

C O N T R A C O S T A C O U N T Y
CITY, SCHOOL, AND SPECIAL DISTRICTS GUIDE

NOVEMBER 3
2020
GENERAL



Elections Division

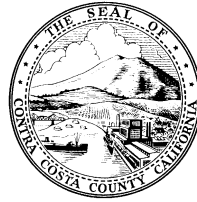
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Scott O. Konopasek
Assistant County Registrar



April 2020

Dear Fellow Election Officials,

We hope you will find this reference guide helpful, as you prepare your local candidates and measures for the November ballot.

The contents of this handbook 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 will guide you through the process and address most of the situations you might face. As always, please feel free to contact our office with any additional questions or issues that might arise.

Please let us know your thoughts and comments regarding the handbook. We welcome comments about how we can make this an even more useful tool for you in the future.

You can reach our Candidate Services Department, by telephone at (925) 335-7800.

Thank you for the important part you play in this essential democratic process!

Sincerely,

A handwritten signature in cursive script that reads "Debi Cooper".

Debi Cooper
County Clerk-Recorder
and 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 for boards/council members	City and Special Districts	Jul. 1 E-125
	School Districts	Jul. 3 E-123
Candidate Filing Period	All Cities, School and Special Districts	Jul. 13 – Aug. 7 E-113 – 88
Last day to place a measure on the ballot	All Cities, School and Special Districts	Aug. 7 E-88
Extended Filing Period	If no incumbent files nomination papers by August 7, the filing period is extended for non-incumbents	Aug. 8 – 12 E-87 – 83
Public Review of “Ballot Designations” and “Candidate Statements”	All candidates	Aug. 8 – 17 E-87 – 78
	For “Candidate Statements” and “Ballot Designations” filed during the extended period	Aug. 13 – 22 E-82 – 73
Last day to withdraw “Candidate Statement”	All candidates	Aug. 10 E-85
	Candidates who filed during the extended filing period	Aug. 13 E-82
Last day to amend or withdraw a measure	All Cities, School and Special Districts	Aug. 12 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. 12 E-83
Measure letter assignment	Local measures	Aug. 13 E-82
Randomized alphabet drawing for ballot placement	All candidates	Aug. 13 E-82
Impartial Analyses Due	Local measures	Aug. 14 E-81
Last day to file Primary Arguments	Local measures	Aug. 19 E-76
Last day to file Rebuttal Arguments	Local measures	Aug. 24 E-71
Write-in Period	All offices	Sep. 7 – Oct. 20 E-57 – E-14

ELECTION KEY DATES

Military and Overseas Voters Ballots Mailed	September 18, 2020
Voter Information Guide Mailing	Approx. September 24, 2020
Vote by Mail Mailing	October 5, 2020
Registration Deadline	October 19, 2020
Supplemental Voter Information Guide Mailing	October 22, 2020
Last Day to Request a Vote by Mail Ballot	October 27, 2020
Last Day to Return or Mail a Vote by Mail Ballot	November 3, 2020
Election Day	November 3, 2020
Canvass Period	November 4 – December 3, 2020
Certification Deadline / Final Results Transmitted	December 3, 2020

FILING A RESOLUTION CONTAINING ELECTION ORDER

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
- Confirmation of District Boundaries – Last day for boundary changes is (E-130) June 26, 2020

For a sample of the resolution see Attachment H.

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

- July 1, 2020 (E-125) for City and Special Districts
- July 3, 2020 (E-123) for School Districts

Election Code 10002, 10509, Education Code 5322

OFFICES UP FOR ELECTION
November 3, 2020 General Election

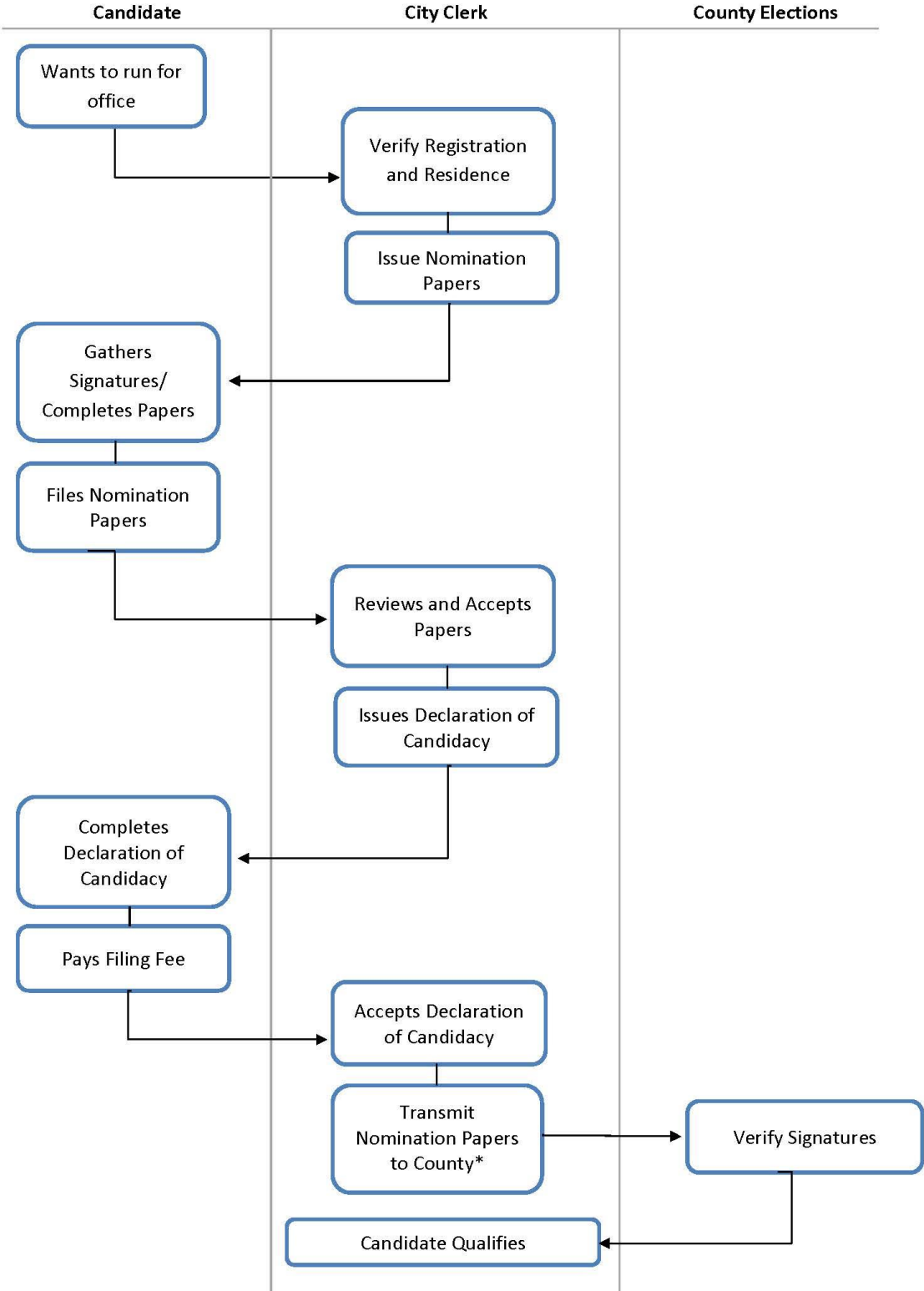
SCHOOL DISTRICTS	NUMBER OF POSITIONS TO BE ELECTED	TERM OF OFFICE	ELECTED
Acalanes Union High	2	4 years	At Large
Antioch Unified			
Area 1	1	4 years	By Area
Area 3	1		
Area 4	1		
Brentwood Union	2	4 years	At Large
Byron Union	2		
Canyon Elementary	2		
Chabot-Las Positas Ward 7 - Shared with Alameda County	1	4 years	By Ward
Contra Costa Board of Education			
Area 1	1	4 years	By Area
Area 3	1		
Contra Costa Community College			
Ward 2	1	4 years	By Ward
Ward 5	1		
John Swett Unified	3	4 years	At Large
Knightsen Elementary	3		
Lafayette School	2		
Liberty Union High	2		
Livermore Valley Joint Unified Shared with Alameda County	2		
Martinez Unified			
Area 1	1	4 years	By Area
Area 2	1	4 years	
Area 4	1	4 years	
Area 5	1	2 years	
Moraga School	2	4 years	At Large
Mt. Diablo Unified			
Area 3	1	4 years	By Area
Area 5	1		
Oakley Union Elementary			
Area 1	1	4 years	By Area
Area 2	1	4 years	
Area 5	1	2 years	
Orinda Union	2	4 years	At Large
Pittsburg Unified	2		
San Ramon Valley Unified			
Area 2	1	4 years	By Area
Area 3	1		
Walnut Creek School	2	4 years	At Large
West Contra Costa Unified			
District 1	1	TBD	By District
District 2	1		
District 3	1		
District 4	1		
District 5	1		

SPECIAL DISTRICTS	NUMBER OF POSITIONS TO BE ELECTED	TERM OF OFFICE	ELECTED
Alameda-Contra Costa Transit			
At Large – Shared with Alameda County	1	4 years	At Large
Ward 1 – Shared with Alameda County	1		By Ward
50 nomination signatures required			
Ambrose Recreation & Park	2	4 years	At Large
Bethel Island Municipal Improvement	3		
Byron Sanitary	3		
Byron-Bethany Irrigation		4 years	By Division
Division 2	1		
Castle Rock County Water	3	4 years	At Large
Central Contra Costa Sanitary	3		
Contra Costa Water		4 years	By Division
Division 3	1		
Division 4	1		
Division 5	1		
Crockett Community Services	2	4 years	At Large
Diablo Community Services	2		
Diablo Water		4 years	By Division
Division 1	1		
Division 5	1		
Town of Discovery Bay Community Services	2	4 years	At Large
Dublin-San Ramon Services		4 years	By Division
Division 1	1		
Division 3 – Shared with Alameda County	1		
East Bay Municipal Utility		4 years	By Ward
Ward 1	1		
10 Nomination Signatures Required			
East Bay Regional Park		4 years	By Ward
Ward 1 – Shared with Alameda County	1		
Ward 2 – Shared with Alameda County	1		
50 Nomination Signatures Required			
East Contra Costa Fire	2	4 years	At Large
East Contra Costa Irrigation		4 years	By Division
Division 2	1		
Division 3	1		
Division 5	1		
Green Valley Recreation & Park	2	4 years	At Large
Ironhouse Sanitary	3		

SPECIAL DISTRICTS (continued)	NUMBER OF POSITIONS TO BE ELECTED	TERM OF OFFICE	ELECTED
Kensington Fire Protection	2	4 years	At Large
Kensington Police & Community Services	2		
Knightsen Town Community Services	2		
Los Medanos Community Healthcare	2		
Moraga-Orinda Fire Protection Division 2 Division 5	1 1	4 years	By Division
Mt. View Sanitary	3	4 years	At Large
Pleasant Hill Recreation & Park	2		
Rodeo-Hercules Fire Protection	2		
Rodeo Sanitary	3		
San Francisco Bay Area Rapid Transit District 1 District 3 – Shared with Alameda County District 7 – Shared with Alameda and San Francisco Counties	1 1 1	4 years	By District
San Ramon Valley Fire Protection	3	4 years	At Large
Stege Sanitary	2		
West County Wastewater Division 1 Division 2 Division 4	1 1 1	2 years 4 years 4 years	By Division

CITIES	NUMBER OF POSITIONS TO BE ELECTED	TERM OF OFFICE	NOMINATION SIGNATURES REQUIRED
Antioch	City Clerk Treasurer Mayor 1 Councilmember, District 1 1 Councilmember, District 2 1 Councilmember, District 3 1 Councilmember, District 4	4 years	20
Brentwood	Mayor 1 Councilmember, District 1 1 Councilmember, District 3		
Clayton	3 Councilmembers		
Concord	1 Councilmember, District 2 1 Councilmember, District 4		
Danville	3 Councilmembers		
El Cerrito	3 Councilmembers		
Hercules	3 Councilmembers		
Lafayette	3 Councilmembers		
Martinez	City Clerk Treasurer 1 Councilmember, District 2 1 Councilmember, District 3		
Moraga	3 Councilmembers		
Oakley	3 Councilmembers		
Orinda	2 Councilmembers		
Pinole	Treasurer 2 Councilmembers		
Pittsburg	2 Councilmembers		
Pleasant Hill	Treasurer 3 Councilmembers		
Richmond	1 Councilmember, District 1 1 Councilmember, District 5 1 Councilmember, District 6		
San Pablo	3 Councilmembers		
San Ramon	Mayor 1 Councilmember, District 1 1 Councilmember, District 3		
Walnut Creek	3 Councilmembers		

NOMINATION PROCESS FLOWCHART FOR CITY CLERKS



2020 FILING PERIODS

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

General Election - November 3, 2020

Filing Period:	July 13 - August 7, 2020
Extended Filing Period:	August 8 - August 12, 2020

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 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 and in the respective council district.

Once the candidate's eligibility is verified, nomination papers can be issued. See "Candidate Application Packet" on page 10 for a brief description of the nomination papers.

GENERAL QUALIFICATIONS FOR OFFICE

The qualifications of a candidate for elective office, and of an elective office, of a district shall be determined by the principal act of the district.

Election Code 10514

Cities

General Qualifications

- a) Be a U.S. citizen.
- b) Be a registered voter at the time the Declaration of Candidacy is issued.
- c) Must be registered in the political subdivision for which you are running.
- d) 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.

Election Code 20, 201

Schools 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) Must be registered in the political subdivision for which you are running.
- d) 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.

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 Regional Park District, 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 - 6.

Circulating Petitions in More than One County

If the nomination petition is circulated for an office in more than one county, the circulator must use separate petition forms in each county. The signatures must be submitted to the Elections office of the county in which the petition was circulated.

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 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 15 “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 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 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.

Ballot designations for City candidates will be reviewed and accepted by the City Clerk’s office.

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

Ballot Designation Guidelines and examples are found in Attachment A.

Election Code 13107, 13107.3, 13107.5

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 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.

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 county's 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.

Formatting is determined by the limitations of space, which is a quarter of a page for statements up to 250 words. Regardless of the final word count, statements are limited to a quarter page.

In addition to filing a hard 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 other candidates or to another candidate's qualifications, character or activities.

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 may seek a writ of mandate or an injunction challenging any or all of the material in a candidate statement.

Election Code 13313, 13314

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

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.

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.

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 Fair Political Practices Commission (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 7, 2020 and ends October 20, 2020.

Election Code 8605

Cities, East Bay Regional Park District, 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 and political subdivision in which the candidate is to be voted on. See pages 3 - 6 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.

Only votes cast for official write-in candidates are reported.

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”. 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 2020 Election the drawing will be conducted on August 13, 2020.

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.

Election Code 15372

Taking Office

OFFICE	AUTHORITY	DATE
School Districts	Education Code 5000, 5017	December 4, 2020
Special Districts	Election Code 10507, 10554	December 4, 2020
East Bay Municipal Utility District	Municipal Utility District Act 11863	January 1, 2021
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

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 cannot be changed and they become public once the "Declaration of Candidacy" has been filed.

Election Code 20711

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.

Acceptable: Retired Policeman

Unacceptable: Ret. Policeman
Policeman, Retired

- 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."

- 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.

ATTACHMENT B - CANDIDATE STATEMENT OF QUALIFICATIONS INFORMATION

CANDIDATE STATEMENT OF QUALIFICATIONS FORM

**Candidate Statement of Qualifications
For the General Election to be held November 3, 2020**
(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: ____ • 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.

<p>Acronyms Examples: UCLA, PTA, U.S.M.C A description of each acronym must be provided.</p>	<p>one word</p>
<p>Geographical names Examples: Contra Costa County Walnut Creek City of Pittsburg Bay Area</p>	<p>one word</p>
<p>Districts with an Elected Board Examples: Contra Costa Community College District Antioch Unified School District East Bay Regional Park District San Francisco Bay Area Rapid Transit District</p>	<p>one word</p>
<p>Numbers/Numerical Combinations Digits (1, 10, or 100, etc.) 1990-1991, 100%, etc. Spelled out (one, ten, or one hundred)</p>	<p>one word one word one for each word</p>
<p>Dates All digits (11/5/96) Word and digits (June 2, 1998)</p>	<p>one word one word</p>
<p>Hyphenated words Regularly hyphenated words that appear in the Merriam-Webster Dictionary online.</p>	<p>one word</p>
<p>Punctuation</p>	<p>not counted</p>
<p>Telephone numbers</p>	<p>one word</p>
<p>Email / Website addresses</p>	<p>one word</p>

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.

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.

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.

Each candidate statement is formatted into a box measuring approximately 3.5" x 4.25" using 10 size font.

4.25 inches

3.5 inches

ATTACHMENT C - CANDIDATE STATEMENT COST TABLE

SCHOOL DISTRICT	STATEMENT COSTS	WORD LIMIT	PAID BY
Acalanes Union High	\$1,515.00	250	Candidate
Antioch Unified			
Area 2	\$326.40		
Area 4	\$346.80		
Area 5	\$359.40		
Brentwood Union	\$785.40		
Byron Union	\$301.20		
Canyon Elementary	\$200.00		
Chabot-Las Positas Community College – Ward 7	\$200.00		
Contra Costa Board of Education			
Area 1	\$2,009.60		
Area 3	\$2,229.20		
Contra Costa Community College			
Ward 2	\$2,667.00		
Ward 5	\$2,118.00		
John Swett Unified	\$292.00		
Knightsen Elementary	\$200.00		
Lafayette School	\$491.40		
Liberty Union High	\$1,321.00		
Livermore Valley Joint Unified Shared with Alameda	\$200.00		
Martinez Unified			
District 1	\$219.00		
District 2	\$202.20		
District 4	\$217.40		
District 5	\$224.80		
Moraga School	\$337.60		
Mt. Diablo Unified			
Area 3	\$488.80		
Area 5	\$694.20		
Oakley Union Elementary			
Area 1	\$215.80		
Area 2	\$224.80		
Area 5	\$209.20		
Orinda Union	\$386.00		
Pittsburg Unified	\$628.40		
San Ramon Valley Unified			
Area 2	\$494.80		
Area 3	\$432.20		
Walnut Creek School	\$747.60		
West Contra Costa Unified			
District 1	\$644.20		
District 2	\$520.00		
District 3	\$430.20		
District 4	\$612.40		
District 5	\$726.00		

SPECIAL DISTRICT	STATEMENT COSTS	WORD LIMIT	PAID BY		
Alameda-Contra Costa Transit At Large – Shared with Alameda County Ward 1 – Shared with Alameda County	\$1,812.20 \$1,812.20	250	Candidate pays one time in County of residence.		
Ambrose Recreation & Park	\$333.60	250	Candidate		
Bethel Island Municipal Improvement	\$200.00				
Byron Bethany Irrigation Division 2	\$200.00				
Byron Sanitary	\$200.00				
Castle Rock County Water	\$200.00				
Central Contra Costa Sanitary	\$4,046.40				
Contra Costa Water Division 3 Division 4 Division 5	\$1,220.40 \$1,036.40 \$1,104.00				
Crockett Community Services	\$200.00				
Diablo Community Services	\$200.00				
Diablo Water Division 1 Division 5	\$229.80 \$211.20				
Town of Discovery Bay Community Services	\$304.20				
Dublin-San Ramon Services Division 1 Division 3 – Shared with Alameda County	\$303.00 \$200.00				
East Bay Municipal Utility Ward 1	\$1,794.00			250	Candidate pays one time in County of residence.
East Bay Regional Park Ward 1 – Shared with Alameda County Ward 2 – Shared with Alameda County	\$2,043.00 \$1,137.00			250	Candidate
East Contra Costa Fire Protection	\$1,367.00				
East Contra Costa Irrigation Division 2 Division 3 Division 5	\$322.60 \$355.00 \$374.40				
Green Valley Recreation & Park	\$200.00				
Ironhouse Sanitary	\$549.80				
Kensington Fire Protection	\$219.40				
Kensington Police & Community Services	\$219.40				
Knightsen Town Community Services	\$200.00				
Los Medanos Community Healthcare	\$927.80				
Moraga-Orinda Fire Protection Division 2 Division 5	\$226.80 \$238.80				
Mt. View Sanitary	\$384.60				
Pleasant Hill Recreation & Park	\$586.80				

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

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

SPECIAL DISTRICT (continued)	STATEMENT COSTS	WORD LIMIT	PAID BY
Rodeo-Hercules Fire Protection	\$489.60	250	Candidate
Rodeo Sanitary	\$228.80		
San Francisco Bay Area Rapid Transit District 1 District 3 – Shared with Alameda County District 7 – Shared with Alameda and San Francisco Counties	\$4,487.80 \$1,066.40 \$2,174.20	250	Candidate pays one time in County of residence.
San Ramon Valley Fire Protection	\$1,759.80	250	Candidate
Stege Sanitary	\$537.20		
West County Wastewater District 1 District 2 District 4	\$313.80 \$265.20 \$300.00		

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

CITY	STATEMENT COSTS	WORD LIMIT	PAID BY
Antioch City Clerk, Treasurer, Mayor District 1 District 2 District 3 District 4	\$1,092.40 \$339.00 \$377.60 \$426.60 \$399.60	250	Candidate
Brentwood Mayor District 1 District 3	\$755.40 \$278.20 \$323.40		
Clayton	\$287.40		
Concord District 2 District 4	\$410.40 \$397.80		
Danville	\$660.00		
El Cerrito	\$426.40		
Hercules	\$405.80		
Lafayette	\$453.60		
Martinez City Clerk, Treasurer District 2 District 3	\$560.40 \$253.00 \$244.80		
Moraga	\$335.00		
Oakley	\$524.00		
Orinda	\$385.80		
Pinole	\$342.00		
Pittsburg	\$735.60		
Pleasant Hill	\$517.80		
Richmond District 1 District 5 District 6	\$261.00 \$337.60 \$306.00		
San Pablo	\$342.80		
San Ramon Mayor District 2 District 3	\$875.80 \$355.40 \$320.00		
Walnut Creek	\$934.40		

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

Deborah Cooper
County Clerk-Recorder-Registrar

Scott O. Konopasek
Assistant Registrar of Voters

**AUTHORIZATION TO PICK UP AND/OR
FILE CANDIDATE APPLICATION PACKET
November 3, 2020 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 7, 2020.*

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

ATTACHMENT E - SUMMARY OF CAMPAIGN FINANCE DISCLOSURE REQUIREMENTS

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.

Contra Costa County has contracted with NetFile to be the filing platform for all local candidates, their committees and committees supporting or opposing ballot measures to electronically submit Campaign Finance Statements.

NetFile offers tutorials and help for each page of their website. You may find it helpful to watch the "How to Create a New Campaign NetFile User" video in the "How To Videos" section of the page at www.netfile.com/filer.

NetFile User Log In Get Help for this Page

E-Mail Address

Password
 [Lost Your Password?](#)

Log In

Campaign Committee Filers	Form 700 (SEI) Filers	Lobbyist Filers
New Campaign Committee Filers Create a New NetFile User	New Form 700 Filers New User? Request a Password	New Lobbyists Registration and Links
Training Request Campaign Committee Phone Training	Videos How to use the "Lost Your Password?" Feature	
FPPC Information Committee Training & Outreach	Documents FPPC Form 700 Instructions for 2018/2019 FPPC Form 700 Reference Pamphlet for 2018/2019 FPPC Local Gift Fact Sheet 2019	
Signature Verification Sign Pending Campaign Statements <small>(For San Diego, San Francisco, Oakland, & Berkeley Filers Only)</small>		
Third-Party Uploads Upload a CAL File		
Videos How to Create a New Campaign NetFile User How to use the "Lost Your Password?" Feature How to Use the Committee Set-Up Wizard		
Documents Create a NetFile User & Link a Campaign Account How to Use Signature Verification		



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

Form 501 – Candidate Intention Statement

Who Files: All Candidates

When to File: Before raising or spending any money including personal funds.

Where to File: Local Filing Officer

Under \$2,000

Form 470 – Campaign Statement Short Form

Who Files: Candidates who do not plan to raise or spend \$2,000 or more for their campaign, and do not have an open committee.

When to File: Any time, but no later than the date the first Pre-Election statement is due. Statement covers entire calendar year.

Where to File: Local Filing Officer

Form 410 – Statement of Organization

Who Files: Candidates and organizations who raise \$2,000 or more.

When to File: Anytime, but required to be filed within 10 days of reaching \$2,000 in contributions.

Where to File: Original & copy to Secretary of State, one copy to Local Filing Officer.

There will be a fee of \$50 payable to the Secretary of State upon filing the Form 410.

Form 460 – Campaign Statement

Who Files: All candidates and committees who have filed a Form 410 and have raised or spent \$2,000 or more in a calendar year.

When to File: Must be filed according to applicable FPPC filing schedules.

Filing schedules are available on the FPPC website at www.fppc.ca.gov.

Where to File: Local Filing Officer via NetFile

Form 470 Supplement

Who Files: Candidates who filed Form 470, but subsequently raised or spent \$2,000 or more for their campaign.

When to File: Within 48 hours of raising or spending \$2,000 or more.

Where to File: Local Filing Officer and every other candidate seeking the same office.

MUST ALSO FILE FORM 410

After the Election

After the election, a successful candidate has the option of maintaining his/her committee and campaign bank account, or terminating the campaign committee and closing the bank account. An officeholder who maintains a committee may:

- Continue to receive contributions;
- Use campaign funds to offset officeholder expenses; or
- Hold funds for use in a future election.

An officeholder who wishes to terminate a committee must file both a Form 410 with the State and a Form 460 in NetFile.

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 and 460 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 VOTER REGISTRATION BY PARTY

District Registration by Party

As of March 17, 2020

	Democrat	Republican	No Party Preference	Other	Total
Contra Costa County	338,205	127,474	158,275	33,247	657,201
Federal and State Offices:					
Congressional District 5	32,423	8,420	13,766	2,959	57,568
Congressional District 9	54,573	28,099	26,920	6,756	116,348
Congressional District 11	230,924	80,896	103,139	21,498	436,457
Congressional District 15	20,285	10,059	14,450	2,034	46,828
Senate District 3	27,920	11,015	12,394	3,195	54,524
Senate District 7	221,094	105,196	113,379	23,919	463,588
Senate District 9	89,191	11,263	32,502	6,133	139,089
Assembly District 11	67,207	31,141	32,385	8,098	138,831
Assembly District 14	98,731	37,715	46,520	10,720	193,686
Assembly District 15	86,053	10,500	31,124	5,861	133,538
Assembly District 16	86,214	48,118	48,246	8,568	191,146
County Offices:					
Member, Board of Supervisors, District 5	65,099	17,685	29,186	6,345	118,315
Cities:	Total Registered Voters				
Antioch	57,323				
Antioch - District 1	11,522				
Antioch - District 2	13,859				
Antioch - District 3	16,775				
Antioch - District 4	15,167				
Brentwood	36,846				
Brentwood - District 1	7,781				
Brentwood - District 3	10,548				
Clayton	8,363				
Concord	68,482				
Concord - District 2	14,087				
Concord - District 4	15,055				
Danville	30,990				
El Cerrito	16,774				
Hercules	15,528				
Lafayette	18,445				
Martinez	24,962				
Martinez - District 2	6,257				
Martinez - District 3	5,748				
Moraga	11,219				
Oakley	22,770				
Orinda	14,348				
Pinole	11,665				
Pittsburg	35,633				
Pleasant Hill	22,320				
Richmond	54,874				
Richmond - District 1	6,711				
Richmond - District 5	11,361				
Richmond - District 6	9,446				
San Pablo	11,714				
San Ramon	44,133				
San Ramon - District 1	11,425				
San Ramon - District 3	10,396				
Walnut Creek	47,655				

School Districts:	Total Registered Voters
Acalanes Union High School	82,985
Antioch Unified School District	59,964
Antioch Unified School - Area 1	10,683
Antioch Unified School - Area 3	11,925
Antioch Unified School - Area 4	12,675
Brentwood Union School	38,683
Byron Union School	9,206
Canyon Elementary School	178
Chabot-Las Positas Community College - Ward 7	1,317
Contra Costa County Board of Education	657,201
Contra Costa Board of Education - Area 1	113,095
Contra Costa Board of Education - Area 3	126,472
Contra Costa Community College District	655,884
Contra Costa Community College - Ward 2	152,939
Contra Costa Community College - Ward 5	119,781
John Swett Unified School	8,618
Knightsen Elementary School	2,259
Lafayette School	20,758
Liberty Union High School	71,315
Livermore Valley Joint Unified School	183
Martinez Unified School District	19,965
Martinez Unified School - Area 1	4,207
Martinez Unified School - Area 2	3,182
Martinez Unified School - Area 4	4,090
Martinez Unified School - Area 5	4,536
Moraga School	11,369
Mt Diablo Unified School District	153,611
Mt Diablo Unified School - District 3	20,527
Mt Diablo Unified School - District 5	32,964
Oakley Union Elementary School District	21,167
Oakley Union Elementary School - Area 1	3,980
Oakley Union Elementary School - Area 2	4,557
Oakley Union Elementary School - Area 5	3,581
Orinda Union School	14,358
Pittsburg Unified School	29,101
San Ramon Valley Unified School	98,738
San Ramon Valley Unified School - Area 2	20,945
San Ramon Valley Unified School - Area 3	17,180
Walnut Creek School District	36,322
West Contra Costa Unified School	132,676
West Contra Costa Unified School - District 1	30,021
West Contra Costa Unified School - District 2	22,495
West Contra Costa Unified School - District 3	17,048
West Contra Costa Unified School - District 4	28,113
West Contra Costa Unified School - District 5	34,999
Special Districts:	
Alameda-Contra Costa Transit	101,071
Alameda-Contra Costa Transit - Ward 1	101,071
Ambrose Recreation & Park	11,169
Bethel Island Municipal Improvement	1,056
Byron-Bethany Irrigation District	746
Byron Bethany Irrigation - Division 2	534
Byron Sanitary	303
Castle Rock County Water	176
Central Contra Costa Sanitary	236,889

Special Districts (continued)	Total Registered Voters
Contra Costa Water District	279,755
Contra Costa Water - Division 3	65,041
Contra Costa Water - Division 4	53,938
Contra Costa Water - Division 5	58,055
Crockett Community Services	2,446
Diablo Community Services	765
Diablo Water District	23,117
Diablo Water - Division 1	4,824
Diablo Water - Division 5	3,698
Town of Discovery Bay Community Services	9,383
Dublin-San Ramon Services District	24,185
Dublin-San Ramon Services - Division 1	9,298
Dublin-San Ramon Services - Division 3	1,910
East Bay Municipal Utility District	318,735
East Bay Municipal Utility - Ward 1	100,293
East Bay Regional Park District	657,201
East Bay Regional Park - Ward 1	115,125
East Bay Regional Park - Ward 2	59,984
East Contra Costa Fire Protection	74,114
East Contra Costa Irrigation District	56,898
East Contra Costa Irrigation - Division 2	10,482
East Contra Costa Irrigation - Division 3	12,475
East Contra Costa Irrigation - Division 5	13,658
Green Valley Recreation & Park	843
Ironhouse Sanitary	24,345
Kensington Fire Protection	4,200
Kensington Police Protection & Community Services	4,200
Knightsen Town Community Services	962
Los Medanos Community Healthcare	47,328
Moraga-Orinda Fire Protection District	25,931
Moraga-Orinda Fire Protection - Division 2	4,654
Moraga-Orinda Fire Protection - Division 5	5,393
Mt View Sanitary	14,251
Pleasant Hill Recreation & Park	26,521
Rodeo-Hercules Fire Protection	20,613
Rodeo Sanitary	4,780
San Francisco Bay Area Rapid Transit District	657,201
S.F. Bay Area Rapid Transit - District 1	263,668
S.F. Bay Area Rapid Transit - District 3	55,670
S.F. Bay Area Rapid Transit - District 7	123,109
San Ramon Valley Fire Protection	97,898
Stege Sanitary	24,714
West County Wastewater	48,184
West County Wastewater - Division 1	9,918
West County Wastewater - Division 2	6,967
West County Wastewater - Division 4	9,082

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
Mar. 3, 2020	657,273	330,514	50.29%	246,041	74.44%	855
Nov. 6, 2018	619,963	423,348	68.29%	290,417	68.60%	744
June 5, 2018	602,171	239,628	39.79%	168,831	70.46%	702
Nov. 8, 2016	607,515	487,355	79.23%	309,319	65.26%	656
June 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
June 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
June 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
June 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 1, 2020

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 **3rd day of November, 2020**, 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 3rd day of November 2020**. 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 _____, 2020, by the following vote:

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

DISTRICT SECRETARY
District