

COUNTY OF EL DORADO

REGISTRAR OF VOTERS

Bill O'Neill



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Linda Webster - Assistant Registrar of Voters

August 30, 2024

Subject: Timeline of upcoming district requirements

Dear District, Directors, and Governing Board Members,

As a legally formed district, there are requirements that all districts must comply with.

Attached is a list of some important items and dates that must be met by the deadline. Many of the dates are hard coded and cannot be changed. Throughout the year there may be something that comes up but is not listed. I do my very best to send out an email to all districts prior to mailing documents to let secretaries/General Managers know to expect them in the mail. I also do my best to remind districts who have not submitted such documents that the deadline is quickly approaching, and documents need to be filed with the Elections Department.

Should the contact information that the Election Department uses for the district change at any time, please call or email me with the new contact information.

Sincerely

Kim Smith
Candidate/Campaign Filing Officer
Kim.smith@edcgov.us
(530)621-7490

DISTRICT TIMELINE

Change in district contact info

- If the secretary or contact person changes, notify the Elections Department

Biennial Conflict of Interest

- Mails out June of every even year
 - Original and copy of most current COI on file, due August of every even year
- *If a position needs to be added out of the review period, Form 804 needs to be completed

Information and Term Sheet (Printed on Pink Paper)

- Mails out every January
 - Pink sheet due every March
- *Confirm Contact info for Directors/Governing Board Member and District is correct

District Map and Resolution (Odd and Even Year Election)

- Mails out beginning of March
 - Originals due beginning of every July
- *Resolution, Notice and copy of current map with signature stating no boundary changes

Insufficient Nominees

- Mails when the filing period for the upcoming election ends
- Due October (this is a hard coded date)

Certificates of Election and Oath of Office (due dates will vary)

During an election cycle

- Mails out after every election once Board of Supervisors approves appointed incumbents
- Originals are due back to the Elections department after swearing into office in December

If a vacancy occurs

- Email elections a copy of the resignation letter
- Provide elections with name and physical address and appointment date of interested candidates for verification
- Elections will mail the district the Certificate and Oath of Appointment
- Return original Certificate and Oath of Appointment to the Elections Department after the swearing in

Statement of Economic Interest Form 700 (Filed Electronically)

- Annual filing notifications go out the beginning of every January
- Due electronically April 1st of every year

NOTE: STATEMET OF ECONOMIC INTEREST FORM 700

- New Directors/Governing Board Members/Designated Employee: Provide email and date candidate/employee first sits in the seat (filer has 30 days to file Assuming Office)
- Termed/resigned, Directors/Governing Board Members/Designated Employee: Provide forwarding email and date leaving the seat (Filer has 30 days to file Leaving Office)