SONOMA COUNTY
Clerk-Recorder-Assessor
www.sonoma-county.org/cra

REGISTRAR OF
VOTERS DIVISION
P.O. Box 11485
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MEMORANDUM

TO: DISTRICT SECRETARY

FROM: SONOMA COUNTY REGISTRAR OF VOTERS

DATE: MARCH 31, 2014

SUBJ: INFORMATION ON UPCOMING CONSOLIDATED ELECTIONS

The regular biennial election of your District Board Directors will take place on November 4, 2014. Nominations for offices in your district open on July 14, and close on August 8, 2014. If any incumbent fails to file during the nomination period, there will be a five day extension through 5 p.m. on August 13, 2014, for anyone other than the incumbent officer. The Registrar of Voters Office would like to assist you in any way possible in meeting all of your filing deadlines. Enclosed is a sample Resolution form to request consolidation, a Notice of Offices to Be Filled and Statement of Responsibility for the Statement of Qualifications and a Notice of District Boundaries. Filing dates for each of these documents are included on the election calendar enclosed.

As a convenience to your candidates, we have enclosed forms for submitting Candidates' Statements of Qualifications as well as guidelines for preparing a statement, new procedure document (lime green) and a list showing the estimated costs of Statements of Qualifications for each jurisdiction. These forms may be provided to any candidate wishing to include a printed Statement of Qualifications in the voter information pamphlet portion of the sample ballot. When issuing the form, the estimated cost of the statement should be written in the upper box on the form. If your district requires payment in advance for printing statements, candidates must secure a receipt from your office as proof of payment before a statement will be accepted for filing by our office.

Statements of Qualifications must be filed at the same time all other nomination documents are filed in the office of the Registrar of Voters. Statements may be withdrawn but not changed during the nomination period or extended nomination period if applicable.

If you have any questions regarding this or any other election related matters, you may call our office at (707) 565-6800 or write us at P.O. Box 11485, Santa Rosa, CA 95406. Your continued cooperation and assistance in the conduct of elections is greatly appreciated.

WFR/dr

Attachment

New Procedure

Statements of Qualifications Costs and New Instructions

It is the responsibility of the district to collect the costs of Statements of Qualifications from the candidates whether payment in advance or payment after the fact is required.

If the jurisdiction decides to bill the candidate after the election, the information below will not apply.

If advance payment is required by your jurisdiction, candidates must present a receipt from the district at the time the Statement of Qualifications is filed with the Registrar of Voters Office. The payment range is determined by whether the candidate is requesting a statement printed in English only or in English and Spanish. The candidate should write a check "not to exceed" the highest amount in the range.

On the Estimated Cost of Statements of Qualifications list you will see two bolded estimates to the right of your jurisdiction's name. If the candidate requests an English only statement, use the bolded figure under the 1 Candidate Statement Per Page column, and if the candidate requests an English and Spanish statement, use the bolded figure under the 2 Candidate Statements Per Page column to determine what the "not to exceed" amount should be.

Below is an example of a "Not to exceed" check.

0608
12-24/1200

_____ Date

Pay to the Order of NAME OF JURISDICTION $ Leave Blank

Leave Blank Dollars

Not to exceed $ (fill in amount) here, or as below

For Not to exceed $ (fill in amount) _____

"12!!!!!!:1111111133333301"

After the close of nominations, when the exact number of candidates purchasing statements in your jurisdiction has been determined, our Accounting Division will let you know the exact cost of the statement. You can then fill in the check amounts and notify your candidate.

***Multi-county districts are advised that the estimated costs provided in this mailing reflect only the Sonoma County portion of the cost.**