

Notice of Elective Offices to be Filled

NOTE: This packet shall be either delivered in person or mailed in time to reach the Kern County Elections Division on the designated date, at least 125 days before the general district election (Elections Code §10509).

District Information				
Full Legal Name of District:				
County:	District Mailing Address:			
District Phone:	District Email:			
Elected Officials / Offices Up for Election				
List below the elected officials up for election for the district. If an office holder has vacated their seat and an appointment has been made to fill a vacancy, please provide the date the seat became vacant, the name of the person appointed, and the date they were appointed.				
Office Holder Name	District/Area (If applicable)	Elected or Appointed	Appointment Date (If applicable)	Term Up for Election (2 year/4 year)
Certification				
I certify that the information above is, as of this date, true and correct. If changes occur on or before June 26, 2026, I will notify the Kern County Elections Division immediately.			District Seal	
_____ Printed Name of Secretary				
_____ Signature of Secretary		_____ Date		

(Complete the Reverse Side)

Candidate Statements

This is to inform you that the governing body of the above-named district, by resolution dated _____, adopted a policy regarding filing of Candidate Statements for district elections. Provide a copy of the resolution.

Number of Words Allowed (please select one): ☐ 200 Word Limitation ☐ 400 Word Limitation

Candidates have the option to file a Candidate Statement at the time of filing for candidacy. The cost of the candidate statement will be paid by (please select one):

☐ The District (County to bill the District) ☐ The Candidate

Measures Appearing On The Ballot

Please indicate the number of measures the district anticipates placing on the ballot (if applicable): _____

Note: The deadline for local measures to be filed with the Elections Office is August 7, 2026.

District Boundaries

Include A District Map And Provide The Following Information

Have there been, or will there be, changes in district or division boundaries before the General Election?

☐ Yes

☐ No

If yes, please provide a date when the changes have, or will, occur:

Additional comments:

District Request for Consolidated Election Services

(For Schools and Special Districts)

District Responsibilities:	Elections Division Services:
• Notify the Elections Division of any vacancies prior to the deadline of June 26, 2026 (E-130). • Prepare a resolution calling for the election on special measures and submit it to the Kern County Elections Division no later than August 7, 2026 (E-88). • Reimburse the County of costs allocated in accordance with the County billing policy for consolidated elections (Elections Code 10002). • Return the following to the Kern County Elections Division no later than July 1, 2026 (E-125): ○ Notice of Elective Offices to be filled. ○ District Request for Consolidated Election Services Form.	• Prepare a calendar of events and due dates for election. • Publish the Notice of Election • Prepare and process the filing of nomination documents and signatures. • Establish polling places and recruit election workers. • Arrange for Spanish translations of all materials for all voters. • Prepare and arrange for printing sample ballot booklets, candidate statements, and ballots. • Conduct the Vote by Mail and canvass processes. • Provide a copy of the election certification and final results. • Furnish Certificates and Oaths of Office. If a measure is to be consolidated with the election: • Prepare a calendar of events and due dates for election • Publish measure information (notice to submit arguments, etc.) • Determine all argument information, e.g. dates, max number of words, format, etc.
Authorized Representative	

The undersigned request for the above election services to be performed by the Kern County Elections Official.

SIGNATURE OF SECRETARY

Date

District Seal:



County Clerk
Elections

Aimee X. Espinoza
AUDITOR-CONTROLLER-COUNTY CLERK



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County Clerk
Elections

Aimee X. Espinoza
AUDITOR-CONTROLLER-COUNTY CLERK



Use this form to submit **District** information to the Elections Division. Please return form by E-mail to elections@kerncounty.com or mail to 1115 Truxtun Ave. Bakersfield, CA 93301.

District Type: ☐ Special District ☐ School District

District Name: _____

Address: _____

Mailing Address: _____

Secretary / Manager / Superintendent: _____

Primary Contact Person and Position _____

Telephone No.: _____ E-mail: _____

Secondary Contact: _____ Title: _____

Telephone No.: _____ E-mail: _____

Fax: _____

Business Hours: _____

Questions /Comments

FOR COUNTY USE ONLY





County Clerk
Elections

Aimee X. Espinoza
AUDITOR-CONTROLLER-COUNTY CLERK



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District Checklist

Before submitting this packet to the Kern County Elections Division, ensure all required documents are completed and enclosed by completing this checklist. Please also include this checklist when submitting the packet.

- ☐ Resolution requesting consolidation with the November 3, 2026, General Election.
Resolution should include:
 - ☐ Consolidation request
 - ☐ Language stating the district will reimburse the county for the cost of the election
 - ☐ Candidate statement cost
- ☐ District Request for Consolidated Services Form.
- ☐ Notice of Elective Offices to be Filled*.
 - *Remember to list full and short terms, vacancies, and appointments to vacancies (with dates).
- ☐ A copy of the governing board's Conflict of Interest Code.
- ☐ District Map

The required documents listed in the above checklist are completed and will be provided to the Kern County Elections Division. If there is a change or correction needed, the District understands it must notify the Kern County Elections Division immediately and before **July 1st, 2026**.

Secretary or District Representative (Print)

Signature

Date