

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 frequently asked questions at the Monterey County Elections Department concerning how to place a measure on the ballot. It is for general information only and does not have the force and/or 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.

THE RESOLUTION TO CALL THE ELECTION AND CONSOLIDATE

DISTRICTS & CITIES: Submit a "Resolution Ordering Election, Requesting County Elections to Conduct the Election and Requesting Consolidation" [Example A] along with the "Notice to Registrar 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, Requesting County Elections to Conduct the Election, Requesting Consolidation, and Specifications of the Election Order" [Example B] along with the "Notice to Registrar of Measure Submitted to the Voters."

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 Information Guide. If you do not want any measure text printed in the Voter Information Guide, please provide this direction in writing within the resolution as shown in the example. In this case, instead of measure text, before the analysis of the measure, voters will be directed to contact the Elections Department for a copy of the proposed measure. Jurisdictions will be billed for costs.

THE 75-WORD BALLOT QUESTION

Elections Code §13247 requires the ballot question to be limited to 75 words (See "How to Count Words" in this guide). The words "YES" and "NO" follow measures. Jurisdictions may want to consider beginning their ballot question with a few key summary words 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) The words to appear on a ballot for a school reorganization measure, according to Ed. Code §35762 are: "Reorganization of School Districts -- Yes" and "Reorganization of School Districts -- No." Similar words may be used.

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 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 pursuant to Elections Code §13109: County Board of Education, College, Unified Schools, High Schools, Elementary Schools, County, Cities, Districts. In order to allow for the most efficient use of space, the county elections official may vary the order of the measures.

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 preference:

- 1) the governing body or members thereof,
- 2) an individual voter, 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.

If arguments in favor and against are submitted, authors will have the opportunity to submit rebuttals.

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.

ADDITIONALLY:

County counsel will submit an impartial analysis. Bond measures require a tax rate statement. A fiscal impact statement may also be ordered.

HOW TO COUNT WORDS

(Pursuant to Elections Code Section 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.
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.
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 Monterey" and "Salinas City Elementary 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, 2010 shall be counted as two words, whereas 1/1/10 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.

HOW TO RAISE OR SPEND MONEY:

FIRST: Obtain from the County Clerk 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 Secretary of State and the Registrar of Voters. 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 along with a \$50 check made payable to the Secretary of State. A copy of that initial Form 410 must also be sent to the Monterey County Elections Department. 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 and a 410 to terminate the committee upon completion of your efforts.

EXAMPLE OF MEASURE AS IT WILL APPEAR ON THE BALLOT:

DISTRICT NAME IN ENGLISH		
DISTRICT NAME IN SPANISH		
A	The English version of the 75-word ballot question appears here. See "How to Count Words" in this guide. The number of words may not exceed 75. (Election Code §13247)	
A	The Spanish version of the 75-word ballot question appears here. Do not submit your own translation. Monterey County Elections will supply the translation using our official translators.	
YES/SÍ		← <input type="checkbox"/>
NO/NO		← <input type="checkbox"/>

Attributes such as bullets, italics, underlining, and bolding are not permitted in the ballot question.

EXAMPLE A - CITIES AND SPECIAL DISTRICTS

Resolution No. _____

**RESOLUTION ORDERING AN ELECTION,
REQUESTING COUNTY ELECTIONS TO CONDUCT THE ELECTION,
AND REQUESTING CONSOLIDATION OF THE ELECTION**

**Name of City or Special District
EXACTLY AS IT WILL APPEAR ON THE BALLOT**

WHEREAS, pursuant to Elections Code Section 10002, the governing body of any city or district may by resolution request the Board of Supervisors of the county to permit the county elections official to render specified services to the city or district relating to the conduct of an election; and

WHEREAS, the resolution of the governing body of the city or district shall specify the services requested; and

WHEREAS, pursuant to Elections Code Section 10002, the city or district shall reimburse the county in full for the services performed upon presentation of a bill to the city or district; and

WHEREAS, pursuant to Elections Code Section 10400, whenever two or more elections, including bond elections, of any legislative or congressional district, public district, city, county, or other political subdivision are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections; and

WHEREAS, pursuant to Elections Code Section 10400, such election for cities and special districts may be either completely or partially consolidated; and

WHEREAS, pursuant to Elections Code Section 10403, whenever an election called by a district, city or other political subdivision for the submission of any question, proposition, or office to be filled is to be consolidated with a statewide election, and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for that statewide election, the district, city or other political subdivision shall, at least 88 days prior to the date of the election, file with the board of supervisors, and a copy with the elections official, a resolution of its governing board requesting the consolidation, and setting forth the exact form of any question, proposition, or office to be voted upon at the election, as it is to appear on the ballot. Upon such request, the Board of Supervisors may order the consolidation; and

WHEREAS, the resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election; and

WHEREAS, various district, county, state and other political subdivision elections may be or have been called to be held on DATE OF ELECTION;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED THAT THE governing body of the

(Name of City/District)

hereby orders an election be called and consolidated with any and all elections also called to be held on DATE OF ELECTION insofar as said elections are to be held in the same territory or in territory that is in part the same as the territory of the requests the Board of Supervisors of the County of Monterey to order such consolidation under Elections Code Section 10401 and 10403.

BE IT FURTHER RESOLVED AND ORDERED that said governing body hereby requests the Board of Supervisors to permit the Monterey County Elections Department to provide any and all services necessary for conducting the election and agrees to pay for said services, and

BE IT FURTHER RESOLVED AND ORDERED that the Monterey County Elections Department shall conduct the election for the following MEASURE(S) to be voted on at the DATE OF ELECTION election:(insert 75-word ballot question here or attach, if more than one)

BE IT FURTHER RESOLVED AND ORDERED THAT Monterey County Elections Department is requested to: [Check one of the following]

- Print the attached measure text exactly as filed or indicated on the filed document in the Voter Information Guide for the DATE OF ELECTION election. Cost of printing and distribution of the measure text will be paid for by the city/district.
- Not to print the measure text in the Voter Information Guide, but send a copy to voters upon request at the cost of said city/district.

PASSED AND ADOPTED this _____ day of _____, 2013 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

Chairperson of said Governing Board

Attested: _____
Secretary

EXAMPLE B - FOR SCHOOL DISTRICTS

Resolution No. _____

**RESOLUTION ORDERING ELECTION,
REQUESTING COUNTY ELECTIONS TO CONDUCT THE ELECTION,
REQUESTING CONSOLIDATION OF THE ELECTION, AND
SPECIFICATIONS OF THE ELECTION ORDER**

**Name of School District
EXACTLY AS IT WILL APPEAR ON THE BALLOT**

WHEREAS, pursuant to Education Code Section 5322, whenever a school district election is ordered, the governing board of the district or the board or officer authorized to make such designations shall, concurrently with or after the order of election, but not less than 123 days prior to the date set for the election in the case of an election for governing board members, or at least 88 days prior to the date of the election in the case of an election on a measure, including a bond measure, by resolution delivered to the county superintendent of schools and the officer conducting the election specify the date of the election and the purpose of the election;

WHEREAS, pursuant to Elections Code Section 10002, the governing body of any city or district may by resolution request the Board of Supervisors of the county to permit the county elections official to render specified services to the city or district relating to the conduct of an election;

WHEREAS, the resolution of the governing body of the city or district shall specify the services requested; and

WHEREAS, pursuant to Elections Code Section 10400, whenever two or more elections, including bond elections, of any legislative or congressional district, public district, city, county, or other political subdivision are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections; and

WHEREAS, pursuant to Elections Code Section 10403, whenever an election called by a district, city or other political subdivision for the submission of any question, proposition, or office to be filled is to be consolidated with a statewide election, and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for that statewide election, the district, city or other political subdivision shall, at least 88 days prior to the date of the election, file with the board of supervisors, and a copy with the elections official, a resolution of its governing board requesting the consolidation, and setting forth the exact form of any question, proposition, or office to be voted upon at the election, as it is to appear on the ballot. Upon such request, the Board of Supervisors may order the consolidation; and

WHEREAS, the resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election; and

WHEREAS, pursuant to Education Code Section 5342 and Elections Code Section 10400, such election for school districts may be either completely or partially consolidated;

WHEREAS, various district, county, and statewide and other political subdivision elections have been or may be called to be held on DATE OF ELECTION;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED THAT the Governing Board/Board of Trustees of the

(Name of City/District)

hereby orders an election to be called and consolidated with any and all elections also called to be held on DATE OF ELECTION insofar as said elections are to be held in the same territory or in territory that is in part the same as the territory of the School District request to the Board of Supervisors of the County of Monterey to order such consolidation under Elections Code Section 10400; and

BE IT FURTHER RESOLVED AND ORDERED that said School Board hereby requests the Board of Supervisors to permit the Monterey County Elections Department to provide any and all services necessary for conducting the election; and

BE IT FURTHER RESOLVED AND ORDERED that pursuant to Education Code Section 5322, the authority for the specifications of the election order, the governing body of the _____
(Name of City/District)

hereby orders an election to be held with the following specifications:
The election shall be held on Tuesday, DATE OF ELECTION;

BE IT FURTHER RESOLVED AND ORDERED that the Monterey County Elections Department shall conduct the election for the following **MEASURE(S)** to be voted on at the DATE OF ELECTION election:
(insert 75-word ballot question here or attach, if more than one ballot measure)

BE IT FURTHER RESOLVED AND ORDERED that the Monterey County Elections Department is requested to:
[Check one of the following]

Print the attached measure text exactly as filed in the Voter Information Guide for the DATE OF ELECTION. Cost of printing and distribution of the measure text will be paid for by the district.

Not to print the measure text in the Voter Information Guide but send a copy to voters upon request at the cost of said district.

PASSED AND ADOPTED by the _____ District,

County of Monterey, State of California, this _____ day of _____, 2013, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

Chairperson of said Governing Board

Attested: _____
Secretary

NOTICE TO THE REGISTRAR OF VOTERS OF MEASURE(S) TO BE SUBMITTED TO THE VOTERS

NAME OF DISTRICT/CITY

AS IT WILL APPEAR ON THE BALLOT

To the Registrar of Monterey County:

Notice is hereby given that the _____ has approved a
measure to be placed on the DATE OF ELECTION ballot.

- Attached is the 75-word or less ballot question(s) to appear on the
DATE OF ELECTION ballot.

- Also attached is the measure text (for each measure) exactly as it is to
be printed in the Voter Information Guide for the DATE OF ELECTION election. Cost
of printing and distribution of the measure text will be paid for by the district/city.

(Seal of the District/City)

Signature (District Secretary/City Clerk)

Dated: _____