

# Administrative Calendar – Capitola Municipal General Election

## Consolidated Election with the November 3, 2020, General Election

*The materials contained in this calendar are drawn from the research and opinions of the staff at the Santa Cruz County Elections Department and Capitola City Clerk’s Office. The contents of this calendar and any legal interpretations contained herein are not to be relied upon as being correct either factually or as legal opinion. Reliance on the content without prior submission to and approval of your appropriate public counsel is at the reader’s risk.*

**All references are to the California Elections Code unless otherwise noted.**

Calendar Key – “E” stands for Election. The minus sign and the number after “E” indicate the number of days until the election. The plus sign and the number after “E” indicates the number of days after the election.

If there is an asterisk by the date, the official deadline falls on a weekend or holiday; so the date listed is the next business day.

<p><b>July 13 – Aug. 7 (E-113 to E-88)</b></p>	<p><b>Candidate Nomination Period</b></p> <p>Candidates for city office must be nominated by not less than 20 nor more than 30 voters in cities with 1,000 or more registered voters. The nomination papers shall be accompanied by an affidavit of the nominee that he or she will accept the office if elected. Nomination documents shall be obtained from and filed with the City Clerk. In other words, all necessary paperwork needs to be picked up and turned back in within this time frame.</p> <p style="text-align: right;">§10220-10230, Gov. Code §36503</p> <p>When nomination and/or candidacy papers are issued, the elections official shall provide candidates with:</p> <ul style="list-style-type: none"> <li>• the rules governing conflicts of interest and campaign statements (candidates for city offices must file with Declaration of Candidacy);</li> <li>• rules governing candidate statement charges and filings; and</li> <li>• a blank form of the “Code of Fair Campaign Practices” and copies of Election Code §20440-20444.</li> </ul>
<p><b>July 31 (E-95)</b></p>	<p><b>Semiannual Campaign Statement</b></p> <p>Last day to file semiannual campaign statements, if required, by all candidates and committees. For period ending 6/30/2018.</p> <p style="text-align: right;">Gov. Code §84200, 84218</p>
<p><b>Aug. 5 – Nov. 3 (E-90 - E)</b></p>	<p><b>24-hour Contribution Reports</b></p> <p>During the 90 days immediately preceding an election and including Election Day, the following contributions that total in the aggregate of \$1,000 or more must be reported within 24 hours to the county elections official.</p> <ul style="list-style-type: none"> <li>• 496: File if independent expenditures of \$1,000 or more are made.</li> <li>• 497: File if a contribution of \$1,000 or more in the aggregate is received from a single source. <b>(NOTE: Capitola caps donations at \$200)</b></li> </ul>

	<ul style="list-style-type: none"> <li>• 497: File if a contribution of \$1,000 or more in the aggregate is made to a candidate or measure being voted upon November 6, 2018, or to a political party committee.</li> <li>• The recipient of a non-monetary contribution of \$1,000 or more must file a Form 497 report within 48 hours from the time the contribution is received.</li> </ul> <p>File online with Netfile.</p> <p>Gov Code §82036, 84203, 84203.3, Capitola Municipal Code 1.40.020</p>
<p><b>Aug. 5 – Nov. 3</b> <b>(E-90 - E)</b></p>	<p><b>24-hour Independent Expenditure Reports</b></p> <p>During the 90 days immediately preceding an election and including Election Day, all candidates and committees that make an independent expenditure of \$1,000 or more to support or oppose a single candidate for elective state or local office or a single state or local ballot measure must report the expenditure within 24 hours to the Secretary of State’s Office or county elections official, whomever receives the campaign statements.</p> <ul style="list-style-type: none"> <li>• 496: File if independent expenditures of \$1,000 or more are made.</li> <li>• 462: New Verification Requirements. Campaign committees that make independent expenditures of \$1,000 or more must verify that the expenditures are, in fact, not coordinated with the relevant candidate or ballot measure committee and that the committee is reporting all contributions and reimbursements.</li> </ul> <p>File online with Netfile. File 462 by email to <a href="mailto:form462@fppc.ca.gov">form462@fppc.ca.gov</a></p> <p>Gov Code §82036.5, 84204, 85500, 85501, 85505</p>
<p><b>Aug. 8</b> <b>(E-90)</b></p>	<p><b>First day that temporary political signs may be placed.</b></p> <p>Signs may not be located on a public street, path, or right-of-way. Political signs may not exceed 32 square feet per unit.</p> <p>Business &amp; Professional Services §5405.3, CMC §17.80.050(A)(6)</p>
<p><b>By Aug. 7</b> <b>(E-88)</b></p>	<p><b>Candidate’s Statement</b></p> <p>By this date, nominees may prepare a statement of qualifications, not to exceed 200 words, to be included in the County Voter Information Guide. The statement shall be filed and paid for at the time it is filed. Obtain cost information from the Elections Department.</p> <p>§13307</p>
<p><b>Aug. 8 – 12</b> <b>(E-87 to E-83)</b></p>	<p><b>Extension of Nomination Period</b></p> <p>If the incumbent does not file by 5 p.m. on August 10, there is a 5-day filing extension for anyone other than the incumbent to file for office.</p> <p>§10516</p>
<p><b>Aug. 13, 11 a.m.</b> <b>(E-82)</b></p>	<p><b>Randomized Alphabet Drawing</b></p> <p>Secretary of State shall conduct the randomized alphabet drawing to determine the order in which the candidates will appear on the November</p>

	<p>ballot.</p> <p>On this same day, the County Clerk shall conduct a randomized alphabet drawing for the offices of State Senate and Assembly.</p> <p style="text-align: right;">§13112(b)(1)(C)(i)</p>
<p><b>Aug. 27</b> <b>(E-68)</b></p>	<p><b>Randomized List from Secretary of State</b></p> <p>By this day, the SOS shall provide to elections officials a list of candidates for each county arranged according to the randomized alphabet drawn on August 13, 2018.</p> <p style="text-align: right;">§8149</p>
<p><b>Sept. 7</b></p>	<p><b>County &amp; City Holiday – Office Closed</b></p>
<p><b>Sept. 7 – Oct. 20</b> <b>(E-57 to E-14)</b></p>	<p><b>Statement of Write-in Candidacy &amp; Nomination Papers for local offices only</b></p> <p>During this period write-in candidates must file their Statement of Write-in Candidacy and Nomination Papers with the county elections official. Write-in candidates are allowed for county offices, school, city, and special districts. U.S. Senate, Congress, Statewide offices, Board of Equalization, State Senate and State Assembly do not allow write-ins on the November ballot.</p> <p style="text-align: right;">§8600, 8601</p>
<p><b>Sept. 10</b> <b>(E-54)</b></p>	<p><b>Walking Lists Prepared</b></p> <p>The County Elections Official will prepare the voter index that is available for purchase upon written application at a cost of 50 cents per 1,000 names.</p> <p style="text-align: right;">§2184</p>
<p><b>Sept. 16</b></p>	<p><b>Capitola Candidates’ Orientation</b></p> <p>6-7:30 p.m. over Zoom</p>
<p><b>Sept. 24 – Oct. 5</b> <b>(E-40 to E-21)</b></p>	<p><b>Counties Mail County Voter Information Guide / State Voter Guide Mailing</b></p> <p>Between these dates the county elections official shall mail a Sample Ballot and County Voter Information Guide with a polling place notice to each registered voter.</p> <p>Between these dates the Secretary of State shall mail State Voter Guides to all households in which voters were registered by Friday, Sept. 7 (E-60). The county will do a supplemental mailing of the State Voter Guides to voters who register after Sept. 7.</p> <p style="text-align: right;">§9094, 13303, 13304</p>
<p><b>Sept. 24</b> <b>(E-40)</b></p>	<p><b>First Pre-Election Statement</b></p> <p>Last day to file campaign statements for candidates and committees covering the period from July 1, 2020 to September 19, 2020. (E-45).</p> <p style="text-align: right;">Gov. Code §84200.5, 84200.8(a)</p>
<p><b>Early October</b></p>	<p><b>Capitola Candidates’ Forum</b></p>

	<p>Zoom meeting with live streaming More details to come – TBD</p>
<p><b>Oct. 5 (E-29)</b></p>	<p><b>Last Day to Register to Vote to Ensure Receipt of County Voter Information Guide</b></p> <p>Voter registration cards received by this date (postmark <b>NOT ACCEPTABLE</b>) will be added to the rolls and the voters will receive a County Voter Guide. The voters who submit cards after this date will <b>NOT</b> receive a County Voter Guide, only a notice advising the late registrant where to vote and that they can view the County Voter Guide online.</p> <p style="text-align: right;">§9094, 13303</p>
<p><b>Oct. 5 – Oct. 27 (E-29 to E-7)</b></p>	<p><b>Vote-by-Mail Ballot Period – County Mails Ballots to Voters</b></p> <p>Between these dates voters may apply for a vote-by-mail ballot from the Elections Department. Voters may also obtain a ballot during this period from the County Elections Office and Watsonville City Hall. Due to the holiday on Monday, October 8, county elections will begin to mail ballots on Tuesday to voters registered as a permanent vote-by-mail voter and those who reside in an all mail ballot precinct. Under certain conditions voters may obtain a vote-by-mail ballot after October 30.</p> <p style="text-align: right;">§3001, 3003</p>
<p><b>Oct. 12</b></p>	<p><b>County &amp; City Holiday – Offices Closed</b></p>
<p><b>Oct. 19 (E-15)</b></p>	<p><b>15-day Voter Registration</b></p> <p>Last day to register to vote in the general election. The Voter Registration Form shall be mailed (postmarked by this date), received online by midnight, or delivered to the county elections official by this date and is effective upon receipt. The Voter Registration Form may also be submitted by this date to the Secretary of State, Department of Motor Vehicles, or any National Voter Registration Act designated agency. Persons will also be registered to vote when they submit an application for a driver’s license or state identification card or provide a change of address.</p> <p style="text-align: right;">52 U.S.C. § 20301, 20501; §300(b), 321, 2102, 3102</p> <p>Last day for military or overseas voters to register to vote. A request for a vote-by-mail ballot from a military or overseas voter, if postmarked on or before this date, will be deemed an affidavit of registration and an application for permanent vote-by-mail status. When a county elections official receives and approves a registration application from a military or overseas voter, the official must provide that voter with a vote-by-mail ballot for each subsequent election for federal office in the state unless the voter fails to vote in four consecutive statewide general elections.</p> <p style="text-align: right;">§3102(e)</p>

<p><b>Oct. 20 – Nov. 3 (E-14 to E)</b></p>	<p><b>Same Day Voter Registration</b>  Voters may register and vote a provisional ballot during the 14 days prior to the election, including Election Day. Conditional voter registration is available only at the Santa Cruz County Elections Department and Watsonville City Clerk’s Office.</p> <p style="text-align: right;">§2170</p>
<p><b>Oct. 22 (E-12)</b></p>	<p><b>Second Pre-Election Statement</b>  The last day to file campaign statements for candidates and committees covering the period from 9/23/2018 to 10/20/2018.</p> <p style="text-align: right;">Gov. Code §84200.5, 84200.8(b)</p>
<p><b>Oct. 24* (E-10)</b></p>	<p><b>Notice of Central Counting Place</b>  Last day for county elections official to publish the notice that the general election ballots will be counted at a specified public place. The notice shall be published one time in a newspaper of general circulation in the county.</p> <p style="text-align: right;">§12109</p>
<p><b>No later than Oct. 27 (E-7)</b></p>	<p><b>Publish Polling Places and Precinct Board Members</b>  Not less than one week before the election, the elections official shall publish the list of polling places and precinct board members.</p> <p style="text-align: right;">§12105-12108, Gov. Code §6061</p>
<p><b>Oct. 28 – Nov. 3 (E-6 to E)</b></p>	<p><b>Obtaining a Ballot After the Close of Vote-by-Mail</b>  Period in which any voter may apply in writing for a ballot if, because of specific conditions, he/she will be unable to go to the polls. A written statement is not necessary if the ballot is voted in the office of the elections official at the time of the request. The voter may either personally or through any authorized representative return the ballot to the Elections Department or polling place in the county.</p> <p style="text-align: right;">§3021</p>
<p><b>Oct 28 – Nov. 1 (E-3 to E-2)</b></p>	<p><b>Weekend Voting</b>  The Santa Cruz County Elections Department, Watsonville City Hall and other locations will be open from 9am to 5pm for weekend voting. Locations will be posted by October 5 on <a href="http://www.votescount.us">www.votescount.us</a></p>
<p><b>Nov. 3 (E)</b></p>	<p><b>General Election Day</b>  Polls open at 7 a.m. and close at 8 p.m.</p> <p style="text-align: right;">§1000, 14212</p>
<p><b>Nov. 3, 8 p.m. (E)</b></p>	<p><b>Semifinal Official Canvass</b>  Beginning at 8 p.m. and continuously until completed, the county elections official shall conduct the semifinal official canvass of votes and report totals to the Secretary of State at least every two hours.</p> <p style="text-align: right;">§15150, 15151</p>
<p><b>Nov. 5 – Dec. 3</b></p>	<p><b>Official Canvass</b></p>

<b>(E+2 to E+30)</b>	The official canvass of precinct returns is to be completed during this time. §15301, 15372
<b>Nov. 6 (E+3)</b>	<p><b>Vote-by-Mail Ballots Returned Via Post Office - Deadline</b></p> <p>Vote-by-mail ballots that are postmarked on or before Election Day or are time stamped or date stamped by a bona fide private mail delivery company on or before Election Day, and received by the county elections official by the Friday after the election shall be considered received on time.</p> <p>If the ballot has no postmark, a postmark with no date, or an illegible postmark, the vote by mail ballot identification envelope must be signed and dated by the voter pursuant to Section 3011 on or before Election Day in order to be considered received on time.</p> <p style="text-align: right;">§3017, 3020</p>
<b>Nov. 11 (E+8)</b>	<b>County &amp; City Holiday – Office Closed</b>
<b>Nov. 13 (E+10)</b>	<b>Last day to remove temporary political signs</b>
<b>Nov. 26 – 27 (E+23 to E+24)</b>	<b>County &amp; City Holiday – Office Closed</b>
<b>Dec. 3 (E+30)</b>	<p><b>Statement of Vote to Board of Supervisors – Certificates of Election Prepared</b></p> <p>The elections official shall prepare a certified statement of the results of the election and submit it to the Board of Supervisors.</p> <p style="text-align: right;">§15372, 15400-15401</p>
<b>5 days after canvass</b>	<p><b>Recount May Be Requested</b></p> <p>Within five (5) days after the completion of the official canvass, any voter may request a recount by filing a written request with the Elections official and specifying that candidates and/or measures are to be recounted.</p> <p>The request may specify the order of the precincts for the recount, and the petitioning voter shall, before commencement of each day's recount, deposit such sum as the official requires to cover costs (approximately \$500 per day). "Completion of the canvass" shall be presumed to be the time when the elections official signs the certified Statement of Vote.</p> <p style="text-align: right;">§15620 – 15634</p>
<b>Varies between 10 days to 6 months following the certification of the vote</b>	<p><b>Contesting Election</b></p> <p>Any elector of a county, city, or of any political subdivision of either may contest any election held therein for any of the following causes:</p> <ol style="list-style-type: none"> <li>a) That the precinct board or any member thereof was guilty of malconduct.</li> <li>b) That the person who has been declared elected to an office was not, at the time of the election, eligible to that office.</li> </ol>

	<p>c) That the defendant has given to any elector or member of a precinct board any bribe or reward, or has offered any bribe or reward for the purpose of procuring his election, or has committed any other offense against the elective franchise defined in Division 18 (commencing with Section 18000).</p> <p>d) That illegal votes were cast.</p> <p>e) That eligible voters who attempted to vote in accordance with the laws of the state were denied their right to vote.</p> <p>f) That the precinct board in conducting the election or in canvassing the returns, made errors sufficient to change the result of the election as to any person who has been declared elected.</p> <p>g) That there was an error in the vote-counting programs or summation of ballot counts.</p> <p style="text-align: right;">§16100</p> <p>The contestant shall verify the statement of contest, as provided by Section 446 of the Code of Civil Procedure, and shall file it within the following times after either the declaration of the result of the election or the declaration of the results of any postcanvass risk-limiting audit conducted pursuant to Section 15560 by the body canvassing the returns thereof:</p> <p>a) In cases other than cases of a tie, where the contest is brought on any of the grounds mentioned in subdivision (c) of Section 16100, six months.</p> <p>b) In all cases of tie, 20 days.</p> <p>c) In cases involving presidential electors, 10 days.</p> <p>d) In all other cases, 30 days.</p> <p style="text-align: right;">§16401</p>
<p><b>Dec. 10</b> <b>(E+37)</b></p>	<p><b>Candidates Elected to Capitola City Council Take Office</b></p>
<p><b>Feb. 1, 2021</b> <b>(E+90)</b></p>	<p><b>Semiannual Campaign Statement</b> Last day to file semiannual campaign statements, if required, by all candidates and committees.</p> <p style="text-align: right;">Gov. Code §84200, 84218</p>