

**SHASTA COUNTY CLERK / REGISTRAR OF VOTERS  
CATHY DARLING ALLEN**

**COUNTY AND SPECIAL DISTRICT  
MEASURES  
REFERENDUMS, INITIATIVES, AND BONDS**

2013



**Shasta County Election Department**

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# TABLE OF CONTENTS

<a href="#">PURPOSE OF THIS GUIDE</a> .....	03
<a href="#">OVERVIEW OF A MEASURE</a> .....	04
<a href="#">DIFFERENCE BETWEEN AN INITIATIVE AND A REFERENDUM</a> .....	05
<a href="#">HOW DOES IT ALL WORK?</a> .....	06
<a href="#">CITIZENS REQUIREMENTS FOR INITIATIVES</a> .....	07
SAMPLE CALENDAR .....	08
REFERENDUMS .....	09
PETITION CIRCULATION AND FORMAT .....	10
<a href="#">GOVERNING BODIES REQUIREMENTS FOR PURSUING AN INITIATIVE OR BOND</a> .....	15
RESOLUTION AND NOTICE .....	15
GENERAL OBLIGATION AND SCHOOL DISTRICT BONDS .....	16
SAMPLE CALENDAR .....	16
<a href="#">NOW THE ITEM GOES TO BALLOT</a> .....	17
<a href="#">CAMPAIGN DISCLOSURE REQUIREMENTS</a> .....	18
<a href="#">ATTACHMENT A</a> – WORD COUNT GUIDELINES .....	19
<a href="#">ATTACHMENT B</a> – NOTICE OF INTENTION TO CIRCULATE PETITION .....	20
<a href="#">ATTACHMENT C</a> – PROPONENT STATEMENT OF ACKNOWLEDGMENT .....	21
<a href="#">ATTACHMENT D</a> – PETITION FORMAT .....	22
<a href="#">ATTACHMENT E</a> – CIRCULATOR STATEMENT OF ACKNOWLEDGMENT .....	23
<a href="#">ATTACHMENT F</a> – SAMPLE RESOLUTIONS FROM GOVERNING BODY .....	24
<a href="#">ATTACHMENT G</a> – SAMPLE NOTICE TO THE ROV FROM GOVERNING BODY .....	25

**The purpose of this guide is to provide you with general information. The Shasta County Registrar of Voters is not giving you legal advice. This guide does not have the force and effect of law and is not to be a substitute for legal counsel.**

**It is your responsibility to obtain the most current information available about your topic. We encourage you to talk to us as soon as possible so that you have a clear understanding of the process.**

**All references contained in this guide are to the [California Elections Code](#) unless otherwise stated.**

## OVERVIEW

The Shasta County Board of Supervisors (BOS) and other governing bodies adopt laws to govern the people in the county, city, or districts. An initiative is the power of the voters to propose a new law or to change an existing ordinance. A referendum is a challenge to a law that the governing body passed *but is not yet effective*.

This guide describes the general process you can use to place an initiative or referendum on the ballot. It also describes the process a governing body uses to place an initiative or bond measure on the ballot.

### What Is a Measure?

In general, a measure is any constitutional amendment or other proposition *submitted to a popular vote* at any election. A county measure includes any proposed new or amendment to a county law, a proposition for the issuance of a bond, or any other question or proposition *submitted to the voters* of a county or district.

Sometimes people use the term measure interchangeably to refer to different types of measures. Typically, an initiative or referendum becomes a measure *after the petition qualifies* for the ballot.

### Common Types of Measures

- ◆ Initiatives
- ◆ Referendums
- ◆ School Bonds
- ◆ Special District Bonds

### Contact Information for Initiatives

The Registrar of Voters (ROV) is the elections official for countywide initiatives and referendums. See the front cover of this document for contact information.

The district elections official of the special district is the contact person for questions about the circulation and filing of an initiative petition in that district. Contact the elections official of the appropriate special district.

The city clerk is the elections official in the case of a city initiative or referendum. Contact the city clerk for Redding and Shasta Lake City and contact the ROV for initiatives in Anderson.

### Helpful California Elections Code sections

	<u>Initiatives</u>	<u>Referendums</u>	<u>Bonds</u>
County	9100-9126	9140-9147	9400-9405
City	9200-9226	9235-9247	9400-9405
Special Districts	9300-9232	9340-9342	9400-9405
School District Elections	9500-9509; Education Code 5300-5363		

## THE DIFFERENCE BETWEEN AN INITIATIVE AND A REFERENDUM

The initiative is the power of the people to propose laws and amendments to the Constitution and to adopt or reject them. Laws may be enacted by any district except those discussed in section 9300.

Generally, you propose an initiative to bring an issue to the voters. An initiative qualifies for the ballot when you submit a sufficient petition to the ROV.

You can challenge a law already approved, but not yet effective, by using a referendum. A referendum qualifies for the ballot when you submit a sufficient petition to protest the adoption of the law and the governing body chooses not to reconsider all or part of the law. If the governing body does not entirely repeal the law, the governing body sends it to a vote.

Both of these types of measures qualify for the ballot by submitting a petition signed by a percentage of the registered voters. Use the chart below to determine which process is right for your issue.

Example Situations	Initiative	Referendum
You want to change a law that is already in place and in effect	YES	NO
You want to propose a new law	YES	NO
You want to challenge a law that has passed <i><b>but is not yet effective</b></i>	NO	YES
Requires a public Notice of Intention	YES	NO
Requires a sufficient petition	YES	YES
Petition must be circulated, deemed sufficient, and presented to the BOS <i><b>before the effective date of the ordinance</b></i>	n/a	YES*
A governing body wants to place an issue before the voters	YES (petition is not required)	NO

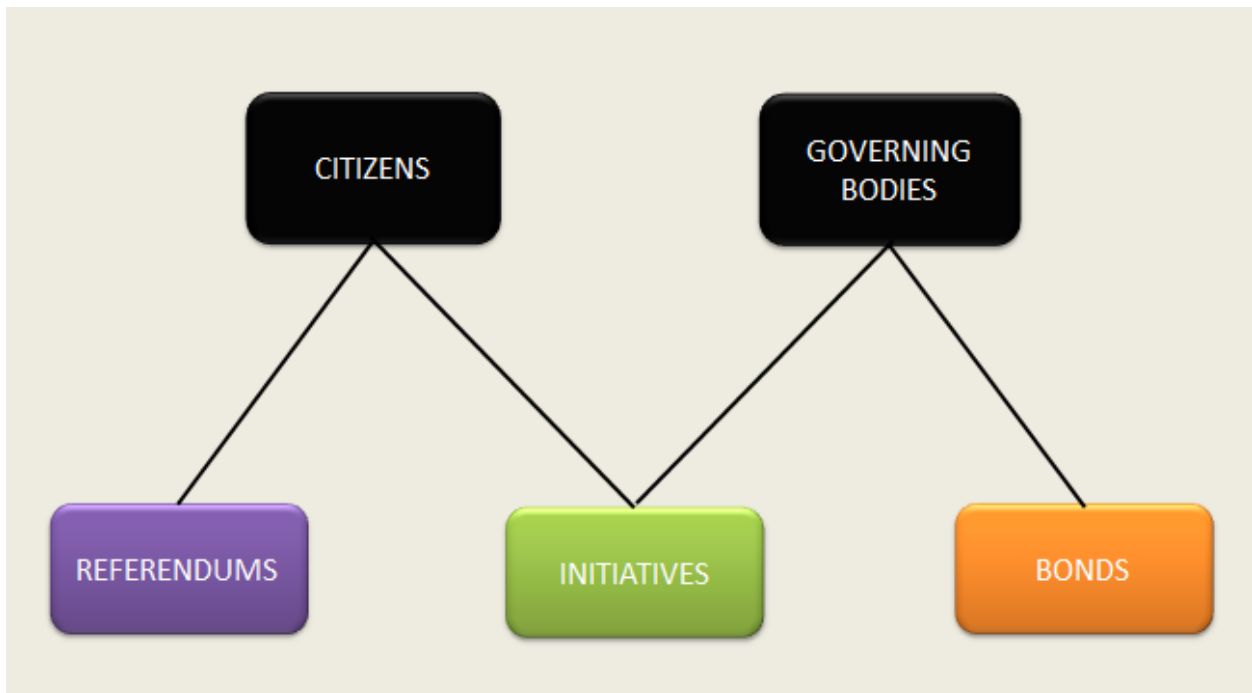
\* You must complete the referendum process within a very short time frame. That is why there are no requirements to file or publish notices of intention, or obtain input from the elections official. We suggest that you obtain legal counsel to check the deadlines and laws about the referendum process. Most laws are effective 30 days after the date of final passage. See section 9141 for those laws that become effective immediately.

### EXAMPLES

#1: The BOS adopts a law to be effective in 30 days. You disagree with this law and wish to challenge it. You have 30 days to submit a sufficient petition to the ROV. If the ROV certifies your petition, the ROV submits a certification of sufficiency to the BOS, who reconsiders repealing the law. If the BOS does not repeal the law, they will send the law to the voters for a vote.

#2: You discover that the county has in place a law that you disagree with and you want to get it on the ballot. You would need to start the initiative process and submit a Notice of Intention, which starts the time clock. Then, you would have approximately 180 days to submit a sufficient petition to the ROV. If the petition is sufficient, the BOS will call an election.

## MEASURES, INITIATIVES, REFERENDUMS, AND BONDS HOW DOES IT ALL WORK?



Citizens and governing bodies have different processes. The main differences are that the governing body is not required to file a Notice of Intention or file a petition.

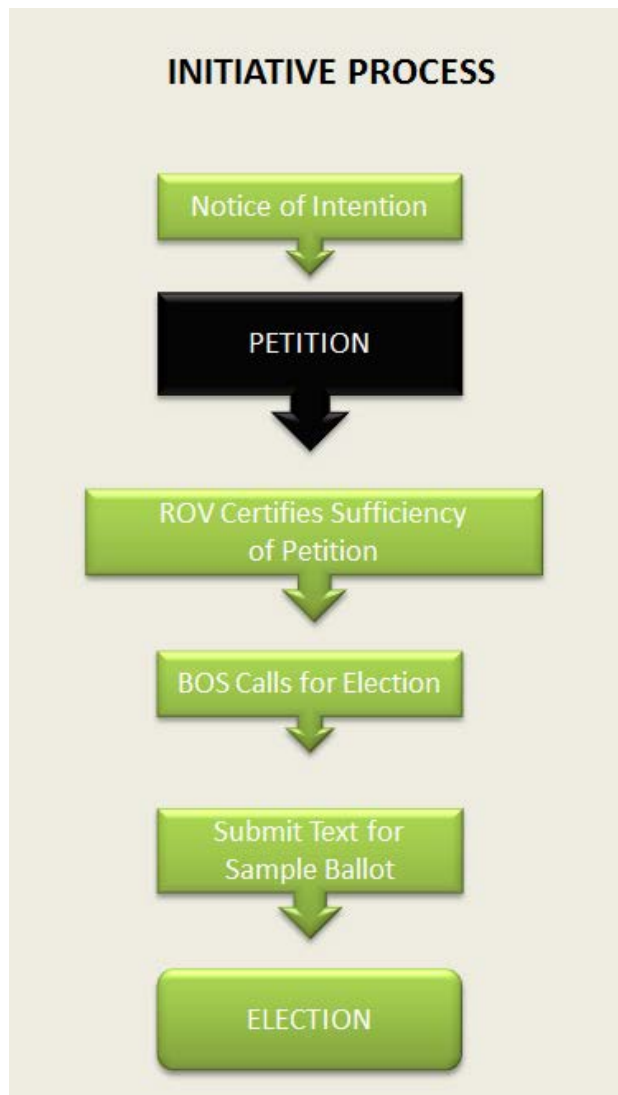
If you are a citizen, start on [page 7](#) of this guide.

If you are a special or school district, start on [page 15](#).

## CITIZEN REQUIREMENTS

If you want to circulate an initiative petition, you should contact private legal counsel to advise you through the many steps involved in the petition process. There are costs involved with the petition process such as, but not limited to, the filing fees, legal notice costs, and petition printing. Elections staff **cannot** help proponents with developing the contents of their proposed law or getting signatures for the petitions. However, Elections staff is available to assist you with developing a calendar specific to your issue and some petition formatting.

The initiative process starts with a Notice of Intention, which we tell you about on page 10. The chart below shows the basic process.



## SAMPLE CALENDAR

After you have filed a Notice of Intention, we will assist you in developing a calendar specific to your issue. The following calendar is an example of the amount of time and deadlines associated with proposing an initiative.

This calendar is also applicable to the Referendum process. The exception is that referendums do not require a Notice of Intention and the BOS must receive a sufficient petition **before the effective date of the law that you want to repeal.**

*E = Election day, followed by the number of days prior or following election day. State laws mandate some deadlines while others are suggested timeframes to provide the maximum amount of time to circulate petitions.*

**THE CLOCK STARTS TICKING WHEN YOU FILE THE NOTICE OF INTENTION WITH THE ROV.**

E- 342	ROV receives a sufficient Notice of Intention and delivers same to County Counsel
E- 327	Within 15 days, County Counsel returns title and summary to ROV, who then delivers to proponents
E- 327	Proponents must, prior to circulation, publish Notice of Intention and file proof of publication The petition may now be circulated
E- 148	<b>Proponents submit a sufficient petition within 180 days</b>
E- 105	ROV certifies results to BOS within 30 days, excluding Sat, Sun, and holidays
E- 98	Last day a board can consolidate a measure with a regular election. (§10403 says at least E-88, however, we may need more time to meet our printing schedule)
E- 96	ROV publishes the deadline for submitting arguments one time.
E- 88	Last day to submit direct arguments.
E- 78	Last day to submit rebuttal arguments; Last day for impartial analyses.
E- 77-68	10-day public inspection of arguments and analyses
E- 67	Finalize material for printer
E- 40-21	Mailing of sample ballots
E-	Election day
<b>E+ 1 to +28</b>	<b>Official Canvass</b>
<b>§§ 9160, 9163, 9167, 9306; Government Code (GC) § 6061</b>	

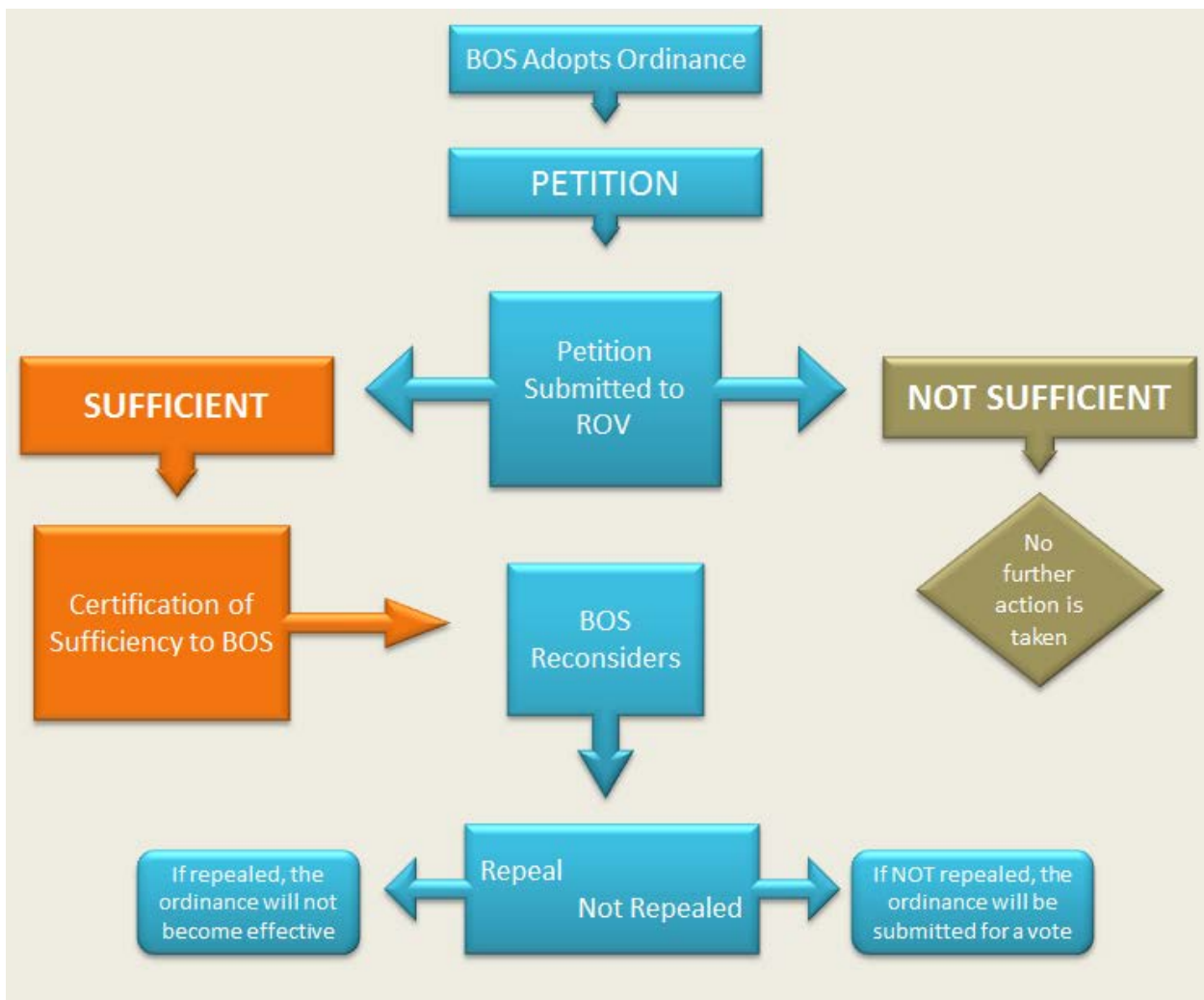


# REFERENDUMS

*Referendums do not require a Notice of Intention.*

You would pursue a referendum if the governing body already passed a law but the law is not yet effective. The ROV must certify a sufficient petition and present it to the governing body *prior to the effective date of the law, which is usually 30 days after the law has passed.*

The petition process for referendums is the same as initiatives with the exception of filing the Notice of Intention. Below is a chart of the basic referendum process. The next pages tell you how to start a petition.



## PETITION CIRCULATION AND FORMAT

<p><b>START HERE</b></p> <p>FILE A NOTICE OF INTENTION</p> <p>Initiatives Only</p> <p>§§ 9103, 9104, 9302, 9608</p>	<p>You must file a Notice of Intention to Circulate Petition with the ROV.</p> <p>The notice must include:</p> <ul style="list-style-type: none"><li>• Name and address of at least one proponent but not more than five</li><li>• Written text of the initiative</li><li>• Request that the ballot title and summary be prepared</li></ul> <p>You must also submit to the ROV a signed Proponent Statement of Acknowledgment when you submit your Notice of Intention</p> <p>Click here to see</p> <p><a href="#">Attachment A</a> for Word Count Guidelines <a href="#">Attachment B</a> for the Notice of Intention format <a href="#">Attachment C</a> for Proponent Statement of Acknowledgment</p>
<p>BALLOT TITLE AND SUMMARY PREPARATION BY COUNTY COUNSEL</p> <p>§ 9105</p>	<p>Next, the ROV sends a copy of the proposed measure to county counsel, who must return a ballot title and summary of 500 words or less for the proposed measure within 15 days.</p> <p>Then the ROV sends a copy of the ballot title and summary to the proponents.</p>
<p>PUBLICATION</p> <p>§§ 9105, 9303</p>	<p><b>Next</b>, you have to publish the Notice of Intention, ballot title, and summary in a newspaper of general circulation <b>BEFORE</b> you circulate a petition.</p>
<p>FILE PROOF OF PUBLICATION</p> <p>§§ 9105, 9304</p>	<p><b>Next</b>, you have to file proof of the publication with the ROV.</p>

<p>FORMAT AND CIRCULATION OF THE PETITION</p> <p>§§ 100, 9020, 9022, 9105(c), 9106, 9108, 9109, 9301, 9302, 9305, 9307</p>	<p><b>NOW YOU ARE READY TO FORMAT YOUR PETITION.</b></p> <p>The law requires that you use a specific petition format. The ROV does not have the authority to review and approve initiative petition formats. See <a href="#">Attachment D</a> for an example of the petition format.</p> <p>The ballot title and summary must appear on each section of the petition above the text of the proposed measure and across the top of each page of the petition on which signatures are to appear, in roman boldface type no smaller than 12 point.</p> <p>You must clearly separate the ballot title and summary from the text of the measure. Print the text of the measure in type no smaller than 8 point.</p> <p>The person soliciting signatures decides the number of signatures attached to each section.</p> <p>Consecutively number the signature spaces for each petition section, starting with number one.</p> <p>Leave a blank space of at least one inch wide at the right margin of the page after each name and address for the use of the ROV in verifying the petition.</p>
<p>WHO MAY CIRCULATE</p> <p>AND</p> <p>THE DECLARATIONS OF THE CIRCULATOR</p> <p>§§ 102, 104, 9109, 9610</p>	<p>A person who is a voter or who is qualified to vote in this state may circulate a petition.</p> <p>The circulator must complete and attach an affidavit to each petition section.</p> <p>The affidavit must be in the circulator’s own handwriting, be similar in format to <a href="#">Attachment E</a>, and must follow the last signature block.</p> <p><b>FORMATTING TIPS</b></p> <p>The petition can accompany any amount of signatures.  The petition can be printed on letter or legal sized paper, or larger.  The petition can be single or double sided.</p> <p>If you staple the petition pages together into a single “section” during signing, <b>DO NOT REMOVE ANY OF THE STAPLES. YOU MUST SUBMIT THE PAGES TO THE ROV AS THE PETITION SIGNERS SIGNED THEM.</b></p> <p>You may omit the declaration on the front side if the signature spaces are on both sides. You must submit the affidavit with each petition section to the ROV.</p> <p>You may circulate the petition after you have provided proof to the ROV of the publication of the Notice of Intention.</p> <p><b>NOW YOU CAN CIRCULATE THE PETITION.</b></p>

<p>WHO MAY SIGN THE PETITION</p> <p>§§ 100, 100.5</p>	<p>Only a person who is a registered voter at the time of signing the petition is entitled to sign it.</p> <p>You must ensure that each signer, at the time of signing the petition, personally affixes his or her signature, printed name, and place of residence, giving street and number, or if not available, a designation of the place of residence.</p> <p>If a voter is unable to personally include the required information on the petition, the voter may have another person print the voter’s name and place of residence on the appropriate spaces. The voter still must personally write his or her mark, which would substitute for the signature, and have someone witness it.</p> <p>See <a href="#">Attachment D</a> for the format of the signature space.</p>
<p>WITHDRAWN SIGNATURES</p> <p>§§ 103, 9602</p>	<p>A voter can withdraw his or her signature from a petition by filing a written request with the ROV prior to the filing day of the petition section on which the signature appears.</p>
<p>REPORTS ORDERED DURING CIRCULATION</p> <p>§ 9111</p>	<p>During circulation of the petition, the BOS may refer the proposed county initiative to any county agency for a report. The county agency must present the report to the BOS no later than 30 days after the ROV certifies the sufficiency of the petition.</p> <p><b><i>This step is applicable to countywide measures and does not apply to special districts.</i></b></p>
<p>SIGNATURE REQUIREMENTS FOR <u>COUNTY</u> INITIATIVES AND REFERENDUMS</p> <p>§§ 1405, 9107, 9111, 9116, 9118</p>	<p>If proponents collect <b>10 percent of the entire vote cast or more</b> in the county for all candidates for Governor in the last gubernatorial election, then the governing body must:</p> <ol style="list-style-type: none"> <li>1. Adopt the ordinance without alteration at the meeting at which certification is presented or within 10 days after it is presented</li> <li>2. Place the measure on the ballot at the next statewide election occurring not less than 88 days after the date of the order</li> <li>3. Order a report. Once the report is presented, the BOS must either adopt the ordinance within 10 days or order an election</li> </ol> <p>To find the number of the entire vote cast for Governor at the last gubernatorial election, check the <a href="#">county’s website</a>.</p> <p>If proponents collect <b>20 percent of the entire vote cast</b> in the county for all candidates for Governor in the last gubernatorial election, <b>AND the petition contains a request</b> that the ordinance be immediately submitted to a vote at a special election, then the BOS must:</p> <ol style="list-style-type: none"> <li>1. Adopt the ordinance without alteration</li> <li>2. Call a special election</li> <li>3. Order a report and once the report is presented, the BOS must either adopt the ordinance within 10 days or order an election</li> </ol>

<p>SIGNATURE REQUIREMENTS FOR <b><u>SPECIAL DISTRICTS</u></b></p> <p>§ 9310</p>	<p><b>10 percent or more of registered voters in the district</b> when the total number of registered voters is less than 500,000 as of the latest Report of Registration made to SOS by ROV prior to the publication of the Notice of Intention.</p> <p>5 percent or more of registered voters in the district when the total number of registered voters is more than <b>AND the petition contains a request</b> that the ordinance be immediately submitted to a vote at a special election, then the governing board must:</p> <ol style="list-style-type: none"> <li>1. Adopt the ordinance without alteration</li> <li>2. Call a special election</li> </ol> <p>To find the number of voters for a particular district, contact the Elections Department.</p>
<p>TIPS ON SIGNATURE GATHERING</p>	<p>Petition signers must sign in their own handwriting or if s/he unable to sign, request another person to print signer's information, but the signer must write his mark.</p> <p>The ROV recommends obtaining an additional 50 percent of signatures above the amount required to compensate for disqualified signers for not being registered or for other reasons.</p> <p>A petition signer can register to vote at the same time they sign the petition, however, the ROV must receive the registration by the time the ROV receives the petition.</p>
<p>DEADLINE TO FILE THE PETITION</p> <p>§§ 9110, 9113</p>	<p><b>NEXT, FILE THE PETITION WITH THE ROV</b></p> <p>You must file the petition with the ROV during normal business hours within 180 days from the date of receipt of the title and summary and, if applicable, after receipt of an amended title or summary or both, whichever occurs later.</p> <p>You must file all sections of the petition at the same time. You may not amend or supplement your petition except by court order.</p> <p><b>AFTER YOU HAVE SUBMITTED THE PETITION, THE ROV HAS 30 DAYS TO DETMINE THE SUFFICIENCY OF THE PETITION.</b></p> <p><b>THE ROV WILL NOTIFY YOU OF THE RESULTS.</b></p>

<p>VERIFICATION OF SIGNATURES</p> <p>§§ 9115, 9309</p> <p>AND</p> <p>EXAMINATION AND RETENTION OF THE PETITION</p> <p>§ 17200</p> <p>GC § 6253.5</p>	<p>Now that you have submitted the petition to the ROV, the ROV verifies the signatures on the petition. The ROV must verify every signature if there are 500 or less signatures on the petition.</p> <p>The ROV will use either the 100 percent or random sampling technique to verify the signatures.</p> <p>If you submit more than 500 signatures, the ROV may choose to use a random sampling, which includes verification of at least 500 or three percent of the signatures, whichever is greater. The ROV must complete generally within 30 days of the petition filing.</p> <p>We cannot return the petition to you if the ROV finds the petition sufficient, but you can still file a new petition on the same issue later. Those listed on the Notice of Intention and representatives designated in writing may review the petition signatures within 21 days of certification in the ROV's office to determine the reason for disqualified signatures. This option is not available to the public or to those not listed on the Notice of Intention.</p> <p>If the petition is sufficient, the ROV must certify the results at the next BOS meeting. Proponents and members of the public may not examine the petition if the ROV determines it to be sufficient.</p> <p>The ROV must retain petitions for eight months after the election for which the petition qualifies. If there is no election, we retain the petition for eight months after the ROV's final exam of the petition.</p>
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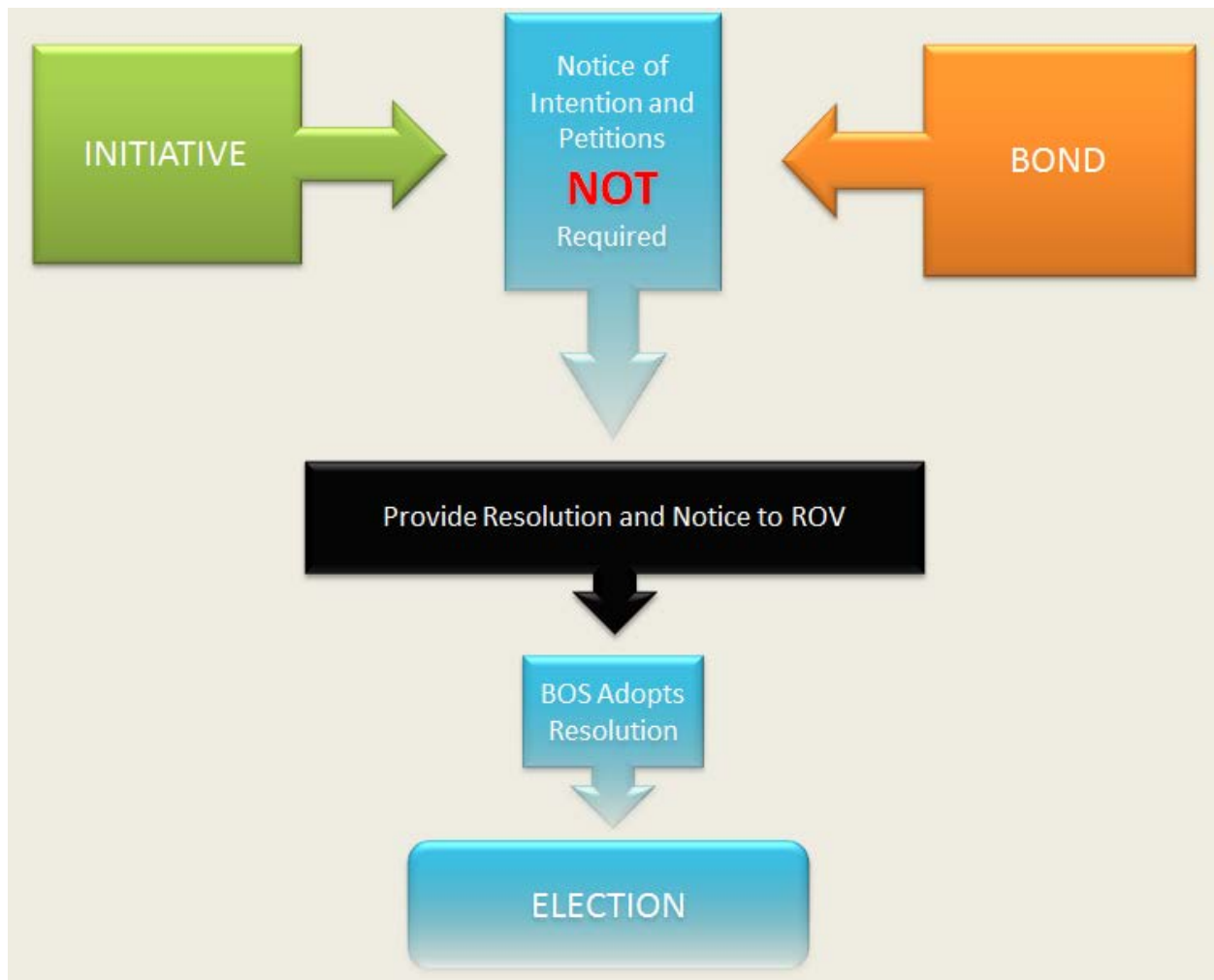
## **GOVERNING BODIES PURSUING AN INITIATIVE OR BOND**

Governing bodies are not required to submit a Notice of Intention or a petition because the elected body has authority to put laws and bonds up for a vote. We bill the costs directly to the governing body.

For counties, districts, cities, and schools, the elected body needs only to submit to the ROV:

- 1) a resolution requesting consolidation of election and ordering of such election, [Attachment F](#); and
- 2) a notice to the ROV, [Attachment G](#), of the measure submitted to the voters. The county is not required to submit this notice to the ROV.

Below is the basic process that the governing body must follow.



## GENERAL OBLIGATION BONDS

A bond measure is an initiative placed on the ballot by the governing body to sell bonds for acquiring funds for various public works projects. Voters must approve bond measures. Sections 9400-9405 apply to bond issues.

Bond proponents are required to prepare and send a statement to the voters with the sample ballot. You must file this statement with the elections official conducting the election no later than 88<sup>th</sup> day prior to the election. See section 9401 for more information.

## SCHOOL DISTRICT BONDS

Sections 9500-9509 apply to school district elections in addition to Education Code sections 5300-5363. When a school district bond qualifies for a place on the ballot, the county elections official transmits a copy of the measure to county counsel, who prepares an impartial analysis of no more than 500 words.

Written arguments for or against the school bond measure are filed with the elections official to be included in the sample ballot and must not exceed 300 words in length. Refer to our *Arguments and Rebuttals for County and District Measures* guide for more information.

## SAMPLE INITIATIVE CALENDAR FOR GOVERNING BODIES

We can help you create a calendar specific to your initiative or bond measure. Below is a sample.

*E = Election day, followed by the number of days prior or following election day. State laws mandate some deadlines while others are suggested timeframes to provide the maximum amount of time to circulate petitions.*

E- 342	
E- 327	
E- 327	
	Proponents must submit a resolution and notice to ROV with text for the sample ballot
E- 148	
E- 105	
E- 98	Last day a board can consolidate a measure with a regular election. (§10403 says at least E-88, however, we need more time to meet our printing schedule)
E- 96	ROV publishes the deadline for submitting arguments one time.
E- 88	Last day to submit direct arguments.
E- 78	Last day to submit rebuttal arguments; Last day for impartial analyses.
E- 77-68	10-day public inspection of arguments and analyses
E- 67	Finalize material for printer
E- 40-21	Mailing of sample ballots
E-	Election day
<b>E+ 1 to +28</b>	<b>Official Canvass</b>

**§§ 9160, 9163, 9167, 9306; GC § 6061**



## **NOW THE ITEM GOES TO BALLOT**

The BOS will adopt a resolution calling the election after certification of the petition or approval of a resolution. §§ 9116, 9145, 10400, 10401

### **Enacting Clause § 9124**

The enacting clause of a law submitted to the voters must be in the following form:

*“The people of the County of Shasta ordain as follows:”*

### **Ballot Question §§ 9051, 13119, 13247, Education Code § 15122**

You must abbreviate on the ballot the statement of all measures submitted to the voters. The statement must contain no more than 75 words, followed by the words, “Yes,” and “No.”

The ballots used when voting on a proposed county law as a referendum measure must have the following words printed on them: “Shall the ordinance (stating the nature) be adopted?” You must print on separate lines with voting squares the words “Yes” and “No.” The law counts a yes vote in favor of the adoption of the ordinance and a no vote counts as against the adoption.

### **Impartial Analyses §§ 9160, 9313, 9314**

At the point a measure qualifies for a place on the ballot, the county counsel must prepare a 500-word or less impartial analysis of the measure showing the effect of the measure on the existing law and the operation of the measure. The county auditor may prepare a fiscal analysis of the effect on county revenues or expenditures. This does not apply to special district bond measures per § 9168.

### **Arguments § 9160, et al.**

Obtain a copy of our *Arguments and Rebuttals for County and City Measures* guide. This guide provides deadlines and procedures for filing arguments, rebuttals, and analyses for county measures.

### **Conflicting Measures § 9123**

If two or more law adopted at the same election conflict, the law receiving the highest number of yes votes must control.

### **Assigning a Letter § 13116**

The ROV designates local, city, or county measures by a letter. The ROV designates state measures by numbers. The ROV assigns measures 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 districts that overlap into other counties, the counties will try to mutually 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: School, County, City, and District. § 13109

# **CAMPAIGN DISCLOSURE REQUIREMENTS**

## **Political Reform Act**

Proponents of initiative or referendum petitions may have campaign disclosure requirements under the Political Reform Act. GC § 81000, et al.

## **Raising or Spending Money**

Before raising or spending any money, visit the [California Fair Political Practices Commission \(FPPC\) website](#) for requirements. To amend or file supplemental information, you must file special reports. Know the deadlines and the types of forms you must file.

First, obtain a copy of the [Campaign Disclosure Manual 3](#), Information for Committees Primarily Formed to Support or Oppose a Ballot Measure.

Second, file a [Form 410](#), Statement of Organization Recipient Committee, with the SOS and the ROV. You must file this form within 10 days of receiving \$1000 in contributions. You may also file this before qualifying as a recipient committee by marking the box “not yet qualified.”

Third, when qualified as a recipient committee, prepare to file a [Form 450](#), Recipient Committee Campaign Statement Short Form, or a [Form 460](#) Consolidated Campaign Disclosure Form. Refer to the [FPPC's website](#) for filing deadlines. In general, state committees file with the Secretary of State and local committees file with the ROV.

Fourth, file a [form 410](#) with the SOS to terminate the recipient committee upon completion of initiative efforts. In general, state committees file the [Form 410, 450, or 460](#) with the Secretary of State and local committees file with the ROV.

## ATTACHMENT A WORD COUNT RULES ELECTIONS CODE SECTION 9

[BACK TO TOP](#)

The following rules are for computing word count.

<p><b><u>NOT</u></b> Counted in the Word Count</p>	<ul style="list-style-type: none"> <li>• The heading and signature block are not included in the word count.</li> <li>• Punctuation marks are not counted.</li> </ul>
<p><b><u>EACH</u></b> Word or Symbol Counts as <b><u>ONE</u></b> Word</p>	<ul style="list-style-type: none"> <li>• Names of persons and things: Jack Jones (2 words); The Sewing Shop (3 words)</li> <li>• Numbers spelled out: One (1 word), ten (1 word), or one hundred (2 words)</li> <li>• Monetary Amounts: One thousand dollars (3 words); seventy dollars (2 words)</li> <li>• Symbols such as &amp; and # are not punctuation and are counted as one word</li> </ul>
<p><b><u>ONE</u></b> Word</p>	<ul style="list-style-type: none"> <li>• Dictionary words</li> <li>• The words "a", "the", "and", "an" are counted as individual words</li> <li>• Geographical names of cities, states, and counties such as County of Shasta, City of Shasta Lake, North Carolina</li> <li>• Abbreviations: PTA, U.S.M.C., A.M., pm</li> <li>• Internet address: <a href="http://www.elections.co.shasta.ca.us">www.elections.co.shasta.ca.us</a></li> <li>• Dates: All digits together: 04/08/1998</li> <li>• Numbers: 1, 10, 100, etc.</li> <li>• Numeric combinations: 1973, 18 1/2, 1971-73, 5%</li> <li>• Monetary Amounts: When dollar sign is used with figures: \$1,000</li> <li>• Telephone/fax numbers: 555-1234 or 530-555-1234</li> <li>• Regularly hyphenated words appearing in any generally available standard reference dictionary published in the United States within 10 years preceding the election. Count as a separate word each part of all other hyphenated words</li> </ul>
<p><b><u>TWO</u></b> Words</p>	<ul style="list-style-type: none"> <li>• Dates: Words <u>and</u> digits: April 8, 1998</li> <li>• Combination of a number and a word: \$4 million; 30 percent</li> </ul>
<p>If the argument exceeds the word limit, you must delete or change a sufficient number of words to put the argument within the required word limit before you file the argument. The ROV will not accept the argument if it exceeds the word count.</p> <p><b>You must correct any misspellings before you file the argument because the ROV office <u>WILL NOT</u> make any corrections.</b></p>	

**ATTACHMENT B**  
**NOTICE OF INTENTION TO CIRCULATE PETITION**  
**EXAMPLE**

[BACK TO TOP](#)

Notice is hereby given by the persons whose names appear hereon of their intention to circulate the petition within the (Enter Shasta County or Special District) for the purpose of qualifying for the ballot an initiative measure entitled \_\_\_\_\_.

A statement of the reasons of the proposed action as contemplated in the petition is as follows:

*(reasons for initiative - not exceeding 500 words – optional)*

\*

\_\_\_\_\_  
(Signature of Proponent)

\_\_\_\_\_  
(Business or Residence Address)

\_\_\_\_\_  
(City/State/Zip Code)

\* The Notice of Intention must be signed by at least one but not more than five proponents of the petition.

**NOTE:** The Notice of Intention must include:

- (1) the written text of the measure;
- (2) a request for a ballot title and summary prepared by County Counsel for countywide measures;
- (3) payment of \$200 fee; and
- (4) a Statement of Acknowledgement.

**ATTACHMENT C**  
**PROPONENT STATEMENT OF ACKNOWLEDGEMENT**  
**EXAMPLE**

[BACK TO TOP](#)

I, \_\_\_\_\_ acknowledge that it is a misdemeanor under State Law (California Elections Code section 18650) to knowingly or willfully allow the signatures on an initiative petition to be used for any purpose other than qualification of the proposed measure for the ballot.

I certify that I will not knowingly or willfully allow the signatures for this initiative to be used for any purpose other than qualification of the measure for the ballot.

\_\_\_\_\_  
(Signature of Proponent)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

**ATTACHMENT D –PETITION FORMAT  
INITIATIVE MEASURE TO BE SUBMITTED DIRECTLY TO THE VOTERS  
EXAMPLE**

[BACK TO TOP](#)

The County Counsel has prepared the following title and summary of the chief purpose and points of the proposed measure:

**Insert Ballot Title and Summary**  
(See Petition Format for more information)

**Notice of Intention to Circulate Petition**  
(See Petition Format for more information)

Notice is hereby given by the persons whose names appear hereon of their intention to circulate the petition within Shasta County for the purpose of **(insert purpose of measure)**. A statement of the reasons **of the proposed action as contemplated in the petition is as follows:**

INSERT TEXT OF MEASURE

(Type should be not smaller than 8 point; it must be clearly separated from the ballot title and summary above)

**NOTICE TO THE PUBLIC**

**THIS PETITION MAY BE CIRCULATED BY A PAID SIGNATURE GATHERER OR A VOLUNTEER. YOU HAVE THE RIGHT TO ASK. THE USE OF YOUR SIGNATURE FOR ANY OTHER PURPOSE OTHER THAN QUALIFICATION OF THIS MEASURE FOR THE BALLOT IS A MISDEMEANOR. COMPLAINTS ABOUT THIS MISUSE OF YOUR SIGNATURE MAY BE MADE TO THE SECRETARY OF STATE'S OFFICE.**

Office Use Only		
1.	(Print Name)	(Residence Address ONLY)
	(Signature)	(City)
2.	(Print Name)	(Residence Address ONLY)
	(Signature)	(City)

**DECLARATION OF PERSON CIRCULATING SECTION OF INITIATIVE PETITION  
(MUST BE IN CIRCULATOR'S OWN HANDWRITING)  
(See Petition Format for more information)**

I \_\_\_\_\_ declare:  
(print name)

1. My residence address is \_\_\_\_\_ in Shasta County, California, and I am a voter or qualified to vote in (insert electoral jurisdiction);
2. I personally circulated the attached petition for signing;
3. I witnessed each of the appended signatures being written on the petition and to my best information and belief, each signature is the genuine signature of the person whose name it purports to be; and
4. The appended signatures were obtained between the dates of \_\_\_\_\_ and \_\_\_\_\_ inclusive.  
(starting date) (ending date)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on \_\_\_\_\_ at \_\_\_\_\_, California.  
(date) (city)

\_\_\_\_\_  
(signature)

**It is recommended that you leave a 1" margin at the top, and a ½" margin on the left, right and bottom.**

**ATTACHMENT E**  
**CIRCULATOR STATEMENT OF ACKNOWLEDGEMENT**  
**EXAMPLE**

[BACK TO TOP](#)

I, \_\_\_\_\_ acknowledge that it is a misdemeanor under State Law (California Elections Code section 18650) to knowingly or willfully allow the signatures on an initiative petition to be used for any purpose other than qualification of the proposed measure for the ballot.

I certify that I will not knowingly or willfully allow the signatures for this initiative to be used for any purpose other than qualification of the measure for the ballot.

\_\_\_\_\_  
(Signature of Circulator)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

## ATTACHMENT F SAMPLE RESOLUTION TITLES

[BACK TO TOP](#)

Refer to the specific formats for your governing body for the resolution.

### DISTRICTS AND CITIES

Submit a copy of the resolution from the special district or city governing body titled, “*Resolution Requesting Consolidation of Election and Ordering of Such Election,*” along with the “Notice to Registrar of Voters of Measures Submitted to the Voters.”

### SCHOOLS

Submit a copy of the resolution from the school district governing body titled, “*Resolution Ordering Elections, Specifications of the Elections Order, and Requesting Consolidation,*” along with the “Notice to Registrar of Voters of Measures Submitted to the Voters.”

### COUNTY

Submit a copy of the resolution from Shasta County Board of Supervisors titled, “*Resolution Requesting Consolidation of Election and Ordering of Such Election.*” No notice to ROV is required.



# ATTACHMENT G

## SAMPLE NOTICE TO THE ROV FROM GOVERNING BODY

[BACK TO TOP](#)

### Notice to Registrar of Voters of Measures Submitted to the Voters

This notice can be in any format but it is usually in letter form on the governing board's letterhead. The purpose of this letter is to notify the ROV that the governing board has approved an issue for placement on the ballot.

Generally, you submit several pages along with the letter that include, but are not limited to, the ballot measure statement, code section text, impartial analyses, arguments and rebuttals, and text for the tax rate statement.

Please refer to the calendar that our office assisted you with that contains the specific due dates for documents related to your issue.

**Your documents must contain the EXACT text of what is to appear in the Sample Ballot. What you submit to the ROV is what will appear in the sample ballot for your issue.**