
CONTRA COSTA COUNTY CITY, SCHOOL AND SPECIAL DISTRICTS GUIDE

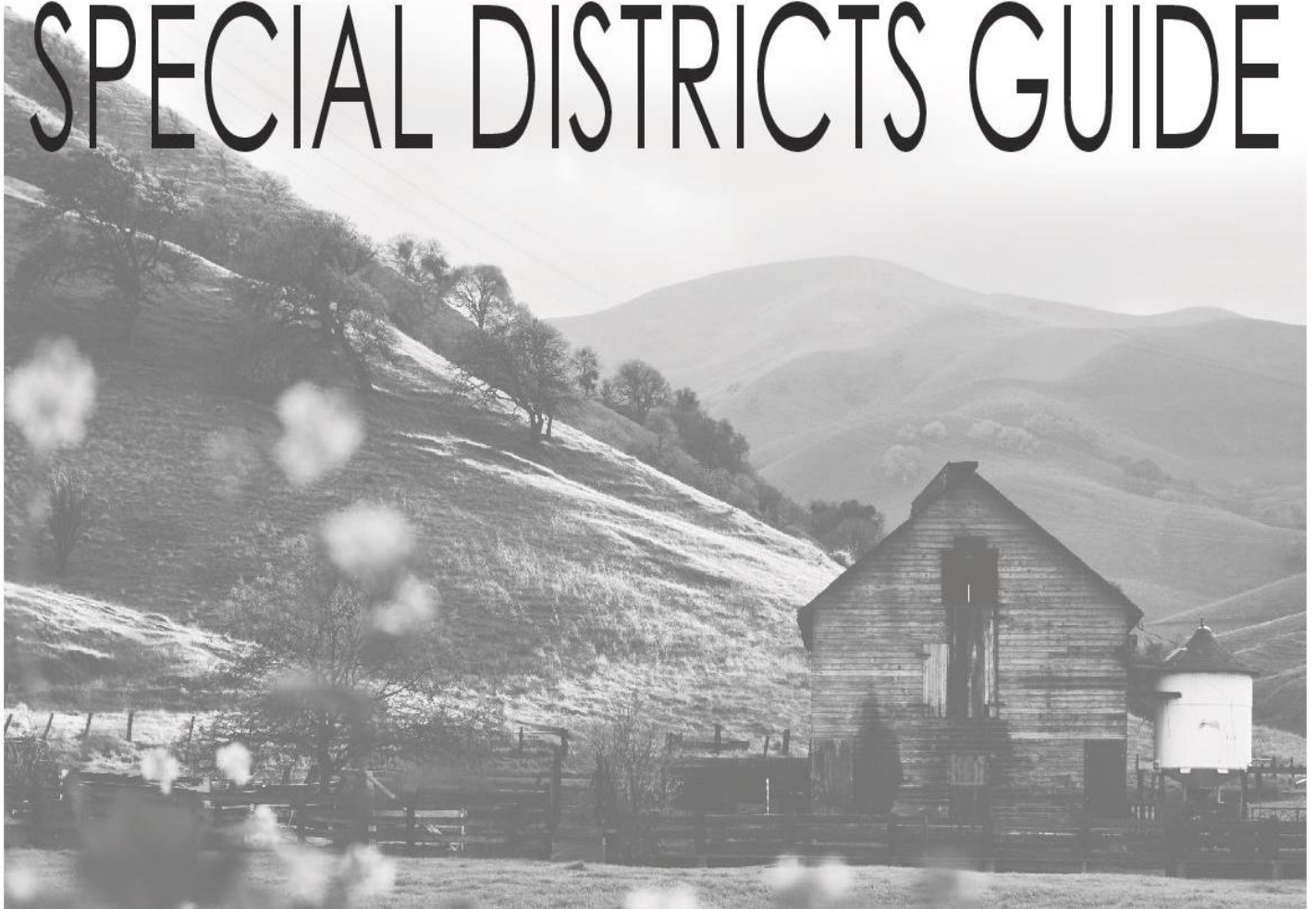


Photo Credit: Jeff Strawther

**GENERAL
ELECTION
NOVEMBER 6** | **2018**

Prepared by Contra Costa County Elections
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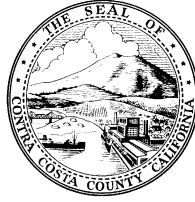
Contra Costa County
Clerk-Recorder-Elections Department
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Joseph E. Canciamilla

County Clerk-Recorder
and Registrar of Voters

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Assistant County Registrar



Dear Fellow Election Officials,

We are very pleased to provide you with a new reference guide for the upcoming election season!

It is our hope that you will find this new format easier to use as you prepare your local candidates and measures for the November ballot.

The contents are designed to summarize your primary statutory obligations and to highlight our procedures to allow for a more effective exchange of information between our offices. Our goal is to create a handbook that can help guide you through the process and address most of the situations you might face. As always, please feel free to contact our offices with any additional questions or issues that might arise.

We look forward to your thoughts and comments regarding these changes and hope that you will let us know how we can make this an even more useful tool for you to use in the future.

Please feel free to share your thoughts with us by contacting Rosa Mena by telephone at (925) 335-7806 or via email at Rosa.Mena@vote.cccounty.us.

Sincerely,

A handwritten signature in cursive script that reads "Joseph E. Canciamilla".

Joseph E. Canciamilla
County Clerk-Recorder, Registrar of Voters

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KEY DATES FOR CITIES AND DISTRICTS

	APPLIES TO	DATES
Last day to file a resolution ordering an election	City and Special Districts	Jul. 5* E-125
	School Districts	Jul. 6 E-123
Candidate Filing Period	All Cities, School and Special Districts	Jul. 16 – Aug. 10 E-113 – 88
Last day to place a measure on the ballot	All Cities, School and Special Districts	Aug. 10 E-88
Extended Filing Period	If no incumbent files nomination papers by August 10, the filing period is extended for non-incumbents	Aug. 11 – 15 E-87 – 83
Public Review of “Ballot Designations” and “Candidate Statements”	All candidates	Aug. 11 – 20 E-87 – 78
	For “Candidate Statements” and “Ballot Designations” filed during the extended period	Aug. 16 – 25 E-82 – 73
Last day to withdraw “Candidate Statement”	All candidates	Aug. 13 E-85
	Candidates who filed during the extended filing period	Aug. 16 E-82
Last day for amending or withdrawing a measure	All Cities, School and Special Districts	Aug. 15 E-83
Last day to file a petition forcing a contest on the General Election ballot	Applies only to offices where the number of candidates does not exceed the number of positions	Aug. 15 E-83
Measure letter assignment	Local measures	Aug. 16 E-82
Randomized alphabet drawing for ballot placement	All candidates	Aug. 16 E-82
Last day to file Impartial Analysis	Local measures	Aug. 17 E-81
Last day to file Primary Arguments	Local measures	Aug. 22 E-76
Last day to file Rebuttal Arguments	Local measures	Aug. 27 E-71
Write-in Period	All offices	Sep. 10 – Oct. 23 E-57 – E-14
Deadline to register to vote in the November 6, 2018 General Election	All voters	Oct. 22 E-15
Election Day	Polls are open from 7:00 am to 8:00 pm	November 6, 2018
Deadline to certify the General Election		Dec. 6 E+30

**NOTE: Asterisked dates indicate that the deadline fell on a Saturday, Sunday, or a holiday; the deadline has been moved forward to the next business day.*

ELECTION KEY DATES

Military and Overseas Voter Ballots Mailed	September 21, 2018
Voter Information Guide Mailing	Approx. September 27, 2018
Vote by Mail Mailing	October 9, 2018
Registration Deadline	October 22, 2018
Supplemental Voter Information Guide Mailing	October 25, 2018
Last Day to Request a Vote by Mail Ballot	October 30, 2018
Last Day to Return or Mail a Vote by Mail Ballot	November 6, 2018
Election Day	November 6, 2018
Canvass / 1% Period	November 7 – December 6, 2018
Certification Deadline / Final Results Transmitted	December 6, 2018

FILING A RESOLUTION CONTAINING ELECTION ORDER

Every City and District must file a resolution ordering an election with the Elections Division no later than:

- July 5, 2018* (E-125) for City and Special Districts
- July 6, 2018 (E-123) for School Districts

Election Code 10002, 10509, Education Code 5322

The resolution is the official document that states all the specifications of the election to be held. A number of items are required to be on the resolution, such as:

- Number of positions up for election
- Who pays for Candidate Statement costs
- Confirm District Boundaries – Last day for boundary changes is (E-130) June 29, 2018

For a sample of the resolution see Attachment H.

**NOTE: Asterisked dates indicate that the deadline fell on a Saturday, Sunday, or a holiday; the deadline has been moved forward to the next business day.*

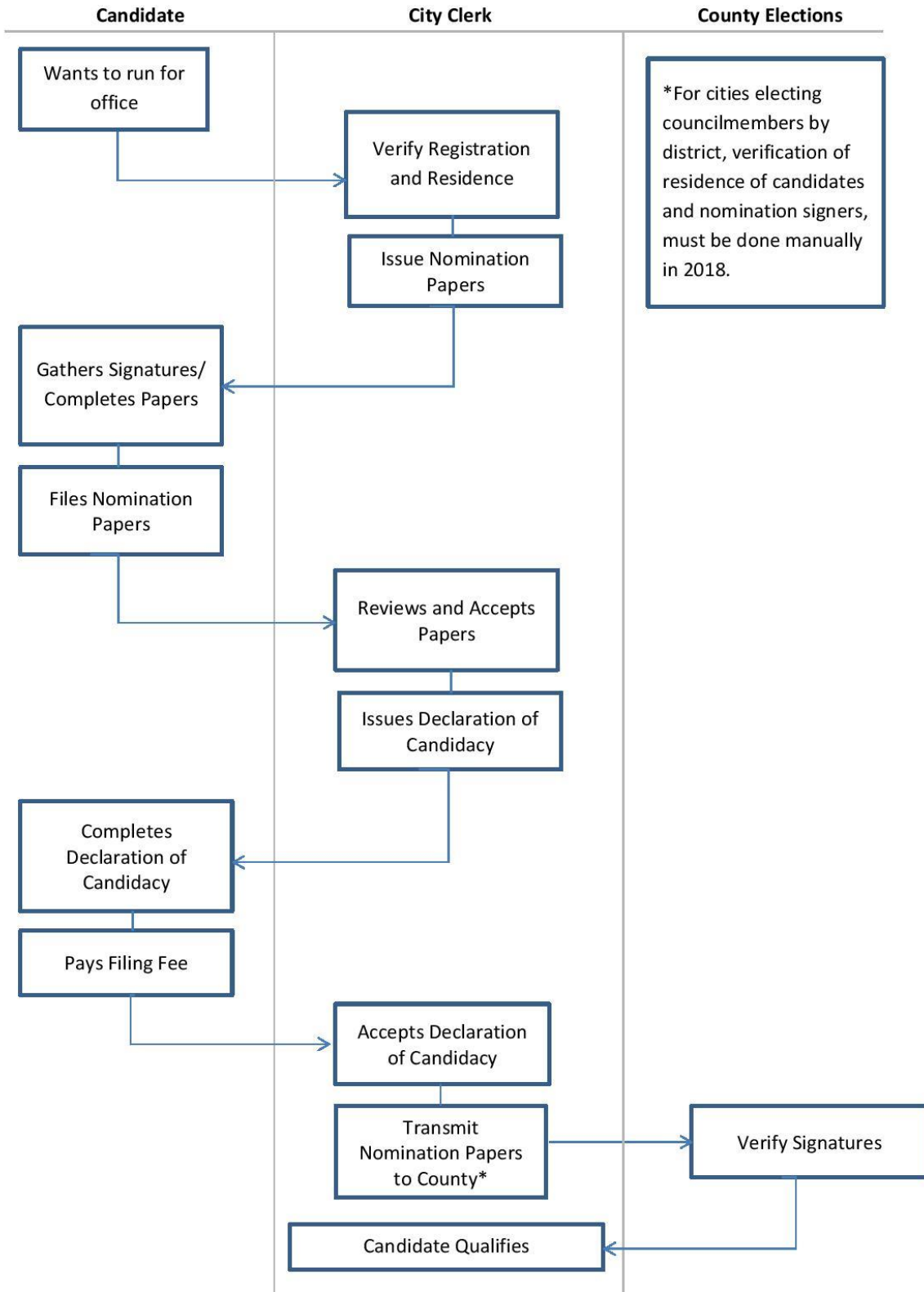
OFFICES FOR ELECTION
November 6, 2018 General Election

SCHOOL DISTRICTS	NUMBER OF POSITIONS TO BE ELECTED	TERM OF OFFICE	ELECTED
Acalanes Union High	3	4 years	At Large
Antioch Unified	2		
Brentwood Union	3		
Byron Union	3		
Canyon Elementary	3		
Contra Costa Board of Education Area 2 Area 4 Area 5	1 1 1	4 years	By Area
Contra Costa Community College Ward 1 Ward 3 Ward 4	1 1 1	4 years	By Ward
John Swett Unified	2	4 years	At Large
Knightsen Elementary	2		
Lafayette School	3 1 Short Term	4 years 2 years	
Liberty Union High	3	4 years	
Livermore Valley Joint Unified Shared with Alameda County	3		
Martinez Unified Area TBD Area TBD	1 1	4 years	By District
Moraga School	3	4 years	At Large
Mt. Diablo Unified	3		
Oakley Union Elementary	3		
Orinda Union	3		
Pittsburg Unified	3		
San Ramon Valley Unified	3		
Walnut Creek School	3		
West Contra Costa Unified	3		
SPECIAL DISTRICTS			
Alameda-Contra Costa Transit At Large – Shared with Alameda County	1	4 years	At Large
Ambrose Recreation & Park	3		
Bethel Island Municipal Improvement	2		
Byron Sanitary	2		
Byron-Bethany Irrigation Division 1 Division 3 – Shared with Alameda County	1 1	4 years	By Division
Castle Rock County Water	2	4 years	At Large
Central Contra Costa Sanitary	2		
Contra Costa Water Division 1 Division 2	1 1	4 years	By Division

SPECIAL DISTRICTS (continued)	NUMBER OF POSITIONS TO BE ELECTED	TERM OF OFFICE	ELECTED
Crockett Community Services	3	4 years	At Large
Diablo Community Services	3		
Diablo Water	3		
Town of Discovery Bay Community Services	3		
Dublin-San Ramon Services Shared with Alameda County	2		
East Bay Municipal Utility Ward 2	1	4 years	By Ward
Ward 3 – Shared with Alameda County	1		
Ward 4 – Shared with Alameda County	1		
Ward 7 – Shared with Alameda County	1		
10 Nomination Signatures Required			
East Bay Regional Park Ward 6	1	4 years	By Ward
Ward 7	1		
50 Nomination Signatures Required			
East Contra Costa Fire	5	4 years or 2 years	At Large
East Contra Costa Irrigation Division 1	1	4 years	By Division
Division 4	1		
Green Valley Recreation & Park	3	4 years	At Large
Ironhouse Sanitary	2		
Kensington Fire Protection	3		
Kensington Police & Community Services	3		
Knightsen Town Community Services	3		
Los Medanos Community Healthcare	3 1 Short Term		
Moraga-Orinda Fire Protection Division 1	1	4 years	By Division
Division 3	1		
Division 4	1		
Mt. View Sanitary	2	4 years	At Large
Pleasant Hill Recreation & Park	3		
Rodeo Sanitary	2		
Rodeo-Hercules Fire Protection	3		
Rollingwood-Wilart Park Recreation & Park	3 2 Short Term		
San Francisco Bay Area Rapid Transit District 2	1	4 years	By District
San Ramon Valley Fire Protection	2 1 Short Term	4 years 2 years	At Large
Stege Sanitary	3	4 years	
West Contra Costa Healthcare	3		
West County Wastewater	3		

CITIES - AT LARGE	NUMBER OF POSITIONS TO BE ELECTED	TERM OF OFFICE	NOMINATION SIGNATURES REQUIRED
Antioch	2 Councilmembers	4 years	20
Brentwood	2 Councilmembers		
Clayton	2 Councilmembers		
Danville	2 Councilmembers		
El Cerrito	2 Councilmembers		
Hercules	2 Councilmembers		
Lafayette	2 Councilmembers		
Moraga	2 Councilmembers		
Oakley	2 Councilmembers		
Orinda	3 Councilmembers		
Pinole	3 Councilmembers		
Pittsburg	3 Councilmembers 1 City Clerk 1 Treasurer		
Pleasant Hill	2 Councilmembers		
Richmond	3 Councilmembers 1 Mayor		
San Pablo	2 Councilmembers 1 City Clerk 1 Treasurer		
San Ramon	2 Councilmembers 1 Mayor	4 years 2 years	
Walnut Creek	2 Councilmembers 1 Treasurer	4 years	
CITIES - BY DISTRICT	NUMBER OF POSITIONS TO BE ELECTED	TERM OF OFFICE	NOMINATION SIGNATURES REQUIRED
Concord	1 Councilmember, District TBD 1 Councilmember, District TBD 1 Councilmember, District TBD 1 Treasurer	4 years	20
Martinez	1 Councilmember, District TBD 1 Councilmember, District TBD 1 Mayor		

NOMINATION PROCESS FLOWCHART FOR CITY CLERKS



2018 FILING PERIODS

The filing periods for candidates desiring to run for City, School, and Special Districts are listed below.

General Election - November 8, 2016

Filing Period:	July 16 - August 10, 2018
Extended Filing Period:	August 11 - August 15, 2018

Extended Filing Period

If nomination papers for an incumbent elective officer are not filed by the filing deadline, the filing period for that office is extended 5 calendar days for non-incumbents only. There shall be no extended filing period for candidates where the incumbent cannot file due to term limits or for offices that are vacant.

Election Code 8024

VERIFYING AT-LARGE CITY CANDIDATES' ELIGIBILITY

City Clerks are now able to confirm the eligibility of the candidates' voter registration by using our website.

- 1) Go to www.cocovote.us
- 2) Select "Elections" and click "Am I Registered?"
- 3) Type in the candidate's First Name, Last Name, and Date of Birth and click "Search".
- 4) Select the candidate's name and verify the residence address.
- 5) Click "My Districts" and then "City" tab to verify the candidate is registered to vote within the City limits.
 - If their name is not found, call the Elections Office at (925) 335-7800

Once the candidate's eligibility is verified, nomination papers can be issued. See "Candidate Application Packet" on page 9 for a brief description of the nomination papers.

GENERAL QUALIFICATIONS FOR OFFICE

Unless otherwise specifically provided, no person is eligible to be elected or appointed to an elective office unless that person is a registered voter and otherwise qualified to vote for that office they seek at the time nomination papers are issued to the person or at the time of the person's appointment.

Cities

General Qualifications

- a) Be a U.S. citizen.
- b) Be a registered voter at the time the Declaration of Candidacy is issued.
- c) Not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes.
- d) Must be registered in the political subdivision for which you are running.

Election Code 20, 201

School and Special Districts

General Qualifications

- a) Be a U.S. citizen.
- b) Be a registered voter at the time the Declaration of Candidacy is issued.
- c) Not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes.
- d) Must be registered in the political subdivision for which you are running.

Election Code 20, 201

Additional qualifications:

- *Byron-Bethany Irrigation District* - Must own land within the Division.
- *East Contra Costa Irrigation District* - Must be a free-holder of land within the District.

CANDIDATE APPLICATION PACKET

The Candidate Application Packet often referred to as “nomination papers”, includes the following forms:

- Nomination Petitions (if applicable)
- Declaration of Candidacy
- Ballot Designation Worksheet
- Candidate Statement of Qualifications
- Statement of Economic Interests (Form 700)
- Campaign Finance Disclosure
- Code of Fair Campaign Practices

Nomination Petitions

Candidates for City, East Bay Municipal Utility District, and Alameda-Contra Costa Transit District offices are required to file nomination petitions with the required number of valid signatures for the office. Signers of nomination petitions must be registered voters and reside in the district. Nomination petitions for special district offices are furnished by the County Elections office. The City Clerk’s office is responsible for issuing nomination petitions to candidates running for City office.

The number of signatures required for each office is listed on pages 3 - 5.

Circulators of Nomination Petitions

Circulators must be 18 years of age or older. Candidates may circulate and sign his/her own nomination petitions.

The Affidavit of Circulator, located on the back of each petition, must be completed in the circulator's own hand, including if the candidate circulates his or her own petition.

Election Code 102, 104

Signers’ Qualifications

Registered voters in the district in which the candidate is to be voted on are eligible to sign the petition.

Signers’ Limitations

Signers may only sign one nomination petition for any candidate for a given office. In the case where more than one position is to be filled in the same office, signers may sign nomination petitions for as many candidates as there are positions to be filled for that office.

Election Code 8069

Verification of Signatures on Nomination Petitions

Petitions are validated in the order of arrival. The signatures of all signers on nomination petitions are verified by the Elections Office, generally within 24-48 hours. Cities will be notified immediately after the signatures have been verified.

Filing Fee Information

Certain cities require a filing fee to be paid by the candidate when filing the “Declaration of Candidacy” The fee is determined by the City Clerk.

Declaration of Candidacy

The “Declaration of Candidacy” is filed by each candidate for City, School, and Special District offices.

The “Declaration of Candidacy” is an official document in which the candidate indicates how his/her name and ballot designation is to appear on the ballot. The candidate declares that he/she meets the statutory and/or constitutional qualifications for the office sought, and that if nominated, the candidate will accept the nomination and not withdraw.

The “Declaration of Candidacy” is not to be removed from the office of the filing official unless an authorized agent is picking up the “Candidate Application Packet” on behalf of the candidate. See page 14 “Filing Nomination Papers on Behalf of a Candidate” for further information.

Election Code 8001, 8800, 8801

Ballot Designation Worksheet

The ballot designation is the word or group of words that will appear on the ballot under the candidate’s name, designating the candidate’s principal profession, vocation, or occupation.

Ballot designations for City candidates will be reviewed and accepted by the City Clerk’s office. Ballot designations may be rejected if they do not comply with the rules set by the California Election Code 13107. If rejected, the candidate is to be notified by phone or by registered or certified mail, with a return receipt, addressed to mailing address appearing on the candidate’s ballot designation worksheet. If an alternative designation is not provided within the time allowed, no designation will appear on the ballot.

If a candidate fails to file a “Ballot Designation Worksheet”, no designation will appear on the ballot.

Election Code 13107, 13107.3, 13107.5

Ballot Designation Guidelines and examples are found in Attachment A.

Public Review Period

After the close of the filing period, anyone may examine any candidate’s ballot designation. During a 10-calendar-day period commencing the day after the close of the filing period, any voter of the jurisdiction in which the election is being held or the city or county elections official may seek a writ of mandate or an injunction challenging a ballot designation.

No challenges may be submitted to or will be considered by the Elections Division or Registrar nor should be considered by City Clerks.

Election Code 13313, 13314

Candidate Statement of Qualifications

Each candidate for elective office may prepare an optional candidate statement at their own expense (unless districts agree to pay the cost). The candidate statement is designed to familiarize voters with a

candidate's qualifications for the office he/she is seeking. The candidate statement is incorporated into the Voter Information Guide, and will be mailed to all registered voters, eligible to vote for that particular office. The candidate statement is printed in English, Spanish, and Chinese.

Every candidate filing for office must complete a "Candidate Statement of Qualifications Form" indicating whether or not a candidate statement will be filed. For a sample of the guidelines see Attachment B.

Election Code 13307

Shared Districts

If a candidate is filing for an office where the district extends into another county and the candidate wishes to have their candidate statement printed in that county, the candidate must contact the appropriate county for payment and publication of the candidate statement.

Filing of "Candidate Statement"

The candidate statement will be formatted to appear, as closely as possible, to the hard copy filed. Statements are subject to the word counts and guidelines described in Attachment B.

In addition to filing a copy, our office needs the statement in an editable text format emailed to the following address: cfile@vote.cccounty.us.

Restrictions

The candidate statement cannot refer to opponents in any manner and may not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.

Election Code 13308

Withdrawing/Changing the Statement

The candidate statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 pm of the next business day, after the close of the filing period. A candidate must sign a statement if he/she chooses to withdraw the candidate statement. A new candidate statement cannot be filed to replace a withdrawn candidate statement after the end of the filing period.

The candidate statement will remain confidential until after the close of the filing period for the office sought.

Election Code 13311

Public Review Period

After the close of the filing period, anyone may examine the candidate statements. During a 10-calendar day period, commencing the day after the close of the filing period, any voter of the jurisdiction in which the election is being held or the city or county elections official may seek a writ of mandate or an injunction challenging any or all of the material in a candidate statement.

No challenges may be submitted to or will be considered by the Elections Division or Registrar nor should be considered by City Clerks.

Election Code 13313, 13314

Statement Costs

The cost of the candidate statement must be paid at the time the statement is filed. For the statement costs by office see Attachment C.

Statement of Economic Interests (Form 700)

Every candidate is required to file a "Statement of Economic Interests" (Form 700) disclosing certain financial interests.

Candidates who file for office with a city, file the Form 700 with the City Clerk's office. School and Special Districts file with the County Elections Division at the time nomination papers are filed.

The Form 700 is not required if the candidate has filed a Form 700 for the same jurisdiction within 60 days prior to the filing of his/her "Declaration of Candidacy". The candidate shall file a copy of their previously filed Form 700.

Government Code 87202, 87203

Campaign Finance Disclosure

All state and local candidates, their committees, and committees supporting or opposing ballot measures are required to report campaign contributions and expenditures.

Effective January 1, 2016, the recipient committee qualification threshold was raised from \$1,000 to \$2,000.

When a school or special district candidate receives nomination papers, he/she will receive an informational overview of all filing responsibilities including electronic filing of all campaign disclosures.

As of August 2016, Contra Costa County Ordinance 530-2.808 requires all campaign disclosure reports and documents mandated by the California Political Reform Act to be filed electronically.

Candidates for City office file Campaign Finance forms with the City Clerk's office which may be paper or electronic filing at the discretion of the city.

Candidates should familiarize themselves thoroughly with the information provided by the FPPC and carefully note the filing deadlines, as the Act imposes penalties for late filing of campaign statements. Information and requirements can be found at www.fppc.ca.gov.

Government Code 85201

For a brief summary of the most commonly used forms, see Attachment E.

Code of Fair Campaign Practices (Optional)

By subscribing to the Code of Fair Campaign Practices, a candidate vows to follow the principles of decency, honesty, and fair play. Subscription to the Code is optional. Completed forms are to be filed with the filing official, and shall be retained for public inspection until 30 days after the election.

Election Code 20400, 20420, 20440-20444

WRITE-IN CANDIDATES

A person who did not file during the regular filing period may file for office as a write-in candidate. There is no fee or charge required of a write-in candidate, except in the case of some city offices.

Any person who desires to be a write-in candidate, and have any votes cast for him/her reported, shall file a "Statement of Write-In Candidacy".

The write-in filing period begins September 10, 2018 and ends October 23, 2018.

Election Code 8600, 8601

Cities, East Bay Municipal Utility District, and Alameda-Contra Costa Transit District require nomination signatures to be collected for a valid write-in candidacy. Signers of nomination papers for write-in candidates shall be voters in the district in which the candidate is to be voted on. See pages 3 - 5 for the required number of nomination signatures.

Write in candidates must also file the same forms required of other candidates, who have filed during the regular filing period. The candidate statement form or ballot designation form does not apply to write-in candidates and write-in candidates may not submit a candidate statement.

Votes cast for official write-in candidates will be reported at the time of certification.

COMMON QUESTIONS AND SITUATIONS

Filing Nomination Papers on Behalf of a Candidate

If a candidate is unable to pick up their Candidate Application Packet in person, he/she may designate a person to act on his/her behalf. A written statement or “Authorization Form”, signed and dated by the candidate, authorizing a person to receive the “Declaration of Candidacy” form and all other nomination papers from the Elections Office is required. See Attachment D for a sample of the “Authorization Form”. The “Authorization Form” is available on our website. If the candidate will not be filing in person, the “Declaration of Candidacy” must be notarized before filing. Because an original signature is required, nomination documents may not be filed by fax or email. The candidate’s designee may only receive and deliver papers and may not make any changes on the nomination documents.

Election Code 8028

Appearance of Names on the Ballot

A randomized alphabet drawing is the basis for determining the order of candidates on the ballot. Each candidate will be placed on the ballot in the order that each of the letters of his/her surname was drawn. For example, the placement of candidates with the surnames of Miller and Ramos will depend on the order in which the letters M and R were drawn.

Six calendar days after the end of the filing period, the Secretary of State conducts a drawing of the letters. For the November 2018 Election the drawing will be conducted on August 16, 2018.

Election Code 13112

Appointments In-Lieu of an Election

Special Districts

If the number of candidates is equal to or less than the number of vacancies to be filled within the particular district, the office does not appear on the ballot. The Board of Supervisors appoints the unopposed candidates. Appointees by the Board of Supervisors take office and serve exactly as if elected at the General Election.

Election Code 10515

School Districts

If the number of candidates is equal to or less than the number of offices to be filled within a particular district, an election will not be held and the qualified candidates shall be seated at the organizational meeting of the school district governing board.

Education Code 5326

Candidates Elected at General Election

The candidate(s) for a school district, special district or city office that receive(s) the highest number of votes from all votes cast for candidates for that office shall be elected to that office.

Election Code 10551, 10600

Election Night Results

Election results are available on our website at www.cocovote.us beginning at 8:00 pm on Election Night. Results will be updated periodically, until all Election Day ballots are counted.

Candidates and/or members of their campaigns are welcome to observe the Election Night processes. Observer guidelines will be issued upon arrival.

Final Official Results

Beginning the day after the election, a complete audit of all returns is performed. Any uncounted Vote by Mail ballots are processed and counted. Additionally, provisional ballots are processed and counted and votes cast for qualified write-in candidates are counted.

Election code requires the election to be certified by 30 days following the election.

Taking Office

OFFICE	AUTHORITY	DATE
School Districts	Education Code 5000, 5017	December 7, 2018
Special Districts	Election Code 10507, 10554	
East Bay Municipal Utility District	Municipal Utility District Act 11863	January 1, 2019
Cities	Election Code 10263	Varies

Holding or Running For More Than One Office

Candidates are not prohibited from seeking more than one elective office, and may serve in more than one office. There are, however, situations when holding more than one office is considered a conflict and incompatible.

There is no single statute that defines “incompatibility of offices”. The common law doctrine of incompatibility of offices prevents an elected official from holding two offices simultaneously if the offices have overlapping and conflicting public duties.

The courts have defined this concept as follows: “One individual may not simultaneously hold two public offices where the functions of the offices concerned are inherently inconsistent, as where there are conflicting interests, or where the nature of the duties of the two offices is such as to render it improper due to considerations of public policy for one person to retain both.”

Government Code 1099

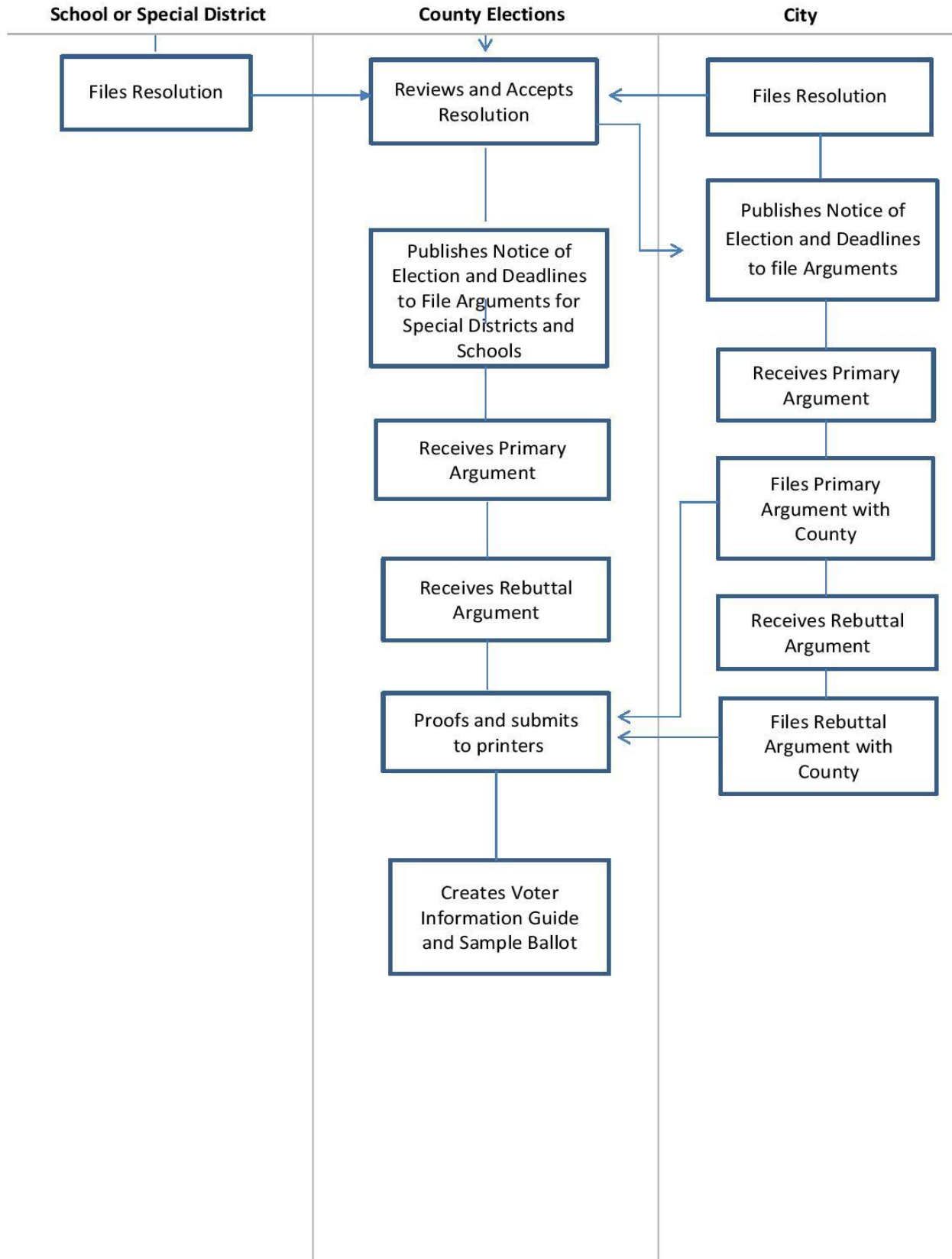
For further information about conflict of interest or incompatibility of offices, contact the Fair Political Practices Commission’s website at www.fppc.ca.gov or phone toll free (866) 275-3772.

The Political Reform Act, Government Code 1099

MEASURE KEY DATES

Start	End	Local District Official	County Elections	Start	End
Jul. 24	Aug. 10		Submit Bond & Tax Measures to County Auditor	E-105	E-88
Jul. 24	Aug. 10	Cities Publish Notice of Election	Publish Notice of Election for Schools & Special Dist.	E-105	E-88
Aug. 10		Last Day to Place a Measure on the Ballot		E-88	
Aug. 11	Aug. 20	Public Examination Period	Public Examination Period	E-87	E-78
Aug. 16			Assign Local Measure Letter	E-82	
Aug. 15		Last Day for Amending or Withdrawing a Measure		E-83	
Aug. 17		Deadline for Impartial Analysis		E-81	
Aug. 22		Deadline for Primary Arguments		E-76	
Aug. 27		Deadline for Rebuttal Arguments		E-71	
Sep. 6		Last Day to File Writ of Mandate		E-61	
Sep. 27		Estimated Voter Information Guide Mailing		E-40	

MEASURE FILING FLOWCHART



MEASURE RESOLUTIONS

The governing board calls for an election by a resolution. The resolution shall contain “Specifications of the Election Order” which include:

- A request and consent to consolidate with any other elections to be held within the county on the same day.
- Provisions for the payment of the cost of the election.
- The final wording of the measure framed as a question and **limited to 75 words**.
- Resolution shall also specify if the **Full Text of the Measure**, shall be (one of the following):
 1. Completely printed in the Voter Information Guide.
 2. A brief statement that will be printed under the Impartial Analysis in the Voter Information Guide. This brief statement would inform the voters to **call the jurisdiction** if a copy of the Full Text is desired. If requested, the city will be responsible for mailing the Full Text. The city shall provide a contact name and phone number in print in the Voter Information Guide.
 3. There is no Full Text of the measure.
- The percentage of vote required for the measure to pass.
- Specify if boundaries are the same or have changed since jurisdiction’s previous election.

Submitting a Measure

Submit all measure information via e-mail, followed by originals in the mail. To ensure information is printed exactly as filed, submit directly to: Rosa.Mena@vote.cccounty.us

When submitting materials to place a measure on the ballot, indicate clearly which portion of the resolution is to be printed in the Voter Information Guide.

Address to File Local Jurisdiction Measures: Contra Costa County Elections Division
555 Escobar Street
Martinez, CA 94553

Impartial Analysis

Impartial Analysis for Special Districts and School Districts will be prepared by County Counsel. For City Measures the Impartial Analysis will be prepared by the City Attorney. The Impartial Analysis becomes public after the 5 pm deadline.

Tax Rate Statements

Tax Rate Statements must be supplied for each bond issue proposed by a county, city, district or other political subdivision. The statement is to be filed no later than the 88th day prior to the election. The Tax Rate Statements are available to the public after the 5 pm deadline.

Arguments

The governing board, representatives from a bona fide association of citizens or any individual voter who is eligible to vote on the Measure may file a written Argument in Favor or Against any county, school, or district measure placed on the ballot. Arguments are due by 5 pm on the deadline date chosen by the County Elections Division. The word limit is 300. The proponent's names and signatures must be on actual primary Argument.

The individuals signing an argument on behalf of a "bona fide" association do not have to be registered voters in the jurisdiction, but must file a "Bona Fide Association of Citizens Filer Data Sheet". Arguments are due by 5 pm on the deadline date chosen by the County Elections Official. Arguments are available to the public after the 5 pm deadline.

The elections official receiving the primary arguments shall send copies of the Argument in Favor of the Measure to the authors of the Argument Against and copies of the Argument Against the Measure to the authors of the Argument in Favor.

Rebuttal Arguments

Rebuttal Arguments must be signed by the same authors of the arguments unless the original signers of the arguments authorize, in writing, others to sign the Rebuttal Arguments. A "Release for Rebuttal Argument" should be filed with the Rebuttal Arguments. The word limit is 250. The proponent's names and signatures must be on the same page as the Primary Argument.

Cities must adopt the provisions of *Election Code 9285* before the acceptance of rebuttal arguments is allowed.

Rebuttal arguments are due by 5 pm on the deadline date chosen by the Elections Official. Rebuttal arguments are available to the public after the 5 pm deadline.

Measure letters will be assigned based upon a random draw. No letters are excluded from the random draw. If, during the election, all letters have been used, lettering will continue with "AA", "BB", etc.

When a jurisdiction has more than one measure, each measure will be placed on the ballot in the order the resolution was adopted by the governing board regardless of the letter placement in the random letter draw.

Unused letters will not carry over to the next election. Each election will begin with a new randomized alphabet drawing.

ATTACHMENT A - BALLOT DESIGNATION GUIDELINES

The ballot designation is the word or words, which appear on the ballot under the candidate's name, designating the current principal profession, vocation, or occupation of the candidate. The listing of a designation on the ballot is optional.

Election Code 13107

Ballot designations become public once filed on the "Declaration of Candidacy." Ballot designations cannot be changed by the candidate after the final date to file for office.

Format of Ballot Designation

A ballot designation may be an elective office title, officeholder status, or profession.

The following examples illustrate each type. Combining these types is not permitted.

Elective Office Title

Words designating the elective public office currently held, provided the officeholder was elected to the office. In the case of judicial offices only, an appointed Judge may use the office title.

Example A: Governing Board Member

Example B: Board member, XYZ School District

Officeholder Status

Incumbent: The word "Incumbent" may be used if the candidate is seeking re-election to the same office and was elected to that office by a vote of the people or was appointed as a nominated candidate in lieu of an election.

Appointed Incumbent: The phrase "Appointed Incumbent" may be used if:

- a) the candidate holds an office other than a judicial office by virtue of appointment and is a candidate for the same office; or,
- b) a candidate for the same or other office, the word "Appointed" and the title of the office.

The phrase "Appointed Incumbent" is not required of a candidate who seeks reelection to an office that they hold and to which they were appointed in-lieu of an election.

Example A: Appointed Incumbent

Example B: Appointed Board member, XYZ School District

Profession

Principal Occupation: 3-Word Profession/Occupation/Vocation - No more than three words designating the current principal professions, vocations, or occupations of the candidate.

Example A: High School Teacher

Example B: Attorney/Educator/Rancher

Example C: Businessman/Councilmember

Community Volunteer

A Community Volunteer shall constitute a valid principal vocation or occupation subject to the following conditions:

- a) A candidate's community volunteer activities constitute his or her principal profession, vocation or occupation.
- b) A candidate may not use the designation of "Community Volunteer" in combination with any other principal profession, vocation or occupation.
- c) A candidate is not engaged concurrently in another principal profession, vocation or occupation.

No Occupation Desired

If no ballot designation is requested, the word "NONE" and the candidate's initials must be written in the space provided for ballot designation on the Declaration of Candidacy form. The space provided for the ballot designation on the official ballot will be blank.

Unacceptable Designations

Designations will not be accepted if:

- It would mislead the voter.
- It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
- It abbreviates the word "retired" or places it following any word(s) that it modifies.

Unacceptable: Ret. Policeman

Policeman, Retired

- It includes the name of any political party, whether or not it has qualified for the ballot.
- It uses any word(s) referring to a racial, religious or ethnic group.
- It refers to any activity that is prohibited by law.
- It uses a word or prefix, such as "former" or "ex-," which means a prior status.

Unacceptable: Former Policeman

Ex-Policeman

The only exception is the use of the word "retired."

Acceptable: Retired Policeman

ATTACHMENT B - CANDIDATE STATEMENT OF QUALIFICATIONS INFORMATION

CANDIDATE STATEMENT OF QUALIFICATIONS FORM

Candidate Statement of Qualifications
For the General Election to be held November 6, 2018
(Elections Code 13307, 13309, and 13311)

Instructions to Candidate: Your statement will be printed exactly as submitted. Carefully check for content, spelling, punctuation and grammar before submission. No changes are allowed once the statement is filed.

This form must be filed along with the candidate statement.

In addition to filing a hardcopy, you will need to submit your final candidate statement in an editable text format to the following email address: _____

Hard copy must bear signature.

Office Name: _____ Contest ID: _____ Candidate ID: _____

Word Limit: 250 • Cost: \$ _____ • Paid By: Candidate District

Candidate Name: _____

I have reviewed the attached statement and I understand that no corrections or changes are allowed after it has been filed (pursuant to EC 13307). I understand that Contra Costa County is mandated under the Voting Rights Act to provide voting materials and information in English, Spanish, and Chinese.

I do not wish to file a Candidate Statement.

Dated _____ Signature of Candidate _____

WORD COUNT CRITERIA

The following are the guidelines for computing the word count for candidate statements.

Acronyms - UCLA, PTA	one word
California Geographical Names - Examples: County of Contra Costa, Contra Costa Community College District, Antioch → Unified School District, East Bay Regional Park District, Bay Area Rapid Transit District.	one word
Walnut Creek, Bay Point →	one word
Bay Area →	one word
Whole numbers - digits (1 - 10 - 100, etc.)	one word
Number combinations (1990, 1990-1991, 100%)	one word
Dates - all digits (11/5/96) Word and digits (June 2, 1998)	one word one word
Monetary amounts - If the dollar sign is used with figures - \$1,000 Spelled out numbers - One Hundred, Ten Thousand	one word each word is counted
Regularly hyphenated words that appear in the Merriam-Webster Dictionary online.	one word
Normal punctuation	not counted
Telephone numbers	one word
Website addresses / email	one word

SAMPLE CANDIDATE STATEMENT LAYOUT

Below are samples of 250-word candidate statements, as they would appear in the Voter Information Guide. Statements will appear in the same order as the candidates appear on the ballot. Each candidate is paying for a ¼ page.

WASHINGTON UNIFIED SCHOOL DISTRICT

JANE DOE
Businesswoman

I am running for the governing board of the Washington Unified School District because I feel I can bring a balance to the board. I attended local schools, graduating from Washington High School in 1985. I am married and currently have two children attending school in the district.

I own and operate my own business, so I am well aware of the need to operate within a budget. With proper distribution of resources and educational materials I am convinced we can offer quality education to all students within the district.

I fully understand the value of a quality public education. As your next school board member, I will work to protect small class sizes and better learning environments for our students. I will also ensure that we create a safer learning environment to achieve these goals.

I have been active in the P.T.A., served on the Save Our Youth committee, and am an active member of the All-Faith Church. I have served as Boy Scout Den Mother and Girl Scout Leader for the past 3 years. I also serve as a volunteer at the Community Recycling Center as time allows.

If elected to serve as a Governing Board Member, I will build on this experience and work diligently to maintain financial stability and foster an educational environment that meets the intellectual and social-developmental needs of our children.

I am looking forward to serving you on the Washington Unified School District Governing Board. I respectfully ask for your vote Thank you.

JOHN T. WHEELER
Attorney/Educator/Rancher

I am running for the governing board of the Washington Unified School District because I feel I can bring a balance to the board. I attended local schools, graduating from Washington High School in 1985. I am married and currently have two children attending school in the district.

I own and operate my own business, so I am well aware of the need to operate within a budget. With proper distribution of resources and educational materials I am convinced we can offer quality education to all students within the district.

I fully understand the value of a quality public education. As your next school board member, I will work to protect small class sizes and better learning environments for our students. I will also ensure that we create a safer learning environment to achieve these goals.

I have been active in the P.T.A., served on the Save Our Youth committee, and am an active member of the All-Faith Church. I have served as Boy Scout Den Mother and Girl Scout Leader for the past 3 years. I also serve as a volunteer at the Community Recycling Center as time allows.

If elected to serve as a Governing Board Member, I will build on this experience and work diligently to maintain financial stability and foster an educational environment that meets the intellectual and social-developmental needs of our children.

I am looking forward to serving you on the Washington Unified School District Governing Board. I respectfully ask for your vote. Thank you.

MARY SMITH
Teacher

I am running for the governing board of the Washington Unified School District because I feel I can bring a balance to the board. I attended local schools, graduating from Washington High School in 1985. I am married and currently have two children attending school in the district. I own and operate my own business, so I am well aware of the need to operate within a budget. With proper distribution of resources and educational materials I am convinced we can offer quality education to all students within the district. I fully understand the value of a quality public education. As your next school board member, I will work to protect small class sizes and better learning environments for our students. I will also ensure that we create a safer learning environment to achieve these goals. I have been active in the P.T.A., served on the Save Our Youth committee, and am an active member of the All-Faith Church. I have served as Boy Scout Den Mother and Girl Scout Leader for the past 3 years. I also serve as a volunteer at the Community Recycling Center as time allows. If elected to serve as a Governing Board Member, I will build on this experience and work diligently to maintain financial stability and foster an educational environment that meets the intellectual and social-developmental needs of our children. I am looking forward to serving you on the Washington Unified School District Governing Board. I respectfully ask for your vote

Thank you.

Each candidate statement is formatted into a box measuring approximately 3.5" x 4.25"

4.25 inches

3.5 inches

ATTACHMENT C - CANDIDATE STATEMENT COST TABLE
November 6, 2018

SCHOOL DISTRICT	STATEMENT COSTS	WORD LIMIT	PAID BY
Acalanes Union High	\$1,157.00	250	Candidate
Antioch Unified	\$845.00		
Brentwood Union	\$569.00		
Byron Union	\$233.00		
Canyon Elementary	\$200.00		
Contra Costa Board of Education			
Area 2	\$1,997.00		
Area 4	\$1,853.00		
Area 5	\$1,517.00		
Contra Costa Community College			
Ward 1	\$1,505.00		
Ward 3	\$1,673.00		
Ward 4	\$1,841.00		
John Swett Unified	\$233.00		
Knightsen Elementary	\$200.00		
Lafayette School	\$389.00		
Liberty Union High	\$941.00		
Livermore Valley Joint Unified Shared with Alameda	\$200.00		
Martinez Unified			
District TBD	\$200.00		
District TBD	\$200.00		
Moraga School	\$269.00		
Mt. Diablo Unified	\$2,009.00		
Oakley Union Elementary	\$377.00		
Orinda Union	\$317.00		
Pittsburg Unified	\$473.00		
San Ramon Valley Unified	\$1,313.00		
Walnut Creek School	\$569.00		
West Contra Costa Unified	\$1,745.00		
SPECIAL DISTRICT			
Alameda-Contra Costa Transit At Large – Shared with Alameda County	\$1,361.00	250	Candidate pays one time in County of residence.
Ambrose Recreation & Park	\$257.00	250	Candidate
Bethel Island Municipal Improvement	\$200.00		
Byron Sanitary	\$200.00		
Byron Bethany Irrigation			
Division 1	\$200.00		
Division 3	\$200.00		
Castle Rock County Water	\$200.00		
Central Contra Costa Sanitary	\$3,029.00		

Minimum cost for a candidate statement is \$200.00. A district may elect to go over 250 words in which case the candidate statement costs will double.

SPECIAL DISTRICT	STATEMENT COSTS	WORD LIMIT	PAID BY
Contra Costa Water Division 1	\$725.00	250	Candidate
Division 2	\$785.00		
Crockett Community Services	\$200.00		
Diablo Community Services	\$200.00		
Diablo Water	\$401.00		
Town of Discovery Bay Community Services	\$233.00		
Dublin-San Ramon Services Shared with Alameda County	\$401.00	250	Candidate pays one time in County of residence.
East Bay Municipal Utility Ward 2	\$1,889.00		
Ward 3	\$701.00		
Ward 4	\$389.00		
Ward 7	\$245.00		
East Bay Regional Park Ward 6	\$3,137.00		
Ward 7	\$2,885.00	250	Candidate
East Contra Costa Fire Protection	\$970.00		
East Contra Costa Irrigation Division 1	\$245.00		
Division 4	\$257.00		
Green Valley Recreation & Park	\$200.00		
Ironhouse Sanitary	\$413.00		
Kensington Fire Protection	\$200.00		
Kensington Police & Community Services	\$200.00		
Knightsen Town Community Services	\$200.00		
Los Medanos Community Healthcare	\$677.00		
Moraga-Orinda Fire Protection Division 1	\$200.00		
Division 3	\$200.00		
Division 4	\$200.00		
Mt. View Sanitary	\$305.00		
Pleasant Hill Recreation & Park	\$461.00		
Rodeo Sanitary	\$200.00		
Rodeo-Hercules Fire Protection	\$377.00		
Rollingwood-Wilart Park Rec. & Park	\$200.00	250	Candidate pays one time in County of residence.
San Francisco Bay Area Rapid Transit District 2	\$2,633.00		
San Ramon Valley Fire Protection	\$1,301.00	250	Candidate
Stege Sanitary	\$437.00		
West Contra Costa Healthcare	\$1,817.00		
West County Wastewater	\$665.00		

Minimum cost for a candidate statement is \$200.00. A district may elect to go over 250 words in which case the candidate statement costs will double.

CITY	STATEMENT COSTS	WORD LIMIT	PAID BY
Antioch	\$809.00	250	Candidate
Brentwood	\$557.00		
Clayton	\$233.00		
Concord			
District TBD	\$200.00		
District TBD	\$200.00		
District TBD	\$200.00		
Treasurer	\$965.00		
Danville	\$509.00		
El Cerrito	\$329.00		
Hercules	\$317.00		
Lafayette	\$365.00		
Martinez			
District TBD	\$200.00		
District TBD	\$200.00		
Mayor	\$449.00		
Moraga	\$269.00		
Oakley	\$389.00		
Orinda	\$305.00		
Pinole	\$269.00		
Pittsburg	\$545.00		
Pleasant Hill	\$401.00		
Richmond	\$797.00		
San Pablo	\$269.00		
San Ramon	\$653.00		
Walnut Creek	\$713.00		

Minimum cost for a candidate statement is \$200.00. A district may elect to go over 250 words in which case the candidate statement costs will double.

ATTACHMENT D - SAMPLE CANDIDATE APPLICATION PACKET AUTHORIZATION FORM



**CONTRA COSTA COUNTY
CLERK/RECORDER - ELECTIONS DIVISION**
555 ESCOBAR STREET
MARTINEZ, CALIFORNIA 94553
(925) 335-7800 1 (877) 335-7802
www.cocovote.us

Joseph E. Canciamilla
County Clerk-Recorder-Registrar

Scott O. Konopasek
Assistant Registrar of Voters

**AUTHORIZATION TO PICK UP AND/OR
FILE CANDIDATE APPLICATION PACKET
November 6, 2018 General Election**

I, _____, candidate for the office of _____,
hereby authorize _____ to obtain and/or file the following nomination documents on
my behalf.

Please check the applicable forms for the following filing periods:

Mandatory Nomination Documents

If applicable, select one: Full Term _____ Short Term _____
Initials Initials

*I am aware that said documents must be properly executed and filed at the Contra Costa County Elections Division
no later than 5:00 p.m. on August 10, 2018.*

EC 8028 (b), 8064, 8020 (d), 10510, 10227

My current residence address is: _____
Street Address City State Zip Code

My mailing address is: _____
Street Address City State Zip Code

My telephone numbers are: _____
Daytime Evening

Email

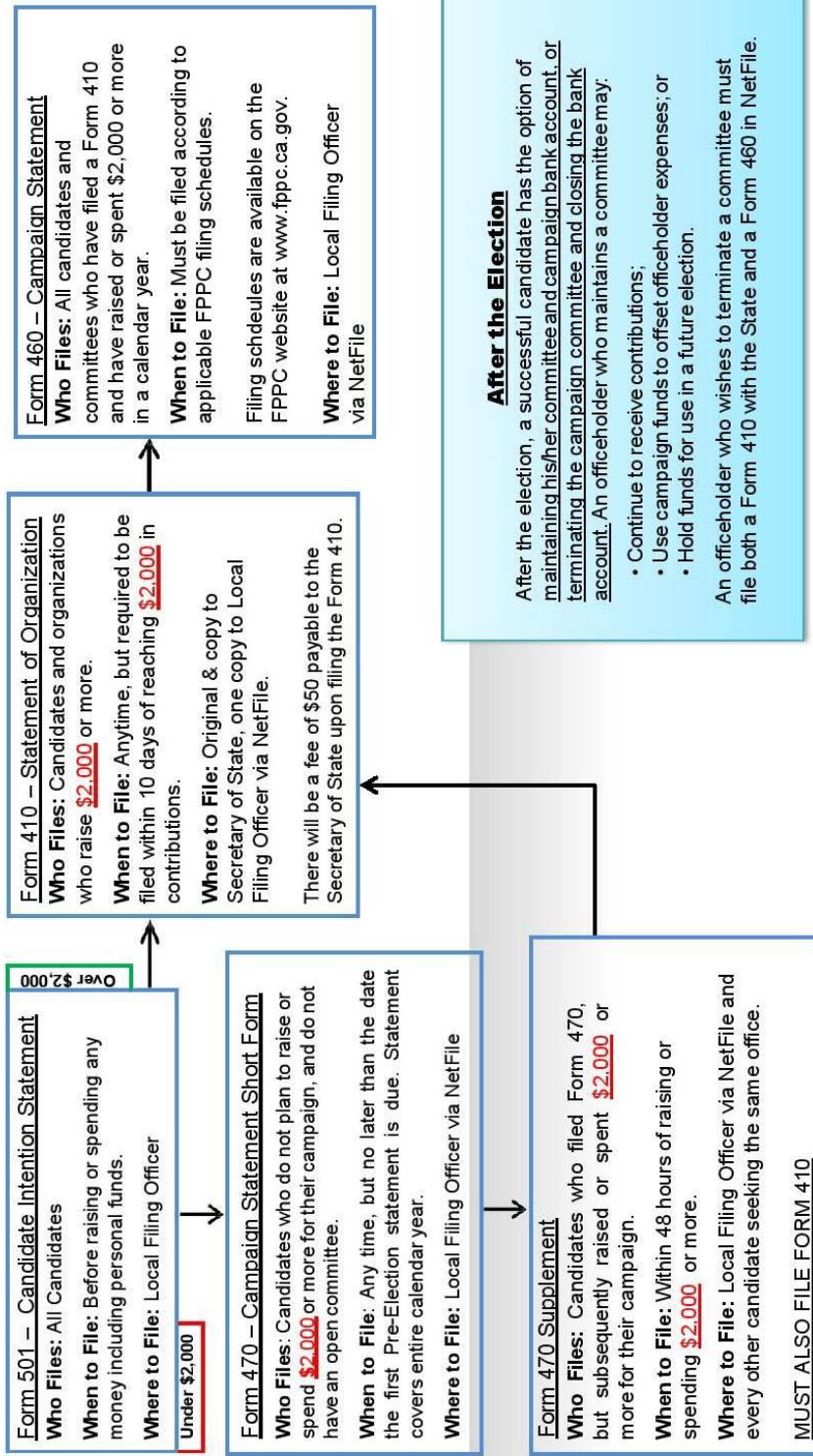
Printed Name

Signature of Candidate

Date



Basic Filing Guidelines for Candidates & Committees. For more information you may contact FPPC at [1-866-ASK-FPPC](tel:1866-ASK-FPPC) and by going to the FPPC website at www.fppc.ca.gov



SUMMARY OF CAMPAIGN FINANCE DISCLOSURE REQUIREMENTS

FORM 501 - Candidate Intention Statement

This statement must be filed before a candidate solicits or receives any contributions or loans from others or before any expenditure are made from personal funds on behalf of his/her candidacy, excluding personal funds used to pay filing fees and/or fees for Statements of Qualifications.

Exception: Form 501 is not required to be filed by candidates who do not intend to receive any contributions or loans, and the only expenditures from personal funds would be for payment of the filing fee, if applicable, and the Statement of Qualifications. Form 501 is not used to obtain a Committee Identification Number.

Please note that Forms 410, 460, and 470 must be filed electronically with NetFile at www.netfile.com/filer.

FORM 410 - Statement of Organization

The Form 410 must be filed if a candidate or committee receives contributions or loans totaling \$2,000 in a calendar year. This statement must be filed within 10 days of opening a campaign bank account at a financial institution in California. All personal funds and/or contributions or loans made to the candidate, to a person on behalf of the candidate, or to the candidate's controlled committee shall be deposited in the campaign bank account prior to expenditure. *A printed copy of the Form 410 must be filed with the Secretary of State's Office to obtain a Committee Identification Number.*

FORM 460 - Recipient Committee Campaign Statement

Candidates for office who receive contributions or have expenditures in excess of \$2,000 must file pre-election and semi-annual campaign statements during the year in which their election is being held. Please refer to the Filing Schedule for filing deadlines.

FORM 470 - Officeholder/Candidate Campaign Statement-Short Form

Candidates for office who expect to receive or spend less than \$2,000 during the election and who do not have a controlled committee may file a Form 470 with their Declaration of Candidacy (or no later than the filing deadline for the first pre-election campaign statement).

FORM 470 - Supplemental

Supplemental Candidate and Officeholder Campaign Statement. This form applies to candidates and officeholders who have filed a Form 470 and subsequently receive contributions or make contributions totaling \$2,000 or more for a calendar year. Once a Supplemental Form 470 is filed, the candidate or officeholder will be required to file a Form 410 and 460.

ATTACHMENT F - DISTRICT REGISTRATION BY PARTY

District Registration by Party

As of November 1, 2017

	Democrat	Republican	American Independent	No Party Preference	Other	Vote-by-Mail	Total
Contra Costa County	300,200	127,180	15,786	145,846	9,808	373,922	598,820
Federal and State Offices:							
Congressional District 5	29,667	8,081	1,387	12,884	983	31,386	53,002
Congressional District 9	48,591	25,187	3,327	23,380	1,426	62,820	101,911
Congressional District 11	205,277	83,647	10,039	96,674	6,943	253,389	402,580
Congressional District 15	16,665	10,265	1,033	12,908	456	26,327	41,327
Assembly District 11	59,961	28,012	3,924	28,128	1,751	74,200	121,776
Assembly District 14	88,359	37,790	5,175	43,309	3,388	107,319	178,021
Assembly District 15	78,132	10,067	2,180	29,730	2,365	73,892	122,474
Assembly District 16	73,748	51,311	4,507	44,679	2,304	118,511	176,549
County Offices:							
Member, Board of Supervisors, District 1	66,696	7,759	1,799	24,729	2,087	62,520	103,070
Member, Board of Supervisors, District 4	59,841	30,226	3,688	30,891	2,314	78,406	126,960
Cities:							
Antioch	28,424	8,308	1,477	12,181	745	29,548	51,135
Brentwood	13,399	9,574	1,070	7,376	451	20,272	31,870
Clayton	3,034	2,810	244	1,587	98	4,722	7,773
Concord	30,804	13,905	1,974	15,546	1,201	38,047	63,430
Danville	10,119	11,059	841	6,720	325	18,699	29,064
El Cerrito	10,122	1,066	183	3,600	353	9,817	15,324
Hercules	8,215	1,664	256	3,687	179	8,119	14,001
Lafayette	8,373	4,452	432	4,123	263	12,113	17,643
Moraga	4,601	3,019	238	2,663	139	7,623	10,660
Martinez	11,675	5,298	778	5,362	564	14,489	23,677
Oakley	9,787	4,649	658	4,423	259	12,386	19,776
Orinda	6,522	3,440	292	3,181	189	10,035	13,624
Pinole	6,320	1,602	273	2,510	160	6,669	10,865
Pittsburg	18,184	3,835	735	7,868	462	17,924	31,084
Pleasant Hill	10,111	4,520	580	5,119	454	12,696	20,784
Richmond	33,198	3,097	876	12,194	1,048	30,055	50,413
San Pablo	6,703	631	200	2,823	199	6,223	10,556
San Ramon	15,875	9,435	974	12,417	439	24,791	39,140
Walnut Creek	20,752	11,395	1,133	10,369	666	30,058	44,315

	Democrat	Republican	American Independent	No Party Preference	Other	Vote-by-Mail	Total
School Districts:							
Acalanes Union High School	36,988	19,696	1,923	18,180	1,175	54,813	77,962
Anitoch Unified School	29,619	9,012	1,571	12,621	779	31,109	53,602
Brentwood Union School	14,104	9,996	1,130	7,721	469	21,256	33,420
Byron Union School	2,631	3,304	370	1,735	119	5,356	8,159
Canyon Elementary School	114	7	2	31	17	99	171
Contra Costa Board of Ed - Area 2	68,259	35,513	3,499	33,611	2,108	95,801	142,990
Contra Costa Board of Ed - Area 4	51,441	40,427	3,774	33,444	1,534	82,853	130,620
Contra Costa Board of Ed - Area 5	55,636	19,116	3,151	24,955	1,631	61,617	104,489
Contra Costa Community College - Ward 1	67,287	7,619	1,803	25,014	2,136	62,899	103,859
Contra Costa Community College - Ward 3	57,577	24,505	3,559	28,822	2,399	70,321	116,862
Contra Costa Community College - Ward 4	51,018	40,239	3,759	32,956	1,522	82,124	129,494
John Swett Unified School	4,610	1,025	183	1,880	149	4,603	7,847
Knightsen Elementary School	653	609	70	366	32	1,153	1,730
Lafayette School	9,422	5,035	482	4,604	290	13,642	19,833
Liberty Union High School	26,336	18,231	2,190	13,978	875	39,188	61,610
Livermore Valley Joint Unified School	52	68	0	28	5	110	153
Martinez Unified School	9,212	4,272	638	4,258	446	11,428	18,826
Moraga School District	4,659	3,059	238	2,683	142	7,677	10,781
Mt Diablo Unified School	67,781	32,357	4,114	34,865	2,662	86,384	141,779
Oakley Union Elementary School	8,948	4,322	620	4,156	255	11,423	18,301
Orinda Union School	6,523	3,449	294	3,181	191	10,032	13,638
Pittsburg Unified School	15,355	3,053	616	6,192	378	14,484	25,594
San Ramon Valley Unified School	32,607	29,448	2,380	24,308	988	58,000	89,731
Walnut Creek School	16,270	8,146	907	7,681	535	23,363	33,539
West Contra Costa Unified School	77,640	10,018	2,171	29,536	2,351	73,372	121,716
Special Districts:							
Alameda-Contra Costa Transit	60,644	6,238	1,551	22,386	1,956	56,173	92,775
Ambrose Recreation & Park	5,415	1,251	250	2,698	194	5,554	9,808
Beithel Island Municipal Improvement	359	313	48	192	22	601	934
Byron Bethany Irrigation - Division 1	40	69	3	21	6	94	139
Byron Bethany Irrigation - Division 3	15	23	2	15	1	35	56
Byron Sanitary	110	88	11	54	5	175	268
Castle Rock County Water	58	63	4	33	4	111	162
Central Contra Costa Sanitary	94,906	60,927	5,763	54,567	3,246	145,147	219,409
Contra Costa Water - Division 1	24,082	7,064	1,259	11,360	890	25,738	44,655
Contra Costa Water - Division 2	24,449	10,300	1,491	11,801	1,125	29,679	49,166
Crockett Community Services	1,304	315	67	502	55	1,349	2,243
Diablo Community Services	140	429	29	128	6	476	732
Diablo Water	9,864	4,704	664	4,472	264	12,489	19,968
Town of Discovery Bay Community Services	2,651	3,148	360	1,735	119	5,292	8,013
Dublin San Ramon Services	8,345	4,196	451	7,296	201	12,892	20,489

	Democrat	Republican	American Independent	No Party Preference	Other	Vote-by-Mail	Total
Special Districts (continued)							
East Bay Municipal Utility - Ward 2	54,547	41,076	3,567	31,729	1,802	88,666	132,721
East Bay Municipal Utility - Ward 3	22,110	9,014	964	10,007	654	29,043	42,749
East Bay Municipal Utility - Ward 4	12,956	1,324	227	4,361	421	12,415	19,289
East Bay Municipal Utility - Ward 7	3,603	2,602	244	2,425	99	5,574	8,973
East Bay Regional Park - Ward 6	97,550	62,487	6,373	57,814	3,507	143,616	227,731
East Bay Regional Park - Ward 7	107,215	41,864	6,213	49,623	3,380	124,881	208,295
East Contra Costa Fire Protection	27,475	19,081	2,296	14,485	921	40,923	64,258
East Contra Costa Irrigation - Division 1	4,670	1,618	243	2,169	105	5,170	8,805
East Contra Costa Irrigation - Division 4	4,444	2,181	317	2,111	133	5,819	9,186
East Contra Costa Irrigation - Division 5	4,852	4,241	409	2,514	148	8,007	12,164
Green Valley Recreation & Park	325	241	19	161	13	456	759
Ironhouse Sanitary	10,312	5,094	731	4,748	292	13,245	21,177
Kensington Fire Protection	2,834	258	44	761	68	2,618	3,965
Kensington Police Protection & Community Services	2,834	258	44	761	68	2,618	3,965
Knightesen Town Community Services	291	359	35	160	15	549	860
Los Medanos Community Healthcare	23,686	5,345	1,005	10,648	668	23,768	41,352
Moraga-Orinda Fire Protection Division - 1	1,756	1,251	96	993	54	2,856	4,150
Moraga-Orinda Fire Protection Division - 3	2,564	1,342	125	1,304	75	3,882	5,410
Moraga-Orinda Fire Protection Division - 4	2,641	1,402	112	1,286	76	4,156	5,517
Mt. View Sanitary	6,435	2,918	453	3,191	310	7,906	13,307
Pleasant Hill Recreation & Park	11,933	5,393	673	6,055	509	15,357	24,563
Rodeo-Hercules Fire Protection	10,919	2,273	358	4,825	256	10,791	18,631
Rodeo Sanitary	2,541	588	97	1,077	71	2,541	4,374
Rollingwood-Wilart Park Recreation & Park	733	74	19	349	27	636	1,202
S.F. Bay Area Rapid Transit - District 2	96,244	39,142	5,801	45,521	3,064	113,660	189,772
San Ramon Valley Fire Protection	32,244	29,164	2,362	24,108	980	57,354	86,858
Stege Sanitary	15,305	1,504	279	5,164	515	14,473	22,767
West Contra Costa Healthcare	80,953	10,725	2,286	30,919	2,445	76,629	127,328
West County Wastewater	27,890	3,810	817	10,815	807	26,358	44,139

ATTACHMENT G – HISTORICAL VOTER TURNOUT FOR CONTRA COSTA COUNTY

Election Date	Voter Registration	Total Turn Out	% Turn Out	VBM Vote	% Voting VBM	No. of Precincts
Nov. 8, 2016	607,515	487,355	79.23%	309,319	65.26%	656
Jun. 7, 2016	558,523	278,127	49.80%	175,555	63.12%	656
Nov. 4, 2014	527,521	259,007	49.10%	165,617	63.94%	652
Jun. 3, 2014	528,162	151,788	28.74%	111,836	73.68%	650
Nov. 6, 2012	556,327	442,143	79.48%	245,953	55.63%	834
Jun. 5, 2012	520,098	192,761	37.06%	133,566	69.26%	646
Nov. 2, 2010	533,825	352,657	66.10%	200,064	56.73%	807
Jun. 8, 2010	525,992	210,417	40.00%	138,739	65.94%	628
Nov. 4, 2008	527,145	456,876	86.67%	234,043	51.23%	854
Jun. 3, 2008	490,954	169,475	34.52%	117,766	69.49%	772
Feb. 5, 2008	475,821	318,224	66.88%	168,668	53.00%	816
Nov. 7, 2006	486,441	308,206	63.36%	161,520	52.41%	1,032
Jun. 6, 2006	489,263	185,241	37.86%	111,115	59.98%	885
Nov. 8, 2005	492,656	281,120	57.05%	125,770	44.75%	556
Nov. 2, 2004	504,505	418,335	82.92%	156,920	37.51%	921
Mar. 2, 2004	453,034	250,235	55.24%	96,358	38.51%	787
Oct. 7, 2003	444,355	320,994	72.23%	111,387	34.70%	489
Nov. 5, 2002	484,640	274,087	56.6%	93,428	34.09%	1,072
Mar. 5, 2002	478,754	187,496	39.2%	57,765	30.81%	910
Nov. 7, 2000	493,826	384,300	77.80%	116,192	30.34%	1,078
Mar. 7, 2000	458,136	276,352	60.30%	78,947	28.57%	907
Nov. 3, 1998	485,910	306,712	63.10%	94,026	30.70%	934
Jun. 2, 1998	492,730	222,717	45.20%	68,660	30.80%	877
Nov. 5, 1996	555,734	356,383	64.10%	80,819	22.70%	975
Mar. 26, 1996	510,990	216,359	42.30%	52,798	24.40%	839
Nov. 8, 1994	492,562	305,529	62.00%	67,316	22.00%	953
Jun. 7, 1994	475,884	169,670	35.70%	36,071	21.30%	821
Nov. 3, 1992	507,451	389,391	76.70%	76,624	19.70%	946
Jun. 2, 1992	452,315	216,287	47.80%	44,902	20.80%	800
Nov. 6, 1990	453,435	277,999	61.30%	58,115	20.90%	906
Jun. 5, 1990	431,802	200,263	46.40%	35,742	17.80%	791
Nov. 8, 1988	452,491	341,149	75.40%	54,424	16.00%	
Jun. 7, 1988	406,769	207,140	50.90%	22,090	10.70%	
Nov. 4, 1986	409,507	256,007	62.50%	24,531	9.60%	
Jun. 3, 1986	391,137	161,104	41.20%	15,115	9.40%	
Nov. 6, 1984	427,593	326,301	76.30%	33,371	10.20%	
Jun. 5, 1984	380,311	185,524	48.80%	13,490	7.30%	
Nov. 2, 1982	365,642	257,887	70.50%	15,146	5.90%	
Jun. 8, 1982	375,460	207,846	55.40%	10,238	4.90%	
Nov. 4, 1980	358,560	291,155	81.20%	16,815	5.80%	
Jun. 3, 1980	344,670	231,313	67.10%	10,776	4.66%	

ATTACHMENT H - SAMPLE - RESOLUTION CONTAINING ELECTION ORDER

Adopt and file with the County Registrar of Voters
NOT LATER THAN (E-125) JULY 5, 2018

BEFORE THE BOARD OF DIRECTORS OF THE
Name of Special District
 CONTRA COSTA COUNTY, STATE OF CALIFORNIA

Resolution Ordering) **RESOLUTION NO.** _____
Specifications of the Election Order)

WHEREAS, California Elections Code requires a general district election be held in each district to choose a successor for each elective officer whose term will expire on the first Friday in December following the election to be held on the first Tuesday after the first Monday in November in each even-numbered year; and

WHEREAS, other elections may be held in whole or in part of the territory of the district and it is to the advantage of the district to consolidate pursuant to Elections Code Section 10400; and

WHEREAS, Elections Code Section 10520 requires each district involved in a general election to reimburse the county for the actual costs incurred by the county elections official in conducting the election for that district; and

WHEREAS, Elections Code Section 13307 requires that before the nominating period opens the district board must determine whether a charge shall be levied against each candidate submitting a candidate's statement to be sent to the voters; may establish the cost; and determine whether the costs be paid in advance; and

WHEREAS, Elections Code Section 12112 requires the election official of the principal county to publish a notice of the election once in a newspaper of general circulation in the District;

NOW, THEREFORE, IT IS ORDERED that an election be held within the territory included in this district on the **6th day of November, 2018**, for the purpose of electing members to the board of directors of said district in accordance with the following specifications:

SPECIFICATIONS OF THE ELECTION ORDER

1. The Election shall be held on Tuesday, **the 6th day of November 2018**. The purpose of the election is to choose members of the board of directors or councilmembers for the following seats: (List offices and terms)

2. The District has determined that the _____ will pay for the Candidate's
(District or Candidate)

Statement. As a condition of having the Candidate's Statement published, the candidate shall pay the costs at the time of filing. The District hereby establishes the cost for a candidate statement as the following: \$_____

3. The District directs that the County Registrar of Voters of the principal county publish the Notice of Election in a newspaper of general circulation that is regularly circulated in the territory.
4. This Board hereby requests and consents to the consolidation of this election with other elections which may be held in whole or in part of the territory of the district, pursuant to Elections Code 10400.
5. The district will reimburse the county for the actual cost incurred by the county elections official in conducting the general district election upon receipt of a bill stating the amount due as determined by the elections official.
6. The Clerk of this Board is ordered to deliver copies of this Resolution, to the Registrar of Voters, and if applicable, to the Registrar of Voters of any other county in which the election is to be held, **and to the Board of Supervisors**.
7. THE FOREGOING RESOLUTION WAS ADOPTED upon motion of Director _____

Seconded by Director _____, at a regular meeting on this day of _____, 2018, by the following vote:

AYES: _____ NOES: _____
ABSENT: _____ ABSTAIN: _____
DATED: _____

DISTRICT SECRETARY
District

