

COUNTY OF SACRAMENTO
VOTER REGISTRATION AND ELECTIONS

GENERAL ELECTION November 4, 2008			
Days E- Dates	Initials	Person Responsible	ITEM
199-109 19-Apr 18-Jul	General Election	CHARLSON TORRES YOUNG BUYSE	First and last day petitions for signatures-in-lieu of filing fee may be obtained. Petitions must be filed at least 15 days before the close of the nomination period. (EC 8105, 8106, 8301, 8405)
197-196 21-Apr 22-Apr		CHARLSON TORRES YOUNG	Certification of Independent Candidates nomination papers to SOS (EC 8403, 8504) All nomination papers forwarded to SOS within 24 days of being received.
195 23-Apr		SMART Hendrickson	Update emergency phone numbers <u>each election</u> . Give list to Executive Secretary
195 23-Apr		KANELOS	Sample Ballot front & back cover - begin updating cover (include voter, handicapped, & absentee information). Give to computer staff when completed.
195 23-Apr		ALL MGRS	Update all emergency phone numbers each election.
195 23-Apr		MORALEZ GILMORE	Assign order number to the election. Enter code on copy machines and notify the mailroom.
195 23-Apr		JONES KLENHARD	Check inventory of purge related post cards, letters, etc..
195 23-Apr		MORALEZ BUYSE	Cost estimates for candidate statements due. (EC 13307(3)(e)) Letter to districts, budgeting election estimates is due.
190 28-Apr		JONES	Begin drafting envelopes for primary and general election if any changes are needed. Check Post Office Box # for AV returns. Check permit paid. Test envelope with VST.
190 28-Apr		Hendrickson	Secretary to make copies of proposed calendar and give copies to executive staff.
188 30-Apr		BUYSE	Prepare Statement of the Vote cover and give to AROV and ROV for review.
188 30-Apr		BUYSE TORRES	Send Statement of the Vote cover to printer.
185 3-May		JONES DITTY	Inventory/order absentee envelopes, forms and supplies. Mailing envelopes - make sure envelopes work with inserter.
185 3-May		KANELOS AROV	Filler pages - required and optional. Determine and update the filler pages for the election.
185 3-May		KANELOS VST	Prepare filler pages on computer for proofing.
185 3-May		KANELOS VST	Contact OCIT Web Team to give them the election name and dates for our Web Site.
183 5-May		GIS CANADY	Create wall maps to be used for draft consolidations.

COUNTY OF SACRAMENTO
VOTER REGISTRATION AND ELECTIONS

GENERAL ELECTION November 4, 2008			
Days E-Dates	Initials	Person Responsible	ITEM
175 - 146 13-May 11-Jun		JONES DITTY	Mail 8D2 cards reflecting changed addresses due to purge.
175 - 155 13-May 2-Jun		AROV KANELOS VST	After proofing contests and candidate data, generate preliminary ballot types from the election workspace, then run JOB EWMR001. Print Ballot Type Report [CFMR001] - all offices, (qualified candidates). Then give to Absentee and Campaign Services.
173 15-May		KLENHARD CANADY	Set up sites to be used for training, pick up and drop off. If possible, request 1 1/2 years in advance.
173 15-May		KLENHARD KANELOS VST	Pre-consolidations - draft voters into the election.
172 16-May	Primary General	BUYSE	Letter to Sacramento County Board of Education & other districts who wish to consolidate with the election - requesting current map and legal description of District and Ward or Trustee Area boundaries which is included in Buyse's letter.
169 19-May		JONES	Draft of envelopes needing reordering for primary & general election completed.
165 - 145 23-May 12-Jun		JONES DITTY KANELOS	Run job to change affidavit records flagged as "PURGE". Purge reports to be reflected in 60-day close tape sent to SOS. (EC 2187)
165 23-May		CANADY KLENHARD MONIZ	Pre-draft consolidation complete.
165 23-May		BRUCE CORBETT	Clean precinct officer file.
165 23-May		JONES BUYSE	Last suggested date to submit county measure by petition to ROV for this election.
160 28-May	General	BUYSE	Telephone secretaries with District regarding UDEL Elections who have not returned resolutions.
158-103 30-May 24-Jul	Primary	BUYSE CHARLSON TORRES YOUNG	Signatures-in-lieu of filing fees - Petitions-in-lieu are available for all offices that require a filing fee. (Congressional, US Senate Legislative and County) (EC 8061, 8105, 8106)
158 30-May		CHARLSON TORRES BUYSE	Complete a draft of the Candidate Guide and forms for election. Cover of Statement of the Vote printed at this time.
156 1-Jun		KLENHARD MCINNIS	Draft of envelopes needed for primaries and general elections.
155 2-Jun		TORRES BUYSE	Order nomination & campaign forms for November election.
155 2-Jun		Hendrickson	Secretary to make changes to calendar, make copies and give to each staff member. Circulate office copy.
154 3-Jun	Primary	KANELOS VST BUYSE	Report of Registration of Voters registered E-154 and sent to SOS at E-135. (Report by Kanelos & copy to Campaign Services). (EC 2187)
154 3-Jun		CANADY KLENHARD BRUCE	Start NEW Precinct Officers Manual. Scan new info/pictures. Procedures created simultaneously with manual. Add new procedures. (Printer requires 6 weeks lead time).

COUNTY OF SACRAMENTO
VOTER REGISTRATION AND ELECTIONS

GENERAL ELECTION November 4, 2008			
Days E-Dates	Initials	Person Responsible	ITEM
154 3-Jun		CANADY KLENHARD BRUCE MCINNIS	Inventory of precinct supplies, forms, signs, envelopes, redesign envelope for polling places/precinct officers--need post office approval and any other materials needed for election.
154 3-Jun		JONES CANADY	Drafts of envelopes needing reordering for primary and general election completed.
153 4-Jun		CANADY KLENHARD SURVEYORS	Send surveyors out if additional polling places are needed.
153 4-Jun		CHARLSON BUYSE	Ensure that the info needed from the resolutions is included in the Candidate's Guide.
153 4-Jun		CANADY MONIZ	Verify that there are pictures of the polling places that have been selected in preliminary consolidation.
153 4-Jun	Primary	CANADY KLENHARD	Run polling place availability card. Mailed in odd numbered years (2003) for even numbered year elections Feb-November, 2008) [Job PODJ013]
151 6-Jun		JONES MORALEZ	Masters and deadline/specifications for envelopes to Moralez for bid process. (No contract - We met w/Purchasing - need new contract.
150 7-Jun		MORALEZ	Request quotes/bids from vendors for official ballots and sample ballots as needed. (Absentee mailing) (Merrill and Consolidated)
148 9-Jun		BUYSE	The Governor shall issue a proclamation calling the election - by this date. (EC 12000)
148 9-Jun	General	CANADY KLENHARD	Call Polling places listed in preliminary consolidation and confirm. Send surveyors out if additional polling places are needed.
143 14-Jun		CHARLSON TORRES	Put campaign disclosure packages together for nomination period.
141 16-Jun		CANADY KLENHARD	Send out availability letters to coordinators.
135 22-Jun		BUYSE CANADY	Last day parties can designate non-partisan cross-over. (EC 13105)
135 22-Jun	Primary	BUYSE CHARLSON	Computation of number of County Central Committee members by Supervisorial District (Republican party). (EC 7202, 7400) to be made by ROV. (EC 7226, 7421). Democratic by Assembly County Central Committee (Green, American Independent, Peace & Freedom, and Libertarian parties). SOS, no later than 125 days before election, to compute number of members to be elected in each Supervisorial or Assembly District. (EC 7770)
134 - 129 23-Jun 28-Jun		BUYSE KANELOS VST	Complete changes needed in OIM office master file. Print OIM R005 - Detailed Proof List; add short-term offices if needed before drafting contests.
134 - 129 23-Jun 28-Jun		BUYSE KANELOS VST	Delete previous short-term offices. Check with Buyse prior to this.
133 24-Jun		CANADY BRUCE	Precinct officers' availability cards mailed.
131 26-Jun		BUYSE	Last day for an adopted statewide measure to be placed on the ballot. (EC 9040)
130 27-Jun	Primary	JONES	Letter and hospital applications sent to hospitals. (Reminder) (Done once a year.)

COUNTY OF SACRAMENTO
VOTER REGISTRATION AND ELECTIONS

GENERAL ELECTION November 4, 2008			
Days E-Dates	Initials	Person Responsible	ITEM
130 27-Jun		JONES	Overseas voter application cover letter ready to duplicate. Send to printer. (Sent 2005)
130 27-Jun	General	BUYSE	Consolidation of school elections (ED Code 5323, 5340, 5342). Last date for Co Superintendent of Schools to notify, in writing, the governing boards when a consolidated election is required to be held.
130 27-Jun		MORALEZ	Quotes/Bids due from vendors for official ballots. (Consolidated)
130 27-Jul		MANAGERS WOODS	Let Betty know now if you wish to order election pins.
130 27-Jun		CANADY KLENHARD BRUCE	Precinct Officers Manual complete and ready for proofing.
130 27-Jun		CANADY DEMERS	Begin precinct officers' power point presentation.
127 - 118 30-Jun 9-Jul	Primary	JONES	Check signatures on petition-in-lieu of filing fee for judicial and legislative offices.
127-118 30-Jun 9-Jul		JONES	For primary election, design a two-part postcard for Perms and MB non-partisan voters. (These voters may choose which party they want to vote.) Include Natural Law if they do not requalify.
127 30-Jun		BUYSE JONES KANELOS	Place orders for supplies with Gilmore.
125 2-Jul	Primary	CHARLSON BUYSE SOS	SOS shall compute the number of members of central committees to be elected in each county and mail an official report to counties and to the chairperson of the American Independent party. (EC 7651, 7671)
125 2-Jul	NOTE	ELECTION SETUP COMMITTEE	Committee: Confirm that the correct contests are in the election. Print CFMR001 for all attending.
125 2-Jul		BUYSE CANADY DEMERS	Deliver Notice of Election, resolution and map of district (last day). (EC 10509, 10522) No later than this date the district secretary shall deliver a Notice of the County Elections Official. The notice shall contain the elective offices to be filled and whether the districts or the candidates are to pay for the candidate statement. Said notice shall bear the secretary's signature and the district's seal. (ED Code 5323) The district secretary shall also deliver a map showing the boundaries of the district and divisions, if any, and a statement indicating in which divisions a director is to be elected; and whether any officer is to be elected at large.
125 2-Jul	Primary	JONES	Send letter to military enlistment offices and post offices that take applications for passports. (EC 3004) (Done once a year/send 10/07)
123 4-Jul		KANELOS VST	Provide Campaign Services' staff a copy to proof all contests on ballot.
123 4-Jul		JONES	Send letters and FPCA to federal overseas voters from the last federal election. HAVA applications are good for 2 federal general elections.
123 4-Jul		AROV KANELOS VST	When SOS releases official name of election, transmit official name by email to all department personnel.

COUNTY OF SACRAMENTO
VOTER REGISTRATION AND ELECTIONS

GENERAL ELECTION November 4, 2008			
Days E-Dates	Initials	Person Responsible	ITEM
123 4-Jul		GOV BD CO SUP'T BUYSE	Specifications of election order designating date of election and purpose of election. (ED Code 5322) Last date for District Governing Board to submit specification of the election order to County Superintendent and the ROV concurrently.
123-120 4-Jul 7-Jul		CHARLSON TORRES BUYSE	Send Candidates Guide to all districts and cities on the ballot.
120 - 112 7-Jul 15-Jul	Primary	KANELOS VST	After preliminary ballot type report [EWMR001] has been run, draft election [CIMJ001] - all Offices,] NOT DONE IN SPECIAL ELECTIONS. This rebalot types and eases consolidation.
120 - 90 7-Jul 6-Aug		BUYSE	Publish Notice of Election for Measures (EC 12112) Between these dates, publish once in any newspaper of general circulation, designated by the ROV, a Notice of Election. Notice of last day to file arguments should be included in the publication and the ten-day public viewing period. (EC 9380) Said Notice shall also be delivered to the district secretary and posted in the district office. (EC 12109, 12110, 12112, 12113 & Govt 6066)
120 - 90 7-Jul 6-Aug		BUYSE	Deliver election order to ROV (ED code 5321, 5325, 5361) No later than this date Superintendent shall deliver to the ROV the specification of the election order and formal Notice of Election. Also, resolution regarding payment of cost of candidate's statement.
120 7-Jul		BUYSE	Last day for local agencies to adopt regulations with respect to candidate statements cost estimate (cannot be modified or revoked after this date). (EC 13307(e))
118 9-Jul		JONES LARSEN	Change seasonal messages on OCTEL for Registration
116 11-Jul		CANADY VST	Develop and design survey ballot for the Precinct Officer training classes.
116 11-Jul		CANADY KLENHARD MCINNIS	Supplies, forms, and envelopes ordered, including canvass forms. Order supplies for coordinators. (Prov Envs require 6 wks lead time).
116 11-Jul		BRUCE CANADY	Prepare notice to be placed in county paychecks.
113 - 88 14-Jul 8-Aug		CHARLSON JONES	Check signatures on petitions-in-lieu of filing fees and on nomination papers. Campaign Services will notify candidates within 10 days of any deficiency. (EC 8106(b)(3))
113 - 88 14-Jul 8-Aug		CHARLSON BUYSE TORRES YOUNG	Nomination period (all candidates). During this period, nomination documents must be obtained from the ROV, nomination papers circulated for signatures (where applicable), & all documents completed and returned. (EC 8020, 8065, 8101) Candidate statements must be filed. Code of Fair Campaign Practices and Statement of Economic Interest may also be filed at this time. (EC 13307, 20400, G. C. 87201) If opening date falls on a state holiday, the opening date begins one day later. County Board of Education runs in primary. In the primary, no person shall file nomination papers for more than one office at the same election. (EC 8003(b))

COUNTY OF SACRAMENTO
VOTER REGISTRATION AND ELECTIONS

GENERAL ELECTION November 4, 2008			
Days E-Dates	Initials	Person Responsible	ITEM
113 14-Jul		JONES KANELOS	Review and update sample ballot cover. Give cover to VST.
113 14-Jul		CHARLSON TORRES	Compile the signatures needed for the minor parties for central committee nominations.
112-46 15-Jul 19-Sep		CHARLSON BUYSE	Suggested last day to submit a measure by the governing board to the ROV and the Board of Supervisors. If the district cannot meet the deadline, notify Registrar's office to reserve space on the Board agenda. The tax rate statement if school bond measure, is also to be filed. *Do legal notices *Do News release (Notice of Election & Notice of Arguments & Rebuttals & Public Viewing Period)
109 18-Jul		CANADY	Precinct Officer Manual completed. Proofing done and corrections made. Send to printer. <i>Delivery date of September 15, 2008.</i>
108 19-Jul	Primary	BUYSE JONES	Last day to determine sufficiency of signatures-in-lieu submitted by candidates for judicial & legislative offices. Notify candidates of any deficiency within 10 days after receipt of petition. (EC 8105, 8106).
103 24-Jul		KANELOS VST	Run preliminary ballot type worksheet [JOB EWMR001] E-mail Jarboe and Canady when job is completed.
103 24-Jul	Primary	CHARLSON BUYSE	Deadline for filing petitions-in-lieu for all offices. (EC 8022, 8023) see SOS Directive dated 4/22/96.
103 24-Jul	Primary	CHARLSON BUYSE	Last day for candidates to file petitions-in-lieu of filing fee for offices not requiring a Declaration of Intention. ROV will verify signatures and notify candidate of any deficiency within 10 days after receipt of petition. The deficiency must be made up in money and/or additional signatures by 88 day close. (EC 8106(b)(3))
98 29-Jul	General	CHARLSON TORRES BUYSE	Last day for candidates to request in writing a different ballot designation that was used for him/her at preceding primary. Local offices here - state offices to SOS (EC 13107(e)). News release regarding time and place of alternative random alpha drawing for legislative candidates whose districts are in more than one county. Give a copy to executive secretary for files
96 31-Jul		JONES KANELOS	Run [JOB MVMJ005] to produce labels for military Absentee Voters. (green cards) (2009)
95 1-Aug		KANELOS VST	Have ballot headings translated into Spanish. (certified translator only.)
93 3-Aug	Primary	JONES BUYSE CHARLSON	Deadline for checking signatures-in-lieu of filing fee petitions for candidates that do not file a Declaration of Intention. Deadline for ROV to notify candidate of deficiency in number of signatures-in-lieu of filing fee petitions. All candidates to be notified of deficiency within 10 days of receipt of petition. (EC 8106(b)(3))
93 3-Aug		JONES	Arrange for staff to work overtime to finish NOM/PIL forms.
92-90 4-Aug 6-Aug		KANELOS GRAF	Sample ballot cover - receive, proofread, make corrections and send to printer.

COUNTY OF SACRAMENTO
VOTER REGISTRATION AND ELECTIONS

GENERAL ELECTION November 4, 2008			
Days E-Dates	Initials	Person Responsible	ITEM
92 4-Aug		KANELOS JONES	Send sample ballot front and back covers to printer. Include any Spanish translations.
92 4-Aug		CANADY MCINNIS	Begin charging Model 100s and AutoMARKS.
92 4-Aug		BUYSE	Publication due for random alpha drawing.
91 5-Aug		JONES DITTY LARSEN	Put seasonal message on Registration recording.
90 6-Aug		KANELOS JONES	Make changes to all forms on web page for voting and vote by mail information
90 6-Aug		JONES	Have Absentee application available for campaigns and candidates for printing. (camera ready)
90 6-Aug		JONES	Front counter AV and last seven days of applications updated and ready for printing. Check with the city if they want AV application.
90 6-Aug		JONES	Give VST staff estimate of paper needed for 60-day BOD ballots.
89 7-Aug		BUYSE KANELOS VST PROOFER	Deadline for arguments for or against a local measure, not to exceed 300 words in length. This is for a measure submitted on or by our administrative deadline. (This date could change if the measure is submitted after the suggested date of 10/16/2007.)
88-66 8-Aug 30-Aug		KANELOS VST PROOFER	Scan, import, and proofread candidate statements.
88 8-Aug	Primary	CHARLSON TORRES YOUNG	Last day a candidate may submit a supplemental in-lieu petition or pay a prorated portion of filing fee to cover any deficiency in the filing fee payment. (EC 8106 (b)(3))
88 8-Aug		CHARLSON BUYSE	Withdrawal of candidate prohibited if candidate has filed Declaration of Candidacy for the primary election. (EC 8800) (General Election EC 10510)
88 8-Aug	General	BUYSE	Nomination extension press release listing school and special districts which have no nominees or insufficient nominees to date.
88 8-Aug		VST BUYSE	Determine changes needed in PDD office data file. [JOB CFMJ001] - All contests - no candidates)
88 8-Aug		CHARLSON TORRES YOUNG BUYSE	Last day of nomination period. Nomination documents (including candidate statement and economic interest, etc., as applicable) must be returned to ROV no later than this date by 5:00 p.m.. (EC 8020, 8065, 13307; Govt. Code 87201) Documents for congressional and legislative candidates will be forwarded to SOS for filing. Documents for other candidates will be filed with the ROV. (EC 8070, 8100)
88 8-Aug		CHARLSON BUYSE	Check with City of Sacramento to see if they plan to hold the election when number of persons nominated does not exceed the number to be filled. (EC 10229)
88 8-Aug		BUYSE DISTRICTS SMART	Legal deadline to file with the Board of Supervisors a resolution of its governing board requesting consolidation in its exact form. (EC 10403)

COUNTY OF SACRAMENTO
VOTER REGISTRATION AND ELECTIONS

GENERAL ELECTION November 4, 2008			
Days E- Dates	Initials	Person Responsible	ITEM
88 8-Aug		BUYSE	Consolidation Order (EC 10401, 10403 & ED Code 5342) Whenever a resolution is submitted, it needs to request that if any other election is to be held in the same jurisdiction a consolidation is requested. Landowner elections cannot be consolidated with registered voter elections. Check to see if the legal notices and news releases have been done.
88 8-Aug		CHARLSON TORRES YOUNG BUYSE	Declaration of Candidacy. Last day for candidate to leave with the clerk a DOC stating: (a) the candidates residence address with street and number if any; (b) that the candidate is a voter in the precinct in which they reside; (c) the name of the office sought; (d) that he or she shall not withdraw as a candidate before the election; (e) that if elected, he or she will qualify for the office; (f) that at no time during the 13 months preceding the General Election, or at any time during the 3 months preceding the filing of the Declaration, registers as affiliated with a Political party. The name of a candidate shall not be placed on the ballot unless the DOC detailed above has been properly filed. (EC 8550)
88 8-Aug		CHARLSON TORRES	Contact other counties with overlapping jurisdictions to check which districts are closed and which will be extended.
88 8-Aug	INFO Only	BUYSE	County initiative - last day for Board of Supervisors to order a county initiative measure to appear on the ballot at the next statewide election. (EC 9118)
88 8-Aug		KANELOS CANADY	Verify that ballot typing is correct.
88 8-Aug		KANELOS VST	Import EIMS files to Unity to begin ballot layout.
88 8-Aug		KANELOS VST	Complete proofreading contests and make corrections. [JOB CFMJ001]
88 8-Aug		KANELOS VST PROOFER	Scan, import, and proofread measures.
88 8-Aug		DEMERS CANADY	Last day for precinct boundary changes. Boundary changes made after this date shall not be effective for election. (EC 12262) Precinct maps available for public sale. Final changes to precinct data file completed. (EC 12262)
88 8-Aug		DEMERS CANADY	Print new maps from GIS (wall maps) for consolidation.
88 8-Aug		KANELOS VST	Send candidate statements & measures that need to be translated to certified Spanish translator.
88 - 78 8-Aug 18-Aug		CHARLSON TORRES YOUNG	Period of public examination prior to printing. Candidate's statement not available for public viewing until after expiration of the filing deadline. (EC 13307, 13311, 13313)

COUNTY OF SACRAMENTO
VOTER REGISTRATION AND ELECTIONS

GENERAL ELECTION November 4, 2008			
Days E-Dates	Initials	Person Responsible	ITEM
87 - 83 9-Aug 13-Aug		CHARLSON TORRES YOUNG	Extension if incumbent candidate fails to file, (EC 8024, 10516) for candidates other than the incumbent. This does not apply to vacant positions or ones with term limits that don't allow incumbents to run again. (There is no provision for extensions for congressional offices.
85 - 67 11-Aug 29-Aug		KANELOS VST PROOFER	Receive filler page proofs from VST, proofread, and send corrections back to VST.
85 11-Aug	NOTE	SET-UP COMMITTEE	Confirm that correct offices and measures are on the ballot.
85 11-Aug		KANELOS VST	Rerun ballot typing.
85 11-Aug		KANELOS VST JONES	Draft voters into the election. Voter file corrections uptodate and complete.
85 11-Aug		CHARLSON BUYSE	Send memo to county counsel requesting impartial analysis for local measures by 77th day before election.
85 11-Aug		CHARLSON BUYSE	Last day to withdraw candidate's statement - 5:00 p.m. sharp! (EC 13307)
84 12-Aug		CANADY KLENHARD	Run "Consolidated Precincts" job when consolidation is completed. (Job EWMR005) Proof district lines, ballot type, and population (to proof against consolidation).
84 12-Aug		CANADY KLENHARD	Print consolidation worksheet EWMR005. Review prior to consolidation.
84 12-Aug		CANADY	Designation of mail ballot precincts. Precincts with 250 or fewer registered voters on this date may be designated as mail ballot precincts. No polling place will be established; ballots will be mailed to voters when available. (EC 3005)
83 13-Aug		CHARLSON BUYSE	Last day ROV may certify and file nomination papers with the SOS (5 days after filing with ROV). (EC 8082)
83 13-Aug	Primary	CHARLSON TORRES YOUNG BUYSE	Last day to file petition for County Board of Education indicating write-in campaign will be conducted for an office with insufficient nominees. (primary elections) Unless petition is filed with ROV, such office will be omitted from the ballot. (ED Code 5326)
83 13-Aug	General	AROV BUYSE	Notice whether election will be held. (EC 10515) If there are insufficient nominees for office to be filled, and a petition requesting the election be held has not been received by this date, the election shall not be held. Petition to be signed by 10% or 50 voters of the district (whichever is smaller). (EC 10515, ED Code 5326) LANDOWNER
83 13-Aug		CHARLSON TORRES YOUNG BUYSE	Last day of nomination period in event of extension because the incumbent failed to file. This does not apply to positions which were vacant and therefore had no incumbent. (EC 8020, 8022, 8024, 8082, 8204, 10516, & 10604)
82 14-Aug	NOTE	ELECTION SET-UP COMMITTEE	Committee: confirm that correct offices are on the ballot.
82 14-Aug		CHARLSON BUYSE	Drawing for randomized alphabet to be conducted on this date by SOS to determine ballot position for all candidates. (EC 13111 and EC 13112) Give copy of drawing to Kanelos, and proofer.

COUNTY OF SACRAMENTO
VOTER REGISTRATION AND ELECTIONS

GENERAL ELECTION November 4, 2008			
Days E-Dates	Initials	Person Responsible	ITEM
82 14-Aug		CHARLSON BUYSE	Withdraw candidate statement (extension). In the event there is an extension of the nomination period, candidates may have until this date to withdraw candidate statement. (EC 13307)
82 14-Aug		BUYSE	Proof local candidate names/ballot designations from certified list (CFMR001) to Unity and printout for VST.
82 14-Aug		BUYSE KANELOS VST PROOFER	Due date for rebuttals to arguments for or against local measure arguments (Admin.). Not to exceed 250 words in length. One copy each to Kanelos and proofer. (EC 9162, 9163, 9219, 9282, 9286, 9315 & 9501)
82 14-Aug		ROV SMART BUYSE	The ROV shall request the BOS to appoint the nominated person to such office. If there are no nominations, the Board shall appoint a qualified person to each such office. Persons thus appointed shall qualify, take office, and serve as if elected. LANDOWNER
81 - 78 15-Aug 18-Aug		JONES	All absentee forms to be completed and available.
81 - 71 15-Aug 25-Aug		CHARLSON BUYSE	Ten day viewing period for arguments for or against. (EC 9190, 9295, 9509)
81 15-Aug		KANELOS VST	Verify that ballot typing is correct.
81 15-Aug		CHARLSON TORRES YOUNG BUYSE	Approximate date to prepare list of offices and qualified candidates. Send information to other counties that are involved. List available to public. Send letters to candidates confirming information for ballot. Send letter to candidates in districts where no election will be held due to insufficient nominees. If election is not to be held, inform district of procedures that will be followed and include Certificate of Facts.
81 15-Aug		BUYSE CHARLSON TORRES YOUNG	Last day to submit arguments for or against a local measure, not to exceed 300 words in length. This is for a measure submitted on or by our administrative deadline. (This date could change if the measure is submitted after the suggested date of 07/17/2007 .)
80 16-Aug		SMART MORALEZ	Request Sheriff security officers for election night.
80 16-Aug		KANELOS CANADY	Order seals for voting equipment, Precincts to provide VST with number of each seal type needed for their training classes.
80 16-Aug		KANELOS VST	Before sending filler pages to printer, ensure addresses and phone numbers on the filler pages regarding voters with visual disabilities are updated. (State and Federal Elections only)
78 18-Aug	Primary	CHARLSON BUYSE	Last day to file a petition indicating that a write-in campaign will be conducted for a judicial office for which the incumbent is unopposed. (EC 8203)
78 18-Aug		CHARLSON TORRES YOUNG JONES	Deadline for verification of supplemental signatures-in-lieu. Signatures on all petitions-in-lieu are to be verified by this date. If petitions are insufficient and the pro rata portion of the filing fee was not paid by the 88th day before election, the candidate will not appear on the ballot. [EC 8106(b)(3)]
78 18-Aug		CANADY KLENHARD	Consolidations complete. Enter polling places from consolidations. [JOB PODR009]
77 - 74 19-Aug 22-Aug		KANELOS VST	Notify printer in writing when sample ballot cover is okay to print.
77-76 19-Aug 20-Aug		CANADY KLENHARD	Proof consolidation [JOB EWMR011 & EWMR008] Consolidation revisions completed, proofed, and submitted for review.

COUNTY OF SACRAMENTO
VOTER REGISTRATION AND ELECTIONS

GENERAL ELECTION November 4, 2008			
Days E- Dates	Initials	Person Responsible	ITEM
77 19-Aug		BUYSE KANELOS	Impartial analysis due on local measure(s) from county counsel and/or city attorney. Give one copy each to Kanelos and Canady. (EC 9160)
76 20-Aug		DEMERS CANADY	Precinct maps available for public sale.
76 20-Aug		CANADY KLENHARD	Print, proof & mail confirmation letters to assigned polling places. [JOB PODR013]
76 20-Aug		BUYSE TORRES	First pre-election Campaign Disclosure statement due 7/1/08 - 9/30/08.
75 - 69 21-Aug 27-Aug		KANELOS VST	Scan and enter local measure arguments.
75 - 55 21-Aug 10-Sep		KANELOS VST PROOFER	Receive and proofread measure proofs. Send corrections to VST until all pages are correct.
75 21-Aug		KANELOS VST	Send local measure information to certified Spanish translator. (Required by law to have Spanish translation of measures available in precincts.) (EC 14105(m), 14201)
74 - 64 22-Aug 1-Sep		CHARLSON BUYSE	10-day public examination period for review of arguments, rebuttals, and impartial analysis on local measures. (EC 9190, 9295, 9380 & 9509)
74 22-Aug		CHARLSON TORRES YOUNG BUYSE	Last day to submit rebuttals to arguments for or against local measure arguments (Admin.) Rebuttals cannot exceed 250 words in length. (EC 9167, 9220, 9285, 9316, 9317 & 9504) Give one copy each to Kanelos and proofers.
74 - 64 22-Aug 1-Sep		KANELOS VST PROOFER	Scan and proof arguments, rebuttals, and impartial analysis for local measures.
74 22-Aug		CHARLSON TORRES YOUNG	Last day of nomination period in event of extension because of death of lone partisan candidate during extended nomination period. (EC 8025)
74 22-Aug		KANELOS VST PROOFER	VRE to proofread corrected filler pages.
70 26-Aug		JONES MORALEZ GILMORE	Estimate of registration due Moralez, to ensure enough money is deposited with post office for mailing of sample ballots and/or state pamphlets.
70 26-Aug		JONES VST	Prepare and print post cards to pre-notify mail ballot voters.
70 26-Aug		KANELOS	Begin preparing sample ballot cover estimate.
69 27-Aug		CANADY MONIZ	Polling place letters returned. Contact all unconfirmed polling places, replace as necessary. (surveyors)
69 27-Aug		CANADY BRUCE	Begin assigning precinct inspectors and boards.
68 - 64 28-Aug 1-Sep		KANELOS VST PROOFER	Scan and proofread rebuttals and impartial analysis for each measure.

COUNTY OF SACRAMENTO
VOTER REGISTRATION AND ELECTIONS

GENERAL ELECTION November 4, 2008			
Days E-Dates	Initials	Person Responsible	ITEM
68 28-Aug	Primary	CHARLSON TORRES YOUNG BUYSE	Last day to file petition indicating write-in campaign will be conducted for an office with insufficient nominees--County Central Committee (Democratic, Republican American Independent). Unless petition is filed with ROV, such offices will be omitted from the ballot. (EC 7228, 7423, 7673)
68 28-Aug	Primary	CHARLSON TORRES YOUNG BUYSE	Certified list of candidates to be transmitted to ROV by SOS no later than this date. No later than the 73rd day before the election SOS shall have sent each partisan candidate a list of candidates who have filed for the same office. (EC 8120 - 8125) Copies to VST.
68 28-Aug		KANELOS VST PROOFER	Receive candidate statement translations no later than this date.
68 28-Aug		CHARLSON BUYSE	Last day to ascertain death of candidate for omission of name from ballot. (EC 8809, 8810; ED Code 5329)
68 28-Aug		CHARLSON TORRES YOUNG BUYSE	Whenever a candidate has been nominated at any primary election after having filed a DOC, the candidate's name shall be printed on the general election ballot unless the candidate has died and this has been ascertained by the elections official. Death of a candidate - general election - Last day nominee's name can be removed from ballot because of death. (EC 8809, 8810, 10529, ED Code 5329) Excluding judicial offices, if only an incumbent and one other candidate have filed for a nonpartisan office and one of the two dies after 12:01 a.m. of the 68th day prior to the election, the election shall not be conducted; no votes cast for the office shall be counted. A special election shall be called within 14 days of the death. (EC 8026)
67 29-Aug		BUYSE	Proof state candidate names/ballot designations from certified list (CFMR001) to Unity and printout for VST.
67 29-Aug		KANELOS	Send sample ballot front and back covers to printer. Include any Spanish translations.
67 29-Aug		KANELOS	Notify VST when all candidate statements are okay to print.
65 31-Aug		KANELOS WOODS BUYSE	Email an electronic copy of local ballot measures to Woods for visually impaired audio tape. (Title, summary, analysis, arguments, rebuttals, text) (Proofing must be completed)
65 31-Aug		BUYSE WOODS	Make arrangements for person to record local ballot measures on tape for visually impaired.
64-55 1-Sep 10-Sep		KANELOS PROOFERS VST	Receive sample ballot page layouts from printer, proofread, and send corrections to IT section.
64 1-Sep	General	CHARLSON TORRES YOUNG	Independent candidate nomination papers - election officials filing deadline. Last day for election official to file nomination papers of an Independent candidate with the SOS. (EC 8403)
64 1-Sep	Primary	JONES	Letters to convalescent hospital administrators. (Done only once a year.)
64 1-Sep		JONES	Meet with mail house/oost office, re office absentee mailing. Contact Admail for perms and mail ballot envelope printing/inserting.

COUNTY OF SACRAMENTO
VOTER REGISTRATION AND ELECTIONS

GENERAL ELECTION November 4, 2008			
Days E-Dates	Initials	Person Responsible	ITEM
64 1-Sep		CANADY MCINNIS	Contact printing and vendor, verify that all forms for precinct kits will be ready by 10/1/08 .
63 2-Sep		KANELOS VST JONES	Test Absentee/Campaign Services terminals, also have envelope opener serviced. Test envelope printers and Bryce Printer and letter extractor services.
62 - 55 3-Sep 10-Sep		KANELOS VST	Receive argument, rebuttal, and impartial analysis proofs from printer, proofread, and send back to VST.
62-8 3-Sep 27-Oct		JONES KANELOS	Run Auto generate file for CO's and MO's. Federal election - run file for FV voters, (60 day). Need to run again after the 29th day, 15 day close, and before last 7 days.
62 3-Sep		KANELOS JONES	Receive 60-day ballots from VST for overseas and military ballot requests.
62 3-Sep		KLENHARD CANADY	Polling places "SET IN STONE." Copy to CD
61 4-Sep		CANADY BRUCE	E-mail training class schedule to VRE staff.
60 - 50 5-Sep 15-Sep		KANELOS	Prepare report for printer showing sample ballot quantities needed by ballot type. Report must be completed by 50th day prior to election.
60 5-Sep		STAFF STAFF STAFF	60 - DAY CLOSE 60 - DAY CLOSE 60 - DAY CLOSE
60 5-Sep		CANADY JONES AROV KANELOS	Prepare ballot order [JOB EWMR006] for official ballots, precinct, absentee, mail ballots, perm, test, and sample ballots. Submit JOB EWMR007 and run seven copies to distribute to the following people: ballot printer, AROV and Kanelos; all receive one copy. Ballot order completed, send to printer - email staff that the order has been sent. Check consolidation for completion before submitting ballot order. [JOB EWMR015]
60 5-Sep		JONES AROV	Secure ballot release number from SOS. Need to know the number of ballots that will be used. For primary - break down total by party.
60 5-Sep		JONES	First day to process overseas applications from 60-day absentee voters. (EC 3103)
60 5-Sep		KANELOS JONES	Contact Pitney-Bowes to assist with schema setup for the ReliaVote System.
60 5-Sep		SMART KANELOS	Contact OCIT to do polling place access for phones which will start E-30 days before the election.
60 5-Sep		KANELOS JONES	Contact Pitney-Bowes to assist with schema setup for the ReliaVote System.
60 5-Sep		SMART	Arrange for increased trash pickup starting 34 days prior to the election. Submit a form to General Services for trash pickup, after-hours heating, air, etc.
60 5-Sep		KANELOS VST	60-day Close registration figures and CD's to be based on registration as of this day. Create all jobs & reports related to this.
60 5-Sep		KANELOS VST	Order header cards from ES&S. (One set for Canvass and others as as needed.)
60 5-Sep		BRUCE CORBETT	Run job for Inspector's Worksheet. [JOB PODJ017]
60 5-Sep		KANELOS VST	Begin preparing schedule for Sample Ballot printer.
60 5-Sep		KANELOS VST	Notify sample ballot printer that front cover is ready to print.

COUNTY OF SACRAMENTO
VOTER REGISTRATION AND ELECTIONS

GENERAL ELECTION November 4, 2008			
Days E-Dates	Initials	Person Responsible	ITEM
60 5-Sep		KANELOS VST	Send estimated sample ballot cover quantities to printer.
60 5-Sep		KANELOS VST	Send schedule to sample ballot printer for review and comment.
60 5-Sep		KANELOS SMART CANADY	Arrange for county cars and complete form. Send e-mail to staff for requests. Our department will complete the paper work. The person requesting the car is responsible for pick-up and return.
59 6-Sep		CANADY KLENHARD	Last day for any changes in consolidation prior to ballot order.
57 8-Sep		CANADY MCINNIS LISONDRA	Start assembly of polling place kits. Print labels for precinct supply boxes, etc.
57 8-Sep		CHARLSON TORRES YOUNG BUYSE	Send letter to Central Committees telling when indexes of registered voters will be available. When requested, furnish without charge to State and County Central Committees. If they request a printed file, they receive two copies. If they request a CD, they receive one CD copy at the 60-day registration cutoff and a 29-day supplement if requested.
57 8-Sep		CHARLSON TORRES	First day nomination documents must be available for write-in candidates. (EC 8601)
56 - 42 9-Sep 23-Sep		MANAGERS MORRISON	Submit list of workers for election night, official canvass, absentee canvass, write-in & precinct officer payroll to Quiel.
55 10-Sep		KANELOS VST	Notify printer in writing that all sample ballot material is proofed and approved for blue line.
55 10-Sep		CANADY BRUCE	Prepare information to print cards for supply pickup. Place in inspectors NOA. Precinct assignments for coordinators completed. [Job PODR005]
55 10-Sep		CANADY MONIZ KANELOS	Verify that all pictures of the polling places are ready for the web page. Sample ballot booklets in PDF ready for the web page.
55 10-Sep		CANADY KLENHARD	Pin polling places on wall maps and proof. (Surveyors to help). [JOB PODR005]
54-53 11-Sep		CANADY KLENHARD	Begin to set up coordinator routes (75-80 coordinators)
54 11-Sep		JONES KANELOS VST LARSEN	As soon as "MBP" are designated for sure, mail postcards to pre-notify voters in mail ballot precincts. In primary elections a two-part postcard for nonpartisan voters is sent to these voters also, (mail ballot and perm voters). [JOB EWMJ002]
54 11-Sep		KANELOS VST	After polling places are confirmed and proofed, submit 54 D/C sample ballot job under Election Workspace "Sample Ballot Mailing." Provide screen with proper information. FTP to sample ballot printer. (JOB PODR009). Surveyors to help.
54 11-Sep		CANADY	Arrange personnel and equipment for drop-off sites.
54 11-Sep		KANELOS CANADY KLENHARD	Sample ballot information sent to printer. Verify that all polls are set.
53-46 12-Sep 19-Sep		CANADY CORBETT DEMERS	Provide list of two closest precincts to each mail ballot precinct and give to Absentee and Campaign Services.
53 12-Sep		JONES	Set up shelves for absentee ballots. Check and order Absentee supplies.
53 12-Sep		CANADY KLENHARD	Precinct assignments for coordinators completed. [JOB PODR007 - Run by category]
53 12-Sep		CANADY	Letter(s) sent to Public Works Department(s) (City and/or County as appropriate) together with "Election Polling Place" report requesting that no street work be in progress on Election Day that would interfere with access to any poll.

COUNTY OF SACRAMENTO
VOTER REGISTRATION AND ELECTIONS

GENERAL ELECTION November 4, 2008			
Days E Dates	Initials	Person Responsible	ITEM
53 12-Sep		JONES JARBOE CANADY	Ballot Order complete. Shipment of absentees by 9/29 - 10/3, 2008. Shipment of Precinct Ballots by October 6, 2008.
53 12-Sep		CANADY MONIZ	Run polling place list for front counter to sell. 10 copies. [PODR009]
50 - 40 15-Sep 25-Sep		MORALEZ	Send wire transfer to post office for sample ballot mailing.
50 17-Sep		CANADY BRUCE	Begin assigning precinct officers recruitment. Send NOA inspector letters. [JOB PODJ017 Inspector's Only]
50 15-Sep		CANADY	Power point complete for training classes, review by staff.
50 15-Sep		JONES	Contact Parkway Branch Post Office for early pick up of mail beginning the week before registration close. (Jones sends letter.)
50 15-Sep		JONES	Remind mailroom, mail house and post office re: absentee mailings. Order cages extra tubs and arrange for special pickup if necessary.
50 15-Sep		SMART JONES DITTY	Submit TSR for OCTEL turn off-on & order extra phones for E-Day phone bank. Need phones delivered and hooked up 7 days prior to election day. Turn off OCTEL system 7 days before election.
50 15-Sep		BRUCE CORBETT	Contact all inspectors who have not returned worksheets.
50 15-Sep		CANADY KLENHARD MONIZ	Assign trainer's set-up meeting, call trainers, not in office, with meeting time and date. Meeting on 9/22/08.
50 15-Sep		CANADY KLENHARD	Precinct assignments for coordinators completed [JOB PODR007] - Run by category.
50 15-Sep		KANELOS VST BUYSE	60-day close to be sent to SOS no later than this date. Also to be provided upon request to County Central Committees (no later than 30 days before the election) as well as to candidates and committees. Indexes based on 60-day registration shall be prepared and made available to candidates, committees and County Central Committees no later than 25 days before the election. (EC 2183, 2185, 2187, 2190)
50 15-Sep		WOODS BUYSE	Receive original recorded tapes of local measures for visually impaired. Have copies made.
50 15-Sep		KANELOS PROOFERS VST	Receive and log in sample ballot blue lines from printer and provide to proofers to proofread each ballot type. Each day FAX printer information on ballot types proofed - correction needed or okay to print - until all blues are okay to print.
50 15-Sep		AROV KANELOS	Send two to four persons to sample ballot printing plant & to vendors handling binding and labeling and mailing of sample ballots for quality control
50 15-Sep		CANADY KLENHARD	Delivery of precinct training manuals.
50 15-Sep		VST	Set up Pitney Bowes Schema.
50 15-Sep		VST CANADY	Prepare the M100s and AutoMARKs during the L&A and loading of the memory card, using either the precinct survey ballot or BMW ballot.
46 19-Sep		CANADY KLENHARD MONIZ	Prepare cell phone disbursement for polling places and coordinators.
46 19-Sep		MONIZ KLENHARD CANADY	Contact City Parking Authority to reserve parking spaces for certain polling places where parking is a problem (meters, two-hour limit, etc.) Request parking permits for precinct officers.
46 19-Sep		CANADY KLENHARD	Confirm supply pick-up sites/drop-off sites, and ballot transporter; select supervisors; plan for meeting, set up ballot transporter meeting.

COUNTY OF SACRAMENTO
VOTER REGISTRATION AND ELECTIONS

GENERAL ELECTION November 4, 2008			
Days E-Dates	Initials	Person Responsible	ITEM
46 19-Sep		CANADY MCINNIS KLENHARD	Coordinator supply list to McInnis. Assign cell phones if needed.
45 - 40 20-Sep 25-Sep		JONES	Update mail ballot precinct letter for ballot packages and order from printing. (need to be folded to fit envelope). Print two closest precincts for mail ballot packages.
45 20-Sep		MCINNIS KANELOS VST	L&A M100s and AutoMARKS with precinct ballot. Coordinate with VST to L&A and place training ballot information onto (15) M100s and AutoMARKS for training class.
45 20-Sep		JARBOE	Any jurisdiction using this voting system shall, prior to such use in each election, file with SOS a copy of its Election Observer Panel plan.
45 20-Sep		KANELOS VST	Have the cameras turned on E-29 before the election once live ballots are inhouse. Coordinate with Absentee and Campaign Services.
45 20-Sep		KANELOS JONES MCINNIS	Give Spanish translation of any sample ballot material that has been translated to Absentee, Campaign Services and Precinct Operations.
43 23-Sep		CANADY KLENHARD MCINNIS	Preparation of supplies for precinct coordinators completed.
43 22-Sep		JONES MCINNIS	Delivery of absentee ballots. McInnis receives official absentee ballots. Absentees checked in by warehouse staff to verify correct delivery. Contact Absentee Section and place ballots in secure storage.
41-8 24-Sep 27-Oct		JONES KANELOS	Run military labels, change to mail ballot [JOB AVM1002], then perms [JOB AVM1001] (both auto-generated). Run again after 29, 15, and before last 7 days.
41 24-Sep		CANADY KLENHARD	Train the Trainers meeting - review power point and training manual.
40-39 25-Sep 26-Sep		CANADY KLENHARD	Coordinators meeting - distribute their supplies - review election procedures - review supply pick up responsibilities.
40 - 35 25-Sep 30-Sep		KANELOS	Notify staff when 60-day close sample ballots are at the post office.
40 - 35 25-Sep 30-Sep		VST KANELOS	Begin L&A Process, scan equipment into Asset Shadow daily until completed. Notify staff when L&A has been completed.
40 - 21 25-Sep 14-Oct	Primary	SOS	State ballot pamphlet. During this period, the SOS shall mail ballot pamphlets to all voters who registered to vote on or before the 60th day, in counties where data processing equipment is used to store information set forth in affidavits of registration. (EC 9094)
40 25-Sep		KANELOS	When L&A process is being conducted, change the password on the M100.

COUNTY OF SACRAMENTO
VOTER REGISTRATION AND ELECTIONS

GENERAL ELECTION November 4, 2008			
Days E- Dates	Initials	Person Responsible	ITEM
40 25-Sep		ALL MGRS	Submit election staffing requirements for Florin Station to Debbie Quiel.
40 27-Jan		KANELOS	Review polling place changes from previous elections for telephone polling place info. Record any changes.
40 25-Sep		KANELOS	All the polling place pictures have been updated for the Web Site.
40 27-Jan		KANELOS	Contact Tom Dillon (OCIT) to ensure telephone polling place look-up is ready.
40 25-Sep		KANELOS	Coordinate with OCIT Web Team to update all polling place information.
39 26-Sep		WOODS BUYSE	Visually impaired audio tapes of measures in place for election.
36 - 34 29-Sep 1-Oct		JONES	Receive sample ballot and voter information pamphlets for SAV voters.
36 29-Sep		CHARLSON BUYSE	Remind individuals/organizations of the close of registration. (Give notice to those individuals taking out VRC's)
36 29-Sep	Pres Election	BUYSE CHARLSON	Presidential elector selection - last date for the Dem, Rep, AI, Lib and P & F parties to file the names of their respective presidential electors with SOS.
36 29-Sep		WOODS JARBOE	Extra Help - Hire two temps to do runs and sample ballot mailings and DMV pick ups & other duties as assigned.
36 29-Sep		BUYSE Hendrickson	News release prepared for close of registration & absentee voting. Email copy to Hendrickson for files.
36 29-Sep		CANADY MONIZ KLENHARD MCINNIS	List of polling places needing extra supplies to warehouse supervisor. [PODRO18] Warehouse routes for table and chair delivery prepared and proofed.
36 29-Sep		MONIZ KLENHARD CANADY	Begin preparing cell phone disbursement for polling places, VST troubleshooters and coordinators.
36 29-Sep		CANADY MCINNIS KANELOS	Prepare Roster of Voter cover and Inactive/Provisional cover with provisional pages.
36 29-Sep		JONES	Send quality control team to mail house for ballot insertion.
36 29-Sep		JONES	Begin inserting ballots for military voters in envelopes.
36 29-Sep		JONES	Begin inserting permanent and mail ballots into envelopes.
35 - 30 30-Sep 5-Oct		JONES	Advise post office customer service representative of mailing and equipment requirements and absentee sweep on election day in writing. (Absentee to send letter)
35-4 30-Sep 31-Oct		WOODS	Write-in board materials prepared and gathered for election night and canvass.
35 30-Sep		CANADY MCINNIS	Run ballot receipts for warehouse - need order list. Verify that ballot order is complete before running job.
35 30-Sep		CANADY QUIEL WOODS BUYSE	Arrange facilities, equipment and personnel for ballot receiving center at Florin Station.
35 30-Sep		JONES	Prepare the new citizen & new resident folder. (EC 332, 3500, 331 & 3400)

COUNTY OF SACRAMENTO
VOTER REGISTRATION AND ELECTIONS

GENERAL ELECTION November 4, 2008			
Days E- Dates	Initials	Person Responsible	ITEM
34 1-Oct		CANADY KLENHARD	Meeting with pick-up/drop-off site supervisors.
34 1-Oct		MCINNIS CANADY	Contact vendor for delivery of voting equipment.
34 2-Jan		KANELOS KLENHARD BUYSE	Run polling place JOB for Publication. Put in alphabetical order. [JOB PODR014] Scan in PDF to Buyse.
34 1-Oct		SMART	General Services to begin extra trash pick up schedule.
33 - 29 2-Oct 6-Oct		KANELOS JONES	Check sample ballot pages against run sheet and proofread printed material before sample ballots are released to Absentee section. Hire election clerks for proofreading.
33 2-Oct		BUYSE	Send request for recommendations for election observer panel to Grand Jury, League of Women Voters, news media and qualified Party County Central Committees.
33 2-Oct		QUIEL	Mail employment notices for election night workers.
33 2-Oct		MCINNIS MONIZ	Arrange for lighting parking lot(s) at pick-up/drop-off sites and receiving center, one for each drop off site. McInnis - call and reserve.
33 2-Oct		CANADY KLENHARD MCINNIS	Set up meeting with Ward Allen to discuss dates, times, number of trucks & personnel for pick up & delivery of precinct supplies.
33 2-Oct		MCINNIS LISONDRA	Arrange for forklift on election night at receiving center. Also arrange for a forklift driver(s).
33 2-Oct		MCINNIS	Order postal tubs/trays for election night, used for sorting and ballot transporters.
32 3-Oct		CANADY BUYSE	Deliver one of each type sample ballot to Campaign Services. Ten sets.
32 3-Oct		CANADY BRUCE	Contact all inspectors who have not returned worksheets.
32 3-Oct		CANADY BRUCE	Complete precinct officers class assignments.
32 3-Oct		CANADY	Precinct officers complete - all boards assigned (" Set in Stone "). All NOA letters sent. [JOB PODJ017]
32 3-Oct		CANADY BRUCE	Mail notices of appointment and class assignment letters. [JOB PODJ017]
32 3-Oct		WOODS GARCIA BUYSE	Initial contact with DMV regarding 14 day close pickup.
32 3-Oct		JONES MCINNIS	Set up absent voter booths in lobby, voter parking signs 100 feet from polls signs (3) outside building.
30 5-Oct		JONES KANELOS	Run auto generate file for CO's and MO's> Federal Election - run file for FV voters (60 day). Need to run again after the 29th day , 15 day close, and before last 7 days.
30 5-Oct		JONES KANELOS	Run military labels, change to mail ballot [JOB AVMJ002], then perms [JOB AVMJ001] (both auto-generated). Run FTFV files first on each group. Run again after 29, 15 , and before last 7 days.
30 5-Oct		KANELOS BUYSE	Email Buyse the last day that sample ballots were mailed to the voters. (Information needed for Bond Measure certifications.)

COUNTY OF SACRAMENTO
VOTER REGISTRATION AND ELECTIONS

GENERAL ELECTION November 4, 2008			
Days E-Dates	Initials	Person Responsible	ITEM
30 5-Oct		KANELOS	Confirm that the Polling Place Look-up is functioning properly and that the Web Polling Place Look-up is functioning properly.
29 6-Oct		STAFF STAFF STAFF	29 - DAY CUT-OFF 29 - DAY CUT-OFF 29 - DAY CUT-OFF
29 - 25 6-Oct 10-Oct		CANADY KLENHARD	If any polling place has be replaced since 60 day sample ballot tape was run, change of polling place cards must be run before the 29 day sample ballot tape is run.
29 - 15 6-Oct 20-Oct		CHARLSON BUYSE	Publication of precinct boards and central counting place. Immediately after appointment, publish a list of election officers and polling places for each precinct, once in the county, in any newspaper of general circulation. Combination of the two publication requirements into one notice is recommended. Also include notice of absentee processing. (EC 12105, 12106, 12108, 12109, 15104 & G. C. 6061)
29 -15 6-Oct 20-Oct		KANELOS MCINNIS	Create 29 day close state pamphlet file from election check-off list "SOS Pamphlet." Give proper information and FTP data file to mail house, Ad-mail. (Use 60th day to 29th day for file)
29 - 7 6-Oct 28-Oct		JONES	Process regular absentee ballot requests. Front counter becomes polling place; begin mailing AV ballots.
29 6-Oct		JONES LARSEN	Change message on absentee and registration phone recording.
29 6-Oct		CANADY KLENHARD	Prepare list of canvass workers.
29 6-Oct		JONES MCINNIS	Call SOS's office to remind them to hold affidavits for Sacramento County for pick up. (McInnis to send runner to pick up.)
29 6-Oct		KANELOS VST	Web Polling Place Lookup on line and functioning properly.
29 6-Oct		BUYSE	Appointment of election observer panel members. On approximately this date persons will be appointed to represent the public in observing election night procedures at central counting places. A request for recommendations to the panel shall have been sent about 60 days before the election to Grand Jury, League of Women Voters, News Media, and qualified party county central committees. (EC 15004)
29 6-Oct		JONES DITTY	Mail the court ordered confidential voter's and "Safe at Home" AV ballots.
29 6-Oct	Primary	CHARLSON TORRES BUYSE	Mail copy of sample ballot to each candidate and to each central committee chair. Post notice re: sample ballots are available for viewing. (EC 13302)
29 6-Oct		BUYSE AROV	Prepare and send out letters to the Election Observer Panel
29 6-Oct		MCINNIS CANADY	Delivery of precinct ballots. Proofing teams set up to proof official ballots 1/8/08 Seal and place in secured area.
29 6-Oct		MCINNIS CANADY	Borrow postal cages with shelf from vendor (AdMail usually has them).

COUNTY OF SACRAMENTO
VOTER REGISTRATION AND ELECTIONS

GENERAL ELECTION November 4, 2008			
Days E-Dates	Initials	Person Responsible	ITEM
29 6-Oct		CHARLSON TORRES YOUNG	Mailing of sample ballot pamphlets - On this day prepare to send out to all voters who call in and request a sample ballot pamphlet. Prepare a central location in office where requests can be placed.
29 6-Oct		MCINNIS	Meeting with vendor to review routes - Begin delivery October 20, 2008.
28-25 7-Oct 10-Oct		SMART	Inform OCIT/Telecom (Lewis Martin) when to change the phones to pre-election mode. The change back will be 6:00 a.m. on the Wednesday after the election. Email to Lew.
28-21 7-Oct 14-Oct		BUYSE YOUNG	Send to city clerk one alpha list of voters within the city - only if city is in the election, if requested.
28 7-Oct		Hendrickson BUYSE	Media packets to be prepared. Gather press releases and material for media packets. Should be ready by E-15.
28 7-Oct		KLENHARD SURVEYORS	Prepare final instruction envelope. Label with precinct numbers.
27 8-Oct		CANADY KLENHARD	Precinct officer training classes begin.
27 8-Oct		CANADY BRUCE WOODS	Last day to prepare list of precincts with bilingual election officers. ROV shall make this list available to the public. (EC 12303) Give copy to Woods for bilingual file.
27 8-Oct		CANADY BRUCE	Last day for county election officials to issue an order appointing members of the precinct boards and designating the polling places. (EC 12306)
26 9-Oct		TORRES CHARLSON BUYSE	Send covers of the Statement of the Vote to printer.
25 - 24 10-Oct 11-Oct		JONES DITTY KANELOS	Update of master voter file for 29th day semi-close.
25-15 10-Oct 20-Oct		JONES CANADY	Begin hiring phone staff for election day if needed. Schedule staff to cover phones for trouble-shooting on election day.
25 10-Oct		CANADY BRUCE	Run ballot receipts for warehouse - need order list.
25 10-Oct		KANELOS	Sample ballots mailed by vendor no later than this date for 60-day close.
25 10-Oct		KANELOS VST	Set up the rosters (active, inactive and street index) in EIMS. Ensure that all sizes are the same for each file.
25 10-Oct		JONES	Applications to county jails in county mail.
25 10-Oct		KANELOS CHARLSON TORRES YOUNG	Index to central committees. Last day for the clerk to furnish without charge printed index or CD of registered voters to State & county central committees, upon demand, of all voters registered by the 60-day and 15-day close. (EC 2185)
25 10-Oct		CHARLSON BUYSE	Buyse to prepare press release listing candidates, measures, and what is on ballot and submit to media and staff.
23 12-Oct		CANADY JONES	Review voter count by precinct for any large increase of registration that might affect the number of voting devices needed at polling places or ballots needed. (Use 29-day close ballot order). [JOB EWMR028]

COUNTY OF SACRAMENTO
VOTER REGISTRATION AND ELECTIONS

GENERAL ELECTION November 4, 2008			
Days E- Dates	Initials	Person Responsible	ITEM
22 13-Oct		MONIZ KLENHARD	Send reminder letter to schools that we will be using as polling places.
22 13-Oct		BUYSE CANADY	Prepare Certified List of Write-in Candidates in English and Spanish for precinct kits and AV. Due E-11 from SOS.
21 14-Oct		BUYSE BRUCE CANADY	Provide Campaign Services with eight copies of list of precinct board members appointed (for mailing to each party central committee). List shall have names of precinct board members in precinct order. (EC 12318)(Job PODR014)
21 14-Oct		CANADY QUIEL	Meeting with ballot transporters.
21 14-Oct		CANADY KLENHARD MCINNIS	Set up table and chair delivery routes. After list is complete and proofed, give to warehouse.
21 14-Oct		WOODS BUYSE	Contact DMV offices and remind them regarding picking up of affidavits on the 14th day before the election. Arrange for someone to pick up on E-14.
21 14-Oct		WOODS BUYSE	Verify election night receiving center equipment needs for office site (tables, chairs, lights, etc.)
21 14-Oct		SOS	Last day for SOS to mail state ballot pamphlets to all households with voters who registered by 60 days before election.
21 14-Oct		JONES DITTY	Send VNC (two-part) to inform voters that register after 29 & before 15 days - that they are eligible to vote, give polling place location and where to find their voter information.
20 15-Oct		BUYSE	News release prepared for close of registration and absentee voting and submitted to media and staff. Email copy to Hendrickson
17 18-Oct		KANELOS VST CANADY	Create Roster of Active Voters, street indexes, inactive voters from the election check-off list. Give proper information in the Roster Index Set-up. Run test--Canady--to proof prior to sending to printer. Then from the election check-off list, select Roster Index Printing, Roster of Active Voters job EWMR034. FTP file to Leading Edge Data Services. Then create Voter List EWMR037 from the reports and job menu. Inactive Voter Roster on green paper, must be in alpha order.
17 18-Oct		CANADY KANELOS	Print rosters, street indexes, inactive voters. Send to Leading Edge. Delivery 10/22/08.
16 - 1 19-Oct 3-Nov		CHARLSON TORRES YOUNG	Late contributions reports. If applicable, between these dates, each candidate or committee that makes or receives a late contribution of \$1,000 or more must report the late contribution to each office with which the candidate or committee is required to file its next campaign statement (within 24 hrs of receipt). (G.C. 84203)
16 19-Oct		JONES KANELOS	Run auto generate file for CO's and MO's. federal election, run file for FV voters, (60 day). Need to run again after the 29th day, 15-day close , and before last 7 days.
16 19-Oct		JONES KANELOS	Run military labels, change to mail ballot [JOB AVMJ002], then Perms [JOB AVMJ001] (both auto-generated). Run FTFV files first on each group. Run again after 29, 15 , and before last 7 days.
15 20-Oct		STAFF STAFF STAFF	15 - DAY CLOSE 15 - DAY CLOSE 15 - DAY CLOSE
15 20-Oct		CANADY JONES	Continue picking up registration cards from SOS until close of business E-1.
15 - 14 20-Oct 21-Oct		WOODS BUYSE	Call DMV officers to remind them that we will pick up affidavits on E-14 day. Have someone pickup affidavits on E-14 with letter.

COUNTY OF SACRAMENTO
VOTER REGISTRATION AND ELECTIONS

GENERAL ELECTION November 4, 2008			
Days E-Dates	Initials	Person Responsible	ITEM
15 - 13 20-Oct 22-Oct		KANELOS	Notify staff when 29 -day close sample ballots are at Post Office.
15 20-Oct		BUYSE	Mail Media Guides Packets to local television stations and the Sacramento Bee.
15 20-Oct		KANELOS VST	Remove auto-sync flag upon the close of registration.
15 20-Oct		KANELOS VST MORRISON	Indexes based on 15-day close registration. CD's (by request) shall be prepared and made available to candidates, committees, and county central committees no later than seven days before the election. (EC 2183, 2185)
15 20-Oct		SMART	Contact communications and change rollover for election day in precinct operations.
15 20-Oct		KANELOS VST	Receive phones from precincts for election day field support.
15 20-Oct		KLENHARD BRUCE MONIZ CANADY	Select polling places that will call in or we will call them for voter turnout throughout the day. Report turnout to Alice or Jill.
15 20-Oct		MCINNIS LISONDRA	Begin packing trucks for equipment delivery.
15 20-Oct		CANADY KLENHARD MONIZ	Check with City of Sacramento to ensure that designated parking meters will be hooded and reserved parking areas barricaded on election day for voters and precinct officers. Verify that all parking permits have been received.
15 20-Oct		JONES LARSEN	Change phone recording. "Registration is closed for this (name) election, but if you want to register for future elections, etc." When the close of registration falls on a holiday, the close is extended to the next business day. (EC 15 & G.C. 6700)
15 20-Oct		JONES BUYSE	Close of voter registration for election. Last day to register or change address. Postcard registrations and address changes executed on or before the 15th day before the election or postmarked and received by mail by the ROV will be considered postmarked and received by mail by the Registrar of Voters effective for this election. (EC 2107) (Holiday moves this to the next day.)
14 - 7 21-Oct 28-Oct		JONES	Voting period for new citizens sworn in after registration close. (EC 3500, 332, 3400 & 331) Voting period for new residents <i>Pres/Vice Pres only</i> .
14 - 6 21-Oct 29-Oct		MCINNIS	Delivery of voting equipment. We will deliver "boot" area. (No delivery on holiday)
14 21-Oct		CANADY KLENHARD MONIZ KANELOS	Give VST 15 day close list of polling places for State of the Vote.

COUNTY OF SACRAMENTO
VOTER REGISTRATION AND ELECTIONS

GENERAL ELECTION November 4, 2008			
Days E- Dates	Initials	Person Responsible	ITEM
14 21-Oct		BUYSE KANELOS	Press release: final number of registered voters for election. Kanelos to run Report of Registration after registration is closed. Copy to executive secretary.
14 21-Oct		BUYSE CHARLSON	Make available at the front counter 14 days prior to election, a list of all precinct officers and polling places. (EC12303d). [PODR014]
14 21-Oct		BUYSE SMART Hendrickson	Print polling place list for publication in newspaper. [POD14] Memo to Board of Supvs. with final number of registered voters from Report of Registration. Give to Burriss for final format, then to Carol for inter-office mail & central file. (Not an action item)
14 21-Oct		JONES	Provisional voting period begins. (EC 14311)
14 21-Oct		JONES LARSEN	Change registration & absentee phone recordings
14 21-Oct		JONES DITTY	Check before doing any immediate adds.
14 21-Oct		CHARLSON TORRES BUYSE	Last day to file as write-in candidate. Declaration of write-in candidacy must be accompanied by nomination papers (as required) containing required number of signatures. (EC 8600 - 8604)
13 22-Oct		MCINNIS LISONDRA	All polling place kits complete by this date for supply pick-up on Friday, (except for final instructions, ballots, etc.). There will be a Saturday pick-up at Florin Station.
13 22-Oct		JONES KANELOS VST	Update run of mail ballot precincts and perm AV ballots [JOB AVMJ002]
12 - 8 23-Oct 27-Oct		WOODS BUYSE	Review election night list assignments & phone #'s. Give to managers. Prepare and distribute election night telephone list and all #'s.
12 23-Oct	General	TORRES CHARLSON	Second pre-election campaign disclosure statement due. Reporting through 10/1/08 - 10/18/08..
12 23-Oct		BUYSE	Send Countywide District Report to each mayor of each city in Sacramento County.
12 23-Oct		JONES	Send list of qualified write-ins with AV ballot packages. Post list in voting booths in lobby.
12 23-Oct		JONES DITTY KANELOS VST	Send VNC (two-part) to inform voters that register after 29 & before 15 days - that they are eligible to vote, give polling place location and where to find their voter information.
12 23-Oct		CANADY	Send email to staff reminding them trailers will be parked in the back. That area needs to be left open. No parking on south side of bldg on
12 23-Oct		MCINNIS	E-Day. Send email with map to managers and supervisors to remind them of designated parking areas on E-Day after 5:00 p.m.
12 23-Oct		MCINNIS LISONDRA	Receive rosters, street indexes from vendor (Leading Edge).
12 23-Oct		QUIEL	Prepare and distribute election night time sheets.
11 - 7 24-Oct 28-Oct		MCINNIS	Proof rosters and street indexes.
11 24-Oct		MCINNIS LISONDRA	Trailers delivered by this date for packing.

COUNTY OF SACRAMENTO
VOTER REGISTRATION AND ELECTIONS

GENERAL ELECTION November 4, 2008			
Days E- Dates	Initials	Person Responsible	ITEM
11 24-Oct		CANADY	Prepare supply kits for election night.
11 24-Oct		JONES	Begin processing absentee voter and MBP ballots. (EC 15101) When ballots are counted by computer, the ROV may begin processing ballots seven business days prior to the election. No count may be made until after the polls close on E-Day.
10 25-Oct		KANELOS	Statement of Registration, as of 15-day close, to be sent to SOS on this date. Last day to send tape of registered voters as of 15-day close to SOS. (EC 2187)
10 25-Oct		KANELOS VST	Last day for mailing state pamphlets to voters who registered to vote between 60th - 29th days before the election. (EC 9094) Complete mailing of sample ballot/polling place notice to voters who registered to vote from the 53rd day before the election. (EC 13300, 13303, 13306)
10 25-Oct		BUYSE CHARLSON	No later than E-7, publish list of polling places.
10 25-Oct		BUYSE	Give Kanelos the final certified copy of the write-in list in English/Spanish for posting on website.
8 27-Oct		BUYSE	News release prepared re: voter turnout estimate. Submit to media and staff. Email copy to Hendrickson.
8 27-Oct		WOODS BUYSE	Notify Burlington regarding use of their parking lot on E-Day.
8 27-Oct		CANADY KLENHARD	Final meeting with Joe Arcuri for supply pickup.
8 27-Oct		SMART	Prepare staff badges and assemble materials for election night.
8 27-Oct		JONES KANELOS	Run auto generate file for CO's and MO's. federal election, run file for FV voters, (60 day). Need to run again after the 29th day, 15 day close, and <u>before last 7 days.</u>
8 27-Oct		JONES KANELOS	Run military labels, change to mail ballot [JOB AVMJ002], then perms [JOB AVMJ001] (both auto-generated). Run FTFV files first on each group. Run again after 29, 15, and <u>before last 7 days.</u>
7 - 6 28-Oct 29-Oct		SMART	Remind general services M & O to turn on heat or air conditioning for election night for Florin Station.
7 - 6 28-Oct 29-Oct		MCINNIS LISONDRA	Begin packing supply boxes with rosters, street indexes, and ballots.
7 28-Oct		BUYSE CHARLSON	Post list of poll workers on front lobby bulletin board.
7 28-Oct		VOTERS	Apply for absentee ballots. Last day to receive through mail. (EC 3001 ff) Last day for voters to submit applications by mail for an absentee ballot to the ROV. Ask ROV about obtaining absentee ballots after this date for special circumstances. (EC 3021, 15101)
7 28-Oct		VST KANELOS	Test AutoMARKS upon delivery with VST and temp staff.

COUNTY OF SACRAMENTO
VOTER REGISTRATION AND ELECTIONS

GENERAL ELECTION November 4, 2008			
Days E-Dates	Initials	Person Responsible	ITEM
7 28-Oct		CANADY KLENHARD MONIZ KANELOS	VST to run Supplemental Absentee (Job AVMR0016), Supplemental Roster (Job EWMR053), and Supplemental Street Index (Job EWMR016) to be placed in the final instructions. Campaign Services supply list of qualified write-ins to be placed in the final instructions.
7 28-Oct		BUYSE CHARLSON CANADY	List of qualified write-in candidates to precinct operations, absentee and executive secretary as soon as received from SOS. Precinct operations prepares order for duplicating. (Final Instruction insert - one copy to each poll.)
7 28-Oct		JONES LARSEN	Change absentee and registration message on OCTEL system.
7 28-Oct		JONES DITTY	Test election day phones when delivered
7 28-Oct		BUYSE	Voters Info - Automated Response on Election Day
7 28-Oct		JONES	Remind post office of early pickup. Absentee ballots must be back in the office by 8:00 p.m.
7 28-Oct		KANELOS VST	Ballot count program tested, proofread and ready for election. For statewide elections the program shall be delivered to SOS by this date.
7 28-Oct		KANELOS VST BUYSE	15-day close of voter registration to be provided to central committees, candidates, and committees upon request. (EC 2190) Supplemental indexes of voters registered after 60th day are to be provided to central committees upon request no later than this day and also made available to candidates and committees. (EC 2185)
7 28-Oct		KANELOS VST	Verify that the time on the Unity Network computers are correct and in sync.
7 28-Oct		MCINNIS	Load trailers for delivery of tables and chairs.
7 28-Oct		CANADY KANELOS	VST to set up computers on table in precincts for telephone bank.
7 28-Oct		KANELOS	Set up dispatch phones in VST
7 28-Oct		KANELOS	Set up dispatch phones in VST.
6 - 5 29-Oct 30-Oct		MCINNIS	Packing trailers for delivery to drop-off sites and loading of tables and chairs.
6 29-Oct		JONES	Absent voter ballot applications - special conditions. First day absent voter ballots may be obtained, voted, and returned under special circumstances. Period ends when polls close on Election Day. (EC 3021, 14282)
6 29-Oct		CANADY KLENHARD	Complete polling place kits for pick up by inspectors for Friday pickup at the drop off sites. Final Instruction and packing of kit. Include roster, street index, AV list, authorization, write-in candidates and parking permits. (Notify south area highway patrol that there will be a large number of cars converging to our office and drop-off sites on election night.

COUNTY OF SACRAMENTO
VOTER REGISTRATION AND ELECTIONS

GENERAL ELECTION November 4, 2008			
Days-E- Dates	Initials	Person Responsible	ITEM
6 29-Oct		JONES SMART	Campaign Services OCTEL, to be turned off for phone training.
6 29-Oct		JONES SMART	Test phone bank to be sure operational.
6 29-Oct		SMART	Arrange with registration section for use of phones on election night for public information.
6 29-Oct		MCINNIS	Proof rosters and street indexes.
6 29-Oct		BURRIS	Registration & Absentee -- OCTEL turned off. Staff to test phone bank operations.
4 - 3 31-Oct 1-Nov		MONIZ KLENHARD	Stand-by for trouble calls.
2 2-Nov		KANELOS	Change front door to open at 7:00 AM on Election Day and lock at 8:00 p.m.
1 - 0 3-Nov 4-Nov		MCINNIS LISONDRA	Prepare trailers for drop off sites on Election night.
1 3-Nov		JONES DITTY BUYSE	Have staff available to answer phones till 7 p.m. (if needed).
1 3-Nov		CANADY KLENHARD	Make-up precinct officer classes.
1 3-Nov		CANADY MCINNIS	Confirm light kits at drop-off sites will be placed by 3:00 P.M.
1 3-Nov		CANADY MCINNIS	Place traffic control barricades for 7000 65th St in Burlington parking lot after 5:00 p.m.
1 3-Nov		CANADY	Send email to all staff. NO PARKING in lot on south side of building.
1 3-Nov		MANAGERS	Pick up cars and vans from motor pool for office staff. Sections using them are to return them.
1 3-Nov		JONES	Contact West Sacramento Post Office re. sweep and pickup at 8:00 p.m. on Election Night.
1 3-Nov		BUYSE	Run EWMR047 Report
1 3-Nov		AROV CANADY	Randomly choose precinct number for the 1% manual recount. Choose 1% for complete recount and one precinct containing contest not included in the 1% pct.
4-Nov		STAFF	ELECTION DAY Polls will be open 7 a.m. to 8 p.m. (EC 1201, 14212)
4-Nov		BUYSE MCINNIS	Training room set up in A.M. for E-Night return center.
4-Nov		JONES CANADY	Bring in staff early to service precincts and/or voters. Precincts staff to start at 5:30 a.m.
4-Nov		JONES	Deadline for return of voted absent voter ballots. Ballots may be returned to ROV by 8 p.m., any polling place in the county, or other designated location no later than the close of the polls. (EC 3017)
4-Nov		JONES	Pick up absentee ballots from sweep at West Sacramento Post Office. AV ballots to be back in office by 8:00 p.m.
4-Nov		JONES	Destruction of unused absentee ballots election night at 8 p.m. Pull out sufficient number of ballots for duplicating boards.
4-Nov		KANELOS	Add Election night results to Homepage/Election Page. Add Precinct Status Tracker to Homepage/Election Page.

COUNTY OF SACRAMENTO
VOTER REGISTRATION AND ELECTIONS

GENERAL ELECTION November 4, 2008			
Days E-Dates	Initials	Person Responsible	ITEM
4-Nov		SMART	Coordinate Election Night telephone information.
4-Nov		WOODS CANADY BUYSE	Direct operations at Florin Station receiving center on election night.
4-Nov		BRUCE CANADY	Sorting boards set-up.
4-Nov		CANADY MCINNIS LISONDRA	Supervise ballot return at Florin Station traffic control and return of supplies to warehouse. Supervise return of voted ballots in locked cabinets to secured storage area.
4-Nov		CHARLSON TORRES BUYSE	Unopposed incumbent superior court judges - on this date the ROV declares as elected those that did not appear on either the primary or general election ballot. (EC 8203)
4-Nov		KANELOS VST	Technical phone support and field support staff with VST on site by 5:30 a.m.
4-Nov		CANADY	VST to provide two Double Scanner Lists to Precincts. POD 5 to Quiel
4-Nov		KANELOS VST	Semi-official canvass of election returns. To be commenced with earliest results after close of polls on election night. Results for certain offices and measures to be transmitted to SOS in state elections. (EC 15250, 15251)
4-Nov		KANELOS	Contact OCIT to replace our web polling place look-up with the "Coming Soon" message & remove our polling place look-up.
1 5-Nov		KLENHARD CANADY	Canvass Boards - sort material in bins.
1 5-Nov		AROV EXEC STAFF	Executive Staff meeting to recap election.
1 5-Nov		QUIEL	Payroll claims for election night personnel to Bruce.
1 5-Nov		SMART	OCTEL turned back on at 7 a.m.
1 5-Nov		JONES BUYSE	Change recordings, Campaign Services, Registration & Absentee.
1 5-Nov		KANELOS	Return vehicles to motor pool. If other sections use vehicles, they are to return them.
1 5-Nov		KLENHARD MONIZ	Gather and catalog cell phones.
1 5-Nov		BRUCE CORBETT	Review all boards to verify who actually worked election day and make corrections to boards on EIMS program
1 5-Nov		BRUCE CORBETT	Begin preparing precinct officer, election night workers, and mileage claims on EIMS for payroll.
1 5-Nov		CANADY KLENHARD	Prepare for canvass of vote - gather plastic bags and other documents to be examined during canvass. Absentee and provisional ballot bags to Absentee/Registration section. Precinct officer payroll forms from plastic bags go to Bruce.
1 5-Nov		MCINNIS LISONDRA	Begin election breakdown.
1 5-Nov		KANELOS VST	Generate "Cisco Unity" phone stats.

COUNTY OF SACRAMENTO
VOTER REGISTRATION AND ELECTIONS

GENERAL ELECTION November 4, 2008			
Days E- Dates	Initials	Person Responsible	ITEM
1 - 16 5-Nov 20-Nov		JONES	Start Absentee canvass, scan for voters who may have voted twice Scan for voters who may have voted twice.
1 - 16 5-Nov 20-Nov		DITTY JONES	Scan Key Rosters (Yes & No votes) Reinstate voters who signed green pages. Process Provisional Ballots
1 - 16 5-Nov 20-Nov		KANELOS DITTY	Apply voter history from election check List.
1 - 28 5-Nov 2-Dec		CANADY JONES	Conduct Official Canvass of the Vote (EC 15301)
2 6-Nov		BRUCE CORBETT	Waiting on new job from DFM. (Old Job cannot select Spanish for Spanish poll workers' report to send to DOJ.)
2 - 6 6-Nov 10-Nov		CANADY MCINNIS LISONDRA	Receive tables and chairs from vendor.
2 - 16 6-Nov 20-Nov		JONES WOODS BUYSE	Conduct write-in canvass and duplication of ballots.
3 7-Nov		CANADY KLENHARD	Coordinators evaluation meeting
3 7-Nov		BRUCE MORAN MORALEZ	Prepare precinct officer, election night workers' and mileage claims on EIMS and Ingentra for payroll.
6 10-Nov		Hendrickson TORRES	Prepare list of names and addresses of those who receive a copy of the SOV. Give VST the number of electronic copies needed.
6 10-Nov		KLENHARD BRUCE	Precinct coordinators' payroll and mileage forms to Bruce.
10 14-Nov		BUYSE	Prepare Election Certification in preparation of registrar's signature at the close of canvass.
13 17-Nov		KLENHARD JONES	Provisional ballots delivered from Registration to Precincts/Canvass for processing.
15 - 17 19-Nov 21-Nov		BRUCE CORBETT	Complete payroll and proof - [PODR016].
20 24-Nov		BRUCE CORBETT KANELOS	Run inspector labels for performance evaluation letters - [Job PODJ008]. One set for inspectors' performance evaluation letters.
20 24-Nov		CANADY KLENHARD	Conduct public manual tally of ballots during canvass. Public manual tally to be made in 1% of the precincts after election. (EC 15360)
20 24-Nov		KANELOS VST	Download USPS returns for registration.
20 24-Nov		JONES	Send SOS one voided sample (for each party in primaries) of precinct ballot and absent voter ballot each election

COUNTY OF SACRAMENTO
VOTER REGISTRATION AND ELECTIONS

GENERAL ELECTION: November 4, 2008			
Days/E-Dates	Initials	Person Responsible	ITEM
20 24-Nov		BRUCE MORALEZ KANELOS	Payroll to VST, then send to auditor to cut checks.
20 24-Nov		BUYSE	Include 15-Day Close of Registration for Statement of the Vote. Give to AROV and ROV for review.
24 28-Nov		KANELOS DITTY	Post General Election purge. Make NCOA changes and mail 8D2 cards. Notify Moralez a Week before to ensure that there is money in the postage account. (EC 2226)
25 29-Nov		CHARLSON BUYSE KANELOS	After completion of canvass, flag winning candidates. After flagging, run EWMR032 "List of Winning Candidates Report."
25 29-Nov		JONES	Certificate of Destruction of unused absentee ballots to ROV for signature. (EC 14403)
27 1-Dec		ROV	Declare elected candidates - last day (UDEL) (EC 15401, 10551, 10553) No later than the 1st Monday before the first Friday in December, the Governing body shall declare candidates elected. The ROV shall immediately deliver to each person elected a certificate of election. Signed by the Registrar. Should there be a tie for any such office, the Governing Board of the District shall be notified pursuant to (EC 15651 or 10551 or ED Code 5016).
28 - 35 2-Dec 9-Dec		KANELOS BUYSE TORRES	Receive Summary of Election from Kanelos for Statement of the Vote. [PODR 009] Hold with other SOV materials.
28 - 35 2-Dec 9-Dec		CHARLSON TORRES BUYSE Hendrickson	Receive results from "other counties" on the ballot. Receive the list of write-in candidates, if any. Hold with other SOV materials for review by AROV and ROV.
28 - 35 2-Dec 9-Dec		CANADY Hendrickson	Give Kanelos 15 day close list of polling places for Statement of the Vote. Copy to Secretary for Statement of the Vote.
28 2-Dec		AROV KANELOS CANADY JONES	Last day for official canvass.
28 2-Dec		BUYSE CHARLSON	Post updated list of poll workers on front lobby bulletin board; list must be posted for 30 days after the completion of the canvass; following 30 day posting period, list must be archived and available for public inspection. (can put on disk)
28 2-Dec		CANADY KLENHARD	Last day for 1% Count.
28 2-Dec		CANADY KLENHARD KANELOS	Last day to run updates and replaces. Certify election.
28 2-Dec		CANADY JONES KANELOS BUYSE	Last day to complete official canvass. Statement of results to be submitted to Board of Supervisors and sent to SOS and county central committee chairmen. (EC 15110, 15301 & 15372). Certificates of nomination or election to be issued to successful county and local candidates by ROV following completion of canvass. (EC 8145, 8146, 15401) Recount may be requested by any voter up to five days after completion of canvass. (EC 15620) Results certified and submitted to governing body.
30 4-Dec		MORALEZ	Candidate statements - overpayment refund. Last day for clerk to refund overpayment to a candidate for that amount paid in excess of the actual cost for printing, handling, translating, and mailing the candidate statement. (EC 13307)

COUNTY OF SACRAMENTO
VOTER REGISTRATION AND ELECTIONS

GENERAL ELECTION November 4, 2008			
Days E-Dates	Initials	Person Responsible	ITEM
30 4-Dec		MORALEZ	Send bills to jurisdictions for election costs. (EC 10002, 10520)
30 4-Dec		MORALEZ	Letter to the Board asking for approval to bill schools districts for their election cost.
31 - 36 5-Dec 10-Dec		KANELOS	Final update of vote count. Print Election Summary (the printed report that comes from VST). Give to AROV and ROV for review. Once approved, provide an electronic copy to our website team and one hard copy to Campaign Services for the SOV. (Give copy of bucket report to Secretary for next election Media Guide information.) Vote certified to City of Sacramento if required. (Municipal code 62.8 superceded by EC 10411, 15302. (Only on Statewide elections - EC 3206)
31 5-Dec		KANELOS VST JONES	Apply absentee voter data to vote history; apply only after rosters have been scanned.
31 5-Dec		KANELOS VST JONES	Update 'P' flag from perm absentee voters who did not return ballot. Remove flags 1st, [JOB AVMJ017] to view how many P's were removed. After AV Supv OK, then run JOB AVMJ007 to print merge letters.
31 5-Dec		KANELOS	After write-in canvass is completed, fax a copy of all the results for state and federal offices to SOS.
E+33 7-Dec		KANELOS	Post L&A Report to AROV
35-40 9-Dec 14-Dec		BUYSE TORRES Hendrickson	The secretary will receive the SOV folder from Torres and compile the SOV and prepare table of contents. Buyse will check for accuracy and completeness.
41 15-Dec		BUYSE Hendrickson	Statement of the Vote to ROV and AROV for review.
41 15-Dec		BUYSE TORRES	Send Statement of the Vote to printer. (Small elections, printed inhouse)
41 15-Dec	Pres Election		Electoral College convenes at 2:00 p.m. on this date; the Electors shall assemble at the State Capitol to vote by separate ballot for that person for President and Vice President of the United States who are, respectively, the candidates of the political party which they represent. At least one of the candidates shall not be an inhabitant of CA. The Electors shall make separate lists of all persons voted for as President and of all persons voted for as Vice President and of the number of votes for each, which lists they shall sign and certify, and transmit sealed to the seat of the Government of the United States, directed to the President of the Senate. (EC 25103, 25105-25107; US Const., Amendment XII)
48 22-Dec		BUYSE Hendrickson	When the SOV is returned from printer, the secretary will mail copies according to distribution list.
50 24-Dec		MORALEZ	Compile actual costs of election to use in comparison with billed formula costs.
50 24-Dec		BUYSE	No later than December 2008 , send a notice to SOS containing the information required in EC 10552. Include a supplemental letter.
58 1-Jan	General	JONES DITTY	Run ARC process after each November general.
85 28-Jan		CHARLSON TORRES BUYSE	Semi-annual campaign disclosure statements due on December 31, 2008 for period of 7/1/07 - 12/31/08. (G. C. 84200)
99 11-Feb		SOS	Supplement to Statement of Vote. Following the filing of the Statement of Vote, the SOS, upon the basis of the information provided, shall compile a supplement to the cast in each County, City, Assembly District, Senatorial District, Congressinal District, and Supervisorial District for each candidate for the office of Governor, and on each statewide ballot proposition. A copy of this supplement shall be made available, upon request, to any elector of this state.
99 11-Feb		KANELOS VST	When the election has been certified, send a copy of the Unity back-up to Iron Mountain for 22 month storage.