST)	Susan		
Fixed	Tue, July 31,2007	<b>***SEMI-ANNUAL CAMPAIGN STATEMENT***</b> The last day to file semi-annual campaign statements, if required, by all candidates and committees for the period 1/1/07 through 6/30/07 or from the date of previous filing period through June 30, 2006 whichever is applicable. (Govt Code 82013, 84200, 84218)			
99	Mon, July 30,2007	Prepare and send out Polling Place availability letter.	Gina		
95	Fri, August 3,2007	Press Release - announcing nomination period closes August 10th (E-88); extended nomination period closes August 15th (E-83) if eligible incumbent does not file, or fails to qualify. EC §§10407(b), 10516, 10604, 12112	Linda/ Susan		
95	Fri, August 3,2007	Finalize cover for Sample Ballot pamphlet. See latest to base revisions.	Claudio/ Susan		
95	Fri, August 3,2007	PROVISIONAL ENVELOPE Update wording on provisional ballot envelope to comply with provisions of NVRA.	Linda/ Jim		
95	Fri, August 3,2007	CHANGES IN PRECINCT BOUNDARY LINES Logistical date by which any intended precinct boundary line changes must be made in order to facilitate the Election. NOTE: Changing boundaries of precincts requires Federal Justice Department preclearance which may not occur in a timely manner. (12262)	Gina/Linda/ Claudio		
92	Mon, August 6,2007	VOTER REGISTRATION CARD DELIVERY By this date receive order of county specific English/Spanish cards.	Heather		

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90	Wed, August 8,2007	<b>Last day to compute pre-election residency confirmation. After this date, the county may not conduct any list maintenance procedures. EC §2220-2226</b>	Heather/ Sr DISC		
90	Wed, August 8,2007	Check supply of metered envelopes for PW unit - send to mail room for postage. Bring in staff for PW/PP Recruitment and Appointments.	Gina		
90	Wed, August 8,2007	Print PW/PP availability letter.	Gina		
90	Wed, August 8,2007	Arrange/finalize extra help personnel for PW/PP unit.	Gina		
90	Wed, August 8,2007	Arrange and finalize extra-help schedule for EIS.	Sr DISC		
90	Wed, August 8,2007	Obtain schedule for all extra-help staff to set-up and coordinate usernames and security rights.	Sr DISC		
90	Wed, August 8,2007	SOS Voter Registration update every 10 days (80-70-60-50-40-30-20)	Sr DISC		
90	Wed, August 8,2007	Prepare, if necessary, (2nd?) Notice of local measure (county, school, special district) to File Arguments/Rebuttals to publish immediately. This is for any possible additional measures.	Susan		

Days Prior	DATE	ACTIVITY	Staff Responsible	Comments	Check ✓ complete
88	Fri, August 10,2007	<p>Last day for local entity to request consolidation - Resolution must contain ballot question. If BOND measure, last day to file Tax Rate Statement. EC §§1405, 9401, 10002, 10403, 12001; Ed.C §5322 (for school districts, this applies to measures) If school bond measure, determine if state matching funds are applicable. If so, print requirements for sample ballot are found in 15122.5.</p> <p>Call Santa Cruz, Fresno, San Luis Obispo and San Benito Counties and obtain all information for elections in overlapping jurisdictions. All information should be faxed and mailed. Measures must include deadlines for arguments and all documents.</p>	Susan		
88	Fri, August 10,2007	Notification of Mail Ballot Precinct - last day for elections official to determine that there are 250 or fewer persons registered to vote in any precinct. EC §3005	Sr DISC/ Heather		
88	Fri, August 10,2007	Send legal publication and notice to file arguments and rebuttals, opening of 10-day calendar review for certain items, if necessary. Send to translators to prepare translated ads for language papers.	Susan		
88	Fri, August 10,2007	<p>Nomination period closes. Last day to submit supplemental in-lieu petitions or pay prorated filing fee. Prepare final candidate listing, extended offices, additional ballot measures (update roster on web and blast fax to all newspapers with PR). <b>LATE NIGHT.</b></p> <p>EC §§7227, 7422, 7672, 7772, 7776, 8020, 8041, 8061, 8100, 8105, 8106, 8028, 8040, 13107, 13307</p>	Susan/ Linda/ Staff		
88	Fri, August 10,2007	<p>Press release for close of nomination (include rosters), extended filing announced, beginning of 10-day review for items filed as of E-88, reminder for call of arguments/rebuttals. EC</p> <p>§§9190, 9295, 9380, 9509, 13313</p>	Susan		
88	Fri, August 10,2007	Provide copies of local ballot language, candidate statements, names and ballot designations for those offices NOT extended for Official and Sample Ballot preparation proofing teams, as needed.	Susan/ Translators/ Claudio		

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88	Fri, August 10,2007	Forward additional ballot language to translators. Includes city measure language.	Susan/ Gina		
88	Sat, May 12,2007	Complete Precinct Boundary changes and consolidations . Set-up precinct to polling place relationships.	Sr DISC		
88	<i>Fri, August 10,2007</i>	<i>Begin ballot typing in unity/Ballot Right. Proof precinct/district relationships are consistent across platforms.</i>	Sr DISC/ ES&S		
88	Fri, August 10,2007	Mail out PW/PP availability letters; begin to bring in PW staff.	Gina		
88	<b>Fri, August 10,2007</b>	<b>10-calendar day examination period begins at 5:00 p.m for documents filed as of the 88th day prior to the election. Between these dates, any registered voter of the election jurisdiction, or the elections official, may seek a writ of mandate or injunction requiring any or all of the materials to be amended or deleted. The request shall be filed no later than the end of the 10-calendar-day public examination period. Includes resolutions, ordinances, impartial analyses, tax rate statements, declarations, and candidate statements. EC §§9190, 9295, 9380, 9509, 13313</b>	Susan		
78	<b>Mon, August 20,2007</b>				
88	Fri, August 10,2007	Final Election Definition set-up. Includes district assignment and precinct/district proof.	Sr DISC		
83	Wed, August 15,2007				
88	Fri, August 10,2007	Begin BGS proofing for ballots, bring in Official Ballot Proof Team.			
88	Fri, August 10,2007	Print/create precinct consolidation working list for use with PP, RS/TX and Field Tech listings.	Sr DISC		

Days Prior	DATE	ACTIVITY	Staff Responsible	Comments	Check ✓ complete
88	Fri, August 10,2007	REVIEW OF COUNTY BALLOT MEASURES BY COUNTY AUDITOR Last day for Board of Supervisors to request County Auditor to review and prepare fiscal impact statement to be printed on sample ballot preceding arguments for and against any county measure. Fiscal Impact statement may not exceed 500 words. (9160)	Susan		
87	Sat, August 11,2007	<b>Nomination Period Extension for any office when eligible incumbent does not file, or fails to qualify, judicial incumbent candidate dies. EC §10515, 10605</b>	Susan		
83	Wed, August 15,2007				
85	Mon, August 13,2007	Last day for a Candidate who's filing period ended on the 88th day to withdraw statement. Candidates statement may be withdrawn, but not changed, during the filing period and until 5pm of next working day after close of noms. EC §13307 (a)(1),(3)	Susan		
85	Mon, August 13,2007	Send copies of all final county, school or special district measures to County Counsel for impartial analysis. Remind of choice of full text, if not then required language and note of web site information. EC §§9160, 9313, 9500	Susan		
85	Mon, August 13,2007	Prepare report and order for Board of Supervisors listing entities requesting services/consolidation. EC §§10002, 10403	Susan		
85	Mon, August 13,2007	Inventory all divisional and office supplies needed throughtout the election and canvass	Staff		
85	Mon, August 13,2007	Provide printers and translators with Sample Ballot materials filed as of E-88 (candidate statements, ballot measure language, tax rate statements).	Susan		
83	Wed, August 15,2007	Extended nomination period closes. Final update to roster and web. Send out press release with final roster, include announcement of 10-day review for materials filed as of 83rd day and random alpha scheduled for 82nd day. EC §8022(b), §8204	Susan		

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83	Wed, August 15,2007	<b>PETITION TO CAUSE ELECTION, DISTRICT/SCHOOL Last day for a voter of a district (where there were insufficient nominees to cause an election) to file a petition containing the signatures of 10% of the Registered Voters of the District or 50 voters, whichever is less, requesting that the Election be held. (10515(a), Ed.Code 5326, 5328)</b>	Susan		
83	Sat, May 19,2007	Send test data and schedule of data releases to known customers and candidates.	Sr DISC		
82	Thu, August 16,2007	<b>Last day for a Candidate who's filing period ended on the 83rd day to withdraw statement. Candidates statement may be withdrawn, but not changed, during the filing period and until 5pm of next working day after close of noms. EC §13307 (a)(1),(3)</b>	Susan		
82	Thu, August 16,2007	<b>Random alphabet drawing by Secretary of State at 11:00a.m. County Clerk to pull/announce selected letter assignment at 11:00am for local measures. After the order is drawn the names in each contest as defined within the BALLOTS/Contest Control work area must be sequenced accordingly so that contest control forms may be sent to the printer. EC §§13111(i), 13112(b)(1)(B), 13116</b>	Susan/ SOS	is our policy on local measures written anywhere?	
82	Thu, August 16,2007	Make copies of local ballot language, candidate statements, names and ballot designations for those offices that had been extended and that are now going to election for Official and Sample Ballot preparation proofing teams.	Claudio/ Susan		
82	Thu, August 16,2007	All available material for sample ballots should be forwarded to printer and translators by this date (written printing "guidelines", candidates statements, measure wording, tax rate statements, impartial analysis, headings, and cover wording/graphics).	Susan		

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82	Thu, August 16,2007	FINAL ELECTION DEFINITION By this day the final election definition should be completed and a ballot type report generated for in-house use as well as a copy for the printer. A "FINAL" audit of the precinct consolidations should be run at this time and consolidated precinct count detail report should be produced.			
82	Thu, August 16,2007	SAMPLE BALLOT COVERS Final proofs for sample ballot booklet covers. Printer to begin printing covers by mid-August.	Claudio/ Susan		
82	Thu, August 16,2007	COMMENCE CODING OF BALLOT COUNT PARAMETERS Define the contests within the ballot count parameters as a first step. Later as ballot proofs and ballot run sheets become available augment the ballot count parameters until completed. Target date for concluding the ballot count params is September 27 (E-39).			
82	Thu, August 16,2007	APPOINTMENT OF CANDIDATES Prepare board report to have Board of Supervisors appoint candidates to special district offices where there were insufficient nominees to cause an election. Similar copy to school districts for appointments. Special district candidates must be appointed no later than the Monday before the first Friday in December and school candidates must be appointed no later than the date of the election. (10515,Ed.Code 5328)	Linda		
81	Fri, August 17,2007	<b>Last day for local entities (City Clerks, if any) to submit names and ballot designations to County Clerk. EC §10403</b>	Susan		

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81	Fri, August 17,2007	Primary arguments due (300 words, 5 signatures). Make sure signers have printed their names and given dates that signatures were affixed. Only one title for name. If filed on behalf of an organization, get name and address of principle officer(s). Letter? Get contact information and fax. At 5:00 p.m. fax out arguments to oppositions for rebuttal preparation. Provide copies for sample ballot prep. EC §§9162-63, 9282-83, 9286, 9315-16, 9501-02	Susan/ Susan		
81	Fri, August 17,2007	Press Release for 10-calendar day review period - begins at 5:00 p.m. for primary arguments in favor of or against local ballot measures. Between these dates, any registered voter of the election jurisdiction, or the elections official, may seek a writ of mandate or an injunction requiring any or all of the materials to be amended or deleted. The writ of mandate or injunction request shall be filed no later than the end of the 10-calendar-day public examination period. EC §§9190, 9295, 9380, 9509	Linda/ Susan		
71	Mon, August 27,2007				
81	Fri, August 17,2007	PREPARE BALLOT FACSIMILES Prepare the ballot facsimiles by utilizing WP. By this time the contests have been defined as documents within the Ballot/Contest Control work area.			
81	Fri, August 17,2007	BALLOT MATERIALS TO PRINTER Last day to submit to the selected printer the materials required to print Official Ballots. The materials include: 1) Contest Control Forms with candidates in random order, 2) Candidate Statements that were not withdrawn excluding those contests which had insufficient nominees, 3) Ballot type report, 4) Ballot order report by consolidated precinct 707.12 and 707.13, 5) all measure copy available, and 6) Election summary sheet.			
81	Fri, August 17,2007	RESTOCK REGISTRATION DISTRIBUTION SITES On or around this date have prepared and mail to the various postcard registration distribution sites a fresh supply of forms to carry them through to the close of voter registration for the Election.			

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80	Sat, August 18,2007	Prepare and print list of items to be included in precinct supply box. Order supply box items for primary election.	Gina		
80	Sat, August 18,2007	First draft of translations due back for Sample Ballot. First draft of Sample Ballot proofs begin arriving.	Susan		
80	Sat, August 18,2007	Create initial linear report and distribute to Sample Ballot.	Sr DISC		
80	Sat, August 18,2007	Begin L&A matrix creation. Determine test ballot order estimates.	Sr DISC		
78	Mon, August 20,2007	Check with agencies/organizations as to adequate amounts of affidavits (League of Women voters, post offices, etc.).	Heather		
78	Mon, August 20,2007	Log in and send all filing fee checks down to controller's office	Susan		
78	<b>Mon, August 20,2007</b>	<b>10-calendar day public review period ends at 5:00 p.m. for all public documents filed as of the 88th day prior to the scheduled election. Includes resolutions, ordinances, tax rate statements, declarations, and candidate statements. EC §§9190, 9295, 9380, 9509, 13313</b>	Susan		
77	Tue, August 21,2007	All available material for sample ballots should be forwarded to printer by this date (primary arguments, impartial analysis, headings).	Susan		

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77	Tue, August 21,2007	SPANISH MATERIALS ORDER Compute quantities of spanish booklets needed to target mailing, plus 1 for each polling place ballot type specific, extras for DOJ mailing, files, E-voting locations and supply. See SPANMAR2002nos.xls for last election and eligible precinct report R700.03 by consolidated precinct.		done earlier?	
77	Tue, August 21,2007	Begin to make arrangements for PW class locations and preparation of schedule. Verify L&A room availability. Finalize and print list.	Gina		
77	Tue, August 21,2007	First drafts of sample ballot proofs from printer should begin arriving.	Susan		
76	Wed, August 22,2007	Review and begin to make modifications (if necessary) to absentee and mail ballot voters for insertion with ballot. Have ready to send to vendor for weight/size check near E-67.	Jim		
76	Wed, August 22,2007	Request funds to replenish postage account for sample ballots and absentee ballots (other mailings?).	Susan/Jim		
76	Wed, August 22,2007	Proofreading team arrives (tentative date). Continue to monitor materials coming from printer and translators.	Susan		
75	Thu, August 23,2007	All Spanish Translations due back	Susan	?	
74	Fri, August 24,2007	BALLOT MATERIALS TO SPANISH TRANSLATOR By this date all ballot materials should be sent to translator.		why so late? Should be sent as soon as filed like English pamphlet	
74	Fri, August 24,2007	REQUEST FOR USE OF POLLS By this day the Request for Use of Polls should be prepared and mailed to the selected Polling Places intended for use. The forms are to be returned by (E-60). September 7, 2007			

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74	Fri, August 24,2007	Compare and add translations to standard translation folder, or put into election specific folder. Read-only/protect translated documents on shared drive. Lock down for this election.	Susan/ Sr DISC		
74	Fri, August 24,2007	Bring in entire Official Ballot Proof Team.	Sr DISC		
74	<i>Fri, August 24,2007</i>	<i>Begin EMS coding of election from IFC file. Create VR22.dat file and send to ____.</i>	Sr DISC	could be SMC process only	
73	<b>Sat, August 25,2007</b>	<b>10-day calendar review ends for documents filed as of 83rd day - in conjunction with candidate filing extension and measure amendment deadlines EC §§9605, 13313</b>	Susan		
73	<b>Sat, August 25,2007</b>	<b>County to determine whether the number of county central committee candidates exceeds the number to be elected. If not, names shall not be on the ballot unless petition filed by E-68. **Deadline falls on a Saturday, performance of duties moves to next business. EC §§7228, 7423, 7673, 7772.1</b>	Susan		
71	Mon, August 27,2007	Review election officers and polling places. Target areas for PW/PP recruitment based on number of early returns. Begin tracking of Business Reply Mail usage.	Gina	tracking of BRM necessary?	
71	Mon, August 27,2007	Begin ballot order. Determine number of official ballots, and test ballots (for Logic and Accuracy testing, for precinct and absentee voting). Send information to official ballot and sample ballot printers.	Sr DISC/ Claudio		
71	Mon, August 27,2007	All PW appointment staff at work begin preparing PW appointments.	Gina		

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71	Mon, August 27,2007	Run jobs to create and print absentee precincts. Import VR23.dat file from EMS and ES&S.	Sr DISC	could be SMC process only	
71	Mon, August 27,2007	Determine number of sample ballots and send sample ballot order to vendor.	Susan/ Claudio/ Sr DISC		
71	Mon, August 27,2007	<b>10-calendar day review period - ends at 5:00 p.m. for primary arguments in favor of or against local ballot measures (filed E-81). Printer can begin printing this information for the SBP after this date. EC §§9190, 9295, 9380, 9509</b>	Susan		
71	Mon, August 27,2007	<b>Last day to file Rebuttal Arguments and Impartial Analysis - 250 words, 5 signatures. Make sure signers have printed their names and given dates signatures were affixed. If bona fide association, get name and signature of at least one principle officer. Check authorization form for different signers/fillers, if needed. No more than one title for name. At 5:00 p.m. fax to opposition. EC §§9163, 9167, 9285-86, 9316-17, 9501.5, 9502, 9504</b>	Susan		
71	Mon, August 27,2007	<b>Press Release announcing 10-calendar day review period begins at 5:00 p.m. for rebuttal arguments in favor of or against local ballot measures and impartial anlysis (filed E-71). EC §§9190, 9295, 9380, 9509</b>	Linda/ Susan		

Days Prior	DATE	ACTIVITY	Staff Responsible	Comments	Check ✓ complete
71	Mon, August 27,2007	10-calendar day review period - begins at 5:00 p.m. for rebuttal arguments in favor of or against local ballot measures. Between these dates, any registered voter of the election jurisdiction, or the elections official, may seek a writ of mandate or an injunction requiring any or all of the materials to be amended or deleted. The writ of mandate or injunction request shall be filed no later than the end of the 10-calendar-day public examination period. EC §§9190, 9295, 9380, 9509	Susan / Susan		
61	Thu, September 6,2007				
71	Mon, August 27,2007	CANDIDATE STATEMENT/MEASURE PROOFS Mail copy of proofs to candidates and measure committees for review. Also to city clerks or districts if applicable.		<i>fax instead? Would have to get fax numbers during filing process. What is our required response time? Is this SB layout? Official ballot proof should go to jurisdiction for sign off by E-67.</i>	
70	Tue, August 28,2007	BALLOT MATERIALS TO PRINTER By this date ALL material should be sent to printer. Complete Election summary sheet Form 8380. Also make reference statements if necessary. (9160(b), 9219, 9314, 9280, 9313)			
68	Thu, August 30,2007	DEATH OF A CANDIDATE - NAME NOT ON BALLOT Last day to remove contest from ballot (except as provided by Elections Code 8026). (8026, 8809, 8810, 15402)		Div. 8 rules apply to primary elections only. Others see 15402	
67	Fri, August 31,2007	WILL YOU SERVE CARDS By this day "Will You Serve?" Cards to be prepared and mailed to the pool of Poll Workers intended to be used at the Election, to be returned by (E-53). September 14, 2007		should this be earlier? Only allows 2 week turnaround. Also, as about Feb, June, Nov 08	

Days Prior	DATE	ACTIVITY	Staff Responsible	Comments	Check ✓ complete
67	Fri, August 31,2007	Completion of ballot typing (styles) in Unity. Proofread contest data. Run ballot typing, Print ballot types. Begin EMS coding of election, number of ballots styles finalized.	Sr DISC/ Claudio	could be SMC process only	
67	Fri, August 31,2007	Complete Ballot order, upload spreadsheet to vendors FTP. Finalize proofing official ballot design/layout/names/designations. Obtain "sign-off" on official ballot contest from each jurisdiction.	Sr DISC/ Claudio		
67	Fri, August 31,2007	Send absentee/mail ballot instructions to mailing vendor. Confirm weight/return postage that is included in instructions.	Jim		
67	Fri, August 31,2007	Test coding on 400-C. Verify and proof all offices, contests, etc... on both DRE and 400-C print-outs	Sr DISC	is test coding on DREs also at this time?	
67	Fri, August 31,2007	SPANISH TRANSLATIONS DUE Receive from Spanish translator and submit to ballot printer: contest control forms and ballot questions.			
67	Fri, August 31,2007	Time length of VVPAT paper tape printout.	Sr DISC		
64	Mon, September 3,2007	Send letter to SOS requesting authorization of ballot release, quantity of ballots (absentee, precinct, test). EC §§20235-38	Sr DISC		
64	Mon, September 3,2007	Arrange for personnel to check voting booths (clean up), palletize supply boxes, trucks for Receiving Stations. Personnel here no later than E-40.	Gina/ Sr DISC		
		Thu, September 27,2007			
64	Mon, September 3,2007	Order Ballot Receipt forms, ballot box label seals and other items from Ballot printer	Gina		

Days Prior	DATE	ACTIVITY	Staff Responsible	Comments	Check ✓ complete
64	Mon, September 3,2007	Linda to sign Notice of Appointment for PW/PP	Gina		
63	Tue, September 4,2007	Prepare images for transmittal to official ballot vendor.	Sr DISC/ Claudio		
63	Tue, September 4,2007	Confirm FTP upload of small images. Arrange for proofing team to Hayward.	Sr DISC		
63	Tue, September 4,2007	Contact City Clerk's - discuss Absentee Ballot drop off sites.	Jim		
62	Wed, September 5,2007	Send sample ballot film (images of official ballots) to printer.	Claudio/ Susan		
61	Thu, September 6,2007	<b>10-calendar day review period - ends at 5:00 p.m. for rebuttal arguments in favor of or against local ballot measures. No further challenges to pamphlet information after this date. Printer can begin printing SBP after this date. EC §§ 9190, 9295, 9380, 9509</b>	<b>Susan</b>		
60	Fri, September 7,2007	<b>NOTIFY JUSTICE DEPARTMENT</b> By this date notify the U.S. Department of Justice of any "special elections" called to be consolidated with the scheduled election or any changes to polling places for the election. (Federal Voting Rights Act..)	Linda		
60	Fri, September 7,2007	ELECTION OFFICER'S MANUAL Before this day have prepared the final revisions to the Election Officer's Manual for submission to Printer.	Gina	See note at E-105 says by E-88?	

Days Prior	DATE	ACTIVITY	Staff Responsible	Comments	Check ✓ complete
60	Fri, September 7,2007	NOTIFY SAMPLE BALLOT MAILING VENDOR Prepare and mail to the selected Sample Ballot Booklet Mailing Vendor a notice of the intended time schedule for addressing Sample Ballots.		should this be earlier or is this a "reminder" of the upcoming schedule?	
60	Fri, September 7,2007	DEADLINE FOR RETURN OF PP REQUEST FORM On this day the Polling Place contacts were directed to return their response to the Request for Use of Polling Place.	Gina		
60	Fri, September 7,2007	ESTABLISH POLL WORKERS' CLASS SCHEDULE On or before this date establish the class schedule for the Poll Workers serving in the election.	Gina		
60	<b>Fri, September 7,2007</b>	<b>60 day registration close - Update the Registration Files and send to SOS by E-50. EC §2187(a), (c), (d)(2)</b>	Sr DISC/ Heather		
60	Fri, September 7,2007	Send copy of Sample Ballot proof to entities/candidates for "OK". Must have quick turn around for printer.	Susan	See E-71 (is that too soon?)	
60	<b>Fri, September 7,2007</b>	<b>Federal Election - Overseas Voter, Application for Absent Voter's Ballot. EC §§3304, 3306</b>	Jim		
7	<b>Tue, October 30,2007</b>				
60	<b>Fri, September 7,2007</b>	<b>Special Absent Voters' ballot application period begins. EC §§300(b), 3103</b>	Jim		
7	<b>Tue, October 30,2007</b>				
57	Mon, September 10,2007	Prepare and mail notice to file Pre-election statements to all filers. Send database of committees to Sr DISC and Heather and Jim (for future contact with committees regarding campaign activities).	Susan		

Days Prior	DATE	ACTIVITY	Staff Responsible	Comments	Check ✓ complete
57	Mon, September 10,2007	Statements of write-in Candidacy and Nomination Papers for all write-in candidates. EC §§8601, 8604	Susan		
14	Tue, October 23,2007				
57	Mon, September 10,2007	Press release announcing the opening of the write-in filing period, specify offices, filing requirements.	Linda/ Susan		
57	Mon, September 10,2007	Set-up blue boxes for precinct supplies on warehouse floor.	Gina		
56	Tue, September 11,2007	Arrange for extra help for absentee unit. Proofing staff to be here by date Absentee ballots arrive from printer.	Jim		
56	Tue, September 11,2007	Arrange for phone bank personnel.	Susan		
56	Tue, September 11,2007	Arrange schedule for L & A test deck personnel.	Sr DISC/ Claudio		
56	Tue, September 11,2007	Check 60 day registration with previous precinct counts as to ballots ordered (check to see if registration covered).	Sr DISC/ Claudio		
55	Wed, September 12,2007	Begin preparation of marking matrix for test ballots to be used in L&A testing.	Sr DISC		
55	Wed, September 12,2007	Send envelopes to mail room for mail ballot precincts for return postage (see Sr DISC for number of envelopes needed).	Jim		

Days Prior	DATE	ACTIVITY	Staff Responsible	Comments	Check ✓ complete
55	Wed, September 12,2007	SAMPLE BALLOT LAYOUTS Receive final proofs and send to Spanish translator: layouts of sample ballot pages, i.e. candidate statements and measures. Make sure pages are numbered "S" for Spanish. Compute quantities of spanish books and SB pages for voting booths.			
54	Thu, September 13,2007	Check with post office as to dollar amount in accounts for affidavits of registrations. BRM No. 95814	Heather		
53	Fri, September 14,2007	DEADLINE FOR RETURN OF PW/SERVE FORM On this date the Poll Workers were directed to return their response to our Will You Serve form.			
53	Fri, September 14,2007	Pick up mailing supplies.	Susan		
53	Fri, September 14,2007	Update finalized Polling location lists and appointment folders.	Gina		
50	<b>Mon, September 17,2007</b>	<b>Voter Registration Files to SOS - Last day to send voters registered as of E-60. EC §§2187(c)&amp;(d)(2), 2220</b>	Sr DISC		
50	Mon, September 17,2007	NOTIFY NVRA AGENCIES - CLOSE OF REGISTRATION Notify NVRA agencies of deadline to receive registrations after 15 day close.	Heather		
50	Mon, September 17,2007	Finalize receiving station lists and assignments.	Sr DISC/ Gina		
50	Mon, September 17,2007	Review mobile phone/two-way units. Remove seasonal stand-by status with vendor. Review all phone numbers. Check on power/batteries for all units. Purchase any needed phone-related equipment.			

Days Prior	DATE	ACTIVITY	Staff Responsible	Comments	Check ✓ complete
50	Mon, September 17,2007	Prepare and proof PW list for preparation of appointment letters. Prepare letters.	Gina		
50	Mon, September 17,2007	Printer begins forwarding completed sample ballot pamphlet to County - scan for content. Final shipment from vendor at E-43	Susan		
	Mon, September 24,2007				
48	Wed, September 19,2007	BALLOT CHECKLIST Prepare checklists for sample, absentee and test ballots for monitoring deliveries.			
48	Wed, September 19,2007	Official ballots (absentee and test) to be delivered to County:			
		Test Ballots deadline:	Sr DISC		
	Wed, September 19,2007			check date	
		Absentee ballots:	Jim		
	Mon, September 24,2007			check date	
		Precinct/Opt-out	Sr DISC/ Gina		
	Tue, October 16,2007			check date	
48	Wed, September 19,2007	Begin marking test ballots for L&A testing; use official ballot proofing EH staff.	Sr DISC		
47	Thu, September 20,2007	SPANISH TRANSLATIONS DUE (PHASE II) Receive from Spanish translator and send out for proofing. Ballot printer will produce booklets. Number of booklets equals number of language requirements on eligible precinct counts report R-700.03. Add numbers needed for polling places.			
	out for proofing	Thu, September 20,2007			
	proofing complete	Sun, September 30,2007			
	Delivery by	Wed, October 17,2007			
47	Thu, September 20,2007	Finish preparation of and mail PW appointment letters and inserts - assemble with completed class schedule.	Gina		

Days Prior	DATE	ACTIVITY	Staff Responsible	Comments	Check ✓ complete
46	Fri, September 21,2007	FINAL SELECTION OF POLLING PLACES By this date, finalize selection. Proof polling place lists prior to sample ballot disk preparation.	Sr DISC/ Gina		
46	<i>Fri, September 21,2007</i>	<i>Continue EMS/AERO coding.</i>		could be SMC process only	
22	<i>Mon, October 15,2007</i>				
43	Mon, September 24,2007	Final shipment of Sample Ballots from the printer (scan for content).	Susan		
43	Mon, September 24,2007	Preparation of sample ballot disk and checking of polling place status.	Sr DISC/ Susan		
43	Mon, September 24,2007	Absentee ballots begin to arrive - scan for quantity, content.	Jim		
43	<i>Mon, September 24,2007</i>	<i>Create test decks and run test decks on 400-C (Absentee)</i>	Sr DISC/		
43	Mon, September 24,2007	Print list of Streets in each precinct. Arrange to have inserted into Election Officer 3-ring Handbooks	Gina		
42	Tue, September 25,2007	Sample ballot mailing to pick-up sample ballot disk and sample ballots from office	Susan		
40	Thu, September 27,2007	Establish route and delivery order of machines for all polling place precincts (drayage company?)	Gina/ Sr DISC		
40	Thu, September 27,2007	Begin delivery of Absentee ballot boxes to city clerks.	Jim		

Days Prior	DATE	ACTIVITY	Staff Responsible	Comments	Check ✓ complete
40	Thu, September 27,2007	Vendor to begin delivery of labeled sample ballots to Post Office.	Susan		
40	Thu, September 27,2007	Prepare lists of polling place locations for all City Clerks and mail Ballot precinct for voter inquiry. CD and paper versions forward to EIS.	Sr DISC/ Gina		
40	Thu, September 27,2007	MAIL WILL YOU SERVE/ELECTION NIGHT CREW By this day have prepared and mail Will You Serve cards to the Election Night Tally Crew.			
40	Thu, September 27,2007	Send availability letters to Saturday box delivery crew for scheduled delivery date.	Gina		
40	Thu, September 27,2007	Precinct "opt-out" ballots to begin arriving from the printer - audit and gauge of all ballots.	Gina/ Sr DISC		
40	Thu, September 27,2007	<i>Send election Information to Web masters (Smart voter/ISD).</i>	Sr DISC		
40	Thu, September 27,2007	PREPARE FILE FOR INITIAL SAMPLE BALLOT MAILING On this date prepare a file of registered voters. Make sure polling place information is current and reflects any last minute changes. Have completed file to sample ballot mailing vendor as soon as possible to begin mailing sample ballots on E-35. A second mailing will be done for voters who register after E-39.			
<b>40</b>	<b>Thu, September 27,2007</b>	<b>Sample Ballot pamphlet mailing. EC §§13300-13304</b>	Claudio/ Susan		
<b>10</b>	<b>Sat, October 27,2007</b>				
40	Thu, September 27,2007	Prepare letter for PO for picking up mail beginning on (E-29)	Jim		
		October 8,2007			

Days Prior	DATE	ACTIVITY	Staff Responsible	Comments	Check ✓ complete
40	Thu, September 27,2007	Arrange for sample ballot to be put on audio tape for voter use. Look into "large format" (18 pt. Arial?).	Susan	would the library do the audio?	
40	Thu, September 27,2007	Press release on sample ballot delivery schedule, and audio tape and large format availability.	Linda/ Susan		
40	Thu, September 27,2007	Reserve (Budget) rental vans for Precinct Supply Delivery on <b>Sat</b>	Gina	no deliveries?	
40	Thu, September 27,2007	Reserve rental cars for any Enight data delivery personnel and Election Day Field Technicians	Gina	Gina - discuss??	
40	Thu, September 27,2007	Prepare sets of sample ballots for media & any cities/districts holding elections.	Susan		
40	<i>Thu, September 27,2007</i>	<i>Personnel arrives to begin voting booth clean up.</i>	Sr DISC/		
<b>40</b>	<b>Thu, September 27,2007</b>	<b>Pre-election campaign statements due from candidates and committees having activity for the primary election. File by personal delivery or first class mail (post mark is date filed). GC §§84200.3, 84200.4</b>	Susan		
39	Fri, September 28,2007	OUT OF STATE PAMPHLETS MAILED Produce one per voter address labels for "out of state" voters.			
39	Fri, September 28,2007	CONCLUDE BALLOT COUNT PARAMETERS Conclude the generation of ballot count parameters. Prepare the header card file for the election so that as soon as the close of registration occurs counts can be added to the headers.	Sr DISC		

Days Prior	DATE	ACTIVITY	Staff Responsible	Comments	Check ✓ complete
36	Mon, October 1,2007	Begin to prepare/update phone bank materials. Confirm deadlines for absentee, voter reg, etc/election specific materials. Obtain sample envelopes, sample ballot pamphlets, precinct locations, provisional envelopes, etc.	Susan		
36	Mon, October 1,2007	Confirm Saturday crew for box delivery.	Gina		
36	Mon, October 1,2007	Prepare absentee ballot daily report sheet (compare with last similar election).	Jim		
35	Tue, October 2,2007	Prepare press release indicating absentee ballot period and location of availability; voter registration and 15-day deadline.	Linda		
35	Tue, October 2,2007	Check equipment for issuing absentee ballots and Early Vote at office	Jim		
35	Tue, October 2,2007	Last day for Absentee Ballots to arrive from printer.	Jim		
35	Tue, October 2,2007	Create memory pack labels, for L & A preparation.	Sr DISC		
34	Wed, October 3,2007	Prepare and mail (a.s.a.p.) letter for pre-election statement due E-12.	Susan		
33	Thu, October 4,2007	Prepare and mail PW appointment letters.	Gina/ Sr DISC		
33	Thu, October 4,2007	Begin to prepare:	Jim/ Linda		
		> Appointment of Absentee Ballot Processing Board			
		> <b>Appointment of Ballot Duplication Board EC §15102</b>			
		> <b>Certification by Accuracy and Program Verification Board EC §15000</b>	Sr DISC		

Days Prior	DATE	ACTIVITY	Staff Responsible	Comments	Check ✓ complete
33	Thu, October 4,2007	Check all phone bank terminals for proper set up/function. Create passwords for staff. Set up area. Determine if laptops needed.	Sr DISC/ Susan/ Ed		
32	Fri, October 5,2007	ABSENT VOTING PRECINCTS OF UNDER 250 VOTERS/PERMS Transfer the mail ballot and permanent absentee voters for printing of absentee mailing packets. Run AV ballot precincts first, then PERMS. (PR,PA) (3001, 3003, 3005, 3201)			
32	Fri, October 5,2007	NOTIFY CENTRAL COMMITTEES - LIST OF PRECINCT BOARD Send list of precinct board members to each county central committee after finalization of list has been made to all inspectors. (12318(a))			
32	Fri, October 5,2007	NEWS RELEASE - ABSENTEE VOTING Prepare and and send news release concerning the absentee voting period.	Linda		
32	Fri, October 5,2007	FINAL SELECTION OF PW'S By this date have a final selection of Poll Workers prepared so that publications may be issued. The running of appointments may now occur and can be periodically updated as vacancies are filled.	Gina		
22	Mon, October 15,2007	POLL WORKER CLASS PRESENTATION Update poll worker class presentation applicable to November General election. Assemble visual aids. Allocate class presentations. (12309)	Gina		
36	Mon, October 1,2007	<b>Prepare absentee labels for court ordered confidential and "Safe at Home" voters. EC §§2166, 2166.5 (manual procedure).</b>	Jim/ Linda		
33	Thu, October 4,2007	Recruit and Schedule Election Day Field Technicians. Send availability letters.	Gina		
29	Mon, October 8,2007	All PW class materials ready and assembled.	Gina		

Days Prior	DATE	ACTIVITY	Staff Responsible	Comments	Check ✓ complete
29	Mon, October 8,2007	Update and format Ballot Accountability Report for precincts	Sr DISC		
29	Mon, October 8,2007	Work with vendors (layout/designer and printer) for prep. of Roster Index books and Street Index documents	Sr DISC		
32	Fri, October 5,2007	Give updated election officer manual material to logistics and supplies for staff to assemble into binders.	Gina		
30	Sun, October 7,2007	<b>Notice of Early Tabulation - last day for jurisdictions to notify county elections that certain offices or measures to be voted on are of more than ordinary public interest and require early tabulation and announcement. EC §§14440 - 14443</b>	Linda/ Claudio/ Sr DISC		
29	Mon, October 8,2007	<b>Begin to prepare Report of Registration Sent to the SOS. Includes those who were registered before the 28th day. Due no later than the 10th day prior to the primary election. EC §2187(a), (c ) &amp; (d)(3)</b>	Sr DISC		
10	Sat, October 27,2007				
29	Mon, October 8,2007	<b>Precinct Boards and Polling Places-last day to issue order appointing precinct board members, designate polling places; notify PW of appointment; list on web no later than E-10. **HOLIDAY Activity moves to next day. EC §§12105, 12106, 12286</b>	Gina		
29	Mon, October 8,2007	<b>Early Voting begins and Absentee ballots available. **HOLIDAY Activity moves to next day. EC §§3001, 3003</b>	Jim		
7	Tue, October 30,2007				
29	Mon, October 8,2007	<b>Permanent Absentee Voters and Mail Ballot Precincts - Mail absentee ballots to permanent and mail ballot precinct voters between these dates. **HOLIDAY Activity moves to next day. EC §§3005, 4101</b>	Jim		
10	Sat, October 27,2007				

Days Prior	DATE	ACTIVITY	Staff Responsible	Comments	Check ✓ complete
28	Tue, October 9,2007	Prepare notice to chairpersons of county central committees of at least two principle parties (Dem/Rep) stating time and place when voting machines will be prepared (L&A, testing, etc.), to afford opportunity to party to see machines in proper order See EC §19320 for specific procedure (numbered metal seal, etc.)	Linda/ Sr DISC/ Claudio		
28	Tue, October 9,2007	<b>MAIL SAMPLE BALLOTS TO CANDIDATES/COMMITTEES</b> As soon as is possible mail a Sample Ballot to each certified candidate on the ballot and each County Central Committee. (13302)	Susan		
28	Tue, October 9,2007	Run registration totals by precinct in order to burn memory packs for L&A	Sr DISC		
28	Tue, October 9,2007	During this period, county election officials shall send to the SOS a report of registration containing the total number of voters in the county by party and in each political subdivision registered as of February 2, 2004. This is the 29 day report. EC §2187(a), (c) & (d)(3)	Sr DISC		
10	Sat, October 27,2007				
28	Tue, October 9,2007	New Residents Registration Period - This registration must be executed in the county elections office and the new resident shall declare they have established residency in CA and vote a new resident's ballot in that office. The ballots of new residents shall be received and canvassed at the same time and under the same procedure as absent voter ballots. EC §§332, 3400, 3405	Heather		
7	Tue, October 30,2007				
28	Tue, October 9,2007	Finalize material for Poll Worker Handbook	Gina		
27	Wed, October 10,2007	Begin preparation of cover for Statement of Vote. Send to print (~30 copies?).	Claudio/ Linda/ Sr DISC		

Days Prior	DATE	ACTIVITY	Staff Responsible	Comments	Check ✓ complete
25	Fri, October 12,2007	SPANISH BOOKLETS Receive from printer: Spanish booklets and ballot facsimile pages. Mail by October 18. Reproduce facsimile pages for polling places.			
25	Fri, October 12,2007	<b>Last day to provide each Central Committee 2 copies of the printed index of registration. This is provided upon written request by chairman of party. EC §2185</b>	Sr DISC		
22	Mon, October 15,2007	<b>Begin to prepare Press release about inviting interested parties to view public processing of absentee ballots (address and signature verification of returns). Set date and time for commencing. Invitations to members of the grand jury, at least one member from both the Dem and Rep central committee, any party with a candidate name on the ballot, any other "interested organizations" (boards calling election, candidates in general, proponents/authors ballot measures/arguments, etc.), and public. Must send out with at least 48 hour notice. EC §15101, 15104(a)(b), 15204</b>	Linda/ Jim		
22	Mon, October 15,2007	<i>Begin L&amp;A testing (approx. date).</i>	Sr DISC/ ES&S		
25	Fri, October 12,2007	PRESS RELEASE RE: VOTER REGISTRATION DEADLINE Prepare and fax press release to news media.			
25	Fri, October 12,2007	SUPPLEMENTAL SAMPLE BALLOTS By this date have prepared a file or labels for the supplemental mailing of sample ballots for voters who registered after the first extraction. Mailing must be completed no later than E-21. Voters who register between first extraction and close of registration will be mailed a sample ballot at time of registration. (13300.5, 13303)			
21	Tue, October 16,2007	TEST BALLOTS/ <u>STRESS TEST</u> Complete testing ballots. <u>Prepare for stress test.</u>		Stress stress schedule confirmed each year by SOS	

Days Prior	DATE	ACTIVITY	Staff Responsible	Comments	Check ✓ complete
21	Tue, October 16,2007	Last day for County to mail sample ballots to those registered as of E-29 EC §9094	Susan		
21	Tue, October 16,2007	CHANGE OF POLLING PLACE Mail notice of polling place changes if necessary. Continue to E-5			
21	Tue, October 16,2007	CHANGE OF POLLING PLACE SIGNS Begin to prepare sineage for old polling places to redirect voters to new address. Prepare information sheets for voters to take with them. Will take a redesign of signs.			
21	Tue, October 16,2007	PRECINCT SUPPLY KITS COMPLETED By this day have prepared the Precinct Supply Kits for the polling places.			
21	Tue, October 16,2007	OFFICIAL BALLOTS (PRECINCTS) By this date receive official ballots from printer and check contents.			
21	Tue, October 16,2007	<b>POLL WORKER CLASSES</b>			
6	Wed, October 31,2007	Between these dates, conduct poll worker classes. EO unit to update class attendace into payroll			
20	Wed, October 17,2007	Complete Ballot inspection (audit and gauge) and insert all ballots into supply boxes	Gina		
19	Thu, October 18,2007	Send letters to all polling places with delivery date and time, based on final delivery routes.	Gina		
19	Thu, October 18,2007	Confirm voting machine delivery and pickup schedule by drayage company.	Gina		
19	Thu, October 18,2007	Contact MCI to set up fax broadcast list. Confirm instructions and begin to assemble list (add press and cities).	Susan		

Days Prior	DATE	ACTIVITY	Staff Responsible	Comments	Check ✓ complete
19	Thu, October 18,2007	Send letter to all candidates (running on ballot or not)/press/cities inquiring about receipt of election night results - fax or email.	Susan		
18	Fri, October 19,2007	Prepare Mock election test packs.	ES&S/ Sr DISC		
18	Fri, October 19,2007	Prepare second press release announcing the close of voter registration	Linda/ Heather		
16	<b>Sun, October 21,2007</b>	<b>Late Contribution Report (Form 497) - GC §84203. All Candidates and Ballot Measure Committees that receive a contribution (&gt;\$1,000 from one source) during this 16 day period. Guaranteed overnight mail, telegram, personal delivery, FAX within 24 hrs. GC §§82036, 84203</b>	Susan		
1	<b>Mon, November 5,2007</b>				
16	<b>Sun, October 21,2007</b>	<b>Late Independent Expenditure Report (Form 496), and Slate mailer organizations reports due. GC §§82036.5, 84204, 85500</b>	Susan		
1	<b>Mon, November 5,2007</b>				
16	<b>Sun, October 21,2007</b>	<b>24-Hr. Statement of Organization (Recipient Comm. and Slate Mailer Orgs.) During 16 days preceding election, any person/entity which qualifies as committee/slate mailer org. must file Statement of Org. within 24 hours by telegram or personal delivery. Form 460 detailing contributions not required until semi-annual reporting period. GC §§84101, 84108</b>	Susan		
1	<b>Mon, November 5,2007</b>				
15	Mon, October 22,2007	HOSPITAL AND COUNTY JAIL LETTER RE: AV REQUEST Send letters and copies of AV applications to hospitals, private care facilities, and jails for patients/inmates.			

Days Prior	DATE	ACTIVITY	Staff Responsible	Comments	Check ✓ complete
15	Mon, October 22,2007	SUPPLEMENTAL PACKETS/PERM AV/MAIL BALLOTS On this date transfer and run labels of permanent AV's and mail ballot precincts for voters who registered after the first transfer. (E-32)			
15	Mon, October 22,2007	<b>Voter File corrections maintained for all Notice of Change of Address Within County. New, reinstated and resolves to pending may still be processed. EC §§2116, 2119</b>	Heather		
15	Mon, October 22,2007	<b>Last day to register to vote. Postmarked by E-15, received by Election Day. Includes Federal and Overseas citizens filing FPCA form. EC §§300, 2102, 2107, 3300, 3302</b>	Heather		
15	Mon, October 22,2007	SPANISH BOOKLET/STATE PAMPHLET MAILING LABELS Run labels by ballot type for determining count of mailing Spanish booklets. Also run labels and mail Spanish state pamphlets. Make sure all spanish language requests have been entered before running labels.			
14	Tue, October 23,2007	<b>New citizens may vote in County Election Office. Must provide proof of citizenship and declare that he/she has established residency in California. EC §§331, 3400, 3500-3501, 3503 (EC §332 for new residents - vote in presidential elections only.)</b>	Heather		
7	Tue, October 30,2007				
14	Tue, October 23,2007	BI-LINGUAL PRECINCT BOARD MEMBERS Prepare a list of precincts to which bilingual officials were appointed, copy available to public. (12303(d))	Gina		
14	Tue, October 23,2007	Preventative Maintenance on 400-C; complete L&A.	Sr DISC		
12	Thu, October 25,2007				

Days Prior	DATE	ACTIVITY	Staff Responsible	Comments	Check ✓ complete
14	Tue, October 23,2007	Open phone bank to the public (approximate date, could be earlier - depends on volume of phone calls).	Susan		
14	<b>Tue, October 23,2007</b>	<b>Press Release - Last day to file as a write-in candidate. No filing fee is required. No candidate statement, no ballot designation, all other forms applicable (nomination, declaration, Form 700, code of fair campaigns). Include roster of candidates with PR. EC §§8601, 8604</b>	Susan		
14	Tue, October 23,2007	Call PG&E about any planned power outages and public works for street closures on election day.	Gina		
14	Tue, October 23,2007	Set up hardware at accumulation centers.	Sr DISC		
13	<b>Wed, October 24,2007</b>	<b>Prepare PR and notice to absentee voter observers and public of the times, dates, places where absentee ballots will be "counted" - computer processing can begin as of E-11 (see E-22 for PR about signature verification process announcement). Must give at least 48 hour notice. EC §15101, 15104(c), 15204</b>	Linda/ Jim		
13	Wed, October 24,2007	After 5:00pm, Prepare Roster Index and Street index data on CD for vendor. Check with Heather as to this date - push day or two if needed. Send final VR file (15 day) to Web guys (LWV)	Sr DISC		
13	Wed, October 24,2007	Preparation of 15 day supplemental sample ballot labels with polling place listed (or can use special VNC's ) for voters who registered between E-29 and E-15. See above note to confirm with Heather as to timing due to number of registrations recieved EC §13303(c)	Sr DISC/ Susan/ Heather		
13	Wed, October 24,2007	Second update to voter database into the Drake IVR system and to LWV for smartvoter for current polling place lookup.	Sr DISC/ Ed		

Days Prior	DATE	ACTIVITY	Staff Responsible	Comments	Check ✓ complete
13	Wed, October 24,2007	Prepare lists of voters/polling place locations for all City Clerks, for voter inquiry. CD and paper versions.	Sr DISC/ Gina		
13	Wed, October 24,2007	Begin assembling roster/indexes. To print by _____? (print date depends on how many outstanding absentees).	Sr DISC/ Gina		
13	Wed, October 24,2007	Begin to prepare Certification of Election and Board of Supervisors Resolution for adoption of election results. Send to applicable departments for review. Check with BOS schedule for meeting date.	Susan		
13	<i>Wed, October 24,2007</i>	<i>Set up and test laptops and IDA for remote sites.</i>	ES&S/ Ed/ Myra	could be SMC process only	
11	<i>Fri, October 26,2007</i>				
13	<i>Wed, October 24,2007</i>	<i>Complete L&amp;A testing.</i>	Sr DISC/ ES&S		
12	<b>Thu, October 25,2007</b>	<b>Last day to file Pre-election Statement. Guaranteed overnight mail or in person. Supplemental Independent Expenditure Reports due. GC §§84200.5, 84200.8(b), 84203.5</b>	Susan		
11	Fri, October 26,2007	Audit Supply boxes to ensure correct ballots for each precinct.	Gina		
11	<b>Fri, October 26,2007</b>	<b>Send PR for last day of absentee voting at E-7 and announcing absentee processing for inviting observers. Send notice to absentee voter observers. See E-13 for preparation. Must give at least 48 hour notice. EC §15101, 15104(c), 15204</b>	Linda/ Jim		

Days Prior	DATE	ACTIVITY	Staff Responsible	Comments	Check ✓ complete
7	Tue, October 30,2007	Computer (400-C) processing of Absentee Ballots may begin on this date in those counties having the necessary computer capability. This process may be completed to the point of placing the ballot information on computer tape, but under NO circumstance shall a vote count be made before the polls close at 8 p.m. on Election day. EC §15101(b)	Jim		
10	Sat, October 27,2007	Last day to send Report of Registration to SOS reflecting voters registered as of 29th day prior. EC §2187(a)(c)&(d)(3)	Sr DISC		
10	Sat, October 27,2007	Last day for a County to mail Sample Ballots (State and County) to voters registered prior to 28th day before the election, includes supplemental mailing of State pamphlet. EC §§9094(c), 13300(c)	Susan		
10	Sat, October 27,2007	Last day for county to publish Notice of where/when the Primary ballots will be counted. EC §12109	Susan (see prior legal pubs)		
8	Mon, October 29,2007	Route supply deliveries to Inspectors. Finalize by E-7 so delivery can begin.	Gina		
8	Mon, October 29,2007	Prepare and send press release announcing Election Night Reporting schedule and how to obtain results (web, email, fax)	Linda/ Susan	contact MCI/Fax broadcast company to see if they still exist	
7	Tue, October 30,2007	Last day for County, upon request, to furnish to Central Committees lists of voters who registered after 54th day before election. EC §2185	Sr DISC		
7	Tue, October 30,2007	Last day to request absentee ballots by mail. EC §3001	Jim		

Days Prior	DATE	ACTIVITY	Staff Responsible	Comments	Check ✓ complete
7	Tue, October 30,2007	Computer program to SOS - Last day to verify election night vote count computer programs and deposit copies with SOS. EC §15001	Sr DISC		
7	Tue, October 30,2007	<i>Mock Election training.</i>	ES&S/ Ed		
7	Tue, October 30,2007	Route & map supply deliveries to Inspectors. Finalize on Thurs for Sat delivery	Gina		
7	Tue, October 30,2007	Finalize delivery crew for Inspector box delivery on Saturday	Gina		
7	Tue, October 30,2007	Prepare final list of extra signs, polling place special needs. Warehouse crews ensures items into blue supply boxes.	Gina/ Gina		
7	Tue, October 30,2007	Finalize election night fax list for any people interested in receiving updated results. Prepare for test faxing.	Susan		
7	Tue, October 30,2007	Last day to publish notice of polling places in newspaper. Also list on web. EC §§12105, 12106	Gina	add to E-10 post PWs on web. Update at E-28?	
7	Tue, October 30,2007	Last day for new citizens to register and vote in office. Must provide proof of citizenship and declare that he/she has established residency in California. EC §§331, 3500-3503 (EC §332 for new residents speaks to presidential elections only.)	Heather		
6	Wed, October 31,2007	Special Absent Voter Recalled to Military Service. EC §3110	Jim		
1	Mon, November 5,2007				
6	Wed, October 31,2007	Prepare Election night pick up list - precincts assigned to receiving stations.	Gina/ Ed		

Days Prior	DATE	ACTIVITY	Staff Responsible	Comments	Check ✓ complete
6	Wed, October 31,2007	Receive Rosters and street indexes from printer	Gina / Gina		
6	<b>Wed, October 31,2007</b>	<b>Mock Election testing (to continue through E-1 as needed). EC §15000</b>	Ed/ Sr DISC/ ES&S		
6	Wed, October 31,2007	Stress test to SOS.	Sr DISC/ Claudio	date to be confirmed by SOS	
6	<b>Wed, October 31,2007</b>	<b>Late applications for Absentee ballots. Voter must return ballot in person or through representative. EC §3021</b>	Jim		
0	<b>Tue, November 6,2007</b>				
6	<b>Wed, October 31,2007</b>	<b>Prepare and send (no later than E-1) PR for notice of processing Provisional Ballots - announcing time and location for commencement EC §15104, 15350</b>	Linda/Susan		
6	Wed, October 31,2007	Final proof and packing of PW/PP supplies, include supplemental voter roster.	Gina		
6	Wed, October 31,2007	Pick up rental chaser cars for Chasers/ Field Technicians to follow Delancy Street starting E-5.	Gina		
6	Wed, October 31,2007	Prepare tool kits, name tags, sign-ins, and route map books for Chasers. Route/map books for Delancey St. also	Gina		
6	<i>Wed, October 31,2007</i>	<i>FIELD TECHNICIAN training class - 7 PM</i>	Gina / ES&S		
6	Wed, October 31,2007	Prepare election day/night personnel schedule.	Linda		
5	<i>Thu, November 1,2007</i>	<i>Tentative actual start date for 400-C processing absentee ballots. Can start as early as E-11.</i>	Jim/ Sr DISC		

Days Prior	DATE	ACTIVITY	Staff Responsible	Comments	Check ✓ complete
5	Thu, November 1,2007	Deliver Eagle voting machines, voting booths, tables and chairs to all polling places. 5 Chasers start 7:00 am each day (Thu, Fri, Mon)	Gina		
1	Mon, November 5,2007				
5	Thu, November 1,2007	Test MCI fax broadcast and email system using "Zero" report, confirm all interested parties have received clear fax.	Susan		
5	Thu, November 1,2007	Prepare supplemental listing of absentee requests processed after closing date (see Gina for day roster was printed). Insert into precinct boxes.	Jim		
4	Fri, November 2,2007	Close and palletize Precinct supply boxes according to delivery routes. Two Delancey St staff to do lifting.	Gina		
4	Fri, November 2,2007	Close and stage supply boxes in delivery route order	Gina		
4	Fri, November 2,2007	Office pick-ups of Inspector supply boxes - available approx. 2:00 PM	Gina		
4	Fri, November 2,2007	Afternoon: Pick up (Budget) rental vans in So SF for supply delivery	Gina		
4	Fri, November 2,2007	Deliver supply boxes to precinct inspectors. Saturday, is the final PW class.	Gina		
1	Mon, November 5,2007				
3	Sat, November 3,2007	Start at 7 AM: Deliver supply boxes to precinct inspectors on Saturday in Budget vans	Gina		
3	Sat, November 3,2007	Fill with gas and return Budget rental vans in So SF. Complete on Sunday and Monday if not all vans returned today	Gina		
3	Sat, November 3,2007	<i>FIELD TECHNICIAN training class - afternoon</i>	Gina		

Days Prior	DATE	ACTIVITY	Staff Responsible	Comments	Check ✓ complete
2	Sun, November 4,2007	<i>As needed: final Field Technician training</i>	Gina		
2	Sun, November 4,2007	Deliver all supply boxes that were not yet picked up or delivered. Also return any Budget vans remaining.	Gina		
1	Mon, November 5,2007	Last day for any PW to pick-up their precinct supplies.	Gina		
1	Mon, November 5,2007	After 5PM, print absentee activity report and call Inspectors with names of voters who voted since we printed the supplemental absentee list.	Gina/ Jim/ Sr DISC/ Staff		
1	Mon, November 5,2007	Print 3 copies Precinct Ballot Accountability Report. Copy for: Heather, PW Unit and Ballot Acctg team	Sr DISC		
1	Mon, November 5,2007	Afternoon: Pick 15 or more Enterprise Rental cars for Field Technicians use on E-Day.	Gina		
1	Mon, November 5,2007	<b>Send PR for notice of processing Provisional Ballots - see preparation E-6 EC §15104, 15350</b>	Linda/ Susan		
0	<b>Tue, November 6,2007</b>	<b>ELECTION DAY! Absentee ballots must be returned to the county elections official no later than 8:00PM in order to be counted. EC §§1000, 3017, 3020, 14212, 14311</b>	VOTERS		
0	<b>Tue, November 6,2007</b>	<b>Special Absent Voter EC §§300, 3021, 3107-3109</b>	Jim		
0	<b>Tue, November 6,2007</b>	<b>Defacing of unused ballots. At 8:00 p.m., immediately after the close of the polls, each county shall deface or seal in a special container all unused ballots in his/her control and record the number. EC §14404</b>	Gina		

Days Prior	DATE	ACTIVITY	Staff Responsible	Comments	Check ✓ complete
0	<b>Tue, November 6,2007</b>	<b><i>Semi-Official Canvass begins at 8:00 p.m. and continuously until completed. This is reported to the SOS at least every two hours. EC §§15150, 15151</i></b>	Sr DISC/ Ed/ ES&S		
0	<b>Tue, November 6,2007</b>	<i>Run 400-C and DRE stats/reports at the end of the night for tomorrow's canvass.</i>	Sr DISC/ Jim	could be SMC process only	

The above dates are suggested deadlines intended to guide staff in the conduct of their individual election related duties leading up to the Election named above. Some of the dates are legally implied through statute and other dates are merely of a logistic matter. All references are to the State Elections code unless otherwise noted.

post PWs on web, notice of 1% including day of selection, canvass report, update assigned PWs on web, new reconciliation forms (absentees, opt outs, provisionals, provided and remain), add all primary/general requirements and list "N/A" when applicable, modify cert day requirements for odd-year, check all internal cell references and pull out dates.