

COUNTYWIDE INITIATIVE

Information Manual

County of San Luis Obispo

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IMPORTANT INFORMATION ABOUT INITIATIVES

PLEASE READ ALL THE INFORMATION BELOW BEFORE PROCEEDING

This guide has been prepared to assist staff and the public with general information on the Initiative process and does not have the force of law, regulation or rule. The instructions are extracted from the Elections Code, §9100-9190. This manual is made available with the understanding that the County Clerk-Recorder's Office staff are not rendering legal advice and cannot make a legal determination on the wording or sufficiency of your petition or text. This document is not a substitute for legal counsel for the individual using it. If you would like to have your petition reviewed for legal sufficiency, you should contact an attorney. In case of conflict, the law, regulation or rule will apply.

TIMING OF THE PETITION PROCESS

The maximum time necessary from filing a Notice of Intention to the County Board of Supervisors calling an election is 281 days, nearly 9 ½ months. The election cannot be held any sooner than 88 days after the Board places the measure on the ballot. Due to these time requirements, initiative preparation should begin approximately 13 months prior to the election for which a ballot initiative is being qualified. If the proponents begin less than 13 months from the election, it is strongly suggested that they submit the signatures in less than the 180 days allowed by code. This will allow the necessary time to verify signatures and present the certification to the County Board of Supervisors.

FAIR POLITICAL PRACTICES COMMISSION REPORTING REQUIREMENTS

If you plan on receiving donations in support of the effort to qualify an initiative petition, you will have FPPC reporting requirements. Please request Manual 3 concerning Provisions for Recipient Committees Formed to Support or Oppose the Qualification or Passage of a State or Local Ballot Measure. If you have questions about the filing requirements, contact the FPPC at (866) 275-3772 or this office.

NUMBER OF SIGNATURES REQUIRED (EC § 9107)

The number of signatures required on the petition is based on a percentage of the number of votes cast within the County for all candidates for Governor at the last gubernatorial election preceding the publication of the notice of intention to circulate the initiative petition. Please call our office for this information.

I. DEFINITIONS

- A. Initiative- The power of the electors to propose statutes (laws) and amendments to ordinances, and to adopt or reject such laws and amendments. (CA Const. Art. II, §8A,)
- B. Referendum- The power of the electors to approve or reject statutes or parts of statutes except urgency statutes, statutes calling elections, and statutes providing for tax levies or appropriations for usual current expenses of the State. (CA Const. Art. II, §9A)

II. GENERAL INFORMATION

- A. County Charter - The board of supervisors may not enact, amend, or otherwise revise a county charter without submitting the proposal to the voters. (Elections Code §9102)
- B. One Subject Only - An initiative measure embracing more than one subject may not be submitted to the electors or have any effect. (CA Const. Art. II, Sec 8d)
- C. Prohibitions
 - 1. A petition may not be circulated within 100 feet of a polling place on the day of any election. (EC §18370a)
 - 2. Petition signatures may be used for no purpose other than qualifying the measure for the ballot. (EC §18650)
 - 3. Only a person who is a qualified registered voter at the time of signing the petition is entitled to sign it. (EC § 9108)
- D. Conflicting Measures - If the provisions of two or more ordinances adopted at the same election conflict, the ordinance receiving the highest number of affirmative votes shall control. (CA Const. Art.II, §10b, EC §9123)
- E. Repeal of Ordinance - No ordinance proposed by initiative petition and adopted either by the board of supervisors without submission to the voters or adopted by the voters shall be repealed or amended except by a vote of the people, unless provision is otherwise made in the original ordinance. In all other respects, an ordinance proposed by initiative petition and adopted shall have the same force and effect as any ordinance adopted by the board of supervisors. (CA Const. Art. II, §10c, EC §9125)
- F. Enacting Clause of an ordinance submitted to the voters of a county shall be substantially in the following form: "The people of the County of _____ordain as follows:" (EC §9124)
- G. Preservation of Petition - The elections official shall preserve an the petition until eight months after the certification of the results of the election for which the petition qualified, or if the measure, for any reason, is not submitted to the voters, 8 months after the final examination of the petition by the elections official. Thereafter, the petition shall be destroyed as soon as practicable unless it is in evidence in a pending legal action. (EC §17200)

- H. Not a Public Record - Once filed, an initiative petition is not a public record open to inspection by the general public. If a petition fails to qualify, the proponents may, within 21 days after certification of insufficiency, examine the petition to determine which signatures were disqualified and the reasons therefore. Certain administrative and law enforcement agencies may examine petitions upon approval of the Superior Court. (GC§6253.5)
- I. Campaign Reports - Committees formed to support or oppose the qualification of initiative measures have campaign reporting obligations under the Political Reform Act of 1974. (GC §82013, 84200, 84202.3)

II. COUNTY INITIATIVE

- A. Signatures Required - (EC §9107, 9116) Entire votes cast for Governor in the last Gubernatorial Election, preceding the publication of the notice of intent to circulate.
 - 1. For Special Election - 20% of above votes cast.
 - 2. With next Statewide or Regular Election - 10% of above votes cast
- B. Preliminary Procedures -
 - 1. File Notice of Intention - (Sample on Page 14) before circulating an initiative petition in a county, or any petition relating to the annexation of territory by a county, the consolidation of counties, or the dissolution of a county, its proponents shall file with the county elections official a notice of intention to do so. The notice shall include names and business or residence addresses of at least one but not more than five proponents of the petition, and shall be accompanied by the written text of the initiative and a request that a ballot title and summary be prepared.

Any person filing a notice of intent with the county elections official shall pay a fee to be established by the board of supervisors not to exceed two hundred dollars (\$200) to be refunded to the filer if, within one year of the date of filing the notice of intent, the county elections official certifies the sufficiency of the petition. The fee in San Luis Obispo is currently \$5.00.

The notice of intention shall contain the printed name, signature, and business or residence address of at least one but not more than five proponents, and may include a printed statement, not exceeding 500 words in length, stating the reasons for the proposed petition. The notice shall be in substantially the following form:

Notice of Intention to Circulate Petition

Notice is hereby given by the persons whose names appear hereon of their intention to circulate the petition within the County of _____ for the purpose of _____. A statement of the reasons of the proposed action as contemplated in the petition is as follows: (optional statement) (EC § 9103,9104)

2. Proposed Measure; Title and Summary - The County elections official shall immediately transmit a copy of any proposed measure to the county counsel. Within 15 days after the proposed measure is filed, the county counsel shall provide and return to the county elections official a ballot title and summary of the proposed measure. The ballot title may differ from any other title of the proposed measure and shall express in 500 words or less the purpose of the proposed measure. In providing the ballot title, the county counsel shall give a true and impartial statement of the purpose of the proposed measure in such language that the ballot title shall neither be an argument, nor be likely to create prejudice, for or against the proposed measure. (EC § 9105a)
 3. Publish Notice of Intention - The County elections official shall furnish a copy of ballot title and summary to the proponents of the proposed measure. The proponents shall, prior to circulation of the petition, publish the notice of intention, and the ballot title and summary of the proposed measure in a newspaper of general circulation published in that county, and file proof of publication with the county elections official. (EC §9105b)
- C. Form of Petition - (Sample on Page 15) (EC §100, 100.5, 101, 104, 9020, 9101, 9105c, 9108, 9109). Each section of the petition must contain:

The ballot title and summary prepared by the county counsel shall appear upon 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 not smaller than 12 point. The ballot title and summary shall be clearly separated from the text of the measure. The text of the measure shall be printed in type not smaller than 8 point.

The heading of the proposed measure shall be in substantially the following form: Initiative Measure to be Submitted Directly to the Voters

The county counsel has prepared the following title and summary of the chief purpose and points of the proposed measure:

(Here set forth the title and summary prepared by the county counsel. This title and summary must also be printed across the top of each page of the petition whereon signatures are to appear.)

1. Full Text of the Measure.
2. Notice of Intention and Statement of Reasons.
3. The petition sections shall be designed so that each signer shall personally affix all of the following:
 - a. Signature. (or mark, if unable to write, witnessed by one person by subscribing his or her name thereon)

- b. Printed name.
 - c. Residence address - Number and Street. (Not mailing address)
4. A space of at least one inch wide shall be left blank at the end of each name for the election official's use.
 5. "Notice to the Public" required by EC §101 in 12-point type, prior to the portion of the petition for signatures.
 6. Declaration of Circulator - (Sample on Page 16) EC §104
 7. The number of signatures on a page shall be at the pleasure of the person designing the petition and shall be numbered consecutively beginning with number 1 and continuing through the number of signature spaces allotted to each section.

D. Circulation of Petition

1. The proponents may commence to circulate the petitions among the voters of the county for signatures by any registered voter of the county after publication of the title and summary prepared by the county counsel. Each section of the petition shall bear a copy of the notice of intention, and the title and summary prepared by the county counsel. (EC §9108)
2. Each petition section shall have attached to it an affidavit to be completed by the circulator. The affidavit shall be substantially in the same form as set forth in Section EC §104. (EC § 9109)
3. Signatures shall be secured and the petition shall be presented to the county elections official for filing within 180 days from the date of receipt of the title and summary, or after termination of any action for a writ of mandate pursuant to section 9106 and, if applicable, after receipt of an amended title or summary or both, whichever occurs later. (EC § 9110)
4. The number of signatures attached to each section shall be at the pleasure of the person soliciting the signatures.

E. Filing of Petition

1. Petitions shall be filed by the proponents, or any person or persons authorized in writing by the proponents.
2. All sections of the petition shall be filed at one time. Any sections of the petition not so filed shall be void for all purposes. Once filed, no petition section shall be amended except by order of a court of competent jurisdiction.
3. When the petition is filed, the county elections official shall determine the total number of signatures affixed to the petition. If, from this examination, the county elections

official determines that the number of signatures, prima facie, equals or is in excess of the minimum number of signatures required, the county elections official shall examine the petition in accordance with Section 9114 or 9115. If, from the examination, the county elections official determines that the number of signatures, prima facie, does not equal or exceed the minimum number of signatures required, no further action shall be taken. (EC §9113)

F. Examination and Verification of Signatures

1. Excluding Saturdays, Sundays, and Holidays, 30 days from the date of filing, the elections official shall examine the petition, and from the records of registration ascertain whether or not the petition is signed by the requisite number of voters. A certificate showing the results of this examination shall be attached to the petition.
2. The elections official shall notify the proponents of the petition as to the sufficiency or insufficiency of the petition.
3. If the petition is found insufficient, no further action shall be taken. However, the failure to secure sufficient signatures shall not preclude the filing of a new petition on the same subject, at a later date.
4. If the petition is found sufficient, the elections official shall certify the results of the examination to the board of supervisors at the next regular meeting of the board. (EC §9114, 9115)
5. Random Sample Technique
 - a. If verification of the random sample indicates that the total number of valid signatures on the petition is at least 110% of the number required, the petition shall be deemed qualified.
 - b. If the random sample indicates that the total number of valid signatures is less than 95% of the number required, the petition will be deemed to have failed.
 - c. If the random sample indicates that the total number of valid signatures is between 95% and 110% of the number required, then the sample must be rejected and all signatures on the petition must be verified.

G. Action by Governing Board -Initiative Submitted to the Board of Supervisors

1. If the initiative petition is signed by voters not less in number than 10 percent of the entire vote cast in the county for all candidates for Governor at the last gubernatorial election preceding the publication of the notice of intention to circulate and initiative petition, the board of supervisors shall do one of the following: (EC § 9118)
 - a. Adopt the ordinance without alteration at the regular meeting at which the

certification of the petition is presented, or within 10 days after it is presented.

- b. Submit the ordinance, without alteration, to the voters pursuant to subdivision (b) of Section 1405, unless the ordinance petitioned for is required to be, or for some reason is, submitted to the voters at a special election pursuant to subdivision (a) of Section 1405.
 - c. Order a report pursuant Section 9111 at the regular meeting at which the certification of the petition is presented. When the report is presented to the board of supervisors, it shall either adopt the ordinance within 10 days or order an election pursuant to subdivision (b).
2. If the initiative petition is signed by voters not less in number than 20 percent of the entire vote cast in the county for all candidates for Governor at the last gubernatorial election preceding the publication of the notice of intention to circulate and initiative petition and the petition contains a request that the ordinance be submitted immediately to a vote of the people at a special election, the board of supervisors shall do one of the following: (EC § 9116)
- a. Adopt the ordinance without alteration at the regular meeting at which the certification of the petition is presented, or within 10 days after it is presented.
 - b. Immediately call a special election pursuant to subdivision (a) of Section EC §1405, at which the ordinance, without alteration shall be submitted to the voters.
 - c. Order a report pursuant Section 9111 at the regular meeting at which the certification of the petition is presented. When the report is presented to the board of supervisors, it shall either adopt the ordinance within 10 days or order an election pursuant to subdivision (b).

III. REFERENDUM

A. Time Ordinance Shall Take Effect

Except as provided in EC §9141, 9142 or 9143, an ordinance shall become effective 30 days from and after the date of final passage.

B. Petition Protesting Adoption of an Ordinance- EC § 9144

If a petition protesting the adoption of an ordinance is presented to the board of supervisors prior to the effective date of the ordinance, the ordinance shall be suspended and the supervisors shall reconsider the ordinance. The petition shall be signed by voters of the county equal in number to at least 10 percent of the entire vote cast within the county for all

candidates for Governor at the last gubernatorial election.

C. Protest of Ordinance Submitted to Voters - EC § 9145

If the board of supervisors does not entirely repeal the ordinance, the board shall submit the ordinance to the voters at the next regularly scheduled county election or at a special election called for that purpose. The election on the ordinance shall not be held less than 88 days from the date of the order. The ordinance shall not become effective unless a majority of those voters voting on it the ordinance vote in favor of it.

D. Form of Petition - EC § 9146

The form of the petition, duties of the elections official and the manner of holding elections shall be the same as those provided for initiative petitions.

E. Referendum; Form

1. The heading of a proposed referendum measure shall be in substantially the following form:

Referendum Against an Ordinance Passed by the Board of Supervisors

2. Each section of the referendum petitions shall contain the title and text of the ordinance or the portion of the ordinance which is the subject of the referendum.

IV. ELECTIONS CODE PENAL PROVISIONS

Improper Signature Gathering Tactics:

18600 Misrepresentation by circulator.

Every person is guilty of a misdemeanor who:

- (a) Circulating, as principal or agent, or having charge or control of the circulation of, or obtaining signatures to, any state or local initiative, referendum or recall petition, intentionally misrepresents or intentionally makes any false statement concerning the contents, purport or effect of the petition to any person who signs, or who desires to sign, or who is requested to sign, or who makes inquiries with reference to it, or to whom it is presented for his or her signature.
- (b) Willfully and knowingly circulates, publishes, or exhibits any false statement or misrepresentation concerning the contents, purport or effect of any state or local initiative, referendum, or recall petition for the purpose of obtaining any signature to, or persuading or influencing any person to sign, that petition.
- (c) Circulating, as principal or agent, or having charge or control of the circulation of, or obtaining signatures to, any state or local initiative, intentionally makes any

false statement in response to any inquiry by any voter as to whether he or she is a paid signature gatherer or a volunteer.

18601 Refusal to allow signer to read measure.

Any person working for the proponent or proponents of an initiative or referendum measure or recall petition who refuses to allow a prospective signer to read the measure or petition is guilty of a misdemeanor. An arrest or conviction pursuant to this section shall not invalidate or otherwise affect the validity of any signature obtained by the person arrested or convicted.

18602 Obscuring the summary of the measure.

Any person working for the proponent or proponents of a statewide initiative or referendum Attorney General from the view of a prospective signer is guilty of a misdemeanor.

18603 Payment for signatures.

Every person who offers or gives money or other valuable consideration to another in exchange for his or her signature on a state, county, municipal, or district initiative, referendum, or recall petition is guilty of a misdemeanor.

False or Ineligible Signatures on Petition:

18610 False or forged signatures.

Every person who solicits any circulator to affix to any initiative, referendum, or recall petition any false or forged signature, or to cause or permit a false or forged signature to be affixed, is guilty of a misdemeanor.

18611 False, forged or fictitious names.

Every person is punishable by a fine not exceeding five thousand dollars (\$5,000), or by imprisonment in the state prison for 16 months or two or three years or in a county jail not exceeding one year, or by both the fine and imprisonment, who circulates or causes to be circulated any initiative, referendum, or recall petition, knowing it to contain false, forged, or fictitious names.

18612 Signing more than once.

Every person is guilty of a misdemeanor who knowingly signs his or her own name more than once to any initiative, referendum, or recall petition, or signs his or her name to that petition knowing himself or herself at the time of signing not to be qualified to sign it.

18613 Subscribing fictitious names.

Every person who subscribes to any initiative, referendum, or recall petition a fictitious name, or who subscribes thereto the name of another, or who causes another to subscribe such a name to that petition, is guilty of a felony and is punishable by imprisonment in the state prison for two, three, or four years.

18614 False or fraudulent signatures.

Every person is punishable by a fine not exceeding five thousand dollars (\$5,000), or by imprisonment in the state prison for 16 months or two or three years or in a county jail not exceeding one year, or by both the fine and imprisonment, who files in the office of the

elections official or other officer designated by law to receive the filing, any initiative, referendum, or recall petition to which is attached, appended or subscribed any signature which the person filing the petition knows to be false or fraudulent or not the genuine signature of the person whose name it purports to be.

Improper Payments to Prevent Petition Circulation and Filing:

18620 Payment for stopping circulation of petition.

Every person who seeks, solicits, bargains for, or obtains any money, thing of value, or advantage of or from any person, firm, or corporation for the purpose or represented purpose of fraudulently inducing, persuading, or seeking the proponent or proponents of any initiative or referendum measure or recall petition to (a) abandon the measure or petition, (b) fail, neglect, or refuse to file in the office of the elections official or other officer designated by law, within the time required by law, the initiative or referendum measure or recall petition after securing the number of signatures required to qualify the measure or petition, (c) stop the circulation of the initiative or referendum measure or recall petition, or (d) perform any act that will prevent or aid in preventing the initiative or referendum measure or recall petition from qualifying as an initiative or referendum measure, or the recall petition from resulting in a recall election, is punishable by a fine not exceeding five thousand dollars (\$5,000), or by imprisonment in the state prison 16 months or two or three years or in a county jail not exceeding one year, or by both the fine and imprisonment.

18621 Payment for stopping circulation of petition.

Any proponent of an initiative or referendum measure or recall petition who seeks, solicits, bargains for, or obtains any money or thing of value of or from any person, firm, or corporation for the purpose of abandoning the same or stopping the circulation of petitions concerning the same, or failing or neglecting or refusing to file the measure or petition in the office of the elections official or other officer designated by law within the time required by law after obtaining the number of signatures required under the law to qualify the measure or petition, or performing any act that will prevent or aid in preventing the initiative, referendum or recall proposed from qualifying as an initiative or referendum measure, or resulting in a recall election is punishable by a fine not exceeding five thousand dollars (\$5,000) or by imprisonment in the state prison for 16 months or two or three years or in a county jail not exceeding one year, or by both the fine and imprisonment.

18622 Buying petition.

Every person who offers to buy or does buy from a circulator any referendum, initiative, or recall petition on which one or more persons have affixed their signatures is guilty of a misdemeanor punishable by imprisonment in the county jail for not more than one year, or by a fine not exceeding one thousand dollars (\$1,000), or both. This section is not intended to prohibit compensation of a circulator, for his or her services, by a proponent of the petition or his or her agent.

Threats and Theft to Prevent Petition Circulation and Filing:

18630 Threats to a circulator.

Every person who threatens to commit an assault or battery on a person circulating a referendum, initiative, or recall petition or on a relative of a person circulating a referendum, initiative, or recall petition or to inflict damage on the property of the circulator or

the relative, with the intent to dissuade the circulator from circulating the petition or in retribution for the circulation, is guilty of a misdemeanor.

18631 Taking petition from circulator.

Every person who forcibly or by stealth takes from the possession of a circulator any initiative, referendum, or recall petition on which one or more persons have affixed their signatures is guilty of a misdemeanor.

Refusal of Circulators to Turn in Petitions:

18640 Failure to surrender petition.

Any person working for the proponent or proponents of an initiative or referendum measure or recall petition who solicits signatures to qualify the measure or petition and accepts any payment therefor and who fails to surrender the measure or petition to the proponents thereof for filing is punishable by a fine not exceeding five thousand dollars (\$5,000), or by imprisonment in the state prison for 16 months or two or three years or in a county jail not exceeding one year, or by both the fine and imprisonment.

Misuse of Signatures on Petition:

18650 Signatures used for no other purpose.

No one shall knowingly or willfully permit the list of signatures on an initiative, referendum, or recall petition to be used for any purpose other than qualification of the initiative or referendum measure or recall question for the ballot, except as provided in Section 6253.5 of the Government Code. Violation of this section is a misdemeanor.

False Affidavits Concerning Petitions:

18660 False affidavit.

Every person is punishable by a fine not exceeding five thousand dollars (\$5,000), or by imprisonment in the state prison for 16 months or two or three years or in a county jail not exceeding one year, or by both the fine and imprisonment, who makes any false affidavit concerning any initiative, referendum, or recall petition or the signatures appended thereto.

18661 False certification or affidavit.

Every public official or employee is punishable by a fine not exceeding five thousand dollars (\$5,000), or by imprisonment in the state prison for 16 months or two or three years or in a county jail not exceeding one year, or by both the fine and imprisonment, who knowingly makes any false return, certification or affidavit concerning any initiative, referendum, or recall petition or the signatures appended thereto.

Filing Petitions to Defeat an Initiative or Referendum:

18670 Filing petition with intention to defeat another petition.

Every person is guilty of a misdemeanor who, either as principal or agent, files in the office of the Secretary of State, county elections official, or in the office of any other officer designated by law to receive the filing, a petition or any section of a petition relating to the Constitution or

the laws of this state, authorized by the Constitution or laws of this state regulating the statewide initiative or referendum, with the intention of thereby defeating that initiative or referendum measure that is embraced in the petition. Nothing in this section applies to any person who, in good faith, files a petition embracing an initiative or referendum measure that conflicts with a similar measure already on file.

18671 Intention of defeating the public will.

Any petition or any section of a petition, filed by any person other than the proponents of an initiative or referendum measure and with an intention of defeating an expression of the public will is null and void.

V. AUTHORITIES AND SOURCES OF ADDITIONAL INFORMATION

- A. California Constitution
- B. California Election Code
- C. California Government Code
- D. California Ballot Initiatives, Secretary of State, 2001-2002

NOTICE OF INTENTION TO CIRCULATE AN INITIATIVE PETITION

(Sample Notice for Publication)

Notice is hereby given of the intention of the persons whose names appear hereon of their intention to circulate the petition with the _____ District for the purpose of placing an initiative measure on the ballot. A statement of the reasons for the proposed action as contemplated in the petition is as follows:

Insert the Statement of Reasons for this petition here - up to 500 words.

Printed Name/Signature/Residence or Business Address - of at least one, but not more than five proponents.

SAMPLE PETITION FORM

Leave a 1" margin at the top and a ½" margin at the left, right and bottom of the petition section. Each section of the petition must contain the Full Text of the Measure, the Notice of Intention, the Statement of Reasons, Signature spaces and a Declaration of Circulator.

INITIATIVE MEASURE TO BE SUBMITTED DIRECTLY TO THE VOTERS (12-point or larger Roman boldface type)
EC 9008

INSERT NOTICE OF INTENTION & 500 WORD STATEMENT OF REASONS (The law does not specify the type size but it should not be less than 8-point type)

INSERT THE FULL TEXT OF THE MEASURE (8-point type) EC 9014

"NOTICE TO PUBLIC" (12-point type:) EC 101

THIS PETITION MAY BE CIRCULATED BY A PAID SIGNATURE GATHERER OR A VOLUNTEER. YOU HAVE THE RIGHT TO ASK.

Official Use Only

(Print Name) 1. _____ Signature	(Residence Address ONLY) _____ City	1" SPACE
(Print Name) 2. _____ Signature	(Residence Address ONLY) _____ City	
(Print Name) 3. _____ Signature	(Residence Address ONLY) _____ City	

DECLARATION OF PERSON CIRCULATING PETITION SECTION

(To be completed in circulator's own hand)

I, _____, declare:
(Print Your Full Name)

My residence address is _____ and
(Number, Street and City)

I am a registered voter in the _____ District.
(Name of District)

I personally circulated this petition section and witnessed each of the appended signatures being written on the petition and to the best of my information and belief, each signature is the genuine signature of the person whose name it purports to be and the appended signatures were obtained between the dates of:

_____ and _____, inclusive.
(Month, Day, Year) (Month, Day Year)

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

Executed on: _____ at _____
(Month, Day, Year) (Place of Signing)

Signed : _____
(Signature of Petition Circulator - First Name, Middle Name or Initial, Last Name)

COUNTYWIDE INITIATIVE MEASURE CHECKLIST

(Revised 4-2014)

* = Election Official ** = Proponent *** = Board, Voter, Organization, etc.
A= Action F= Filing

PROCEDURE	Filing or Action	Date Due	Date Completed
Give proponent Initiative Packet. Go over information and ask them to take it home to read. Come back with any specific questions.	A *		
Total votes cast for all candidates for Governor in County at last Gubernatorial Election. (Date of Election _____ # of votes _____ (EC 9107)	A*		
Number of signatures required: (EC 9116, 9118) 20% _____ (Special Election) 10% _____	A*		
Prepare Calendar for filing deadlines.	A*		
Notice of Intent to Circulate Petition to be accompanied by: (EC 9103) Text of Initiative - Including Full Text of Ordinance. Request for preparation of Ballot Title & Summary. Deposit :	F**		
Transmit copy of Notice of Intention, Initiative Text and Request for Title and Summary to County Counsel immediately after filing. (EC 9105)	A*		
Ballot Title and Summary received from County Counsel (15 days from filing of Notice of Intention.) _____ Last day to receive title and Summary.	F*		
Copy of Ballot Title and Summary sent to proponent.	A *		
Publish Notice of Intention and Ballot Title and Summary.	A **		
File Proof of Publication and two blank copies of petition with Elections Official.	F **		
Begin circulating petition. (EC 9108)	A **		
Board of Supervisors may refer proposed initiative to any County Agency for a report on fiscal impact. (EC 9111)	A ***		
Present Petition to Elections Official for filing - 180 days from the date of receipt of the Title and Summary. _____ Last day to file. (EC 9110)	F **		
Determine total number of signatures (raw count) on petition. _____ equals or exceeds minimum number required, proceed with verification. Less than minimum number required, take no further action. (EC 9113)	A *		

PROCEDURE COUNTYWIDE INITIATIVE MEASURE CHECKLIST	Filing or Action	Date Due	Date Completed
Within 30 days of filing of petition notify proponent of sufficiency or insufficiency. (EC 9114, 9115) _____ Last day to verify.	A *		
If insufficient, no further action shall be taken. If sufficient, certify results to the Board of Supervisors at their next regular meeting. (EC 9114, 9115) _____ Meeting Date	A *		
Submit qualified measure to the County Auditor and County Counsel. County Counsel shall prepare the Impartial Analysis (500 words). The Auditor shall prepare the Fiscal Impact Statement, if so directed by the Board of Supervisors by no later than 88 days prior to the election, (500 words). (EC 9160)	A *		
Fix and publish dates for submission of arguments. (EC 9163, 9601) Primary Arguments Due _____ Rebuttal Arguments Due _____ Last day to withdraw or change arguments:	A *		
Arguments filed - 300 words. (EC 9162, 9600) Argument in Favor - Author's Statement Argument Against - Author's Statement	F ** F ***		
Public Examination Period Begins	A *		
Public Examination Period Ends	A *		
Send copies of arguments to opposing authors for preparation of Rebuttals - 250 words. (EC 9167, 9600) Rebuttal to Argument in Favor - Author's Statement Rebuttal to Argument Against - Author's Statement	A * F *** F **		
Public Examination Period Begins	A *		
Public Examination Period Ends	A *		
Impartial Analysis - Due _____	F *		
Public Examination Period Begins	A *		
Public Examination Period Ends	A *		
Fiscal Impact Statement – Due _____ (if applicable)	F *		

PROCEDURE COUNTYWIDE INITIATIVE MEASURE CHECKLIST	Filing or Action	Date Due	Date Completed
Public Examination Period Begins	A *		
Public Examination Period Ends	A *		
Refund of Deposit to proponent (EC 9103b)	A *		
Report on County Initiatives submitted to Secretary of State. (EC 9112	A *		