

INSTRUCTIONS FOR COMPLETING SAMPLE RESOLUTION

These instructions should be followed if your district chooses to use the sample resolution provided by the Placer County Office of Elections. Please review the sample resolution for errors. If you find any errors or problems, we encourage you to contact us before you make any changes to this resolution.

Resolution Number

Your district should insert the appropriate resolution number where requested.

Section 1 - List of Board Members Up for Election

We have listed the names, division numbers (if applicable) and terms of office for the directors we show to be up for election this November. Unless there are errors, no further information will need to be added to this section.

Section 2 - Manner in which Board Members are Elected

We have selected for you the manner in which your board members are elected. Unless there are errors, no further information will need to be added to this section.

Section 3 - Candidate Statement Election Particulars

Your district has two choices regarding candidate statements:

- Your district may allow candidates to submit 200 or 400-word candidate statements. However, since the cost of a candidate statement is twice as high for 400-word statements, we encourage you to opt for 200-word statements. We have pre-marked your resolution for 200-word statements. If you wish to look into 400-word statements, please contact our office.
- Your district may choose to have either the candidate or the district pay for the candidate statements submitted. We have pre-marked your resolution the way your district has historically handled this payment option. If you wish to look into another option, please contact our office.

Section 4 - Measures Submitted to Voters

If your district wishes to place a measure on the November ballot, print or type “does” on the line provided and include all applicable information when you return the resolution. If you are not considering any measures, print or type “does not” where requested.

Section 5 - Various Election Particulars

We have assumed that your district would rather break a tie vote by lot rather than conducting an unbudgeted special election. If you would prefer a special election, please call our office. Additionally, by using this resolution, you are requesting election services from our office and no changes will be made to this line.

Section 6 - District Boundaries

Check the applicable line regarding district boundary changes. If your boundary lines have changed since your last election, we will need a copy of your new boundaries for our records. Please send a copy of the map to the Office of Elections no later than July 1, 2026.

Date of Passage and Roll Call

This section should be self-explanatory.

**NOTICE OF GOVERNING BOARD MEMBER ELECTION AND/OR
NOTICE TO SUBMIT MEASURE(S) TO A VOTE OF THE VOTERS**

Resolution No. 2026-01

RESOLUTION OF THE GOVERNING BODY OF THE
Christian Valley Park Community Services District

DECLARING AN ELECTION BE HELD IN ITS JURISDICTION;
REQUESTING THE BOARD OF SUPERVISORS TO CONSOLIDATE THIS ELECTION
WITH ANY OTHER ELECTION CONDUCTED ON SAID DATE;
AND
REQUESTING ELECTION SERVICES BY THE COUNTY CLERK.

WHEREAS, this District Governing Body orders an election to be held in its jurisdiction on
November 3, 2026; at which election the issue(s) to be presented to the voters shall be:

NOMINATION OF CANDIDATES FOR THE GOVERNING BODY

1. Said election shall be to fill a vacancy for the following Board Members(s) who resigned and/or whose term(s) expired:

Incumbent's Name	Division Number (if applicable)	Regular/Short Term
Diane Alessi		Regular
Gregory Bala		Regular
Jo Anne Carmona		Regular

2. Said Directors for this District are elected in the following manner:

X At Large.

There are no divisions in the District; all voters within the District vote for all candidates.

By Division.

Districts are split into areas; only those voters residing in the area may vote for candidates who run in the area.

Qualified by Division-Elected at Large.

Directors must qualify to run by living in a specific division, but all voters within the District may vote on all candidates.

Qualified by Division-Elected at Large.

Directors must be a landowner. Multiple ownerships can designate single owner to cast vote or cast pro rata share.

3. Said District has determined the following election particulars:

- The length of the Candidate Statement shall not exceed **200** words.
(Specify either 200 or 400 words)
- The cost of the Candidate Statement shall be paid by the **Candidate**.
(Specify Candidate or District)

MEASURE(S) TO BE SUBMITTED TO THE VOTERS (IF APPLICABLE)

(If this election is strictly for deciding one or more measures and no candidates are to be elected, please complete #4 through #6 below)

4. Said District _____ request that the following measure(s) be decided at this election.
(Specify does or does not)

- Said Governing Board orders the following measure(s) to be put to a vote of the residents of the District:

(See attached wording marked Exhibit(s) _____)

5. Said District has determined the following election particulars:

- In the case of a tie vote, the election shall be determined by **LOT**.
(Specify lot or runoff election)
- The County Clerk is **requested** to provide election services. If the District requests the Placer County Elections Office to provide election services, all applicable costs will be paid for by the District.
(Specify requested or not requested)

6. The District hereby certifies that (please check one):

There have been changes to the District boundary lines since our last election as shown on the attached map and/or legal description.

There have been no District boundary changes since our last election.

BE IT RESOLVED that the Board of Supervisors of the County of Placer is hereby requested to:

1. Consolidate the election with any other applicable election conducted on the same day;
2. Authorize and direct the County Clerk, at Governing Body expense, to provide all necessary election services.

This Resolution shall be considered a Notice of Election and Specification of Election Order if applicable.

PASSED AND ADOPTED by the Governing Body on _____,
20____.

AYES:

NOES:

ABSENT:

ATTEST: _____
CHAIR OF THE BOARD

SECRETARY OF THE BOARD

(Seal)

NOTICE OF VACANCIES

To: Placer County Clerk-Registrar, Office of Elections

From: Christian Valley Park Community Services District

Pursuant to Elections Code Section 10509, please be advised of the following:

- 1. The District has ____ Director seat(s) facing election. The name(s) of the incumbent(s) is/are listed below

Incumbent's Name	Division Number (if applicable)	Regular/Short Term

- 2. The regular term(s), if any, will expire on the first Friday of December, 20___. The short term(s), if any, will expire on the first Friday of December, 20___.
3. The length of the Candidate Statement shall not exceed _____ (200 or 400) words. The cost of the Candidate Statement shall be paid by the (candidate or District) _____. In the case of a tie vote, the election shall be determined by (lot or runoff election) _____.

- 4. The District hereby certifies that (please check one):
____ There have been changes to the District boundary lines since our last election as shown on the map and/or legal description delivered to the Placer County Office of Elections on or before July 1, 2026.
____ There have been no District boundary changes since our last election.

- 5. The County Registrar of Voters is _____ to provide election services. (Specify requested or not requested)

(Seal)

(Signature of District Secretary)

QUICK REFERENCE CALENDAR – NOVEMBER 3, 2026

General Election – Candidate Calendar

July 1 (E-125)	Last day resolution and boundary maps can be presented to the Elections Office to guarantee placement on the ballot.	<i>Elec. Code §§ 10509, 10522, 10524</i>
July 13 (E-113)	Candidate filing period begins.	<i>Elec. Code §§ 333, 8020, 8040, 8041</i>
July 18 (E-108)	Candidate Workshop - Clerk-Recorder-Elections Training Room at Atherton Road.	
July 28 (E-98)	Last day that a candidate from the Primary Election may request a different ballot designation for use in the General Election.	<i>Elec. Code § 13107(h)</i>
July 31 (E-95)	Last day to file semi-annual campaign statements.	<i>Gov. Code § 84200</i>
August 7 (E-88)	Close of regular candidate filing period. This period is extended if an incumbent fails to file.	<i>Elec. Code §§ 8020(b), 8063, 8064, 8403, 8550, 13107.3</i>
August 12 (E-83)	Close of extended candidate filing period.	<i>Elec. Code §§ 8022, 8024</i>
August 13 (E-82)	Random alphabet draw to be held at 11AM to determine the ballot order of candidates' names.	<i>Elec. Code §§ 13112 (b)(1)(C)</i>
September 7 (E-57)	Write-in candidate filing period begins.	<i>Elec. Code § 8601</i>
September 19 (E-45)	Federal deadline to mail military and overseas ballots.	<i>52 U.S.C. § 2302 (MOVE Act)</i>
September 24 (E-40)	Last day to file 1 st pre-election campaign statements.	<i>Gov. Code §§ 84200, 84200.5, 84200.8</i>
October 5 (E-29)	Ballots mailed to all active registered voters by this date. First day to begin processing ballots.	<i>Elec. Code §§ 3001, 15101</i>
October 5 (E-29)	County voter information guides will be mailed to voters by this date.	<i>Elec. Code §§ 13303(a), 13305</i>
October 19 (E-15)	Registration deadline for this election (to be mailed voting materials by mail).	<i>Elec. Code § 2102</i>
October 20 (E-14)	Close of write-in candidate filing period. First day for conditional registration for this election.	<i>Elec. Code §§ 8601, 8604, 2170 (a)</i>
October 22 (E-12)	Last day to file 2 nd pre-election campaign statements.	<i>Gov. Code §§ 84200, 84200.5, 84200.8</i>
October 27 (E-7)	Last day to request a ballot by mail.	<i>Elec. Code § 3001</i>
November 3	ELECTION DAY	<i>Elec. Code §§ 1000(e), 1200</i>