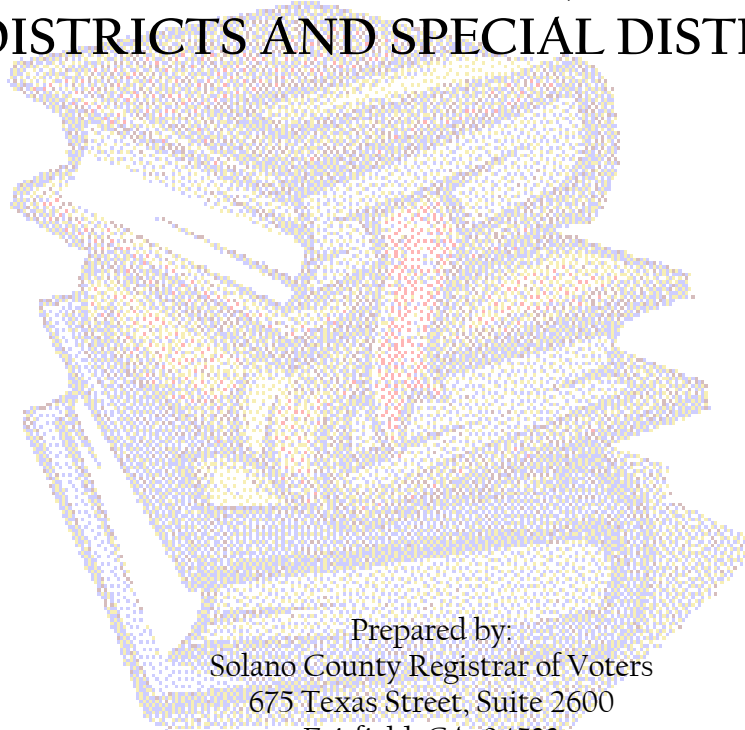


HOW TO PLACE A MEASURE ON THE BALLOT

A GUIDE FOR THE COUNTY, CITIES, SCHOOL DISTRICTS AND SPECIAL DISTRICTS



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This guide was developed in an effort to provide answers to questions frequently asked of the Solano County Registrar of Voters concerning placing measures on the ballot, arguments, rebuttal arguments, and analyses for local measures. It is for general information only and does not have the force and effect of law, regulation or rule. In case of conflict, the law, regulation or rule will apply. Persons using this guide must bear full responsibility to make their own determinations as to all legal standards and duties. For information on city measures, please contact your City Clerk.

A measure is an ordinance, question, issue or charter amendment submitted to a vote of the people at any election. Local (county, city or district) questions, issues or amendments are referred to as “Measures,” while those that are voted upon statewide are called “Propositions.”

In some counties, cities conduct their own elections. In Solano County, the practice is for cities to request the County to conduct the election. The city clerk remains the election official and contact for city measures.

THIS IS WHAT THE REGISTRAR OF VOTERS WILL NEED:

THE RESOLUTION TO CALL THE ELECTION AND CONSOLIDATE

- ◆ **DISTRICTS & CITIES:** Submit a "Resolution Requesting Consolidation of Election and Ordering of Such Election" along with the "Notice to County Elections Official of Measure Submitted to the Voters."
- ◆ **COUNTY:** Submit a "Resolution Requesting Consolidation of Election and Ordering of Such Election."
- ◆ **SCHOOLS:** Submit the "Resolution Ordering Election, Specifications of the Election Order, and Requesting Consolidation" along with the "Notice to County Elections Official of Measure Submitted to the Voters."

SUBMITTING A MEASURE

Our office has an administrative suggested deadline for submitting a measure to our office, which is 111 days (subject to change) prior to an election. The California Elections Code date is 88 days before an election, but we have to accommodate scheduling for placement on the Board of Supervisors (BOS) agenda and also to meet printing deadlines.

THE MEASURE TEXT

When submitting materials to place a measure on the ballot, indicate clearly in writing which portion of the resolution or ordinance is to be printed in the Voter's Information Pamphlet.

To help us cut costs and to ensure arguments are printed exactly as filed, we encourage you to submit the measure text on CD or by e-mail. Contact the Candidate Services Dept. regarding submitting measure information via e-mail at elections@solanocounty.gov or call 707-784-3351. Also note that we are neither editors nor proofreaders. Whatever you submit should be the "perfect" final draft.

THE 75-WORD BALLOT QUESTION

Elections Code § 13247 requires the ballot question to be limited to 75 words. Measures are followed by the words "YES" and "NO." See "How to Count Words" toward the end of this guide. Jurisdictions may want to consider beginning their ballot question with a few key summary words (title) to summarize the measure. **The words will count toward the 75-word limit.**

The words to appear on the ballot for school bond measures are: "Bonds--Yes," "Bonds-
- No." (Ed. Code § 15122)

Letters designating measures will be assigned by the elections official pursuant to
Elections Code § 13116.

Measures will be assigned in alphabetical order beginning with the letter following the
last letter assigned in the previous election and continuing through Z, or as close to the
end of the alphabet as possible to accommodate all measures filed for the current
election. For example, if the previous election ended with measure V, and five
measures are on the next ballot, the measures will be assigned A, B, C, D, E rather
than W, X, Y, Z, A.

For districts that overlap into other counties, the counties will usually agree to use a
letter designation for the measure that will not conflict or confuse the voter.

Measures will appear on the ballot in the following order pursuant to Elections Code
§ 13109: County Board of Education, College, Unified Schools, High Schools,
Elementary Schools, County, Cities, Districts. To allow for the most efficient use of
space, the county elections official may vary the order of the measures.

DUE DATES FOR ARGUMENTS AND REBUTTALS

The Elections Code allows the county election official to determine a deadline date for
filing of arguments and rebuttals based on a reasonable time to prepare and print the
arguments and rebuttals in the sample ballot and to permit the 10 day-calendar public
examination period. All original arguments and rebuttals, including the original
signatures of the proponents, for county, special district and school districts and
measures must be filed in the office of the county elections official by 5 p.m. on the
applicable deadline. This is another reason to get your materials to us as early as
possible. It is in everyone's best interests – the district or city, the voters, and us – to
allow ample time for reviewing, arguments, rebuttals, proofing, and printing.

ARGUMENT IN FAVOR (OPTIONAL)

If more than one argument is submitted, Elections Code §§ 9166, 9287, and 9503
require the elections official to select one argument based on the following: 1) the
governing body or members thereof, 2) an individual voter, or bona fide association of
citizens who are sponsors or proponents of the measure, 3) bona fide association of
citizens, and 4) individual voters eligible to vote on the measure.

Obtain the manual "A Guide to Writing Arguments" from the Elections Department if you
are planning on submitting an argument. Arguments are limited to 300 words.

REBUTTALS

When an argument in favor and an argument against a measure have been selected for publication in the voter information pamphlet the official responsible for conducting the election shall send copies of the argument in favor of the measure to the authors of the argument against the measure and copies to the argument against the measure to the authors of the argument in favor. The authors may prepare and submit rebuttal argument not exceeding 250 words, or may authorize in writing any other person or persons to prepare, submit, or sign the rebuttal. EC § 9167

IMPARTIAL ANALYSIS, TAX RATE STATEMENT AND FISCAL IMPACT

An impartial analysis will be submitted by county counsel or the city attorney, whichever is applicable. Bond measures require a tax rate statement to be filed by the 88th day before the election. A fiscal impact statement may also be ordered.

HOW TO COUNT WORDS

(Pursuant to Elections Code § 9)

This section shall not apply to counting words for ballot designations.

Each word is counted as one word except:

PUNCTUATION: Punctuation is not counted.

TITLES: Words used in the title of the document, such as "Argument in Favor of Measure A" are not counted.

CITIES/COUNTIES: All geographical names shall be counted as one word. Areas that have boundaries and can be mapped are considered geographic areas. For example, "County of Solano" and "Vacaville Unified School District" shall each be counted as one word.

ABBREVIATIONS: Each abbreviation for a word, phrase, or expression shall be counted as one word.

HYPHENATIONS: Hyphenated words that appear in any generally available dictionary shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.

DATES: Dates consisting of a combination of words and digits shall be counted as two words. Dates consisting of only a combination of digits shall be counted as one word. January 1, 2000 shall be counted as two words, whereas 1/1/00 shall be counted as one word.

NUMBERS: Any number consisting of a digit or digits shall be considered as one word. Any number that is spelled shall be considered as a separate word. "100" shall be counted as one word, whereas "one hundred" shall be counted as two words.

PHONE & INTERNET: Website addresses and telephone numbers are one word.

PERCENT, ETC.: It is department policy to count numbers consisting of a digit or digits used with a dollar sign (\$), cent sign (¢), percentage sign (%), or number sign (#) as one word.

HOW TO RAISE OR SPEND MONEY:

FIRST Obtain from the county elections official a copy of Information **Manual 3** (for ballot measure committees) – Campaign Provisions of the Political Reform Act.

SECOND File a Form 410 – Statement of Organization – with the county elections official. Any committee that receives contributions totaling \$1,000 or more within a calendar year, qualifies as a recipient committee and – within 10 days of qualifying – must file a Form 410 with the Secretary of State and the county. A Form 410 may be filed prior to qualifying. Upon receipt of the Form 410, the Secretary of State will issue an identification number that must be included on all campaign disclosure forms.

THIRD Be prepared to file a Form 460 (long form) for ballot measure committees that plan on raising or spending more than \$1,000. A Form 450 (short form) may be filed for committees that do not plan on raising or spending more than \$1,000.

Pre-Election Statements and Semi-Annual statements must be filed at certain times prior to the election and then semi-annually until the committee terminates. These reports detail your committee's contributions and expenditures. Know the deadlines and the type of forms you must file.

For technical advice on completing the forms, contact the

Fair Political Practices Commission

P.O. Box 807 (95812-0807)

428 J Street, Suite 450

Sacramento, CA 95814

916-322-5660 / FAX: 916-322-0886

Website: www.fppc.ca.gov/fppc/

FOURTH File a Form 460 to terminate the committee upon completion of your efforts.

Examples of Measures on the Ballot

A city measure without a few key words summarizing the measure.

| MEASURES SUBMITTED TO THE VOTERS | |
|--|------------|
| City of Fairfield MEASURE Q | |
| To preserve the funding of essential City services such as police, fire, street and park maintenance, and programs for youth and seniors, shall a resolution be adopted ratifying and approving the existing tax on water operations with no increase in taxes or fees on local residents and reducing the current water rates by two percent? | |
| <input type="radio"/> | YES |
| <input type="radio"/> | NO |

| MEASURES SUBMITTED TO THE VOTERS | |
|---|------------|
| PROPOSITION 7 | |
| RENEWABLE ENERGY GENERATION. INITIATIVE STATUTE. Requires Government-owned utilities to generate 20% of their electricity from renewable energy by 2010, a standard currently applicable to private electrical corporations. Raises requirement for all utilities to 40% by 2020 and 50% by 2025. Fiscal Impact: Increased state administration costs up to \$3.4 million annually, paid by fees. Unknown impact on state and local government costs and revenues due to the measure's uncertain impact on retail electricity rates. | |
| <input type="radio"/> | YES |
| <input type="radio"/> | NO |

A school district bond measure

| MEASURES SUBMITTED TO THE VOTERS | |
|--|------------------|
| MEASURE D | |
| DIXON UNIFIED SCHOOL DISTRICT BOND MEASURE | |
| To acquire, construct, repair, and improve classrooms and support facilities, including career technical and vocational facilities, increase student access to modern technology, provide utility and energy efficiency improvements, and purchase leased facilities to reduce operating costs and put more money in the classroom, shall the Dixon Unified School District be authorized to issue up to \$32,000,000 in bonds at legal interest rates with an independent Citizens' Oversight Committee, annual audits, and no projected increase in overall tax rates? | |
| <input type="radio"/> | BONDS YES |
| <input type="radio"/> | BONDS NO |

A state proposition showing a bold face summary title. This is available to cities and districts.

IMPORTANT: Other attributes such as bullets, italics, underlining, and bolding beyond the title, are not permitted in the ballot question.