

Handbook for Submitting Arguments, Rebuttals, and Analyses for Countywide or Local Measures



Provided by:

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California Relay Service: 711 or 800-735-2922
Office Hours: M-F, 8-5, excluding county holidays**

This handbook has been prepared to provide guidance and assistance to those wishing to submit a ballot argument or rebuttal to a ballot argument for a countywide or local measure.

The handbook is intended to provide general information and does not have the force and effect of law. It is distributed with the understanding that the Shasta County Registrar of Voters is not rendering legal advice and, therefore, the handbook is not to be a substitute for legal counsel for the individual or organization using it.

People wishing to submit ballot arguments or rebuttals to ballot arguments for countywide or local measures must bear full responsibility for conforming to the laws regarding such arguments and rebuttals.

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

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GENERAL INFORMATION

Similarities in Rules for Direct and Rebuttal Arguments

There are many similarities in the rules for direct arguments and rebuttal arguments. Both types of arguments are referenced when the same rules apply. Any differences between direct arguments and rebuttal arguments will be noted separately.

Contact Information Concerning Direct and Rebuttal Arguments for Countywide or Local Measures

Direct arguments and rebuttal arguments for countywide or local measures are filed with the Shasta County Registrar of Voters (ROV) office.

Contact Information Concerning City Measures

Direct arguments and rebuttal arguments for city measures within Shasta County are filed with the city clerk of the city involved with the measure. Specific information regarding requirements and deadlines should be obtained from the particular city office involved.

City of Anderson	530-378-6626
City of Redding	530-225-4055
City of Shasta Lake	530-275-7400

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Definitions of Terms Used in This Handbook

In alphabetical order

AUTHOR of an argument is a proponent of a measure, an individual voter, a bona fide association of citizens, or any combination of bona fide associations and individual voters who writes the text of the direct argument in favor or against a measure.

AUTHORIZATION FOR SIGNERS is a form which needs to be completed by the authors and filed with the ROV if they wish to allow others to sign the direct argument on their behalf. For rebuttal arguments, the signers of the direct argument may authorize others to sign. A Letter of Authorization may also be used for this purpose.

BOS is the Shasta County Board of Supervisors.

BONA FIDE ASSOCIATION OF CITIZENS is a recognized group of citizens bound together by a common interest or cause.

COUNTY MEASURE includes an ordinance, question, issue, or amendment submitted to the voters at election.

DIRECT ARGUMENT is a 300 word statement in favor or against a measure.

ELECTIONS OFFICIAL is the ROV for countywide or local (not city) measures, including direct and rebuttal arguments.

ELECTORAL JURISDICTION is the area where voters reside who are qualified to vote for the measure.

FILER of an argument may be the author of the argument or any person the author authorizes to file the argument.

PROPONENT of a measure is a person(s) who initiates the countywide or local initiative petition process, and has control of the circulation and signature collection for the petition. The proponent can also be the Shasta County Board of Supervisors for a countywide or local measure in our county. A proponent of a measure can author a direct argument in favor of their sponsored measure.

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Definitions of Terms Used in This Handbook, *cont'd*

In alphabetical order

PUBLIC REVIEW PERIOD is a 10-calendar-day period of time following the deadline for filing of direct arguments, rebuttal arguments, the impartial analysis, and any fiscal impact statement and tax rate statement. This timeframe allows individuals the opportunity to read the documents which are available for review at the ROV counter and on its website prior to going to print for distribution to voters.

REBUTTAL ARGUMENT is a 250 word statement which refutes a direct argument in favor or against a measure.

ROV is the abbreviation for the Shasta County Registrar of Voters.

SAMPLE BALLOT PAMPHLET is mailed to each registered voter prior to an election. It contains information on candidates, measures, and how to vote by vote-by-mail ballot and at the polls, in addition to including the sample ballot of contests and measures for which that particular individual may vote.

SIGNATURE STATEMENT is a form which must be submitted with each original direct argument and rebuttal argument to the ROV. It includes information on each signer of the argument.

SIGNER OF A DIRECT ARGUMENT is the author of the argument or any person whom the author authorizes in writing to sign the argument.

SIGNER OF A REBUTTAL ARGUMENT is the signer of the direct argument unless the signer of the direct argument authorizes in writing another person to sign the rebuttal argument.

STATE PROPOSITION is a measure affecting the State Constitution or laws of the state. For information on state propositions, contact the Secretary of State's office, Elections Division, at 916-657-2166 or visit their website at www.sos.ca.gov/elections.

WRIT OF MANDATE is a written order issued by a superior court commanding a public official or body or a lower court to perform or cease to perform a specific duty or action.

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COUNTYWIDE OR LOCAL (NOT CITY) MEASURES DIRECT AND REBUTTAL ARGUMENTS

Authorized Filers and Signers §§9120, 9162, 9167

- The BOS or any member(s) of the Board or other governing board member (member of the Board does not need to be authorized by the Board);
- Bona fide associations (a recognized authentic or genuine group of citizens bound together, without intent of fraud or deceit, by a common interest or cause);
- Individual voters who are eligible to vote on the measure; and
- Any combination of bona fide associations and individual voters.
- A signer does not have to be the author or filer (if different) of the argument.
- **Both** a direct argument in favor and a direct argument against a measure **MUST BE** submitted in order for a rebuttal argument to be accepted.
- Rebuttal arguments must be signed by the same individuals who signed the direct arguments unless they authorize in writing other persons (s) to sign the rebuttal argument.

If an individual submits an argument:

An individual who is eligible to vote on the measure (a registered voter in the jurisdiction) may sign.

If the argument is submitted on behalf of a bona fide association:

If the signer is affiliated with the association and is authorized by the association to sign the arguments, then the signer(s) do not need to be registered voters in the jurisdiction since they are representing the organization.

A written authorization is needed whenever there are signers who are not the authors. A completed [Authorization for Signers of Direct Arguments, Attachment A](#) or a completed [Authorization for Signers of Rebuttal Arguments, Attachment B](#) will suffice for any and all signers who do not meet the criteria for being an author. The authorization signed by an author must be submitted with the direct or rebuttal argument. For example, if a Board of Supervisors placing a measure on the ballot (proponent) and authoring a direct argument in favor of the measure (author) wishes to have other individuals sign the direct argument, they may do so by completing the [Authorization for Signers of Direct Arguments](#) form.

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Direct Argument

In the majority of cases, the proponents or authors, if different, sign the direct argument. However, if the proponents or authors authorize in writing other individuals to sign the direct argument, it is those signers who must complete the [Signature Statement, Attachment C](#).

For a [Direct Argument sample, see Attachment D](#).

Rebuttal Argument

In the majority of cases, the proponents or authors, if different, sign the direct argument, and then the rebuttal argument. However, if the proponents or authors authorize in writing other individuals to sign the direct argument, it is those signers who must complete the Signature Statement for the rebuttal argument unless they have authorized others to sign the rebuttal arguments.

For a [Rebuttal Argument sample, see Attachment E](#).

Written authorization must include the name of the substitute signer. The authorization, [Authorization for Signers of Rebuttal Arguments](#), must be signed by the original signer who **will not** be signing the rebuttal argument. It is not necessary for all original signers to authorize the new signer.

The number of signers of the rebuttal argument *cannot exceed* the number of the signers of the direct argument. For instance, if there were four (4) signers of the direct argument in favor of a measure, there could only be four (4) signers of the rebuttal argument against the measure, not the maximum of five (5). There can be less signers of the rebuttal argument than signers of the direct argument.

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Changes to or Withdrawal of Direct or Rebuttal Argument After It Is Filed §9601

Both a direct or rebuttal argument may be withdrawn or changed by its proponents or authors, if different, at any time prior to the deadline for filing the direct/rebuttal argument. Once the direct argument is filed, if changes need to be made or the argument withdrawn, all of the authors will need to sign a copy noting such.

If a direct or rebuttal argument is changed, the newly signed original direct or rebuttal argument must be completed and filed by the filing deadline. The original signed withdrawal request must be filed by the filing deadline.

Once the direct argument is filed, if changes need to be made or the argument withdrawn, all of the authors will need to sign a copy noting such.

Argument Required Format §§9162, 9167, 9285, 9317

- Direct arguments shall not exceed 300 words.
- Rebuttal arguments shall not exceed 250 words.
- Count words according to the [Word Count Guidelines, Attachment F](#).
- Arguments must be typewritten and in a block format.
- Arguments shall contain at least one, but no more than five (5) signatures; however, rebuttal arguments shall not contain more signatures than the direct argument.
- The authors or signers must inform the ROV of the priority order for the signatures/names to appear in the signature block. Otherwise, the ROV will place them in the order submitted on the [Signature Statement](#).
- Direct arguments and rebuttal arguments not in compliance with the required format will be reformatted by the ROV. The ROV bears no responsibility for the corrected format of direct arguments and rebuttal arguments under these circumstances.
- **DO NOT USE:** Bullets, stars, asterisks, circles, numbers that function as bullet points to off-set paragraphs, italics, tables, indentation, underlines, unusual spacing, bold face type, underscoring, tables, lists, or any other unusual punctuation or symbols.

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Required Statements on the Arguments §9162, 9600

See [Direct Argument Sample](#) and [Rebuttal Argument Sample](#).

The following statement shall be printed on the front cover, or if none, on the heading of the first page, of the printed arguments:

“Arguments in support of or in opposition to the proposed laws are the opinions of the authors.”

Additionally, printed arguments submitted to voters shall be titled either:

“Argument in Favor of Measure _____”
letter or number

“Argument Against Measure _____”
letter or number

For every direct and rebuttal argument that is filed, the following statement must appear **after** the text of the argument and must be signed by each proponent and by each author of the argument, if different.

The undersigned proponent(s) or author(s) of the _____ (direct/rebuttal) argument _____ (in favor of/against) ballot proposition _____ (name or number) at the _____ (title of election) election for the _____ (jurisdiction) to be held on _____ hereby state that this argument is (date) true and correct to the best of _____ knowledge and belief. (his/her/their)
Signed _____ Date _____ _____ _____

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Signature Statement §9164

A [Signature Statement](#) must be submitted with each original direct and rebuttal argument by the signers of the direct argument. Authors who sign the arguments or authorized signers must complete the Signature Statement but they may submit separate Signature Statements for the same direct argument rather than completing the same one.

A direct argument shall not be accepted unless accompanied by the printed name(s) and signature(s) of the person or persons who authored and signed it or those who were authorized to sign it.

If a direct argument is authored and signed on behalf of an organization, the name of the organization and the printed name and signature of at least one of its principal officers must be included on the Signature Statement.

Deadline for Filing Arguments §9163

In most cases, the filing deadlines are determined by the ROV.

The [California Elections Code](#) provides that the ROV shall establish deadlines for the filing of arguments based on the time reasonably necessary to allow for the 10-day required public examination period, and to prepare, print, and mail sample ballot pamphlets. Each measure is treated as a separate entity. The due dates for both direct and rebuttal arguments will be determined by the ROV for each individual measure. All original direct and rebuttal arguments, including the original signatures of the proponents/authors or authorized signers, if different, shall be filed at the ROV office by 5:00 p.m., on the applicable deadline.

**Call the ROV at 530-225-5730 or check the website
to confirm the deadlines.**

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Public Review Period For Direct and Rebuttal Arguments §§9163, 9190

The public review period is ten (10) calendar days. During the public review period, the arguments will be available at the ROV office from 8:00 a.m., to 5:00 p.m., Monday through Friday, excluding county holidays, and will be posted on the ROV website at www.elections.co.shasta.ca.us, which is available 24 hours a day. Contact the ROV Office at 530-225-5730 about the exact public review period timeframe for a particular argument.

**Call the ROV at 530-225-5730 or check the website
to confirm the deadlines.**

Challenges to Arguments §9190

During the 10-day public review period, any voter of the jurisdiction in which the election is being held, or the ROV, himself or herself, may seek a writ of mandate or an injunction requiring any or all of the materials to be amended or deleted. The writ of mandate or injunction request shall be filed no later than ten (10) calendar days from the beginning of the public review period.

A peremptory writ of mandate or an injunction shall be issued only upon clear and convincing proof that the material in question is false, misleading, or inconsistent with state and local elections laws, and that issuance of the writ or injunction will not substantially interfere with the printing or distribution of official election materials as provided by law.

The ROV shall be named as respondent and the person or official who authored the material in question shall be named as real parties in interest. In the case of the ROV bringing the mandamus or injunctive action, the Board of Supervisors of the county shall be named as the respondent and the person or official who authored the material in question shall be named as the real party in interest.

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Selection of Direct Arguments §§9166, 9167

One direct argument in favor of and one direct argument against any measure will be printed in the sample ballot pamphlet.

If more than one direct argument in favor of or more than one direct argument against any measure is filed with the ROV by the filing deadline, the ROV shall select one of the direct arguments in favor and one of the direct arguments against the measure for printing and distribution to the voters. In selecting the direct argument, **the ROV shall give preference and priority in the following order:**

1. The Board of Supervisors, or member(s) of the Board authorized by the Board;
2. The individual voter, or bona fide association of citizens, or combination of voters and associations, who are the bona fide sponsors or proponents of the measure;
3. Bona fide associations of citizens; and
4. Individual voters who are eligible to vote on the measure.

The authors of a direct argument may be asked to provide additional information to the ROV to assist in the selection of an argument for the sample ballot pamphlet.

If a selection cannot be made based on the aforementioned priority scheme due to two or more direct arguments having equal preference, the ROV will draw lots to determine which argument is published. If there is an opportunity to file a rebuttal argument, the author of the selected direct argument can also file the rebuttal argument.

BOTH a direct argument in favor of and a direct argument against **MUST** be submitted *in order for a rebuttal argument to be accepted*.

When **BOTH** a direct argument in favor and against a measure have been selected for publication in the sample ballot pamphlet, the ROV shall send copies of the direct argument in favor of the argument to the contact person for the direct argument against the measure and copies of the direct argument against the measure to the contact person for the direct argument in favor of the measure.

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Order of Appearance of Arguments in the Sample Ballot Pamphlet §9167

Direct arguments, rebuttal arguments and other information are printed in the Sample Ballot Pamphlet and mailed to all registered voters in the jurisdiction eligible to vote for the particular measure. The arguments and other information appear in the following order:

Impartial Analysis, Fiscal Analysis or Tax Rate Statement (If printed on the ballot)

Direct Argument in Favor

Rebuttal to Argument in Favor

Direct Argument Against

Rebuttal to Argument Against

Text of the Measure if printed in the Sample Ballot Pamphlet

Order of Appearance of Measures on the Ballot §13109

The order of appearance of measures on the ballot are as follows:

School

County

Cities

Districts

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SUBMITTING ARGUMENTS VIA E-MAIL

We encourage submitting arguments/analyses via e-mail in addition to the signed copies. Please submit text of argument in body of e-mail or a text document attachment. Provide one hard copy of how you want the text to appear in the sample ballot in addition to the original.

Submit to the following email address: countyclerk@co.shasta.ca.us

Or bring into our office at **1643 Market Street, Redding, CA 96001, M-F, 8-5, Phone: 530-225-5730**

AVAILABLE FORMS

The ROV has prepared a packet of forms to assist in the filing of direct arguments and rebuttal arguments. Use of the proper format may eliminate potential problems. To have the forms mailed to you, call 530-225-5730.

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CAMPAIGN DISCLOSURE REQUIREMENTS

California's Political Reform Act requires disclosure of campaign contributions and expenditures in connection with state and local elections, including ballot measure elections.

Disclosure is required by:

Candidates for state and local offices
State and local elected officeholders
Campaign committees

Committees that require disclosure:

Candidate Controlled Committees:

State and local candidates and officeholders who receive contributions totaling \$1,000 or more in a calendar year;

Recipient Committees:

Individuals and organizations that receive contributions (\$1,000 or more in a calendar year) to support or oppose state or local candidates, or to qualify, support or oppose state or local ballot measures, including initiative, referendum and recall measures (either primarily formed to support or oppose a single candidate or ballot measure, or more than one candidate or measure being voted on in a single election, or general purpose to support or oppose a variety of candidates and/or measures);

Major Donor Committees:

Individuals or entities that use their own money (i.e., personal funds, corporate or business funds) to make contributions totaling \$10,000 or more in a calendar year to candidates or to committees supporting or opposing candidates or ballot measures;

Independent Expenditure Committees:

Individuals or entities that use their own money to make "independent expenditures" totaling \$1,000 or more in a calendar year to support or oppose candidates or measures (e.g., Jane Jones uses personal funds to send a mailing to voters or to purchase an advertisement supporting a candidate, but she does so independently, not in coordination with the candidate or his or her campaign committee).

There are also restrictions on how campaign funds are used. In general, expenditures from a candidate or recipient committee's campaign funds must be reasonably related to a political, legislative, or governmental purpose. Any expenditure that confers a substantial personal benefit on an individual must be directly related to a political, legislative, or governmental purpose.

For more information, contact:

Fair Political Practices Commission
428 J Street, Suite 620
Sacramento, CA 95814
1-866-275-3772
fppc.ca.gov

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ANALYSES: IMPARTIAL, FISCAL, TAX RATE

IMPARTIAL ANALYSIS §§9160, 9280, 9313, 9314, 9500

The impartial analysis must not exceed 500 words.

County or School Measure: The County Counsel or District Attorney is required to prepare an impartial analysis of a county or school measure.

City Measure: The City Attorney shall prepare an impartial analysis of a city measure.

Special District: For special district initiatives, the county counsel or district attorney of the county with the largest number of registered voters shall prepare an impartial analysis.

Water District: For water district initiatives, the counsel for the district, or if there is no counsel, the county counsel of the county with the largest number of registered voters shall prepare an impartial analysis. If there is a legal counsel for the water district, the analysis shall be subject to review and revision by the county counsel.

FISCAL ANALYSIS. §9160

The County Auditor-Controller may be requested by the Board of Supervisors (BOS) no later than 88 days prior to an election to prepare a fiscal analysis of a county measure. The fiscal impact statement shall not exceed 500 words.

TAX RATE STATEMENT. §§9400, 9401

Each bond measure proposed by a county, city, district or other political subdivision or by any agency, department, or board thereof, the security of which constitutes a lien on the property within the jurisdiction, shall mail a tax rate statement with the Sample Ballot Pamphlet.

The statement shall be filed with the Elections Department no later than the 88th day prior to the election. The law does not specify a word limit for such statements.

The entire text of a county or city measure may not be printed on the ballot or in the voter information portion of the sample ballot, therefore, pursuant to §9160 and §9280, the following text of the impartial analysis shall be inserted in 10-pt. bold: “The above statement is an impartial Analysis of Measure XX. If you desire a copy of the ordinance or measure, please call the ROV at 530-225-5730 or 1-888-560-8683 and a copy will be mailed at no cost to you. You may also access the full text of the measure on the county web site at www.elections.co.shasta.ca.us.

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LETTERING OF COUNTYWIDE OR LOCAL MEASURES §13116

Letters designating measures will be assigned by the ROV. Measures will be assigned each calendar year in alphabetical order beginning with the letter A and then 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 calendar year.

For example, the first measure on the ballot for the first election for the current calendar year will be designated A. Thereafter, each measure will be assigned the next letter throughout the calendar year. If there were two local measures on the first election, they would be designated A and B. If the next election has two local measures on the ballot, the measures will be designated C and D.

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

HOW A MEASURE MAY APPEAR ON THE BALLOT

Example of a Vote-By-Mail Ballot

SCHOOL	
GATEWAY UNIFIED SCHOOL DISTRICT BOND MEASURE B	
<p>B To improve student safety and provide quality education by completing replacement and repair of leaky roofs, deteriorated bathrooms, removing asbestos, reducing earthquake hazards, installing fire safety systems, upgrading electrical wiring to accommodate modern technology, installing energy efficient classroom heating, cooling, ventilation systems, upgrading plumbing, constructing/acquiring/equipping classrooms/facilities/sites, shall Gateway Unified School District issue \$14.5 million of bonds, at legal rates, with guaranteed financial audits, citizen oversight and no money for administrative salaries?</p>	<p>BONDS YES ← ■</p> <p>BONDS NO ← ■</p>

Example of the Edge Voting Machine Ballot

MEASURES SUBMITTED TO THE VOTERS	
DISTRICT	
BURNEY WATER DISTRICT MEASURE B	
Shall the Burney Water District increase the existing pool fee from \$2.00 per month to \$4.00 per month for the purpose of maintaining, operating, and repairing of the public swimming pool facility? Annually, the fee may be reduced following review by the Burney Water District's resident oversight committee, should adequate reserves exist. Additionally, the Board of Directors of the Burney Water District shall have the authority to raise the fee up to and no more than \$1.00 every five years after a financial review by the same committee.	
YES	<input type="radio"/>
NO	<input type="radio"/>

School bond measures read Bonds Yes and Bonds No. Education Code §15122

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AUTHORIZATION FOR SIGNERS OF DIRECT ARGUMENTS

To be completed by the author(s) of the direct argument.

The undersigned author(s) of the argument In Favor of Against

Measure _____ at the _____ election to be held on
Letter Name of election

_____ authorize(s) the following individual(s) to sign the
Date of election

direct argument in his/her/their place:

1. _____ to sign instead of _____
Print name of direct argument signer Signature of direct argument author Date

2. _____ to sign instead of _____
Print name of direct argument signer Signature of direct argument author Date

3. _____ to sign instead of _____
Print name of direct argument signer Signature of direct argument author Date

4. _____ to sign instead of _____
Print name of direct argument signer Signature of direct argument author Date

5. _____ to sign instead of _____
Print name of direct argument signer Signature of direct argument author Date

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AUTHORIZATION FOR SIGNERS OF REBUTTAL ARGUMENTS

To be completed by the author(s) of the direct argument.

The undersigned author(s) of the argument In Favor of Against

select one

Measure _____ at the _____ election to be held on
Letter Name of election

_____ authorize(s) the following individual(s) to sign the
Date of election

rebuttal argument in his/her/their place:

1. _____ to sign instead of _____
Print name of rebuttal argument signer Signature of direct argument signer Date

2. _____ to sign instead of _____
Print name of rebuttal argument signer Signature of direct argument signer Date

3. _____ to sign instead of _____
Print name of rebuttal argument signer Signature of direct argument signer Date

4. _____ to sign instead of _____
Print name of rebuttal argument signer Signature of direct argument signer Date

5. _____ to sign instead of _____
Print name of rebuttal argument signer Signature of direct argument signer Date

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SIGNATURE STATEMENT – Page 1 of 2

All direct arguments/rebuttal arguments concerning county measures shall be accompanied by this form to be signed by each author who is a signer or authorized signer of the argument. Names and titles listed will be printed in the Sample Ballot Pamphlet in the order provided below and will appear as indicated below.

The undersigned author(s) or authorized signer(s) of the (select one of the following):

ARGUMENT IN FAVOR OF
300 words or less

REBUTTAL TO ARGUMENT IN FAVOR
250 words or less

ARGUMENT AGAINST
300 words or less

REBUTTAL TO ARGUMENT AGAINST
250 words or less

ballot measure _____ at the _____ election for the _____ being held on _____
(letter) (election name) (jurisdiction) (date of election)
 hereby state that such argument is true and correct to the best of his/her/their knowledge and belief.

IF AN ARGUMENT IS FILED/SIGNED BY A/AN:

Governing body: Complete this page and #1 on Attachment C, page 2.
 Bona Fide Association: Complete this page and #2A or #2B on Attachment C, page 2.
 Individual: Complete this page and #3 on Attachment C, page 2.

Note: Optional titles shall not exceed four (4) words. Titles exceeding four (4) words will be abbreviated at the ROV discretion.

1.	Print Name (as it appears on argument)	Residence Address	Date
	Title (optional, limit to four (4) words)	Signature	Phone Number
2.	Print Name (as it appears on argument)	Residence Address	Date
	Title (optional, limit to four (4) words)	Signature	Phone Number
3.	Print Name (as it appears on argument)	Residence Address	Date
	Title (optional, limit to four (4) words)	Signature	Phone Number
4.	Print Name (as it appears on argument)	Residence Address	Date
	Title (optional, limit to four (4) words)	Signature	Phone Number
5.	Print Name (as it appears on argument)	Residence Address	Date
	Title (optional, limit to four (4) words)	Signature	Phone Number

FOR OFFICE USE ONLY

CONTEST ID#: _____ MEASURE LETTER DESIGNATION: _____
 ELECTION DATE: _____ JURISDICTION: _____

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SIGNATURE STATEMENT – Page 2 of 2

To be completed for arguments filed by a governing body of a county/district, a bona fide association of citizens, and individual signers

ARGUMENT/REBUTTAL FILED BY (Check Any of the Following that Apply):

- 1. **Board of Supervisors** **District Governing Body:** _____
 Contact Person's Printed Name: _____
 Contact Person's Signature: _____
 Title: _____
 Phone: _____ Fax: _____ E-Mail: _____

2. The following information is submitted by the author(s) to establish that the organization or group is a Bona Fide Association of Citizens.

- A. Bona Fide Association of Citizens**
 (Group/organization **has not** been formed to support or oppose the measure)

Name of Association: _____
 Principal Officer's Printed Name: _____
 Principal Officer's Signature: _____
 Title: _____
 Phone: _____ Fax: _____ E-Mail: _____
 Contact Info: _____

Name	Phone	Addr, City, State, ZIP	E-Mail
------	-------	------------------------	--------

- B. Bona Fide Association of Citizens**
 (Group or organization **has** been formed to support or oppose this measure)

Name of Association: _____
 Principal Officer's Printed Name: _____
 Principal Officer's Signature: _____
 Title: _____
 Phone: _____ Fax: _____ E-Mail: _____
 Contact Info: _____

Name	Phone	Addr, City, State, ZIP	E-Mail
------	-------	------------------------	--------

A Form 410 Statement of Organization – establishing the group or organization as a Primarily Formed Ballot Measure Committee to support or oppose Measure _____ was filed on _____. Committee I.D. # _____. *The Form 410 must be filed within 10 days of the date of the date the committee receives \$1,000.00 in contributions.*

3. Individuals filing/signing the argument:

Contact Person: _____ Phone: _____
 Mailing Address: _____
 Fax: _____ Email: _____

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DIRECT ARGUMENT SAMPLE FORMAT

“Arguments in support of or in opposition to the proposed laws are the opinions of the authors.”

Use one of the following titles:

Argument in Favor of Measure (if the letter has not been assigned yet, use the name)

OR

Argument Against Measure (if the letter has not been assigned yet, use the name)

The body of the direct argument is inserted here. The argument shall not exceed 300 words. The count needs to be done prior to filing or changes will need to be made. Remember, once the direct argument is filed, if changes need to be made or the argument withdrawn, all of the authors will need to sign a copy noting such.

The statement below shall follow the text of the argument:

“The undersigned proponent(s) or author(s) of the direct argument in favor of or against (*choose one and insert*) ballot measure (*insert name or letter*) at the (*insert title of election*) election for the (*insert the jurisdiction*) to be held on (*insert the date of the election*) hereby state that such argument is true and correct to the best of (*insert his, her, or their*) knowledge and belief.”

Signed (insert signature exactly as typed) Date _____ Signed (insert signature exactly as typed) Date _____
 (type name here exactly as signed) (type name here exactly as signed)

Signed (insert signature exactly as typed) Date _____ Signed (insert signature exactly as typed) Date _____
 (type name here exactly as signed) (type name here exactly as signed)

Signed (insert signature exactly as typed) Date _____
 (type name here exactly as signed)

Examples of signature blocks:

Signed *John T. Smith* Date 08/10/03
 John T. Smith, Chairman
 Clean Water Committee

Signed *Kathy Smith* Date August 10, 2003
 Kathy Smith
 Concerned Citizen

In the majority of cases, the proponents or authors also sign the direct argument. If the proponents or authors, however, have authorized in writing other individuals to sign the direct argument, it is those signers who must complete the Signature Statement.

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REBUTTAL ARGUMENT SAMPLE FORMAT

“Arguments in support of or in opposition to the proposed laws are the opinions of the authors.”

Use one of the following titles:

Rebuttal to Argument in Favor of Measure (assigned letter)

OR

Rebuttal Argument Against Measure (assigned letter)

The body of the direct argument is inserted here. The argument shall not exceed 250 words. The count needs to be done prior to filing or changes will need to be made. Remember, once the direct argument is filed, if changes need to be made or the argument withdrawn, all of the authors will need to sign a copy noting such.

The statement below shall follow the text of the argument:

“The undersigned proponent(s) or author(s) of the rebuttal argument in favor of or against (*choose one and insert*) ballot measure (*insert name or letter*) at the (*insert title of election*) election for the (*insert the jurisdiction*) to be held on (*insert the date of the election*) hereby state that such argument is true and correct to the best of (*insert his, her, or their*) knowledge and belief.”

Signed (insert signature exactly as typed) Date _____ Signed (insert signature exactly as typed) Date _____
(type name here exactly as signed) (type name here exactly as signed)

Signed (insert signature exactly as typed) Date _____ Signed (insert signature exactly as typed) Date _____
(type name here exactly as signed) (type name here exactly as signed)

Signed (insert signature exactly as typed) Date _____
(type name here exactly as signed)

Examples of signature blocks:

Signed John T. Smith Date 08/10/03
John T. Smith, Chairman
Clean Water Committee

Signed Kathy Smith Date August 10, 2003
Kathy Smith
Concerned Citizen

In the majority of cases, the proponents or authors also sign the direct argument also sign the rebuttal argument. If the proponents or authors, however, have authorized in writing other individuals to sign the direct argument, it is those signers who must complete the Signature Statement for the rebuttal argument unless those signers of the direct argument have authorized in writing others to sign the rebuttal argument.

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WORD COUNT GUIDELINES §9

The following guidelines are for computing the word count:	# of words counted
The heading and signature block are <u>not</u> included in the word count.	
Punctuation marks are <u>not</u> included in the word count	
The words "a", "the", "and", "an" are counted as individual words	
Dictionary words	one word
Geographical names of cities, states, and counties such as County of Shasta and City of Shasta Lake	one word
Symbols such as "&" and "#" (number/pound) are not considered punctuation	each symbol is counted as one word
Abbreviations - PTA, P.T.A., USMC, U.S.M.C., P.M., A.M.	one word
Regularly hyphenated words appearing in any generally available standard reference dictionary published in the United States within 10 years preceding the election. Each part of all other hyphenated words shall be counted as a separate word.	one word
Names of persons and things: Jack Jones; Redding Aquatic Center	<i>each</i> word counts as one word
Internet web site address: www.sweetchocolategoodies.biz/recipes/html.	one word
Dates - All digits: 04/08/1998	one word
Dates - Words and digits: April 8, 1998	two words
Numbers – Digits: 1 or 10 or 100, etc.	one word
Numbers spelled out: One, ten, or one hundred	<i>each</i> word counts as one word
Numeric combinations: 1973, 18 1/2, 1971-73, 5%	one word
Combination of a number and a word: \$4 million; 30 percent	two words
Monetary Amounts: When dollar sign is used with figures: \$1,000	one word
Monetary Amounts: Spelled out: One thousand dollars – three words; seventy dollars – two words	<i>each</i> word counts as one word
Telephone/fax numbers: 555-1234 or 530-555-1234	one word
If the argument exceeds the word limit, the author must delete or change a sufficient number of words, or a sentence, to put the argument within the required word limit before the argument is filed. The ROV will not accept the argument if it exceeds the word count.	

Author should correct any misspellings before the argument is filed.

The ROV office WILL NOT make any corrections.

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