



Board Policy

Election Procedures

Purpose: to comply with State Law Elections Code 10522, 10509, 13307 which require that:

“Special Districts provide the following information to the election officer 125 days prior to the election:

- *Map showing District boundaries effective for the election,*
- *Elective office to be filled, specifying which offices, if any are for the balance of an unexpired term,*
- *Statement indicating if any officer(s) is running for an at-large seat,*
- *Policy statement determining whether a candidate’s statement will be limited to 200 or 400 words,*
- *Policy statement as to whether the candidate or the district will pay for the candidates statement”*

Procedure:

1. The Board of Directors will approve a resolution biennially, at the May Board Meeting and no later than the June Board Meeting to establish the following:
 - A request to consolidate with the Statewide General Election,
 - Whether the candidate’s statement will be limited to 200 words or 400 words,
 - Whether the candidate or the district will pay for the candidate’s statement.
2. The District CEO or his/her designated elections liaison will be responsible for receiving, completing and delivering all necessary documentation to the County Elections Office including but not limited to; the Candidate policy Form and Administrative Contact & Incumbent List Form which is provided by the Elections Office.
3. The District CEO or his/her designated elections liaison will inform all incumbents seeking re-election of the election process and key filing and closing dates.
4. The CEO or his/her designated elections liaison will monitor the County website to determine if any person other than the incumbent has filed during the Candidate Filing period and if in fact there will be an election.

5. The District website will maintain a list of all Directors and their terms of office.

6. The District CEO or his/her designated elections liaison will contact the Elections Office to determine the cost per voting constituent in the case there is an election. Election costs will be added to the Operating Budget biannually in the odd fiscal year.