

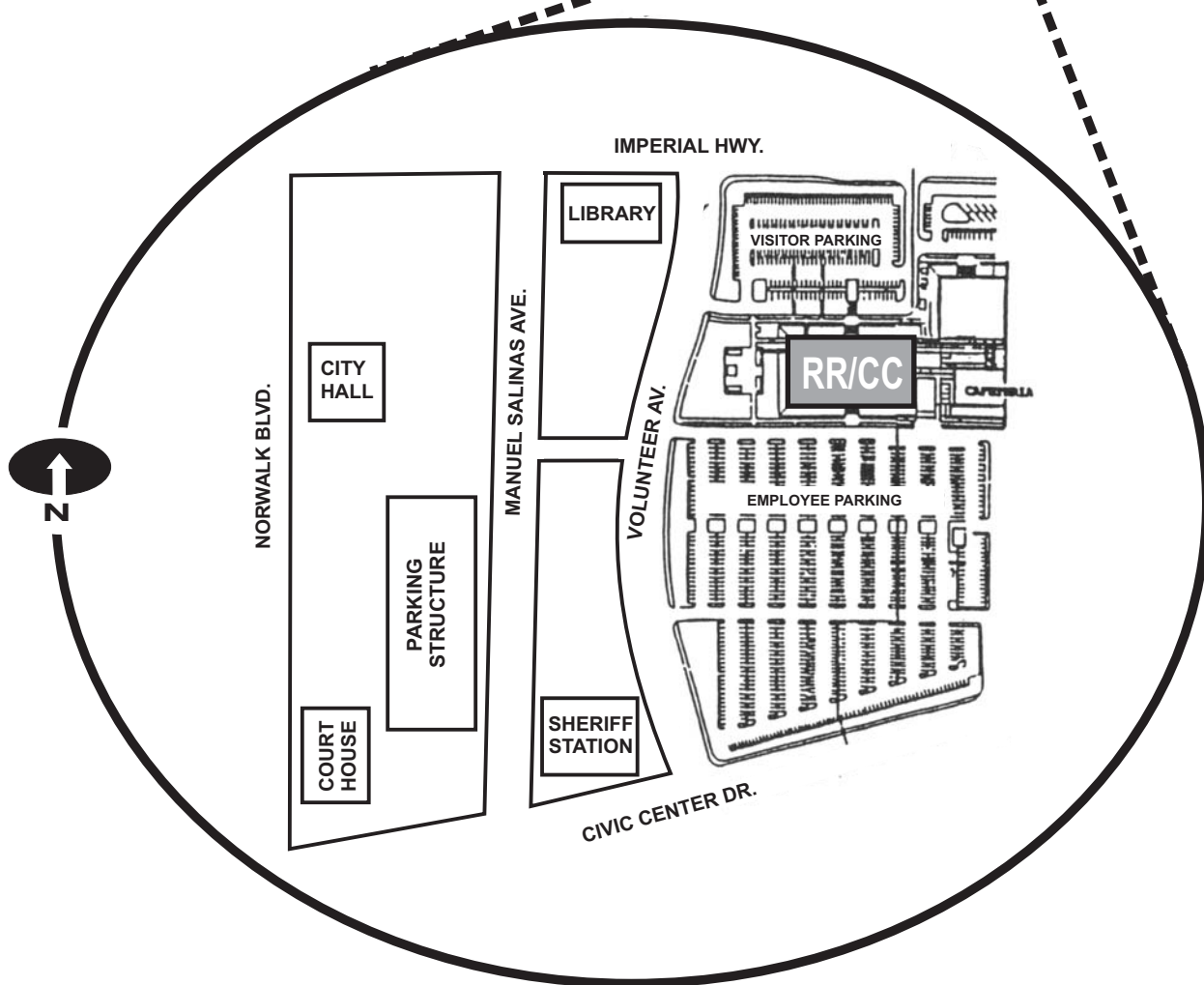
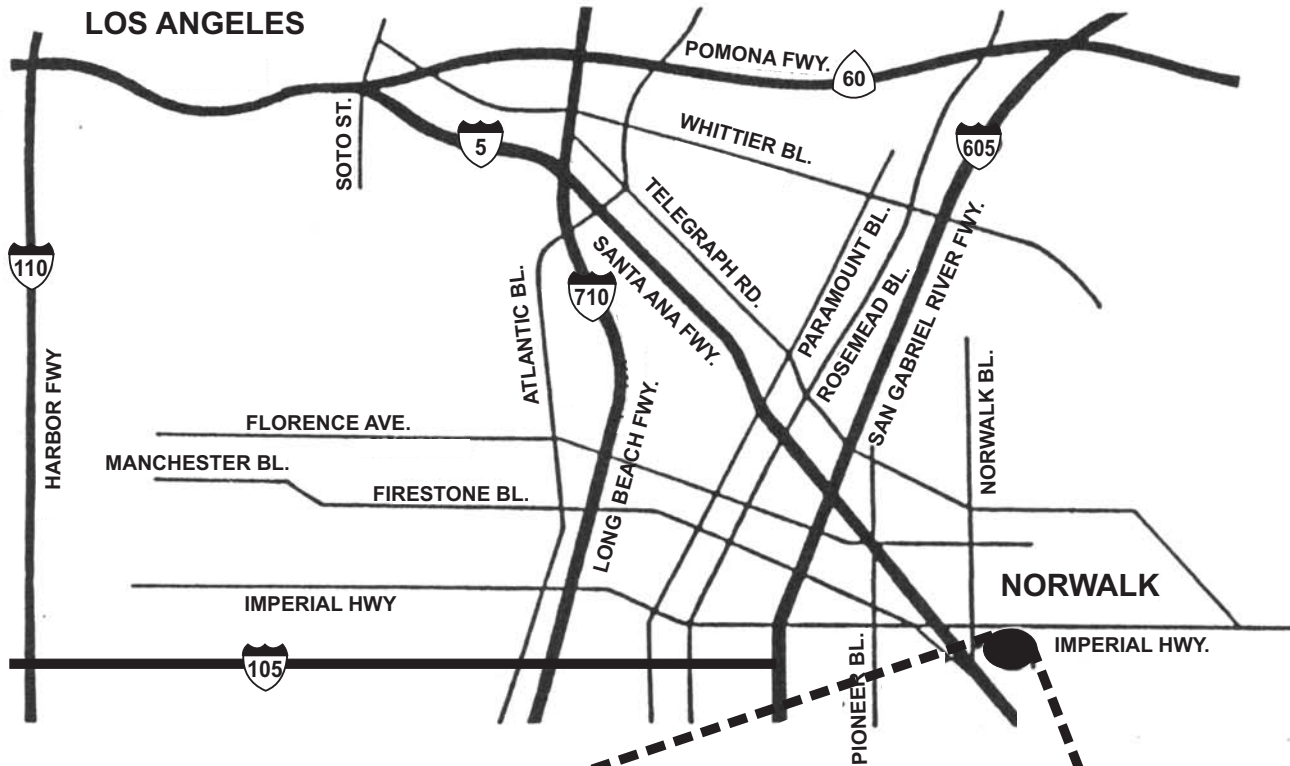


HOW TO PLACE A CITY

MEASURE ON A COUNTY BALLOT

COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK
ELECTION PLANNING AND COORDINATION SECTION
(562) 462-2317

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



NOTICE

This “How To” Booklet has been prepared to assist City Clerks in filing documents relating to the election. It includes a chart of key dates and events, general information, and samples of forms.

It is not intended to provide legal advice and is for general reference and guidance only. City Clerks with questions concerning election related matters should seek legal counsel.

City Clerks and others using this “How To” Booklet must bear full responsibility to make their own determinations as to all legal standards, duties and factual material contained therein.

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GENERAL INFORMATION

CITY RESPONSIBILITIES

NOTIFICATION OF ELECTION — Cities intending to place a city measure on the county ballot should alert the Registrar-Recorder/County Clerk (RR/CC) as soon as they intend to call a special election. The recommended time frame to notify the RR/CC is **123 days** prior to the election. The RR/CC will provide the city with an election schedule reflecting critical deadlines for submitting resolutions, ballot measures, and enclosures. The RR/CC will fax the City Clerk a copy of the election preparation functions to be performed by city and county staff. Upon request, an estimated cost for including the city measure in the Official Sample Ballot booklet will be provided by the RR/CC.

DEADLINES — Deadlines for submitting resolutions to the RR/CC are as listed:

EARLY DEADLINE: E -123

LEGAL DEADLINE: E - 88

ELECTION RESOLUTIONS — The city shall provide the Registrar-Recorder/County Clerk's office and the Board of Supervisors with signed copies of the resolutions "**Calling for an Election**" and "**Requesting Consolidation and Services**". Samples of the two resolutions are pictured below.

RESOLUTION CALLING FOR AN ELECTION

RESOLUTION CONSOLIDATING WITH THE ELECTION

RESOLUTION NO. 2006-06

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TORRANCE CALLING FOR A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 1, 2011 FOR THE ELECTION OF CERTAIN OFFICERS AS REQUIRED BY THE PROVISIONS OF THE CHARTER OF THE CITY OF TORRANCE.

RESOLUTION NO. 2006-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ANGELES REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 1, 2011 WITH THE STATEWIDE PRIMARY ELECTION TO BE HELD ON THE SAME DATE PURSUANT TO §10403 OF THE ELECTIONS CODE.

GENERAL INFORMATION (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 Planning and Coordination Section
12400 Imperial Highway, 2nd Floor, Room 2015
Norwalk, California 90650
Phone: (562) 462-2317 FAX: (562) 466-6025**

- 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 **CHART OF KEY DATES AND EVENTS** to:

**Election Planning and Coordination Section
12400 Imperial Highway, 2nd Floor, Room 2015
Norwalk, California 90650
Phone: (562) 462-2317 FAX: (562) 466-6025**

- A resolution "Calling for an Election" should include purpose of election, Ballot Measure Text (**not to exceed 75 words including title**) and the vote requirement for measure passage (**i.e., majority of votes cast; 2/3 votes cast; 55% votes cast**). **The resolution must state that the city will reimburse the County for costs incurred.**
- All ballot material including measure arguments, rebuttals and other ballot enclosures should be photocopied and made available for public examination for the period designated in the **CHART OF KEY DATES AND EVENTS (page 1)**.
- **Legible copies** of arguments, impartial analyses and other related ballot materials which are to be printed and included in the Official Sample Ballot booklet should be provided by **E-77**. Legible copies of rebuttal arguments must be submitted by **E-67**. 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 Registrar-Recorder/County Clerk by **E-83** to **amend** a measure for an election or **withdraw** a measure for a cancelled election.

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

GENERAL INFORMATION (continued)

- Ballot reproduction proofs of vote recorder pages and ballot enclosures should be reviewed and approved. Notify the RR/CC immediately of any typographical errors, corrections, or omissions.
 - Staff in the **Election Planning and Election Coordination Section** are available through the telephone numbers listed on the previous page should you need additional assistance or have further questions after reviewing this booklet.
-

REGISTRAR-RECORDER/COUNTY CLERK RESPONSIBILITIES

- Once the RR/CC receives a resolution “Requesting Consolidation and services,” the RR/CC will automatically send the city a booklet. **If a city has a measure on the ballot, we will provide argument/rebuttal forms.**
- The RR/CC will assign letter designations for each local measure on the ballot. Letter designations are assigned in alphabetical order commencing with county measures and then other local measures (city, school and special districts) in alphabetical sequence. Cities 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.
- An English Official Sample Ballot booklet will be printed and mailed. The RR/CC will include the city's measure information in the same booklet depending on the volume of voting material. In some cases, the City Clerk will be required to prepare and mail a supplemental voter booklet.
- The RR/CC will begin conducting the Official Canvass by **E+2** and complete it on or before **E+28**.

CHAPTER ONE — CHART OF KEY DATES AND EVENTS

The following is a chart of the key dates and events to meet the Registrar-Recorder/County Clerk's deadlines to consolidate an election with the County. These dates are approximate and can vary due to the election date, weekends and holidays.

Once we have received a resolution requesting consolidation with the County, a detailed booklet specific for that election, including a Calendar of Events, will be published and mailed to the city.

DATES	EVENTS
E-120	Recommended time frame to file resolutions requesting Consolidation and Calling for an Election
E-88	Legal deadline to file resolution requesting Consolidation of Election (E. C. §§ 10402, 10403 & 13247)
E-83	Last Day to Amend or Withdraw a Measure Last Day to request Specific Letter Designation for a Measure
E-78	Last Day for City Attorney to submit Impartial Analysis to City Clerk Last Day to submit Arguments to City Clerk
E-77	Last Day for all Measure Enclosures, excluding Rebuttals, to be submitted to the Registrar-Recorder/County Clerk's office
E-77 E-68	Recommended Public Examination Period for Ballot Measure Materials (E. C. § 9295)
E-68	Last Day to submit Rebuttals to City Clerk (E. C. § 9285)
E-67	Last Day to submit Rebuttals to County Elections Official
E-67 E-57	Recommended Public Examination Period for Rebuttals (E. C. § 9295)
E-40 E-21	Mail Official Sample Ballot Booklets (E. C. §§ 13302 & 13303)
E-0	Election Day (E. C. §§ 1000 , 1200, 10541& 14212)
E+2	First Day of Official Canvass (E. C. §§ 15301 & 10547)
E+28	Completion of Official Canvass (E. C. §§ 15372, 15400 & 15401)

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

CHAPTER TWO — BALLOT MEASURES

RESOLUTION BALLOT MEASURE TEXT (Sample below) — To ensure that the Registrar-Recorder/County Clerk (RR/CC) uses the precise Ballot Measure Text the city would like printed in the Official Sample Ballot booklet, the city must include the Ballot Measure Text, with title, **(not to exceed 75 words)** in the body of the resolution “Calling for an Election.” Ballot Measure Text should be clearly labeled and identified.

EXHIBIT A
BALLOT MEASURE AMENDING THE CHARTER OF
THE CITY OF _____

The People of the City of Inglewood do hereby ordain as follows:

1. Subsection (g) is hereby added to Section 2 of Article XXXIII of the City Charter of the City of _____, to read as follows:

“(g) A local preference, as provided herein, for businesses that hold a business license from the City and maintain a place of business in the _____ of the City Charter of the City of _____ to read as follows: purchasing ordinance pursuant to for adoption by the City Council until e regarding the proposed amendment public must be given notice of said r of general circulation in the City of , thirty (30) days prior to the date on o consider adoption. Notwithstanding ntrary, four (4) affirmative votes shall ement.”

3 of Article XXXIII of the ify to the passage of this Charter e Secretary of State forthwith, and to ve effect to its passage. _____ day of _____, 2006.

Mayor

ST: _____
City Clerk

EXHIBIT A
BALLOT MEASURE AMENDING THE CHARTER OF
THE CITY OF _____

The People of the City of Inglewood do hereby ordain as follows:

“(g) is hereby added to Section 2 of Article XXXIII of the y of _____ to read as follows: ference, as provided herein, for businesses that hold a from the City and maintain a place of business in the

n (d) is hereby added to Section 3 of Article XXXIII of the y of _____, to read as follows: ference, as provided herein, for businesses that hold a from the City and maintain a place of business in the

4 of Article XXXIII of the City Charter of the City of mended in its entirety to read as follows: cept as provided herein, all purchases made and contracts e purchasing ordinance shall be to the lowest responsible e defined herein below. Contracts for professional services eptions may be specifically identified in the ordinance and e provided such exemptions intent expressed in Section 1 of this Article.

e the lowest responsible bidder for furnishing materials, or non-professional services, the City may apply a local es that hold a business license from the City and maintain within the City limits. The nature and amount of the local established by the City Council by ordinance, following a duly ng on the subject, not less than sixty (60) calendar days

3

RESOLUTION NO. 06- 17

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF _____ CALLING A SPECIAL MUNICIPAL ELECTION TO BE HELD ON _____ AND ORDERING THAT A MEASURE TO AMEND THE CITY CHARTER BE SUBMITTED TO THE VOTERS OF THE CITY

WHEREAS, over the last twelve (12) month period the City of _____ (the “City”) has contracted for the procurement of approximately \$32 Million in goods and services; and

WHEREAS, the City is desirous of assisting local businesses in participating in the provision of goods and services to the City by providing a pricing preference; and

WHEREAS, it is necessary to amend the City Charter to provide such preferences:

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF _____ DOES RESOLVE AND ORDER AS FOLLOWS:

Section 1. Pursuant to its right, power and authority under the laws of the State of California and the _____ City Charter, the City Council hereby calls and gives notice of a Special Municipal Election to be held in the City on June 6, 2006.

Section 2. The City Council does hereby order submitted to the voters at such Regular Municipal Election the following measure:

Measure 06-B:

Shall the _____ City Charter be amended to permit YES ____

the City of _____ to apply a preference to assist local businesses in the City’s purchasing and contracting processes, in an amount to be established by the City NO ____

Council following a noticed public hearing?

Measure 06-B:

Shall the _____ City Charter be amended to permit YES ____

the City of _____ to apply a preference to assist local businesses in the City’s purchasing and contracting processes, in an amount to be established by the City NO ____

Council following a noticed public hearing?

BALLOT MEASURES (continued)

GENERAL INFORMATION — The maximum number of ballot measures each city may submit for consolidation with a Statewide Direct Primary Election is three (3) per election. The current established maximum for Statewide General or November UDEL Consolidated Elections is five (5) per election.

1. Print a 75 word **abbreviated** Ballot Measure Text (prescribed by law) only.
2. Print a 75 word **abbreviated** Ballot Measure Text and **include Official Sample Ballot Notice** advising voters to call the City Clerk's Office and request a free copy of the ballot measure enclosure (OR) that the City will be sending voters a supplemental mailing.
3. Print a 75 word **abbreviated** Ballot Measure Text and include **Full Ballot Measure Enclosure Text** in the Official Sample Ballot Booklet.

BALLOT MEASURE TEXT (Sample below) — The Ballot Measure Text will appear in the Official Sample Ballot booklet.

➤ **Measure D — Official Ballot Measure Text (35 words)**

ANY CITY SPECIAL MUNICIPAL ELECTION

D CHARTER AMENDMENT. Shall the positions of Chief Deputies and of assistants or deputies next in line of authority to Chief Deputies, be removed from the County's Civil Service System and placed in the unclassified service?	189 YES→○
	190 NO→○

➤ **Measure G — Official Ballot Measure Text (69 words)**

ANY CITY SPECIAL MUNICIPAL ELECTION

G ANY CITY PARK GENERAL OBLIGATION BONDS. PROPOSITION C. Shall Any City incur bonded indebtedness not to exceed \$46,500,000 in Any City Park to rehabilitate the Rose Garden and improve, construct and expand the Olympic Swim Stadium, Regional Recreation Center and, subject to securing matching public and/or private funds, the Environmental Science Learning Center and museums; provided that parking built under this measure be limited to people using these facilities?	216 YES→○
	217 NO→○

REQUEST FOR LETTER DESIGNATION — Cities 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. Specific letter designation requests are **processed in the order received**. The RR/CC will notify the city by **E-78** if the requested letter designation is available or if another letter assignment has been made.

WITHDRAWAL AND/OR AMENDMENTS — The city 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)

CHAPTER THREE — BALLOT ENCLOSURES

GENERAL INFORMATION — The maximum number of ballot enclosures each city may submit for inclusion in the Official Sample Ballot Booklet is 30 pages per election. For example, if a city places two (2) measures on the county ballot, the maximum number of allowable ballot measure enclosures for printing in the Official Sample Ballot booklet is a total of 30 pages. One measure may require 10 pages and the other measure may require 20 pages for a total of 30 enclosure pages. If you have any questions regarding this restriction, please call the **Election Planning and Coordination Section at (562) 462-2317**.

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, or 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 shown in the samples below.

BALLOT ENCLOSURES — Ballot enclosures, including argument and/or rebuttal text, are 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. Samples below show how the text will appear in the Official Sample Ballot booklet. **(A) Argument In Favor, (B) Rebuttal To Argument In Favor, (C) Argument Against and (D) Rebuttal To Argument Against.**

A

B

FORMATS ONLY

<p style="text-align: center;">ARGUMENT IN FAVOR OF MEASURE J</p> <p><u>Election Districts</u></p> <p>Our City of _____ is 102 square miles in size and would be divided into four equally populated districts. All council candidates would have to reside in one of these districts to be elected to our city council. All voters would vote for every city council member elected. Our mayor could live in any district they choose and would also be elected by all of the voters.</p> <p>District elections will promote a better defined improvement plan, that is more specific to our neighborhood needs and give our residents a point of contact that would live in their geographic part of the City. Any expenditure of funds would have to be approved by the entire city council.</p> <p>_____ would be better served if all parts of our city had a voice in our development and decision making on our city council! We are 102 square miles in size and much more diverse than our present council reflects.</p> <p style="text-align: right;">JAMES Mayor of _____</p>	<p style="text-align: center;">REBUTTAL TO ARGUMENT IN FAVOR OF MEASURE J</p> <p>This measure does NOT create district representation. If these were truly district elections, only the people of that district would be allowed to vote for their candidate.</p> <p>In addition, under this measure:</p> <ul style="list-style-type: none"> - <u>Proposed districts are not equal!</u> - This measure <u>will divide</u> the city into eastside vs. westside - One district <u>may outvote</u> the other districts and prevent the election of certain candidates - Political machines <u>will decide</u> the “chosen neighborhood” candidates <p>The fact of the matter is: the most qualified leaders of the city are not in one district, but want to serve <u>our entire community</u>. With a district plan, they may not be able to do so. This measure will <u>prevent</u> candidates to live in one neighborhood or not run at all.</p> <p>Opponents of districting _____ at 102 square miles is not large enough in population to slice and divide into competing neighborhoods. Political maneuvering is our. What is the problem? Districting has brought to the City of Los Angeles the political machine, the power struggle. <u>Do we want that for _____?</u></p> <p style="text-align: center;">NO ON DISTRICTING YES ON MEASURES J</p> <p style="text-align: right;">RICHARD H. City Councilmember</p>
<div style="position: absolute; top: -40px; left: 50%; transform: translate(-50%, -40%); font-size: 2em; font-weight: bold;">C</div> <p style="text-align: center;">ARGUMENT AGAINST MEASURE J</p> <p><u>DISTRICTS</u></p> <p>The proposal to split the City into districts is absurd. The efforts of the new Council in the last year to have clean water provide, provide new schools, and provide other community services are proof that the City Council does not need to be split into districts.</p> <p>The proposal does not create districts, but requires a Councilmember to reside in a district. This proposal also requires a candidate to reside in a district. Other would eliminate the representation of that district. People could move from district to district to increase their chances of election. They would be no more representative of the district expert than anyone else.</p> <p>This proposal creates one district of 35,000 and three of 25,000 when less than 15% of the voters cast their ballot in every election. Which district controls? Individuals from the Eastside could be overwhelmingly defeated by Westside voters or vice versa.</p> <p>The current system, which allows a Councilmember to act on behalf of and be held accountable to <u>ALL</u> the citizens of Palmdale, is the best system.</p> <p style="text-align: center;">PLEASE VOTE <u>NO</u> ON SPLITTING PLEASE VOTE <u>NO</u> ON DISTRICTS!</p> <p style="text-align: right;">RICHARD City Councilmember</p>	<div style="position: absolute; top: -40px; left: 50%; transform: translate(-50%, -40%); font-size: 2em; font-weight: bold;">D</div> <p style="text-align: center;">REBUTTAL TO ARGUMENT AGAINST MEASURE J</p> <p>Do you believe in a better government, that which is closest to the people? Do you believe that our city would be best served if councilmembers resided in different parts of our city not just one exclusive neighborhood?</p> <p>Then I ask for your YES VOTE FOR DISTRICTING.</p> <p>In recent history, 60%-80% of the members of our _____ City Council have resided in far westside neighborhoods. Our city has grown in those years to become one of the largest cities in California at 102 square miles. We have become a progressive city with vision. Many cities like _____ already have districting in place because they realize that different neighborhoods have different needs.</p> <p>If we are to truly represent the needs of all our residents, we must have COUNCILMEMBERS WHO KNOW THOSE NEEDS AND CONCERNS FIRST HAND, who live and breathe them everyday.</p> <p>There are naysayers who will say that districting will divide our city, but I submit to you that DISTRICTING WILL UNITE OUR GREAT CITY because all of our residents will know that they have a voice at the table where decisions are made.</p> <p style="text-align: center;">Vote YES ON DISTRICTING to provide balanced representation on our city council.</p> <p style="text-align: right;">JAMES Mayor</p>

BALLOT ENCLOSURES (continued)

BALLOT ENCLOSURE TITLES AND WORD LIMITATIONS CHART — Use this chart in submitting correct titles and word counts for ballot argument enclosures. For **Word Counting Guidelines**, refer to **page 11**.

CITY ENCLOSURE TITLE TYPES		
GENERAL/SPECIAL MUNICIPAL ELECTIONS CONSOLIDATED WITH COUNTY ELECTIONS		
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
IMPARTIAL ANALYSIS OF MEASURE _____	500 (E. C. 9280)	50
ARGUMENT IN FAVOR OF MEASURE _____	300 (E. C. 9282)	30
REBUTTAL TO ARGUMENT IN FAVOR OF MEASURE _____	250 (E. C. 9285)	25
ARGUMENT AGAINST MEASURE _____	300 (E. C. 9282)	30
REBUTTAL TO ARGUMENT AGAINST MEASURE _____	250 (E. C. 9285)	25
MEASURE _____ EXHIBIT	NO LIMIT	N/A
STATEMENT IN COMPLIANCE – MEASURE _____	NO LIMIT	N/A
_____ CITY SPECIAL MUNICIPAL ELECTION - MEASURE _____	N/A	N/A


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

BALLOT ENCLOSURES (continued)

ARGUMENT AND REBUTTAL FORM (Sample below) — This form will 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. See chart on **page 5** for **City Enclosure Title Types**.

All authors for submitted ballot arguments must sign the declaration on the reverse side of the Argument and Rebuttal Form. See **page 7** for a sample of the **Declaration by Author(s)**.

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
<p>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, <u>underscoring</u> 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, <u>underscoring</u> and/or CAPITALIZED shall not exceed 30 words per document. 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.</p>	
ALL AUTHORS MUST SIGN ON THE REVERSE SIDE	
<p>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.</p> <hr/>	

BALLOT ENCLOSURES (continued)

DECLARATION BY AUTHOR(S) OF ARGUMENTS OR REBUTTALS (Sample below)

— This form is to be completed by proponents or opponents for ballot measures.

This form includes a statement (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** author 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: <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>									
<p>of ballot measure _____ at the _____ <small>(name and/or letter) (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>									
<p>1. _____ <small>Printed Name</small> _____ <small>Signature</small> _____ _____ <small>Title to Appear on Argument</small> _____ <small>Date</small> _____</p>									
<p>2. _____ <small>Printed Name</small> _____ <small>Signature</small> _____ _____ <small>Title to Appear on Argument</small> _____ <small>Date</small> _____</p>									
<p>3. _____ <small>Printed Name</small> _____ <small>Signature</small> _____ _____ <small>Title to Appear on Argument</small> _____ <small>Date</small> _____</p>									
<p>4. _____ <small>Printed Name</small> _____ <small>Signature</small> _____ _____ <small>Title to Appear on Argument</small> _____ <small>Date</small> _____</p>									
<p>5. _____ <small>Printed Name</small> _____ <small>Signature</small> _____ _____ <small>Title to Appear on Argument</small> _____ <small>Date</small> _____</p>									
<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>									
<p>Word Counts</p>									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">NUMBER OF WORDS:</td> <td style="width: 50%;"></td> </tr> <tr> <td>NUMBER OF WORDS WITH BOLD FACE, ETC.:</td> <td></td> </tr> <tr> <td>PROJECT CODE NUMBER:</td> <td></td> </tr> <tr> <td>ELECTION DEPUTY:</td> <td></td> </tr> </table>	NUMBER OF WORDS:		NUMBER OF WORDS WITH BOLD FACE, ETC.:		PROJECT CODE NUMBER:		ELECTION DEPUTY:		<p>Time Stamp</p>
NUMBER OF WORDS:									
NUMBER OF WORDS WITH BOLD FACE, ETC.:									
PROJECT CODE NUMBER:									
ELECTION DEPUTY:									

BALLOT ENCLOSURES (continued)

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

WITHDRAWAL OF ARGUMENTS — Ballot arguments “FOR” or “AGAINST” any measure may be withdrawn by proponents at any time prior to and including the final date fixed for filing arguments.

PUBLIC EXAMINATION — A public examination period is allowed for reviewing submitted arguments and rebuttal arguments during the **ten (10) calendar day period** immediately following the filing deadline for such documents. Throughout this period, any person may seek a writ of mandate or an injunction to require any or all of the material to be amended or deleted. The writ of mandate or injunction request shall be filed no later than the end of the ten (10) calendar day public examination period.

ORIGINAL FORMS/SIGNATURES — Faxed copies 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 — If the city plans to include **maps and/or graphics**, the Registrar-Recorder/County Clerk’s office must be notified prior to the resolution adoption to ensure there are no space limitation problems and to find out if the city will require special arrangements that may result in additional cost.

LITIGATION — The Registrar-Recorder/County Clerk must be notified of any pending litigation involving 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 Official Sample Ballot booklets.

ORDINANCE/CHARTER AMENDMENTS — Pursuant to Elections Code Sections 9223 and 9280, the city may print a notice in the Official Sample Ballot booklet advising voters of the availability of a free copy of the Ordinance/Charter Amendment Text. Information on the process of obtaining a copy of ballot enclosures or accessing Ballot Measure Text is posted on both RR/CC and city websites. The city should provide the desired notice text to the RR/CC by **E-77**.

BALLOT ENCLOSURES (continued)

NOTICES PRINTED WITH IMPARTIAL ANALYSIS — Below are three (3) 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 City Clerk’s 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 of the charter are available at the library and on the City’s home page at www.xxx.xxx.com. If you have any questions, please call the City Clerk’s 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 City Clerk’s office at (562) 999-9999 and a copy will be mailed at no cost to you, or you may access the text from the internet at www.xxx.xxx.com.”

VOTER NOTICES — If a city cannot meet the established deadlines or if the total ballot enclosure will **exceed the 30 page print limit**, the city 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 city, 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 samples of 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 city.

CHOICE ONE

<p>_____ CITY SPECIAL MUNICIPAL ELECTION</p>
<p>Information concerning the City of _____ Measure is being mailed in a separate Voter Information Pamphlet. Please call the City Clerk’s Office at (562) xxx-xxxx, if you have any questions regarding the City Measures.</p>

CHOICE TWO

<p>_____ CITY SPECIAL MUNICIPAL ELECTION</p>
<p>The City of _____ will be mailing a Supplemental Voter Information Pamphlet regarding Measure E containing the City Attorney’s 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 Internet at www.ci.xxx.ca.us/cityclerk/election</p>

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 types of enclosures. The guidelines do **not** apply to ballot designations for candidate contests. If the text exceeds the specified word limit, the author will be asked to delete words or change text until the enclosure 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>

TELEPHONE GUIDE

You may obtain information about **Specific Election Services** by calling the following telephone numbers at the Registrar-Recorder/County Clerk Department.

Area Codes (562)

Registration/Official Sample Ballot Booklet Inquiries/Provisional Ballot Status .. 466-1310

To verify registration status, inquire about the Official Sample Ballot Booklet or provisional ballot status. or
466-1323

Official Vote By Mail 466-1323

For Official Vote By Mail Ballot information.

Election Information 466-1310

General information on elections, registration and voter services.

Official Sample Ballot Booklet Translations 1 (800) 481-8683

To request a translated Official Sample Ballot Booklet in one of the eligible languages Chinese, Japanese, Korean, Spanish, Tagalog/Filipino or Vietnamese.

TDD (Hearing Impaired) 462-2259

Pollworkers/Polls..... 462-2509

To become a pollworker or offer your home as a polling place.

Registering to Vote..... 466-1310

To register to vote during regular office hours, 8:00 a.m. to 5:00 p.m.

After hours, call (562) 462-2260 and leave a recorded message to request voter registration forms to be mailed to you.

Candidate Nomination Procedures 462-2317

To inquire about election dates, offices to be filed, qualifications for office, nomination filing dates and procedures.

Campaign Financial Disclosure..... 462-2339

To inquire about campaign financial statement filing requirements for candidates, committees and officeholders.

Voter Fraud Hotline 1 (800) 815-2666

To report factual information on illegal registration and/or voting activities (The Hotline is available 24 hours a day, seven days a week. Press option 6 of the menu.)

2011

JANUARY

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