Dear Superintendent:

I hope this message finds you well in these extraordinary times.

Amidst the challenges imposed by the COVID-19 pandemic, the November 3, 2020 Presidential General Election promises to be the largest election in the history of San Mateo County. As a jurisdiction participating in this historic election, I wish to share with you how we are preparing for its unique challenges, and to advise you of your school district's responsibilities.

A major factor contributing to this election's unprecedented size is the implementation of SB 415, the California Voters Participation Rights Act, which moved governing board elections to even-numbered years. Many of the jurisdictions affected by SB 415 will be holding their first even-year contest in this election, with a total of 64 participating jurisdictions (19 cities, 24 school districts, and 21 special districts). With an estimated 250 candidates running for these offices, and numerous local measures and state propositions, voters can expect to see a long, multiple-page ballot.

Adding to this complexity, the current COVID-19 pandemic will require face coverings and social distancing at all in-person voting locations. We will also be taking additional steps to provide the safest voting environment possible, including dedicated staff responsible for sanitizing voting equipment and entrances, and to prevent facilities from becoming overcrowded. Our voters' health and safety are our top priorities.

With all this in mind, we expect long lines and longer-than-usual voting experiences. However, every voter will also receive a Vote by Mail ballot, providing the opportunity to vote from the comfort and ease of their homes and to vote as early as 29 days before Election Day. We encourage you to share this information with your voters, so your constituents can make the decision that best suits their needs.

There is also information our office needs from you, to ensure your election is conducted properly. State law requires that each school district delivers to both the County Superintendent of Schools and the County Chief Elections Officer a resolution known as "Specifications of the Election Order" no later than July 3, 2020 (123 days prior to the election, per Education Code § 5322). The resolution must include the date of the election, the purpose of the election, and the authority for ordering the election. Each school district must also provide the County Chief Elections Officer the following information:

- Elective offices to be filled, specifying which offices, if any, are for the balance of an unexpired term and whether the election will be conducted at-large or by district.
- A policy statement that determines:
whether the candidate’s statement will be limited to 200 or 400 words;
whether the candidate or the jurisdiction will pay for the candidate’s statement;
and
how tie votes will be handled (the calling for a runoff election or determining the winner by lot).

A form "Specifications of the Election Order" resolution for approval by your school board is enclosed for your convenience. Also enclosed are two additional forms, the "Candidate Policy" and "Administrative Contact & Incumbent List.” Completion and return of all three documents will fulfill your school district’s obligations for this election. Please mail or deliver them no later than July 3, 2020 to:

Registration & Elections Division
Attn: Michelle Yue, Candidate Filing Lead
40 Tower Road
San Mateo, CA 94402

In light of the Covid-19 pandemic, please also scan the documents and email a PDF file to our Lead Candidate Services Representative Michelle Yue at myue@smcacre.org.

Please note that a copy of the Resolution must also be delivered to the County Superintendent of Schools no later than July 3, 2020.

The Candidate Filing period for the November 3, 2020 Presidential General Election will open on July 13 and close on August 7, 2020. We have developed a Candidate Guide and a Candidate Seminar to help candidates understand their responsibilities and the resources available to them. Candidates may attend one of the two online candidate seminars, which will be held on Wednesday, July 8 at 10:00 a.m. and Thursday, July 23 at 2:00 p.m.

Thank you in advance for your prompt attention to this matter. If you have any questions, please do not hesitate to contact our Candidate Services team (Candidate Filing Officer: Jim Irizarry at 650.363.1808 or jirizarry@smcacre.org, Candidate Filing Supervisor: Michael Lui at 650.312.5238 or mlui@smcacre.org, and Candidate Filing Lead: Michelle Yue at 650.312.5293 or myue@smcacre.org).

Sincerely,

Mark Church

Enclosures
**Administrative Contact & Incumbent List Form**

for the November 3, 2020

Presidential General Election

Official District (Jurisdiction) Name: San Mateo County Board of Education

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Perna, Executive Assistant to the Board</td>
<td>#650-802-5552</td>
<td>#650-802-5564</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:jperna@smcoe.org">jperna@smcoe.org</a></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patricia Love, Administrator, Strategy and Communications</td>
<td>#650-802-5559</td>
<td>#650-802-5564</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:plove@smcoe.org">plove@smcoe.org</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Trustee Area/Subdistrict Area</th>
<th>Most Recent Date (Appointed / Elected)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susan Alvaro</td>
<td>Trustee Area/Subdistrict Area One</td>
<td>11/6/18</td>
</tr>
<tr>
<td>Hector Camacho</td>
<td>Trustee Area/Subdistrict Area Three</td>
<td>11/6/18</td>
</tr>
<tr>
<td>James Cannon</td>
<td>Trustee Area/Subdistrict Area Five</td>
<td>11/8/16</td>
</tr>
<tr>
<td>Beverly Gerard</td>
<td>Trustee Area/Subdistrict Area Two</td>
<td>11/6/18</td>
</tr>
<tr>
<td>Rod Hsiao</td>
<td>Trustee Area/Subdistrict Area Four</td>
<td>11/8/16</td>
</tr>
<tr>
<td>Ted Lempert</td>
<td>Trustee Area/Subdistrict Area Six</td>
<td>11/8/16</td>
</tr>
<tr>
<td>Joe Ross</td>
<td>Trustee Area/Subdistrict Area Seven</td>
<td>11/8/16</td>
</tr>
</tbody>
</table>

40 Tower Road, San Mateo, CA 94402

P 650.312.5222  F 650.312.5348  email registrar@smcacre.org  web www.smcacre.org
Candidate Policy Form for School Districts

November 3, 2020
Presidential General Election

Please complete and return this form by July 3, 2020 (ED §§5322)

The number of members to be elected to the Governing Board for a **4-year term**: Four (4)

Names of incumbents currently holding these seats (Indicate Trustee Area if election is by district)

<table>
<thead>
<tr>
<th>Name</th>
<th>Trustee Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jim Cannon</td>
<td>Five</td>
</tr>
<tr>
<td>Rod Hsiao</td>
<td>Four</td>
</tr>
<tr>
<td>Ted Lempert</td>
<td>Six</td>
</tr>
<tr>
<td>Joe Ross</td>
<td>Seven</td>
</tr>
</tbody>
</table>

The number of members to be elected to the Governing Board for a **2-year term** (if applicable to fill balance of an unexpired term): _______

Name(s) of incumbent(s) currently holding or who previously held and has vacated this seat(s)

<table>
<thead>
<tr>
<th>Name</th>
<th>Trustee Area</th>
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<tbody>
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</tbody>
</table>

Election type

- **At-large**: Each governing board member shall reside in the school district and shall be elected by the registered voters of the entire school district
- **By district**: Each governing board member shall reside in the trustee area where she or he seeks to represent and shall be elected (choose one):
  - By the registered voters of that particular trustee area
  - By the registered voters of the entire school district

The word limit for a candidate statement will be (EC §13307)

- 200-word statement
- 400-word statement

The cost of the candidate’s statement sent to each voter will be paid by (EC §13307)

- District (Jurisdiction)
- Candidate

In the event of a tie vote, the candidate will be selected by (ED §5016)

- Runoff election
- By lot

Signature of the Superintendent and Date

Nancy Magee, San Mateo County Superintendent of Schools
Print Name and Title

San Mateo County Board of Education
Official District Name (*to be used as ballot heading*)
40 Tower Road, San Mateo, CA 94402
P 650.312.5222 F 650.312.5348 email registrar@smcacre.org web www.smcacre.org
San Mateo County Board of Education Policy

BP 9220
Page 1 of 3

County Board Elections

The County Board of Education shall consist of seven members whose terms shall be staggered so that, as nearly as practicable, one half of the members shall be elected at each regular County Board election. (Education Code: 1000, 1007).

Election procedures shall be followed in accordance with state and federal law.

Eligibility

Any person other than the County Superintendent of Schools, a member of his/her staff, or an employee of a school district that is within the jurisdiction of the County Board, is eligible to be a member of the County Board if he/she is a registered voter of the trustee area he/she is to represent and is not legally disqualified from holding civil office. (Education Code 1006)

Any person who has been convicted of a felony involving the giving, accepting, or offering of a bribe, embezzlement or theft of public funds, extortion, perjury, or conspiracy to commit any such crime, under California law or the law of another state, the United States of America, or another country, is not eligible to be a candidate for office or be a County Board member except when he/she has been granted a pardon in accordance with law. (Elections Code 20, 321)

Term of Office

OPTION 1: The term of office for members elected in regular elections shall be four years, commencing on the last Friday in November following their election. (Education Code 1007, 5017)

A member whose term has expired shall continue to discharge the duties of the office until his/her successor has qualified by taking the oath of office. (Government Code 1302, 1360)

Statement of Qualifications

OPTION 1: The County Board shall assume no part of the cost of printing, handling, translating, or mailing of candidate statements filed pursuant to Elections Code 13307. As a condition of having candidate statements included in the voter's pamphlet, the County Board may require candidates to pay their estimated pro rata share of these costs to the County Board in advance pursuant to Elections Code 13307.

On the 125th day prior to the day fixed for the general election, the County Board secretary or his/her designee shall deliver a notice, bearing the secretary's signature and seal, to the county elections official describing both of the following: (Elections Code 10509)

1. The elective offices of the County Board to be filled at the general election and which offices, if any, are for the balance of an unexpired term

2. Whether the County Board or the candidate is to pay for the publication of a statement of qualifications pursuant to Elections Code 13307
Statement of Qualifications (continued)

OPTION 1: Candidate statements shall be limited to no more than 200 words. (Elections Code 13307)

Tie Votes in Board Member Elections

OPTION 1: Whenever a tie makes it impossible to determine which of two or more candidates has been elected to the County Board, the County Board shall immediately notify the candidates who received the tie votes of the time and place where the candidates or their representatives should appear before the County Board. At that time the County Board shall determine the winner by lot. (Education Code 5016)

Legal Reference:
EDUCATION CODE
1000 Composition, and trustee area, county board of education
1002 Trustee area boundaries and membership changes
1006 Qualifications for holding office, county board of education
1007 Elections
1017 Expiration of terms
5000-5033 Elections
5220-5231 Elections
5300-5304 General provisions (conduct of elections)
5320-5329 Order and call of elections
5340-5345 Consolidation of elections
5360-5363 Election notice
5380 Compensation (of election officer)
5390 Qualifications of voters
5420-5426 Cost of elections
5440-5442 Miscellaneous provisions
ELECTIONS CODE
20 Public office eligibility
321 Elector
1302 Local elections
2201 Grounds for cancellation
4000-4004 Elections conducted wholly by mail
10400-10418 Consolidation of elections
10509 Notice of election by secretary
10600-10604 School district elections
13307 Candidate's statement
13309 Candidate's statement, indigence
14025-14032 California Voting Rights Act
20440 Code of Fair Campaign Practices
County Board Elections

GOVERNMENT CODE
1021 Conviction of crime
1302 Continuance in office until qualification of successor
1303 Exercising functions of office without having qualified
1360 Necessity of taking constitutional oath
12940 Nondiscrimination, Fair Employment and Housing Act
81000-91014 Political Reform Act

PENAL CODE
68 Bribes
74 Acceptance of gratuity
424 Embezzlement and falsification of accounts by public officers
661 Removal for neglect or violation of official duty

CALIFORNIA CONSTITUTION
Article 2, Section 2 Voters, qualifications
Article 7, Section 7 Conflicting offices
Article 7, Section 8 Disqualification from office

UNITED STATES CODE, TITLE 52
10301-10508 Voting Rights Act

Adopted: 09/03/08
Revised: 11/16/16
(Replaces: Board Policy 9110)
Joint Resolution No. 20-39
San Mateo County Board of Education
and
San Mateo County Superintendent of Schools
State of California

Calling for an Election to be Held on November 3, 2020, for the
Election of Four Members of the Governing Board

The San Mateo County Board of Education and the San Mateo County Superintendent of Schools hereby resolve as follows:

WHEREAS, an election is hereby called to be held in and for the San Mateo County Board of Education on November 3, 2020, to elect four members of the Governing Board for a full term of four years each; and

WHEREAS, pursuant to Elections Code 10002, the San Mateo County Board of Education hereby requests the Board of Supervisors of the County of San Mateo to make available the services of the San Mateo County Chief Elections Officer & Assessor–County Clerk–Recorder (the “Chief Elections Officer”) as the County Elections Official for the purpose of rendering services in the conduct of the election to be held on November 3, 2020; and

WHEREAS, the election to be held on November 3, 2020, will be conducted at-large, and each governing board member shall reside in the school district and shall be elected by the registered voters of the entire school district; and

WHEREAS, pursuant to Education Code 5322, not less than 123 days prior to the date of the election, the Governing Board of the San Mateo County Board of Education shall deliver a resolution or resolutions to the County Superintendent of Schools and the Chief Elections Officer, specifying the date of the election and the purpose of the election; the Resolution or Resolutions shall be known as “specifications of the election order” and shall set forth the authority for ordering the election, the authority for the specification of the election order, and the signature of the officer or the clerk of the board by law authorized to make the designations therein contained; and

WHEREAS, pursuant to Education Code 5325(b), not less than 120 days prior to the date of the election, the County Superintendent of Schools shall deliver a copy of the formal notice of election of Governing Board members to the Chief Elections Officer; and

WHEREAS, the San Mateo County Superintendent of Schools is hereby authorized and directed to enter an Elections Service Agreement with the Chief Elections Officer regarding the election to be held on November 3, 2020, to outline the detailed services to be provided by both the San Mateo County Board of Education and the Chief Elections Officer; and

WHEREAS, the Chief Elections Officer shall send an itemized invoice to the San Mateo County Office of Education for all services provided pursuant to the Elections Service Agreement after the election is conducted and all related costs are determined; the San Mateo County Office of Education agrees to submit payment on the full amount of the invoice to the County of San Mateo within forty-five (45) days of the date of the invoice;

Now, Therefore, Be It Resolved that pursuant to Elections Code 13307, each candidate for the San Mateo County Board of Education to be voted in the election to be held on November 3, 2020, may prepare a candidate statement on the appropriate form provided by the Chief Elections Officer, such
statement shall be limited to 200 words, and the prorated costs of printing, mailing and translating the statements shall be paid by the candidate.

Be It Further Resolved that pursuant to Education Code 5016, in the event of a tie vote, the candidate will be selected by lot.

SAN MATEO COUNTY
SUPERINTENDENT OF SCHOOLS

Passed and Adopted on this
Seventeenth Day of June 2020

SAN MATEO COUNTY
BOARD OF EDUCATION

President