

City Request for Election Services

This checklist has been prepared to clarify our roles in conducting your election and to act as an official agreement for reimbursement of costs for county services. If your jurisdiction requests that the County Elections Office conduct your election, this "Request for Election Services" form must be completed and returned to the Elections Office at the time that you submit your resolution to the Board of Supervisors, pursuant to Elections Code 10403.

The County Elections Official will:

- Prepare a calendar of events and due dates for the election.
- Publish the Notice of Election, candidate filing period, measure information (notice to submit arguments) and precinct officers and polling places.
Note: Cities may choose to publish these items independently.
- Establish Polling Places, and recruit and train election officers.
- Determine all argument information, e.g. deadline dates, maximum number of words, format, etc.
- Prepare and process the filing of nomination documents, resolve ballot designation issues, and address all other legal requirements for county, school and special district offices.
- Print candidate statements exactly as submitted. We are not responsible for any errors in punctuation, spelling, and grammar.
- Arrange for the Spanish translation of all materials provided to the voters.
- Prepare and arrange for the printing of sample ballot booklets and official ballots.
- Implement the absentee ballot process.
- Tally votes at the polling locations or by absentee ballot.
- Conduct election canvass procedures.
- Provide a copy of the election certification and final results.
- Furnish Certificates/Oaths of Office for county, school and special district candidates.
- Prepare and mail invoice to jurisdiction for costs of the election.
- Provide copies of all election publications to the City Clerk.
- Provide the City Clerk only with candidate statement and official ballot proofs for final approval

The City Clerk Official will:

- Prepare and process nomination documents, resolve ballot designation issues and ensure all other related legal requirements are met.
- Provide the County Elections Official a certified list of candidates, including ballot designations and if a candidate filed a statement to appear in the sample ballot.
- Review and approve final proofs of candidate statements and official ballots.
- Prepare and furnish Oaths of Office for candidates.

