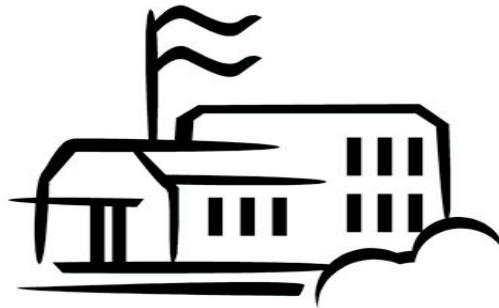




MEASURE INFORMATION FOR SCHOOLS, GENERAL DISTRICTS AND SPECIAL DISTRICTS



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.

**COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK
ELECTION COORDINATION UNIT
(562) 462-3183**

GENERAL INFORMATION NOVEMBER 6, 2012

DISTRICT RESPONSIBILITIES

The jurisdiction shall furnish the Registrar-Recorder/County Clerk's office and the Board of Supervisors with signed copies of the resolutions "**Calling the Election**" and "**Requesting Consolidation and Services**" (samples below).

RESOLUTION CALLING THE ELECTION

RESOLUTION ORDERING A SPECIAL SCHOOL MEASURE ELECTION TO BE HELD ON TUESDAY, NOVEMBER 6, 2012 FOR THE PURPOSE OF SUBMITTING TO THE QUALIFIED ELECTORS OF THE DISTRICT THE QUESTION OF LEVYING A QUALIFIED SPECIAL TAX UPON EACH PARCEL IN THE DISTRICT FOR EDUCATIONAL PURPOSES AND ESTABLISHING THE SPECIFICATIONS OF THE ELECTION ORDER

the Government Code, the Board of the Board no later than January 15, 2012, if such report is in effect. The annual report shall be filed and expended, and (b) the status of any project required or authorized to be funded by the special tax.

RESOLUTION CONSOLIDATING WITH THE ELECTION

STATE OF CALIFORNIA)
LOS ANGELES COUNTY)

SCHOOL DISTRICT
March 10, 2009
NOVEMBER 6, 2012
RESOLUTION ORDERING A SPECIAL SCHOOL MEASURE ELECTION TO BE HELD ON TUESDAY, NOVEMBER 6, 2012 FOR THE PURPOSE OF SUBMITTING TO THE QUALIFIED ELECTORS OF THE DISTRICT THE QUESTION OF LEVYING A QUALIFIED SPECIAL TAX UPON EACH PARCEL IN THE DISTRICT FOR EDUCATIONAL PURPOSES AND ESTABLISHING THE SPECIFICATIONS OF THE ELECTION ORDER

I, _____, Registrar-Recorder/County Clerk of the County of Los Angeles, California, do hereby certify that the foregoing is a true and correct copy of the resolution as duly adopted by the Board of Education of the _____ Unified School District on _____, 2012, at a meeting held on _____, 2012, and that it is in full compliance with the provisions of the California Constitution and California Education Code, Section 75 et seq. (the "Law") authorize a public hearing on the matter of holding an election to levy a special tax on each parcel in the _____ Unified School District on the date of such election to June 12, 2012, and therefore amends the election shall supersede such March 10, 2009 resolution calling a parcel tax election to be held on Tuesday, November 6, 2012, on each parcel in the District for the purposes of submitting to the voters in the District the question of whether general obligation bonds of the District shall be issued and sold in the maximum principal amount of \$13,000,000 for the purpose of raising money to finance high school facilities and property of the District, and paying costs incident thereto, as set forth more fully in the ballot proposition approved pursuant to Section 3. This Resolution constitutes the order of the District to call such election.

The Board of Education
Board Designee

RESOLUTION OF THE BOARD OF TRUSTEES OF THE _____ UNIFIED SCHOOL DISTRICT OF THE COUNTY OF LOS ANGELES, CALIFORNIA, ORDERING AN ELECTION TO AUTHORIZE THE ISSUANCE OF SCHOOL BONDS, ESTABLISHING SPECIFICATIONS OF THE ELECTION ORDER, AND REQUESTING CONSOLIDATION WITH OTHER ELECTIONS OCCURRING ON NOVEMBER 6, 2012

RESOLUTION NO. 08.09.01

RESOLUTION OF THE BOARD OF TRUSTEES OF THE _____ UNIFIED SCHOOL DISTRICT OF THE COUNTY OF LOS ANGELES, CALIFORNIA, ORDERING AN ELECTION TO AUTHORIZE THE ISSUANCE OF SCHOOL BONDS, ESTABLISHING SPECIFICATIONS OF THE ELECTION ORDER, AND REQUESTING CONSOLIDATION WITH OTHER ELECTIONS OCCURRING ON NOVEMBER 6, 2012

WHEREAS, in the judgment of the Board of Trustees (the "Board") of the _____ Unified School District (the "District"), it is advisable to call an election to submit to the electors of the District the question whether bonds of the District (the "Bonds") shall be issued and sold for the purpose of raising money for the acquisition and improvement of real property, and the furnishing and equipping of high school facilities; and

WHEREAS, as a result of the approval of Proposition 39 on November 7, 2000, Article XIII A, Section 1, paragraph (b), of the California Constitution ("Article XIII A") provides an exception to the limit on ad valorem property taxes on real property for bonded indebtedness incurred by a school district approved by 55 percent of the voters of the District voting on the proposition; and

WHEREAS, the Board is specifically authorized, upon approval by a two-thirds vote of the Board, to pursue the authorization and issuance of bonds by a 55 percent vote of the electorate on the question whether bonds of the District shall be issued and sold for specified purposes, pursuant to Education Code Section 15264 et seq. (the "Act"); and

WHEREAS, pursuant to the California Elections Code, it is appropriate for the Board to request consolidation of the election with any and all other elections to be held on Tuesday, **NOVEMBER 6, 2012** and to request the Los Angeles County Registrar of Voters to perform certain election services for the District; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the _____ Unified School District the following:

Section 1. Call for Election. The Board hereby orders an election and submits to the electors of the District the question of whether general obligation bonds of the District shall be issued and sold in the maximum principal amount of \$13,000,000 for the purpose of raising money to finance high school facilities and property of the District, and paying costs incident thereto, as set forth more fully in the ballot proposition approved pursuant to Section 3. This Resolution constitutes the order of the District to call such election.

Section 2. Election Date. The date of the election shall be **NOVEMBER 6, 2012** and the election shall be held solely within the boundaries of the District.

Section 3. Purpose of Election; Ballot Proposition. The purpose of the election shall be for the voters in the District to vote on a proposition, a full copy of which is attached hereto and marked Exhibit A, containing the question of whether the District shall issue the Bonds for the purposes stated therein, together with the

DISTRICT RESPONSIBILITIES (continued)

- Election resolutions should be addressed to **Ms. Sachi A. Hamai, 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 2003
Norwalk, California 90650
Phone: (562) 462-3183 FAX: (562) 406-2149**

- 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 November 6, 2012 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 and made available for public examination for the period designated in the Calendar of Events, **Chapter 1 of the November 6, 2012 Candidate Handbook and Resource Guide**.
- **Legible copies** of measure ballot enclosures should be provided by **E-81** and **legible copies** of arguments, and other related ballot materials by **E-78** which are to be printed and included in the Official Sample Ballot Booklet. **Legible copies** of rebuttal arguments must be submitted by **E-68**. 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.

- Staff in the **Election Planning Section** and **Election Coordination Unit** are available **at the telephone numbers listed above** should additional assistance be needed after reviewing the Information Booklet.

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 special districts) in alphabetical sequence. Jurisdictions may request a specific letter designation in writing by **AUGUST 15, 2012 (E-83)**. An alternate choice should also be submitted, in case the requested letter designation has already been assigned to another jurisdiction.
- Prints Official 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-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 date to Publish Date Fixed to Submit Arguments FOR or AGAINST a Measure (E.C. § 9502 and Govt. Code § 6061) |
| E-78 | 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-77 E-68 | Public Examination Period for Ballot Measure Materials (E.C. §§ 9380 and 9509) |
| E-68 | Last day to submit Rebuttals (E.C. §§ 9317 and 9504) |
| E-67 E-57 | 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 ENCLOSURES

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 6**.

| 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-77: Last day to submit Arguments For or Against a Measure**
- **E-67: Last day to submit Rebuttals to Arguments**

PUBLIC EXAMINATION PERIOD — Between **E-76** and **E-67** the RR/CC will make available for public examination the Ballot Measure Text and all enclosures excluding Rebuttal Arguments. Subsequently, between **E-66** and **E-57** the RR/CC will make available for public examination the review of Rebuttal Arguments.

- **E-76 through E-67: Ballot Measure Text, and all Enclosures (excluding Rebuttals)**
- **E-66 through E-57: 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))

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 word limit, the author will be asked to delete words or change text until the statement conforms with requirements.

- 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.
- THE WORDS** "I", "a", "the", "and", "an" are counted as individual words.
- GEOGRAPHICAL NAMES** such as countries, states, counties, cities, towns, or jurisdictions are counted as one (1) word.
EXAMPLE: "City of Los Angeles" = 1 word
"City and County of San Francisco" = 1 word
- 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.
- 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
- DATES...** consisting of a combination of digits are counted as one (1) word.
EXAMPLE: 3/18 7/21/89

DATES... consisting of a combination of words and digits are counted as two (2) words.
EXAMPLE: July 21, 1983 18 June, 1987
- NUMERIC COMBINATIONS** are counted as one (1) word.
EXAMPLE: 1973 13 1/2 1971-73 5% 8/3/73 #14
- 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
- NAMES OF PERSONS AND THINGS** are counted as individual words.
EXAMPLE: Gus Enwright (2 words)
L. A. Basketball Team (3 words)
- TELEPHONE/FAX NUMBERS** are counted as one (1) word.
EXAMPLE: 1-800-815-2666 1-562-462-2317
- 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 herein.