

MEASURE INFORMATION FOR SCHOOLS, GENERAL DISTRICTS, AND SPECIAL DISTRICTS



COUNTY OF LOS ANGELES REGISTRAR-RECORDER/COUNTY CLERK NOTICE

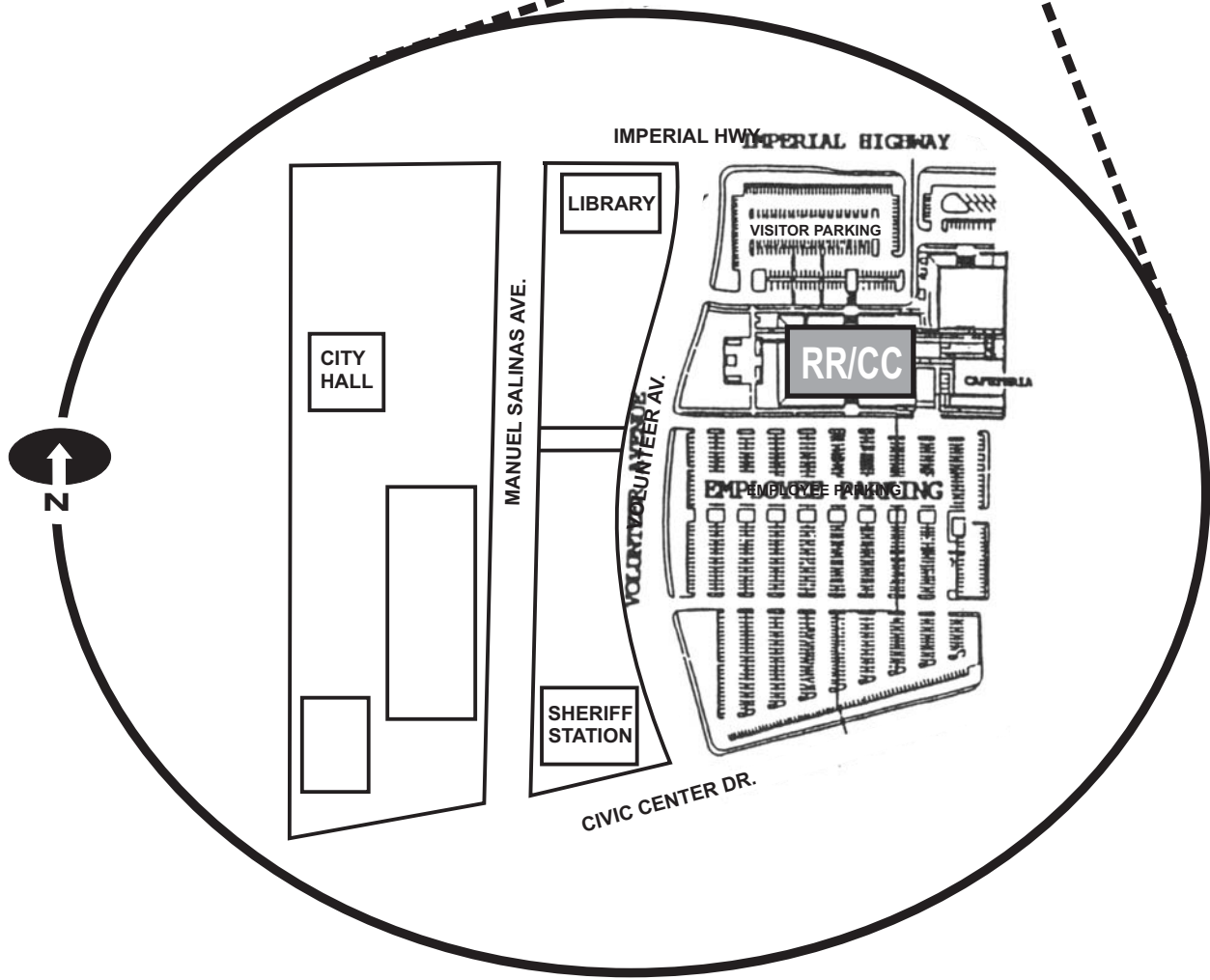
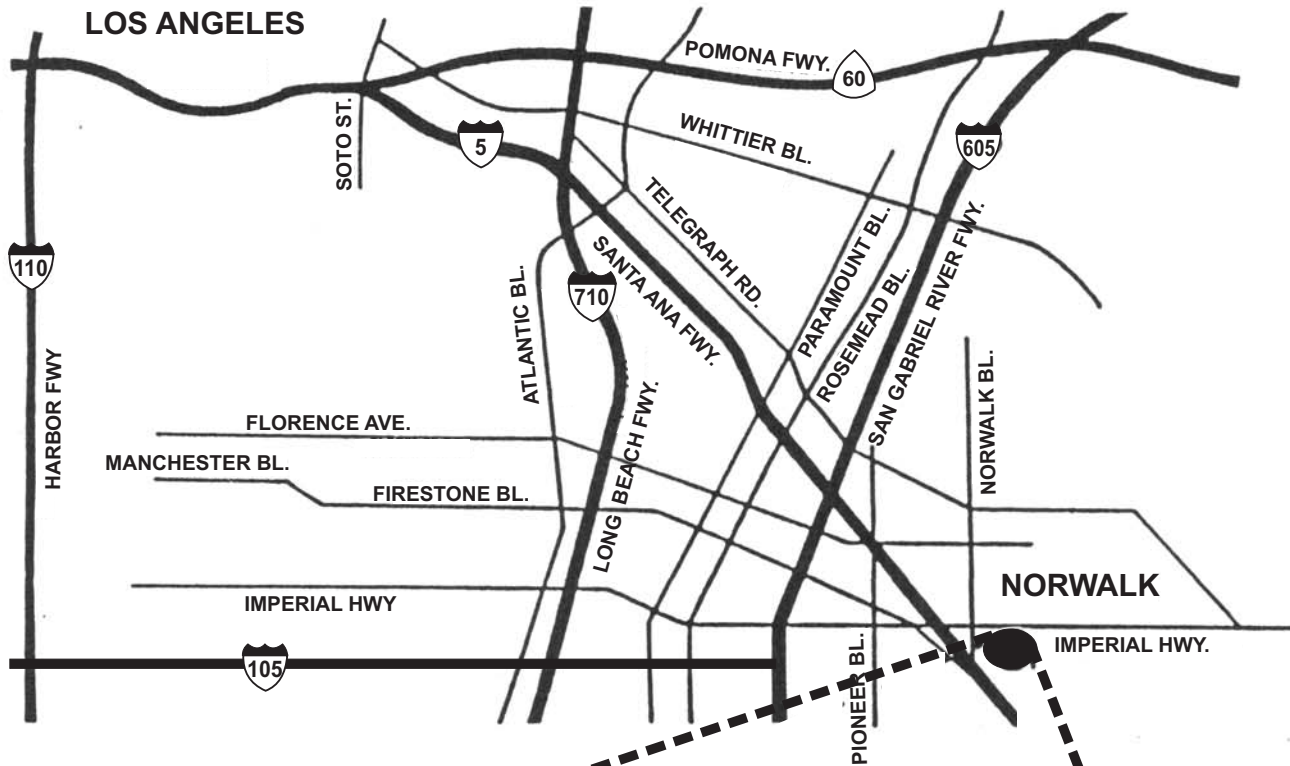
This reference material has been prepared in an effort to provide answers to frequently asked questions concerning elections for schools, general districts and special districts. It is for general information only and does not have the force of law.



Los Angeles County Registrar-Recorder/County Clerk

Prepared by
The Election Coordination Unit
www.lavote.net
(562) 462-2912

COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK
12400 IMPERIAL HWY., NORWALK, CA 90650



DISTRICT RESPONSIBILITIES (continued)

- Election resolutions should be addressed to **Ms. Lori Glasgow, Executive Officer, Board of Supervisors** and be mailed to:

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 383
Los Angeles, California 90012

- Additionally, election resolutions and requests of letter designation for measures should be addressed to **Mr. Dean C. Logan, Registrar-Recorder/County Clerk** and be faxed/mailed to:

Election Coordination Unit
12400 Imperial Highway, Room 2013A
Norwalk, California 90650
Phone: (562) 462-2912 FAX: (562) 406-2149
ecu@rrcc.lacounty.gov

- Ballot argument enclosure materials, including arguments and rebuttals, must be accompanied by a transmittal letter and **DELIVERED** by the applicable dates and times indicated in the Calendar of Events, **Chapter 1 of the Candidate Handbook and Resource Guide** to:

Election Planning Section
12400 Imperial Highway, Room 2015
Norwalk, California 90650
Phone: (562) 462-2317 FAX: (562) 466-6025

- All ballot material should be photocopied including measure arguments, rebuttals and other measure ballot enclosures available for public examination for the period designated in the Calendar of Events, **Chapter 1 of the Candidate Handbook and Resource Guide**.
- **Legible copies** of measure ballot enclosures should be provided by **E-88** and **legible copies** of arguments by **E-81** for printing in the Official Sample Ballot Booklet. Legible copies of rebuttal arguments must be submitted by **E-71**. If you are unable to meet these deadlines please contact us and we may recommend that you contact your election supplier to make arrangements to print and mail a supplemental voter booklet.
- A **resolution** should be filed with the RR/CC by **E-83** to **amend** a measure for an election or **withdraw** a measure for a cancelled election.

NOTE: IF THE JURISDICTION IS PLACING MORE THAN ONE MEASURE ON THE BALLOT, THE JURISDICTION MUST ADVISE THIS OFFICE OF THE DESIRED BALLOT SEQUENCING FOR MULTIPLE MEASURES.

- Staff in the **Election Planning Section** are available at the telephone number **listed above** should you need additional assistance or have further questions.
-

REGISTRAR RECORDER/COUNTY CLERK RESPONSIBILITIES

The Registrar-Recorder/County Clerk:

- Receives signed copies of jurisdiction resolutions “Requesting Consolidation with the Election” and will automatically provide the requesting jurisdiction with information including the appropriate forms.
- Consolidates established precincts to form voting and declared vote by mail precincts. If you have specific precinct consolidation requests contact the **Geographic Information Systems Section at (562) 462-2465.**
- Obtains polling places, recruits poll workers, and publishes **notices of polling places and central tally location.** If you have specific poll locations or poll worker requests, contact the **Pollworker Services Section at (562) 466-1373.**
- Assigns letter designations for each local ballot measure on the ballot. Letter designations are assigned in alphabetical order commencing with County measures and then other local measures (schools and other districts) in alphabetical sequence. Jurisdictions may request a specific letter designation in writing by **E-83.** An alternate choice should also be submitted, in case the requested letter designation has already been assigned to another jurisdiction.
- Prints ballots. An English Official Sample Ballot booklet will be printed and mailed. The RR/CC will include the material (jurisdiction and measure information in English or English and Spanish) in the same booklet depending on the volume of voting material. In some cases, the jurisdiction will be required to prepare and mail a supplemental voter booklet.
- Prepares and mails multilingual ballot material in accordance with the Voting Rights Act (VRA).
- Issues Vote By Mail ballots/material and processes returned VBM ballots.
- Furnishes precinct supplies and trains poll workers.
- Staffs check-in-centers and central tally location.
- Conducts election tally and releases semi-official election results.
- Canvasses election returns and certifies official election results to the jurisdiction.

CHART OF KEY DATES AND EVENTS

The following are key dates and events to meet the Registrar-Recorder/County Clerk's deadlines.

DATES	EVENTS
E-123	Beginning of recommended time frame for filing of resolutions Calling the Election
E-89	Last date to Publish Date Fixed to Submit Arguments FOR or AGAINST a Measure (E.C. § 9502 and Govt. Code § 6061)
E-88	Legal deadline to file resolution requesting Special Measure or Bond Statement Election (Ed. Code § 5322 and E.C. § 9401(a))
E-83	Last day to Amend or Withdraw a Measure (E.C. § 9605) County, City, or other Local Measures shall be designated by a letter (E.C. § 13116 (a))
E-81	Last day to submit Arguments (E.C. §§ 9316, 9501 and 9502) Last day for County Counsel to transmit Impartial Analysis (E.C. §§ 9313 and 9500)
E-80 E-71	Public Examination Period for Ballot Measure Materials (E.C. §§ 9380 and 9509)
E-71	Last day to submit Rebuttals (E.C. §§ 9317 and 9504)
E-70 E-61	Public Examination Period for Rebuttals (E.C. §§ 9380 and 9509)
E-40 E-21*	Mail Official Sample Ballot Booklets (E.C. § 13303)
E-0	Election Day (E.C. §§ 1000 and 1002)
E+2	First day of Official Canvass of the Election Results (E.C. §§ 10547 and 15301)
Varies	Completion of Official Canvass of the Election Results (E.C. §§ 10550, 10551 and 15372)

LEGEND: E- or E+ = Election minus or plus days before or after an election date.

*E-10 when the election is a primary.

BALLOT MEASURES (continued)

GENERAL INFORMATION — The maximum number of ballot measures a school or special district may submit for consolidation with a Statewide Primary Election is three (3) per election. The current established limitation policy for a Statewide General or November Consolidated Election (UDEP) is five (5) per election. Jurisdictions may select one of the following:

1. A 75 word Ballot Measure Text/Label as prescribed by law.
2. A 75 word Ballot Measure Text/Label with an **Official Sample Ballot** notice advising voters to call the school or special district to request a free copy of the ballot measure enclosure (OR) a notice advising that the school or special district will be sending voters a supplemental mailing.
3. A 75 word Ballot Measure Text/Label with **full ballot measure text enclosure** the Official Sample Ballot Booklet.

BALLOT MEASURE TEXT — The samples pictured below show how ballot measure text with **Title Headings** will appear in the Official Sample Ballot Booklet.

➤ Measure E — Official Ballot Measure Text (75 words)

COMMUNITY COLLEGE DISTRICT SPECIAL ELECTION		
E To prepare College students for jobs and four-year colleges; repair buildings, classrooms, science labs; upgrade earthquake/fire safety; repair sidewalks, leaky roofs, drainage/water pipes; upgrade wiring/equipment for computer firefighter training; construct, acquire, and equip modern classrooms/buildings; improve campus security, shall issue \$394,516,464 of bonds at legal rates, appoint a Citizens Oversight Committee and perform annual audits to ensure no money is used for administrators' salaries?	189	YES → <input type="radio"/>
	190	NO → <input type="radio"/>

➤ Measure S — Official Ballot Measure Text (75 words)

UNIFIED SCHOOL DISTRICT SPECIAL ELECTION		
S SCHOOL SAFETY AND REPAIR BOND MEASURE. Shall the Unified School District relieve overcrowding; repair, upgrade, construct, acquire equip neighborhood school/classrooms; install fire safety equipment, emergency lighting, energy efficient systems, fire doors, replace outdated plumbing/sewer and decayed drainage systems, leaking, rundown roofs/bathrooms; upgrade electrical wiring for technology; improve student safety conditions; and qualify for state funds by issuing \$165,000,000 of bonds at legal rates, requiring annual audits, citizen oversight, and no money for administrators' salaries?	216	YES → <input type="radio"/>
	217	NO → <input type="radio"/>

➤ Measure B — Official Ballot Measure Text (58 words)

LIBRARY DISTRICT SPECIAL ELECTION		
B PER PARCEL TAX FOR ANY PLACE LIBRARY DISTRICT Shall the Any Place Library District be authorized to continue to levy a special per parcel tax annually for ten years to replace library funding lost due to Argumentation Fund.	193	YES → <input type="radio"/>
	194	NO → <input type="radio"/>

BALLOT MEASURES (continued)

REQUEST FOR LETTER DESIGNATION — The RR/CC, in accordance with Section 13116 of the Elections Code, will assign a letter designation for each measure on the ballot. Letter designations are assigned in alphabetical order commencing with county measures and then local measures for cities, schools and special districts.

Schools or special districts may request a specific letter designation in writing by **E-83**. An alternate choice(s) should also be submitted in case the requested letter designation has already been assigned to another jurisdiction. Specific letter designation requests are **processed in the order they are received**. The RR/CC will notify the appropriate jurisdiction by **E-81** if the requested letter designation is available or if another letter assignment has been made.

NOTE: Please complete the letter designation form on the following page when making your request.

WITHDRAWAL AND/OR AMENDMENTS — Schools or special districts should file a resolution with the Registrar-Recorder/County Clerk by **E-83** to amend a measure or if an election is being cancelled because a measure has been withdrawn. (E. C. § 9605)

LETTER DESIGNATION FORM

Please complete this form in order to select your first, second, and third letter designation choice for your jurisdiction's measure to appear on the ballot. In the event your 1st, 2nd, or 3rd choice is unavailable, then please select the letter(s) designations that the jurisdiction DOES NOT want selected for its measure. The 3rd option for letter designations would be to create a unique letter designation that is not identified below using less than three letters of the alphabet. For example: County of Los Angeles USD Facilities Improvement measure could use unique letter designations such as, CL, LA, LU, UC, LS.

Select your first, second, and third letter designation choice by circling and listing the designated letters below:

A	B	C	D	E	F	G	H	I	J	K	L	M
N	O	P	Q	R	S	T	U	V	W	X	Y	Z
AA	BB	CC	DD	EE	FF	GG	HH	II	JJ	KK		
LL	MM	NN	OO	PP	QQ	RR	SS	TT	UU	VV		
			WW	XX	YY	ZZ						

CHOICES
 1ST _____ 2ND _____ 3RD _____

Select the list of letters that your jurisdiction **DOES NOT** want assigned to its measure:

A	B	C	D	E	F	G	H	I	J	K	L	M
N	O	P	Q	R	S	T	U	V	W	X	Y	Z
AA	BB	CC	DD	EE	FF	GG	HH	II	JJ	KK		
LL	MM	NN	OO	PP	QQ	RR	SS	TT	UU	VV		
			WW	XX	YY	ZZ						

List the letters here:

In the event that your jurisdiction's measure letter designation is not available, then you can select a unique letter designation not shown above:

UNIQUE CHOICE
 1st _____ 2nd _____ 3rd _____

The **last day** jurisdictions may request in writing specific letter designations for its measure is **e-83**. The letter designation selections will be approved and communicated to the jurisdictions by e-81. Letter designations are on a first come first serve basis in the order received by the Registrar-Recorder County Clerk Department, Elections Coordination Unit, 12400 Imperial Highway, Second Floor, Suite 2013, Norwalk, California 90650.

BALLOT ENCLOSURES

FORMAT AND STYLE — Please type enclosure text in upper and lower case letters. It is acceptable for some words or phrases to be **bold**, underlined, **CAPITALIZED**. Hyphens/dashes (-) are allowed. Enclosures will be typed in the Official Sample Ballot Booklet using DUTCH801 Rm BT font in 10 point size. However, enclosures may be submitted using any standard font. The title headings are printed as shown in the samples below.

ARGUMENTS AND REBUTTALS — Argument and/or rebuttal enclosure text is printed in “block” paragraphs, which means each paragraph will start on the left and the right margin will be justified. A double space will appear between paragraphs. The samples pictured below show how the text will appear in the Official Sample Ballot Booklets. (A) Argument In Favor, (B) Rebuttal To Argument In Favor, (C) Argument Against and (D) Rebuttal To Argument Against.


<p>A</p> <p>ARGUMENT IN FAVOR OF MEASURE K</p> <p>Our children need Measure K. Most of our local schools are over 55 years old. Many of our children are forced to attend school in deteriorated, overcrowded classrooms. Measure K will permit local schools to repair leaky roofs, unsanitary bathrooms, and electrical wiring. Measure K will help make urgently needed earthquake and fire safety improvements. Many of our schools are severely overcrowded. Over the next decade our district will likely grow by 300,000 students. Measure K will help relieve overcrowding by permitting the construction of 80 new schools and 79 additions or expansions. Measure K means children can choose to attend school in their own neighborhood, and avoid taking long bus rides to and from school. A clean and safe learning environment reduces truancy, gang activity and drug use. Measure K will mean safer schools and neighborhoods. Everyone knows it is cheaper to upgrade and repair schools now, before problems get worse. Measure K makes sense for taxpayers. Measure K provides school libraries with new and modern books and technology. By law, money from Measure K can only be spent on school buildings, classrooms and instructional materials. Not one cent will go to administrative salaries. Tough, independent audits and fiscal oversight will provide open, public accounting to ensure funds are spent efficiently and as promised. Vote YES on Measure K to upgrade and repair. Vote YES on Measure K to help make sure we Vote YES on Measure K so that students have Vote YES on Measure K to help eliminate class Vote YES on Measure K for tough, independent Measure K is good for our children, good for economy, good for public safety and good for Vote YES on Measure K.</p> <p>National Board Certified Science Teacher, High MARY FTA District President/LA Metro</p>	<p>B</p> <p>REBUTTAL TO ARGUMENT IN FAVOR OF MEASURE K</p> <p>Measure K backers are repeating the SAME BROKEN PROMISES they gave us for Proposition BB, a recent selling \$2.4 billion bond for which taxpayers will be paying for another 20 years! Do YOU remember what they told us just five years ago? LOOK AT THEIR RECORD: Arguments for Proposition BB said there would be an “Independent Oversight Committee” to guarantee that money was spent properly and no money would be spent on administrators’ salaries. Independent audits found the promised oversight proved meaningless. Millions of Proposition BB dollars were misused on such things as consultants, and salaries and benefits for office personnel. Many promised projects remain incomplete and over budget. LOOK AT YOUR TAX BILL: Unified officials want you to face the bill based on the “revenue” do you want them? Would you how a Add the cost of measure K to what you are already paying for Proposition BB. For the average home, the “revenue” News estimates the amount over \$300 per year. On this same ballot are two more “revenue” by the City of Los Angeles to increase taxes. State government will “revenue” of your money. Add it up. This amounts to real money and increasing help for many homeowners and renters. Unified officials want you to face the bill based on the “revenue” do you want them? Would you how a</p>
<p>C</p> <p>ARGUMENT AGAINST MEASURE K</p> <p>WARNING: The lobbying firm paid by Unified officials to push this tax increase bond also represented developers who stand to make millions if voters approve Measure K, reports the These are uncertain times, but it is sure that if Measure K passes, taxes will go up. Homeowners will be charged on their homes to guarantee repayment of this almost \$7 billion bond, including interest. Many renters will see higher rents as “indirect” taxes. Higher taxes for what? Just five years ago voters approved Proposition BB, a \$2.4 billion bond that was the largest local school bond in history. Voters would hold the bond and that the money would be carefully spent and there would be no oversight! An audit released by State Controller Connell shows that many promised projects are incomplete and are over budget. The audit reveals \$100 million of dollars have been misspent – the bond specifically prohibited spending money on salaries, yet \$87 million was spent on ineligible costs, including legal settlements, salaries and benefits for office personnel and construction management fees. Oversight proved meaningless. Connell’s report concludes that the campaign to pass Proposition BB misled voters. “Proposition BB was a fraud on the public from start to finish,” says the News. Taxpayers will be paying for this “fraud” for another 20 years. Now, the same school district that spent nearly \$200 million on the where toxic chemicals are leaching from the ground, and is spending over \$150 million on a luxurious new headquarters for top administrators, wants billions more from taxpayers. Ask yourself, do you believe the school is doing a good Job? If the answer is no, VOTE NO ON MEASURE K.</p> <p>President, Taxpayers Association President, United Organization of Taxpayers</p>	<p>D</p> <p>REBUTTAL TO ARGUMENT AGAINST MEASURE K</p> <p>The opponents of Measure K are misrepresenting the facts. By state law, money from Measure K can only be spent on building and repairing schools and classrooms and providing instructional materials. Measure K contains the toughest independent citizens’ oversight of any bond and annual audits – even stronger oversight than state law requires. The school bond passed in 1997 has paid for over 6,000 critical school repair projects. Over 93% of the projects funded by that bond will be completed or in progress by March 2003. It was a good start, but many schools still need to be repaired and we still need to build classrooms for our kids to reduce overcrowding. It’s no secret that the district has had problems in the past, but things are improving. The State Controller reported that State Controller Connell “credited new leadership over the last two years for bringing new accountability to the district.” That’s why County Assembly Speaker _____ and _____ strongly support Measure K. Measure K allows our local schools to qualify for over \$2 billion in state matching funds. Without Measure K, our kids will lose out and this money will go to other school districts. Vote Yes on K for a clean, safe learning environment for our children. Vote Yes on K to relieve classroom overcrowding. Vote Yes on K. L.A. County Teacher of the Year National Board Certified Science Teacher, High School President, League of Women Voters, Los Angeles Chair, School Bond Citizens’ Oversight Committee</p>

BALLOT ENCLOSURES (continued)

ARGUMENT AND REBUTTAL FORM (pictured below) — To be used by authors for submitting “FOR” or “AGAINST” opinions. Ballot argument text shall not exceed **300 words** in length, including title. **Rebuttals** shall not exceed **250 words**, including title.

All authors for submitted ballot arguments must sign the Declaration on the reverse side of the Argument and Rebuttal Form. For a sample of the **Declaration by Author(s)** see **page 11**.

SAMPLE ARGUMENT AND REBUTTAL FORM

 **ARGUMENT AND REBUTTAL FORM**

ELECTION DATE: _____ MEASURE I.D. (if any): _____

JURISDICTION: _____

(Please mark (x) in the appropriate box)

<input type="checkbox"/> Argument in Favor	<input type="checkbox"/> Argument Against
<input type="checkbox"/> Rebuttal to Argument Against	<input type="checkbox"/> Rebuttal to Argument in Favor

Statements will be printed in uniform type, style and spacing. Use block paragraphs and single space format. Text submitted indented or centered will be typeset in block paragraph form. **Entire statements in all capital letters are not acceptable.** Indentations, circles, stars, dots, italics and/or bullets cannot be accommodated. However, you may use dashes/hyphens. Words to be printed in **boldface type**, underscored and/or CAPITALIZED are to be clearly indicated. Any combinations of enhanced words are counted as one word. The number of words/acronyms that are in **boldface type**, underscored and/or CAPITALIZED shall not exceed **30 words for Arguments and 25 for Rebuttals** per documents. All statements should be checked by the authors for spelling and punctuation as the elections official is not permitted to edit any material contained therein.

ALL AUTHORS MUST SIGN ON THE REVERSE SIDE

Please type statements below in upper and lower case letters. Statement will be typeset in the Official Sample Ballot Booklet using DUTCH801 Rm BT font in 10 point size. However, statement can be submitted using any standard font.

BALLOT ENCLOSURES (continued)

DECLARATION BY AUTHOR(S) OF ARGUMENTS OR REBUTTALS (sample below) — To be completed by proponents or opponents for ballot measures.

This form includes statements (to be signed by each proponent/author) declaring that the submitted Argument and/or Rebuttal is true and correct to the best of his/her knowledge and belief.

Fill in the appropriate fields and provide information as indicated on the form.


No more than **five** signatures shall appear on any Argument and/or Rebuttal.


<p>LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK</p>	<p>ELECTION PLANNING SECTION (562) 462-2317</p>																														
<p>DECLARATION BY AUTHOR(S) OF ARGUMENTS OR REBUTTALS (Elections Code Section 9600)</p>																															
<p>All arguments concerning measures filed pursuant to Division 9 of the Elections Code shall be accompanied by the following declaration to be signed by each author of the argument/rebuttal. Names and titles listed will be printed in the Voter Information portion of the Official Sample Ballot Booklet in the order provided below.</p>																															
<p>The undersigned author(s) of the:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Argument in Favor</td> <td style="width: 50%;"><input type="checkbox"/> Rebuttal to Argument Against</td> </tr> <tr> <td><input type="checkbox"/> Argument Against</td> <td><input type="checkbox"/> Rebuttal to Argument in Favor</td> </tr> </table>		<input type="checkbox"/> Argument in Favor	<input type="checkbox"/> Rebuttal to Argument Against	<input type="checkbox"/> Argument Against	<input type="checkbox"/> Rebuttal to Argument in Favor																										
<input type="checkbox"/> Argument in Favor	<input type="checkbox"/> Rebuttal to Argument Against																														
<input type="checkbox"/> Argument Against	<input type="checkbox"/> Rebuttal to Argument in Favor																														
<p>of ballot measure _____ at the _____ <small>(name and/or letter)</small> <small>(title of election)</small> election for the _____ to be held on _____ <small>(date)</small> hereby state that such argument is true and correct to the best of his/her/their knowledge and belief.</p>																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">1.</td> <td style="width: 65%;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><small>Printed Name</small> _____</td> <td style="width: 50%;"><small>Signature</small> _____</td> </tr> <tr> <td><small>Title to Appear on Argument</small> _____</td> <td><small>Date</small> _____</td> </tr> </table> </td> </tr> <tr> <td style="text-align: center;">2.</td> <td> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><small>Printed Name</small> _____</td> <td style="width: 50%;"><small>Signature</small> _____</td> </tr> <tr> <td><small>Title to Appear on Argument</small> _____</td> <td><small>Date</small> _____</td> </tr> </table> </td> </tr> <tr> <td style="text-align: center;">3.</td> <td> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><small>Printed Name</small> _____</td> <td style="width: 50%;"><small>Signature</small> _____</td> </tr> <tr> <td><small>Title to Appear on Argument</small> _____</td> <td><small>Date</small> _____</td> </tr> </table> </td> </tr> <tr> <td style="text-align: center;">4.</td> <td> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><small>Printed Name</small> _____</td> <td style="width: 50%;"><small>Signature</small> _____</td> </tr> <tr> <td><small>Title to Appear on Argument</small> _____</td> <td><small>Date</small> _____</td> </tr> </table> </td> </tr> <tr> <td style="text-align: center;">5.</td> <td> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><small>Printed Name</small> _____</td> <td style="width: 50%;"><small>Signature</small> _____</td> </tr> <tr> <td><small>Title to Appear on Argument</small> _____</td> <td><small>Date</small> _____</td> </tr> </table> </td> </tr> </table>		1.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><small>Printed Name</small> _____</td> <td style="width: 50%;"><small>Signature</small> _____</td> </tr> <tr> <td><small>Title to Appear on Argument</small> _____</td> <td><small>Date</small> _____</td> </tr> </table>	<small>Printed Name</small> _____	<small>Signature</small> _____	<small>Title to Appear on Argument</small> _____	<small>Date</small> _____	2.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><small>Printed Name</small> _____</td> <td style="width: 50%;"><small>Signature</small> _____</td> </tr> <tr> <td><small>Title to Appear on Argument</small> _____</td> <td><small>Date</small> _____</td> </tr> </table>	<small>Printed Name</small> _____	<small>Signature</small> _____	<small>Title to Appear on Argument</small> _____	<small>Date</small> _____	3.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><small>Printed Name</small> _____</td> <td style="width: 50%;"><small>Signature</small> _____</td> </tr> <tr> <td><small>Title to Appear on Argument</small> _____</td> <td><small>Date</small> _____</td> </tr> </table>	<small>Printed Name</small> _____	<small>Signature</small> _____	<small>Title to Appear on Argument</small> _____	<small>Date</small> _____	4.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><small>Printed Name</small> _____</td> <td style="width: 50%;"><small>Signature</small> _____</td> </tr> <tr> <td><small>Title to Appear on Argument</small> _____</td> <td><small>Date</small> _____</td> </tr> </table>	<small>Printed Name</small> _____	<small>Signature</small> _____	<small>Title to Appear on Argument</small> _____	<small>Date</small> _____	5.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><small>Printed Name</small> _____</td> <td style="width: 50%;"><small>Signature</small> _____</td> </tr> <tr> <td><small>Title to Appear on Argument</small> _____</td> <td><small>Date</small> _____</td> </tr> </table>	<small>Printed Name</small> _____	<small>Signature</small> _____	<small>Title to Appear on Argument</small> _____	<small>Date</small> _____
1.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><small>Printed Name</small> _____</td> <td style="width: 50%;"><small>Signature</small> _____</td> </tr> <tr> <td><small>Title to Appear on Argument</small> _____</td> <td><small>Date</small> _____</td> </tr> </table>	<small>Printed Name</small> _____	<small>Signature</small> _____	<small>Title to Appear on Argument</small> _____	<small>Date</small> _____																										
<small>Printed Name</small> _____	<small>Signature</small> _____																														
<small>Title to Appear on Argument</small> _____	<small>Date</small> _____																														
2.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><small>Printed Name</small> _____</td> <td style="width: 50%;"><small>Signature</small> _____</td> </tr> <tr> <td><small>Title to Appear on Argument</small> _____</td> <td><small>Date</small> _____</td> </tr> </table>	<small>Printed Name</small> _____	<small>Signature</small> _____	<small>Title to Appear on Argument</small> _____	<small>Date</small> _____																										
<small>Printed Name</small> _____	<small>Signature</small> _____																														
<small>Title to Appear on Argument</small> _____	<small>Date</small> _____																														
3.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><small>Printed Name</small> _____</td> <td style="width: 50%;"><small>Signature</small> _____</td> </tr> <tr> <td><small>Title to Appear on Argument</small> _____</td> <td><small>Date</small> _____</td> </tr> </table>	<small>Printed Name</small> _____	<small>Signature</small> _____	<small>Title to Appear on Argument</small> _____	<small>Date</small> _____																										
<small>Printed Name</small> _____	<small>Signature</small> _____																														
<small>Title to Appear on Argument</small> _____	<small>Date</small> _____																														
4.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><small>Printed Name</small> _____</td> <td style="width: 50%;"><small>Signature</small> _____</td> </tr> <tr> <td><small>Title to Appear on Argument</small> _____</td> <td><small>Date</small> _____</td> </tr> </table>	<small>Printed Name</small> _____	<small>Signature</small> _____	<small>Title to Appear on Argument</small> _____	<small>Date</small> _____																										
<small>Printed Name</small> _____	<small>Signature</small> _____																														
<small>Title to Appear on Argument</small> _____	<small>Date</small> _____																														
5.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><small>Printed Name</small> _____</td> <td style="width: 50%;"><small>Signature</small> _____</td> </tr> <tr> <td><small>Title to Appear on Argument</small> _____</td> <td><small>Date</small> _____</td> </tr> </table>	<small>Printed Name</small> _____	<small>Signature</small> _____	<small>Title to Appear on Argument</small> _____	<small>Date</small> _____																										
<small>Printed Name</small> _____	<small>Signature</small> _____																														
<small>Title to Appear on Argument</small> _____	<small>Date</small> _____																														
<p>IMPORTANT FILING INFORMATION: I, _____ am the designated filer of the above titled argument/rebuttal. Please notify me of any questions pertaining to this filing. Below is my contact information. Mailing Address: _____ E-Mail Address: _____ Contact Numbers: _____ Daytime _____ Evening _____ Fax _____</p>																															
<p>OFFICE USE ONLY</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: center;"><small>Word Counts</small></td> </tr> <tr> <td><small>NUMBER OF WORDS:</small></td> <td></td> </tr> <tr> <td><small>NUMBER OF WORDS WITH BOLD FACE, ETC.:</small></td> <td></td> </tr> <tr> <td><small>PROJECT CODE NUMBER:</small></td> <td></td> </tr> <tr> <td><small>ELECTION DEPUTY:</small></td> <td></td> </tr> </table>			<small>Word Counts</small>	<small>NUMBER OF WORDS:</small>		<small>NUMBER OF WORDS WITH BOLD FACE, ETC.:</small>		<small>PROJECT CODE NUMBER:</small>		<small>ELECTION DEPUTY:</small>																					
	<small>Word Counts</small>																														
<small>NUMBER OF WORDS:</small>																															
<small>NUMBER OF WORDS WITH BOLD FACE, ETC.:</small>																															
<small>PROJECT CODE NUMBER:</small>																															
<small>ELECTION DEPUTY:</small>																															
<p>Time Stamp _____</p>																															

BALLOT ENCLOSURES (continued)

BALLOT ENCLOSURE TITLE TYPES AND WORD LIMITATIONS CHART — Use this chart in submitting correct titles and word counts for enclosures. For **Word Counting Guidelines** refer to page 16.

BALLOT ENCLOSURE TITLE TYPES		
TITLE	WORD LIMITATION / ELECTION CODE	ENHANCED WORDS
PROPOSED ORDINANCE – MEASURE _____	NO LIMIT	N/A
FULL TEXT OF BALLOT MEASURE _____	NO LIMIT	N/A
PROPOSED CHARTER AMENDMENT – MEASURE _____	NO LIMIT	N/A
ARGUMENT IN FAVOR OF MEASURE _____	300 (E.C. 9315)	30
REBUTTAL TO ARGUMENT IN FAVOR OF MEASURE _____	250 (E.C. 9317)	25
ARGUMENT AGAINST MEASURE _____	300 (E.C. 9315)	30
REBUTTAL TO ARGUMENT AGAINST MEASURE _____	250 (E.C. 9317)	25
MEASURE _____ EXHIBIT	NO LIMIT	N/A
STATEMENT IN COMPLIANCE – MEASURE _____	NO LIMIT	N/A

 Enhanced Words: **bold**, underlined and/or CAPITALIZED

 Exception: The word limitation is 500 words for arguments to reorganize a school district or college district. (Ed. Code § 35758)

DEADLINES — Deadlines for submitting enclosures for inclusion in the Official Sample Ballot Booklet are:

- E-88: Last day for districts to submit Statement in Compliance (Bond Issue) and other measure enclosures (excluding Rebuttals)
- E-81: Last day to submit Arguments For or Against a Measure
- E-71: Last day to submit Rebuttals to Arguments

PUBLIC EXAMINATION PERIOD — Between E-80 and E-71 the RR/CC will make available for public examination the Ballot Measure Text and all enclosures excluding Rebuttal Arguments. Subsequently, between E-70 and E-61 the RR/CC will make available for public examination the review of Rebuttal Arguments.

- E-80 through E-71: Ballot Measure Text, and all Enclosures (excluding Rebuttals)
- E-70 through E-61: Rebuttal Arguments

A fee may be charged to any candidate/person obtaining a copy of the materials. During these periods, any person may file a writ of mandate or an injunction to require any or all of the data/material to be amended or deleted. (E.C. § 9295(a) and (b))

BALLOT ENCLOSURES (continued)

AVAILABLE FORMS — Copies of forms for submitting ballot measure arguments and rebuttals reference in this chapter may be obtained by calling the Election Planning Section at (562) 462-2317 or accessing the RR/CC website at www.lavote.net.

ORIGINAL FORMS AND SIGNATURES — Faxed versions of Arguments and/or Rebuttals may be sent to the Registrar-Recorder/County-Clerk's office. However, forms with **original signatures must be received by the RR/CC office within 48 hours of the fax transmission.**

RESTRICTIONS — The maximum number of ballot enclosure pages for inclusion, in the Official Sample Ballot Booklet is **no more than 30 pages.** If the jurisdiction plans on including **maps and/or graphics,** they must notify the RR/CC office to ensure there are no space limitation problems. Additionally, some requests may require special arrangements and possibly result in additional cost. If you have any questions regarding these restrictions, please call the **Election Planning Section at (562) 462-2317.**

LITIGATION —The Registrar-Recorder/County Clerk should be notified of any pending litigation involving ballot measures or ballot enclosures. This includes action taken by the court if amendments or deletions are required on any ballot enclosures. This could potentially cause a delay in meeting established deadlines and/or printing of the Official Sample Ballot Booklets.

BALLOT ENCLOSURES (continued)

NOTICES PRINTED WITH IMPARTIAL ANALYSES — Below are three (3) sample choices of notices that can be printed in the Official Sample Ballot Booklet below the Impartial Analysis advising voters of the availability of additional ballot information.

Choice One:

“The above statement is an Impartial Analysis of Measure A. If you desire a copy of the Measure, please call the Schools or Special Districts’ office at (562) 999-9999 and a copy will be mailed at no cost to you.”

Choice Two:

“The above statement is an Impartial Analysis. Copies are available at the Library and on the School or Special Districts’ website at www.xxx.xxx.com. If you have any questions, please call the office at (562) 999-9999.”

Choice Three:

“The above statement is an Impartial Analysis of Measure FF. If you desire a copy of the Charter Amendment Text, please call the Schools or Special Districts’ office at (562) 999-9999 and a copy will be mailed at no cost to you, or you may access the text from the website at www.xxx.xxx.com.”

VOTER NOTICES — If a school or special district cannot meet the established deadlines or if the total ballot enclosure will **exceed** the 30 page print limit, the school or special district should make arrangements with an election supplier to process a supplemental mailing of material for voters. Upon mutual agreement between the RR/CC and the school or special district, the RR/CC will print a **Voter Notice** in the Official Sample Ballot Booklet advising voters of the supplemental mailing.

SUPPLEMENTAL MAILING NOTICE(S) — Below are two (2) choices of notices that can be printed in the Voter Information portion of the Official Sample Ballot Booklet, advising voters that a Supplemental Mailing will be sent by the school or special district.

CHOICE ONE

_____ District
SPECIAL ELECTION

Information concerning the _____ District of _____ Measure is being mailed in a separate Voter Information Pamphlet. Please call the _____ District Office at (562) xxx-xxxx, if you have any questions regarding the District Measures.

CHOICE TWO

_____ District
SPECIAL ELECTION

The _____ District of _____ will be mailing a Supplemental Voter Information Pamphlet regarding Measure E containing the County Council Impartial Analysis, Argument in Favor of Measure E [No Argument Against Measure E was filed], and the Proposed Charter text. You may also access these documents from the website at www.ssssssddddddd.gov

WORD COUNTING GUIDELINES
(Elections Code Chapter 1, General Provisions, Section 9)

The following guidelines are used by the Registrar-Recorder/County Clerk's Office for counting words on candidate statements, ballot measure text, arguments, rebuttals and other ballot enclosures. The guidelines do **not** apply to ballot designations for candidates. If the text exceeds the specified 200 or 400 word limit, the author will be asked to delete words or change text until the statement conforms with requirements.

1. **PUNCTUATION MARKS** are not counted. Symbols such as "&" (and), and "#" (number/pound) are not considered punctuation and each symbol is counted as one (1) word.
2. **THE WORDS** "I", "a", "the", "and", "an" are counted as individual words.
3. **PROPER NOUNS**, such as geographical names, and names of persons or things, as one (1) word.

EXAMPLE: "Gus Enwright" = 1 word
"City of Los Angeles" = 1 word
"Dalai Lama" = 1 word

4. **ABBREVIATIONS** such as acronyms or abbreviations for a word, phrase, or expression are counted as one (1) word.

EXAMPLE: UCLA, PTA, USMC, LAPD, U.S.M.C.

5. **HYPHENATED WORDS** that appear in any generally available standard reference dictionary published in the U.S. at any time within the last 10 calendar years immediately preceding the election are counted as one (1) word.

EXAMPLE: Attorney-at-law

6. **DATES...** are counted as one (1) word.

EXAMPLE: 3 July 21, 1983 18 June, 1987 3/18 7/21/89

7. **NUMERIC COMBINATIONS** are counted as one (1) word.

EXAMPLE: 1973 13 1/2 1971-73 5% 8/3/73 #14

8. **MONETARY AMOUNTS** consisting of a combination of digits are counted as one (1) word.

EXAMPLE: \$1,000.00

MONETARY AMOUNTS consisting of a combination of words and digits are counted as two (2) words.

EXAMPLE: \$4 million

9. **TELEPHONE/FAX NUMBERS** are counted as one (1) word.

EXAMPLE: 1-800-815-2666 1-562-462-2317

10. **INTERNET WEB SITES/E-MAIL ADDRESSES** are counted as one (1) word.

EXAMPLE: <http://www.co.la.ca.us> www.lavote.net <http://www.lacounty.info>

CAMPAIGN STATEMENT FILING REQUIREMENTS

CAMPAIGN STATEMENT FILING REQUIREMENTS — California's Political Reform Act was adopted by voter initiative in 1974 and has been periodically amended by legislation and initiatives. The act requires that campaign disclosure reports provide the public with the identity of contributors and the amounts they give and the amount and purpose of expenditures made by officeholders, candidates, and committees.

Proponents and all committees primarily formed to support or oppose a ballot measure in any election must comply with campaign statement filing requirements if the committee receives contributions or makes independent expenditures that total \$1,000 or more. Monetary penalties may be assessed for failure to file required statements.

Contact the Campaign Finance Section at (562) 462-2339 if you have questions relating to filing requirements or need campaign statement forms.

NOTICE

The foregoing information has been prepared to assist you in filing documents relating to the election(s). It is not intended to provide legal advice and is for general guidance only.

Individuals using this information must bear full responsibility to make their own determinations as to all legal standards, duties and factual material contained therein.

