



SHIRLEY N. WEBER, Ph.D.

CALIFORNIA SECRETARY OF STATE

California Elections Division | 1500 11th Street, 5th Floor | Sacramento, CA 95814
Tel 916.657.2166 | Fax 916.653.3214 | www.sos.ca.gov

February 8, 2022

County Clerk/Registrar of Voters (CC/ROV) Memorandum # 22028

TO: All County Clerks/Registrars of Voters

FROM: /s/ Catherine Ingram-Kelly
VoteCal Unit Manager

RE: 2021 Redistricting: Special Vacancy Elections Using 2011 District Lines
after 2021 Redistricting Implementation

Counties and the Secretary of State (SOS) must have the ability to conduct special vacancy elections using “old” 2011 statewide district lines after the “new” 2021 statewide district lines are implemented in the County Election Management System (EMS) and uploaded to VoteCal. This CC/ROV provides technical instructions for counties to establish and conduct an “old” district election.

- Counties must be prepared to conduct a special election when a vacancy is called using “old” district lines and/or map challenges occur.
- Counties must be prepared to conduct elections using “old” districts until all “new” district offices are filled and all challenges are resolved.
- Counties may conduct a consolidated election where both the “old” and “new” district is on the ballot.

Establish and Conduct a Special Vacancy Election for an “Old” District

1. County implements the “old” district in their EMS.
 - a) Reconstruct/re-implement “old” district geographical lines using county EMS, GIS, or however county maintains their geographical representation of the “old” district.

- b) Implement “old” district in the EMS.
 - i) The “old” district must be defined in the County EMS as a county jurisdiction district (aka “local” district).
 - (1) EMS and VoteCal only allow a precinct to be connected to one of each statewide district type (such a Congressional or State Senate); therefore, the “old” statewide district must be categorized as a “local” district.
 - ii) The name of the district must be made in a way to differentiate the “old” district name from the new one.
 - c) Adjust the precincts and voter’s precinct assignments that corresponds to the “old” district lines defined as the “local” district type.
2. County uploads EMS entered district, precinct, and voter’s precinct updates to VoteCal.
 3. Create a special vacancy election.
 - a) SOS sends email to county(ies) involved in the election defining election characteristics, such as:
 - i) Election Name – such as “February 15, 2022, Assembly District 17 Special Primary Election”,
 - ii) Election Type – such as “Other Legislative District Special Primary”,
 - iii) VoteCal Election Code – such as “SP20220215”.
 - b) SOS will define the new special election using designated characteristics in VoteCal and the County will define the new special election in EMS using the designated characteristics.
 4. Conduct the special vacancy election.
 - a) County, via EMS, connects precincts to the election and uploads information to VoteCal.
 - b) From this point forward, the election process is the same as any other election.

5. Report election results.

- a) Counties should work with their ballot counting system vendors to ensure that the “old” local district is reportable individually using the precincts associated to the “old” district to be able to report number of precincts reporting.
- b) Counties will report results to SOS using a paper reporting form, submitting via fax, as they would for any other special election.
- c) For a special vacancy election consolidated with a statewide election:
 - i) Special vacancy results will continue to be reported using the paper reporting form,
 - ii) Statewide election results will continue to be reported either via electronic file transfer (EFT) or key-data entry (KDE).

For specific details on how to implement any of these details in the county EMS, please reach out to your county EMS help desk:

- DFM (EIMS): support@dfmassociates.com
- Runbeck (DIMS): EMSHelpDesk@runbeck.net

If you have any questions about this or other VoteCal matters, please contact the VoteCal Help Desk at (888) 868-3225 or votecalhelp@sos.ca.gov.