



Mark Church

Chief Elections Officer & Assessor-County Clerk-Recorder

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May 1, 2015

Craig Baker
Superintendent
San Carlos Elementary School District
1200 Industrial Rd, Unit 9
San Carlos, CA 94070-3802

RE: November 3, 2015 Consolidated Municipal, School and Special District Election

Dear Superintendent Baker:

The November 3, 2015 Consolidated Municipal, School and Special District Election is rapidly approaching and I would like to advise you of some district responsibilities related to this election. State law requires each School District to provide the following information to the election officer by July 3, 2015 (123 days prior to the election). (*ED §5322*)

- Elective offices to be filled, specifying which offices, if any, are for the balance of an unexpired term.
- Policy statement determining whether the candidate's statement will be limited to 200 or 400 words.
- Policy statement as to whether the candidate or the district will pay for the candidate's statement.
- Statement as to how tie votes will be handled (the calling for a runoff election or determining the winner by lot).

We ask that your Board establish an election-specific policy for the bulleted items above. Enclosed are two forms, the Candidate Policy Form and Administrative Contact & Incumbent List Form, which upon completion and return will fulfill these obligations. Please mail or deliver them no later than July 3, 2015 to:

Registration & Elections Division
Office of the Chief Elections Officer & Assessor-County Clerk-Recorder
County of San Mateo
Attn: Jamie Kuryllo, Candidate Filing Officer
40 Tower Road
San Mateo, CA 94402

The Candidate Filing period for the November 3, 2015 Consolidated Municipal, School and Special District Election will open on July 13 and close on August 7, 2015. I would like to remind you that all candidates running for office must file a Form 700 Statement of Economic Interest. This requirement may affect some of your incumbent candidates for the very first time. Please discuss this with incumbent board members who intend to run for re-election. (GC §87302.3)

Candidates must file their Form 700 at the Registration & Elections Division, Office of the Chief Elections Officer & Assessor-County Clerk-Recorder, at 40 Tower Road in San Mateo by August 7, 2015, the deadline for all candidate documents. This requirement may be met if an incumbent files an annual statement within 60 days prior to filing the Declaration of Candidacy, please forward a copy to Jamie Kuryllo, Candidate Filing Officer.

If you have any questions, please do not hesitate to contact Jamie at 650.312.5202 or jkuryllo@smcare.org.

Thank you in advance for your prompt attention to this matter.

Sincerely,

A handwritten signature in black ink that reads "Mark Church". The signature is written in a cursive, flowing style.

Mark Church

Enclosures: Candidate Policy Form, Administrative Contact and Incumbent List Form