


**CITY OF RIVERSIDE (CHARTER CITY)  
RUN-OFF ELECTION  
NOVEMBER 8, 2011  
(City Charter §§ 400, 500-502 ; 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](http://www.voteinfo.net). Thank you.




DATE	PERSON RESPONSIBLE	DESCRIPTION
July 1 (130)	City Council	<i>ADOPT RESOLUTION CALLING ELECTION (City Charter 400(c); E.C. §§ 330, 10002, 13307)</i>  Run-Off Election is to be ordered immediately after the certification of the general municipal election results. The order of election must include regulations whether the candidates or city will pay for the cost of the candidate statements.
July 1 (130)	City Council	<i>BOUNDARY CHANGES (E.C. § 12262)</i>  Last day boundary changes may be made for this election.
July 4 – July 18 (127-113)	City Clerk	<i>PUBLISH NOTICE OF ELECTION (E.C. § 12101; G.C. §§ 6060, 6061)</i>  Publish Notice of Election one time between these dates. The notice will include date and time of election, the offices to be filled, and hours the polls will be open. The Notice is to be published in a newspaper of general circulation published in the City. Federal law requires publication to be made in English and Spanish.
July 11 (120)	City Council / City Clerk	<i>LAST DAY TO ADOPT REGULATIONS REGARDING CANDIDATE STATEMENTS (E.C. § 13307)</i>  Last day for local agency to adopt or amend regulations regarding charges for printing candidate's statement.
August 2 (98)	Candidates / City Clerk	<i>BALLOT DESIGNATIONS (E.C. § 13107)</i>  Last day to change ballot designation. The ballot designation shall remain the same for all purposes of both the general and run-off elections, unless the candidate requests in writing a different designation which the candidate is entitled to use at the time of the request. The ballot designation worksheet must be filed with the request.
August 12 (88)	Candidates / City Clerk	<i>CANDIDATE STATEMENTS (E.C. §§ 13307, 13309, 13311)</i>  Last day to submit candidate statements. Statements are confidential until the deadline for filing has passed. Statements may be withdrawn but not changed once filed.   <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 August 13 thru August 22.

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DATE	PERSON RESPONSIBLE	DESCRIPTION
August 12 (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>
August 12 (88)	City Clerk	<p><i>PUBLISH NOTICE OF ELECTION (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>
August 13 (87)	Candidates / City Clerk	<p><i>WITHDRAW CANDIDATE STATEMENTS (E.C. § 13307)</i></p> <p>Last day to withdraw candidate statements. Withdrawal of candidate statements must be in writing to the City Clerk.</p>
August 17 (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>
August 18 (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>
August 19 (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>
August 22 (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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DATE	PERSON RESPONSIBLE	DESCRIPTION
August 22 (78)	City Attorney / City Clerk	<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 August 23 thru September 1.</p>
August 22 (78)	Proponents / Opponents / City Clerk	<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 August 23 thru September 1.</p>
Sept. 1 (68)	Proponents / Opponents / City Clerk	<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. § 9295</p> <p> <i>PUBLIC EXAM PERIOD (E.C. § 9295)</i> There will be a 10 day exam period from September 2 thru September 11.</p>
Sept. 13 (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>
Sept. 25 – Sept. 29 (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 1<sup>st</sup> pre-election campaign statement covers transactions through September 24. Statements must be sent by personal delivery or first class mail.</p>

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DATE	PERSON RESPONSIBLE	DESCRIPTION
Sept. 26 (43)	Registrar of Voters	<p><i>SATELLITE LOCATION PRESS RELEASE (E.C. § 3018)</i></p> <p>Notice of satellite locations shall be made by the elections official by the issuance of a general news release, issued not later than 14 days prior to voting at the satellite location, except that in a county with a declared emergency or disaster, notice shall be made not later than 48 hours prior to voting at the satellite location. The news release shall set forth the following information:</p> <ul style="list-style-type: none"> <li> The satellite location or locations.</li> <li> The dates and hours the satellite location or locations will be open.</li> <li> A telephone number that voters may use to obtain information regarding vote-by-mail ballots and the satellite locations.</li> </ul>
Sept. 29 – Oct. 29 (40 -10)	Registrar of Voters	<p><i>MAIL SAMPLE BALLOTS AND OTHER ELECTION MATERIALS TO VOTERS (E.C. §§ 9223, 9280 <i>et seq.</i>, 13303, 13307; G.C. § 57148)</i></p> <p>Between these dates the Registrar of Voters shall mail a sample ballot to each voter, who is registered at least 29 days prior to the election.</p>
Oct. 10 (29)	Registrar of Voters	<p><i>MAILED BALLOT PRECINCTS (E.C. §§ 3005, 3010, 3017, 3018, 3020)</i></p> <p>Approximate date to mail notices to voters in mailed ballot precincts, send official ballot and election material. Mail ballot precincts have less than 250 voters.</p>
Oct. 10 – Nov. 1 (29 - 7)	Registrar of Voters	<p><i>VOTE-BY-MAIL BALLOT APPLICATIONS (E.C. §§ 3001, 3006, 3021, 3200)</i></p> <p>Applications for vote-by-mail ballots may be made in person or by mail during this time frame.</p>
Oct. 10 (29)	Registrar of Voters	<p><i>PRECINCTS, POLLING PLACES &amp; ELECTION OFFICERS (E.C. §§ 12280 <i>et seq.</i>, 12300 <i>et seq.</i>)</i></p> <p>Last day for Registrar of Voters to establish polling places and appoint election officers for this election. Immediately following appointment, the Registrar shall mail appointment notices to election officers.</p>
Oct. 10 – Oct. 29 (29 - 10)	Registrar of Voters	<p><i>PUBLISH POLLING PLACES &amp; CENTRAL COUNTING PLACE (E.C. §§ 12105, 12109)</i></p> <p>Suggested date to publish polling places. The notice will include the hours that the polls will be open and a Notice of Central Counting Place.</p>
Oct. 23 – Oct. 27 (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 2<sup>nd</sup> pre-election campaign statement covers transactions through October 22. Statements must be sent by personal delivery or guaranteed overnight service.</p>

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Oct. 24 (15)	Registrar of Voters	<i>CLOSE OF REGISTRATION (E.C. §§ 2106, 2107)</i>  Last day to register or transfer registration for this election.
Oct. 24 (15)	Registrar of Voters	<i>COLLECTION CENTERS PUBLIC NOTICE (E.C. § 15260)</i>  In establishing a collection center, the elections official may designate a group of precincts which the center shall serve and this designation shall be available for public inspection no later than 15 days before the election.
Oct. 25 – Nov. 1 (14 - 7)	Registrar of Voters	<i>POST ELECTION OFFICERS &amp; POLLING PLACES (E.C. § 12105.5)</i>  Not less than one week before the election, the elections official shall post a list of all current polling places and a list of election officers appointed by the 15 <sup>th</sup> day before the election. The elections official shall post this list in his or her office and on his or her Web site. The list shall remain posted for 30 days after completion of the canvass.
Oct. 25 (14)	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.
Oct. 28 (11)	Registrar of Voters	<i>PROCESS 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.
Oct. 31 (8)	Registrar of Voters	<i>LIST OF VOTERS AND POLLING PLACE INFORMATION</i>  Approximate date that Registrar of Voters will provide list of voters to City Clerk with polling place information.
Nov. 1 (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.
Nov. 4 (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.

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Nov. 8		<p><i>ELECTION DAY</i></p> <p>The polls will be open from 7:00 a.m. and will close at 8:00 p.m. Vote-by-Mail ballots may be turned in, before the polls close, at any polling place in the jurisdiction.</p>
Nov. 10 (+2)	Registrar of Voters	<p><i>CANVASS ELECTION RETURNS (E.C. §§ 10260 <i>et seq.</i>, 15301 <i>et seq.</i>)</i></p> <p>Registrar of Voters shall commence the official canvass on this day.</p>
Nov. 11 – Nov. 21 +(3 - 13)	Registrar of Voters	<p><i>ONE PERCENT MANUAL TALLY (E.C. § 15360)</i></p> <p>During the Official Canvass the Elections Official shall conduct a public manual tally in 1 percent of the precincts chosen at random by the elections official</p>
Nov. 21 (+13)	City Clerk / City Council / Candidates	<p><i>STATEMENT OF RESULTS (E.C. §§ 10262, 10263, 15372)</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>
Dec. 6 (+28)	Registrar of Voters	<p><i>POST ELECTION OFFICERS &amp; POLLING PLACES (E.C. § 12105.5)</i></p> <p>Not later than 28 days after the election, the elections official shall post an updated list of polling places and election officers that actually served on election day. The elections official shall post this list in his or her office and on his or her Web site. The list shall remain posted for 30 days after completion of the canvass.</p>
Dec. 8 (+30)	Registrar of Voters	<p><i>COST OF ELECTION</i></p> <p>Approximate date to send invoice to jurisdiction for cost of election.</p>
Dec. 13 (+35)	Candidates / City Clerk / City Council	<p><i>ELECTED CANDIDATES TAKE OFFICE (City Charter § 400(d))</i></p> <p>Officials elected shall take office on the second Tuesday following completion of the canvass, but in no event later than the fifth Tuesday following the election. The City Clerk shall administer the oath of office to the new officers prior to taking office.</p>
Jan. 1 – Jan. 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 December 31. Statements must be sent by personal delivery or first class mail.</p>
<p><b>Note: Whenever a date prescribed by law falls on a weekend or holiday, such act may be performed on the next business day (E.C. § 15; G.C. §§ 6700, 6701)</b></p>		