



LOS ANGELES COUNTY
REGISTRAR-RECORDER/COUNTY CLERK

12400 IMPERIAL HIGHWAY, NORWALK, CALIFORNIA 90650

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WWW.LAVOTE.NET

COUNTY INITIATIVE PROCEDURES

NOTICE

This publication is intended for general reference and guidance only. The Los Angeles County Registrar-Recorder/County Clerk does not provide legal advice to the public on matters relating to elections. Individuals with questions relating to the subject matter of this material should consult legal counsel.

PREPARED BY

THE ELECTION COORDINATION SECTION

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SECTION ONE

SAMPLE OF TIME FRAMES TO QUALIFY A COUNTY INITIATIVE

The following are key dates and events to meet the Registrar-Recorder/County Clerk's deadlines. These dates are approximate and can vary due to weekends and holidays.

Dates and events will depend on the **actual date** the Proponent files the Notice of Intention, completion of Title and Summary, and the number of days the Proponent takes to circulate the Petition. State Statute mandates some deadlines; others are suggested time frames in order to provide the maximum amount of time to circulate Petitions.

E-MINUS BEGINNING DATE	E-MINUS ENDING DATE	EVENT
E-477	E-344	County Elections Official receives Notice of Intention and a request that a Ballot Title & Summary be prepared.
E-447	E-344	County Elections Official delivers Notice of Intention and request for Ballot Title & Summary to County Counsel.
E-432	E-329	Within 15 days, County Counsel delivers Title and Summary to the County Elections Official who then delivers to Proponent.
E-431	E-328	Proponent shall, prior to circulation of the Petition, publish the Notice of Intention with Title and Summary and file Proof of Publication with the County Elections Official.
E-251	E-148	Proponent shall submit Petition with signatures within 180 days after Proponent receives Title Summary from the County Elections Official or after termination of any action for a writ of mandate pursuant to § 9106 and, if applicable, after receipt of an Amended Title or Summary or both, which ever occurs later.
E-221	E-118	County Elections Official has 30 working days (excluding Saturday, Sunday and holidays) to certify results to Board of Supervisors.
E-102	E-102	County Elections Official submits to the Board of Supervisors an item for the Board Agenda.
E-98	E-98	Board of Supervisors may call the election or adopt the ordinance without alteration.
E-88	E-88	Last day Board of Supervisors may consolidate a measure with a regularly scheduled election.
E-88	E-81	County Elections Official will publish the deadline for submitting Arguments.
E-78	E-78	Last date to submit Arguments.
E-78	E-78	Last day for County Counsel to submit Impartial Analysis.
E-77	E-68	Public examination of Arguments/Analysis.
E-67	E-67	Last day to submit Rebuttal Arguments.
E-66	E-57	Public examination of Rebuttals.
E-40	E-21*	Mail Official Sample Ballot Booklets.
0	0	Election Date.
+2	+28	Official Canvass.

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

*** E-10 when the election is a primary.**

SECTION TWO

COUNTY INITIATIVE PROCEDURES

County Ordinances may be enacted pursuant to Division 9, Chapter 2 of the California Elections Code, commencing with Section 9100.

The principal procedures in qualifying a County Initiative are as follows:

FILING OF NOTICE OF INTENTION (E. C. §§ 9103, 9104 & § 9105)

Before circulating a County Initiative, the Proponents must file with the Registrar-Recorder/County Clerk the following documents:

1. The Notice of Intention to circulate a petition containing the names, business or residence addresses of at least one but no more than five Proponents. A written statement, **not to exceed 500 words**, stating the reasons for the Initiative may also be included. Refer to **EXHIBIT A** (Word Counting Guidelines).
2. Written text of the Initiative.
3. Request that a Ballot Title and Summary be prepared by County Counsel. Request must include one of the Proponent's name and address.

NOTE: There is no established fee in Los Angeles County for submitting a Notice of Intention to circulate a County Initiative.

BALLOT TITLE AND SUMMARY (E. C. §§ 9105 & 9106)

- A) The Registrar-Recorder/County Clerk shall upon receipt of a Notice of Intention, immediately transmit a copy to County Counsel. **Within 15 days** after the request for Ballot Title and Summary is filed, County Counsel shall prepare and transmit to the Registrar-Recorder/County Clerk the Ballot Title and Summary, which **shall not exceed 500 words** and consist of a true and impartial statement of the proposed measure's purpose. The Registrar-Recorder/County Clerk in turn shall provide a copy of it to the Proponent.
- B) The Proponent may file a writ of mandate requiring that the Ballot Title or Summary prepared by County Counsel be amended. A peremptory writ of mandate shall be issued upon proof that the Ballot Title and Summary is false, misleading, or inconsistent with the specified requirements of the law.

SECTION TWO (continued)

PROPONENT TO EXECUTE AND SUBMIT STATEMENT OF ACKNOWLEDGMENT (E. C. §§ 9608, 9609, 9610, and 18650)

No one shall knowingly or willfully permit the list of signatures on an Initiative Petition to be used for any purpose other than qualification of the proposed measure for the ballot, except as provided in Section 6253.5 of the Government Code. Violation of this Section is a misdemeanor. E. C. § 9608 (a) A Proponent of an Initiative Measure shall execute and submit, along with the request for a Title and Summary for the proposed measure, a signed statement. **(EXHIBIT B)**

The certification required by subdivision (a) shall be kept on file by the agency authorized to prepare the Title and Summary for the proposed Initiative Measure for not less than eight months after the certification of the results of the election for which the Petition qualified for, or if the measure, for any reason, is not submitted to the voters, eight months after the deadline for submission of the Petition to the County Elections Official.

Failure to comply with this section shall not invalidate any signatures on a State or Local Initiative Petition.

CIRCULATION AND PUBLICATION OF PETITION (E. C. §§ 9101, 9103, 9105, 9108 & § 9110)

- A) The Proponent must publish the Notice of Intention and the Title and Summary of the Initiative at least once in a newspaper of general circulation in the County. The Proponent shall also file Proof of Publication with the Registrar-Recorder/County Clerk's office.
- B) After Publication of the Notice of Intention and Title and Summary, the Petition may be circulated. **(EXHIBIT C)** Each Petition Section (page) must comply with the requirements of Sections 100, 104, 9020 and 9105 of the Elections Code and contain a copy of the Notice of Intention, Title and Summary, and Full Text of Initiative.
- C) Petition signatures **shall be filed within 180 calendar days** from the date of receipt of the Title and Summary, or after termination of any action for a writ of mandate and, if applicable, after receipt of an Amended Title or Summary.

BOARD OF SUPERVISORS ACTION DURING CIRCULATION (E. C. § 9111)

During the circulation of the Petition or before taking any action to either submit the Initiative to the voters or enact the ordinance, the Board of Supervisors may refer the Initiative to any county agency for review and a report on its effect on specific issues including those relating to the use of land and housing impact to the effected community as well as fiscal impact. This report shall be presented to the Board of Supervisors **no later than 30 calendar days** after certification of the Petition's sufficiency by the Registrar-Recorder/County Clerk.

SECTION TWO (continued)

FILING OF PETITION (E. C. § 9113)

- A) All Sections (pages) of the Petition shall be filed at one time and may not be amended or supplemented.
- B) The Registrar-Recorder/County Clerk shall determine the total number of signatures affixed to the Petition. If the Registrar-Recorder/County Clerk determines that the number of signatures thereon equals or is in excess of the number of signatures required, the Registrar-Recorder/County Clerk shall examine the Petition to determine the number of qualified signers. If the Registrar-Recorder/County Clerk determines that the number of signatures does not meet the minimum number of signatures required, no further action shall be taken.

EXAMINATION OF SIGNATURES (E. C. §§ 9114 & 9115)

- A) **Within 30 working days** from the date of filing, the Registrar-Recorder/County Clerk shall verify the signatures thereon either from a 100% check or a random sampling. If the Petition contains more than 500 signatures, the random sampling technique may be used to verify 3% of the signatures.
 - 1. If the statistical sampling shows that the number of valid signatures is within 95 to 110 percent of the number of signatures of qualified voters needed to declare the Petition sufficient, the County Elections Official shall, within 60 days from the date of the filing of the Petition, excluding Saturdays, Sundays, and holidays, examine and verify each signature filed.
- B) The Registrar-Recorder/County Clerk shall certify as to the sufficiency or insufficiency of the Petition.
 - 1. If the Petition is insufficient, no action is taken.
 - 2. If the Petition is sufficient, the Registrar-Recorder/County Clerk certifies the results to the Board of Supervisors at the next regular meeting of the Board.

NOTE: Supplemental Petitions are not permitted.

BOARD OF SUPERVISORS ACTION IF THE PETITION IS SUFFICIENT (E. C. §§ 1405, 9107, 9116, & § 9118)

- A) If the Petition is signed by voters **not less in number than 20%** of the entire votes cast within the county for all candidates, for Governor, at the last Gubernatorial Election preceding the Publication of the Notice of Intention, the Board of Supervisors shall either:
 - 1. Adopt the ordinance, without alterations, at the regular meeting in which it is presented or within 10 days after it is presented.
 - 2. Immediately call a special election, if it is legally possible, at which the ordinance without alteration, is to be submitted to the voters.

EXHIBIT A

WORD COUNTING GUIDELINES

CANDIDATE STATEMENTS – 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.

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. **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
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...** 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
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. **NAMES OF PERSONS AND THINGS** are counted as individual words.
EXAMPLE: Gus Enwright (2 words)
L. A. Basketball Team (3 words)
10. **TELEPHONE/FAX NUMBERS** are counted as one (1) word.
EXAMPLE: 1-800-815-2666 1-562-462-2317
11. **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>

EXHIBIT B

PROPONENT STATEMENT OF ACKNOWLEDGMENT

I, _____ acknowledge that it is a misdemeanor under State Law (Section 18650 of the California Elections Code) to knowingly or willfully allow the signatures on an Initiative Petition to be used for any purpose other than qualification of the proposed measure for the ballot.

I certify that I will not knowingly or willfully allow the signatures for this Initiative to be used for any purpose other than qualification of the measure for the ballot.

(Signature of Proponent/Official/Circulator)

Dated this _____ day of _____, 20____

EXHIBIT C

“SAMPLE”

INITIATIVE MEASURE TO BE SUBMITTED DIRECTLY TO THE VOTERS

The County Counsel has prepared the following title and summary of the chief purpose and points of the proposed measure:

(Insert Ballot title and Summary)

The Ballot Title and Summary prepared by the County Counsel shall appear upon each section of the petition, above the text of the proposed measure and across the top of each page on the petition on which signatures are to appear, in roman boldface type not smaller than 12 point. §9105(c)

Notice of Intention to Circulate Petition

Notice is hereby given by the persons whose names appear hereon of their intention to circulate the petition within the County of Los Angeles for the purpose of (insert purpose of measure). A statement of the reasons of the proposed action as contemplated in the petition is as follows:

A 500 word statement outlining the reasons for the proposed petition may be printed here. The statement is optional. The notice shall contain the printed name, signature, and business or residence address of at least one, but not more than five, proponents. §9104. To print on the petition, format the signature as “Name, Address, City, State, Zip”. Each section of the petition shall bear a copy of the Notice of Intention. §9108. So, if it is on the front side, it may be omitted on the back. The law does not specify the type size for the Notice of Intention, but it should not be less than 8-point.

Insert text of measure in type not smaller than 8 point and, it must be clearly separated from the ballot title and summary above. §9105(c) if printed once on the back side, text must follow the Ballot Title and Summary.

NOTICE TO THE PUBLIC

**THIS PETITION MAY BE CIRCULATED BY A PAID SIGNATURE GATHERER OR A VOLUNTEER, YOU HAVE THE RIGHT TO ASK.
THE USE OF YOUR SIGNATURE FOR ANY OTHER PURPOSE OTHER THAN QUALIFICATION OF THIS MEASURE FOR THE BALLOT IS A MISDEMEANOR.
COMPLAINTS ABOUT THIS MISUSE OF YOUR SIGNATURE MAY BE MADE TO THE SECRETARY OF STATE’S OFFICE**

Print in 12-point type, prior to the portion for voters’ signature. §101, 101.5.

	NAME	RESIDENCE	
1	Print Your Name Your Signature as Registered to Vote	Residence Address ONLY City or Town	
2	Print Your Name Your Signature as Registered to Vote	Residence Address ONLY City or Town	
3	Print Your Name Your Signature as Registered to Vote	Residence Address ONLY City or Town	

1" §100

Each petition Section shall have attached to it an affidavit to be completed by the circulator, §104, 9109. This declaration below may be omitted on front side if signature spaces are provided on both sides. The circulator’s declaration must follow the last signature block.

DECLARATION OF PERSON CIRCULATING SECTION OF INITIATIVE PETITION (MUST BE IN CIRCULATOR’S OWN HANDWRITING)

I _____ Declare:
(print name)

1. My residence address is _____ in _____ County, California, and I am a registered voter in (insert electoral jurisdiction);
2. I personally circulated the attached petition for signing.
3. I witnessed each of the appended signatures being written on the petition and to my best information and belief, each signature is the genuine signature of the person whose name it purports to be; and
4. The appended signatures were obtained between the dates of _____ and _____ inclusive.
(Starting date) (Ending date)

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

Executed on _____ at _____, California.
(Date) (City)

(Signature)

It is recommended that you leave a 1” margin at the top, and a ½” margin on the left, right and bottom. The full text of the proposed measure must also appear on the petition. You may want to print the text on the back side; however, the Ballot Title and Summary must appear above the text of the proposed measure. §9105(c)



EXHIBIT D (FRONT)

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**, underscoring 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**, underscoring 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.

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.

EXHIBIT D (BACK)

**LOS ANGELES COUNTY
REGISTRAR-RECORDER/COUNTY CLERK**

**ELECTION PLANNING SECTION
(562) 462-2317**

DECLARATION BY AUTHOR(S) OF ARGUMENTS OR REBUTTALS (Elections Code Section 9600)

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.

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

of ballot measure _____ at the _____
(name and/or letter) (title of election)
 election for the _____ to be held on

_____ hereby state that such argument is true and correct to the
(date)
 best of his/her/their knowledge and belief.

1.	_____ <small>Printed Name</small>	_____ <small>Signature</small>
	_____ <small>Title to Appear on Argument</small>	_____ <small>Date</small>
2.	_____ <small>Printed Name</small>	_____ <small>Signature</small>
	_____ <small>Title to Appear on Argument</small>	_____ <small>Date</small>
3.	_____ <small>Printed Name</small>	_____ <small>Signature</small>
	_____ <small>Title to Appear on Argument</small>	_____ <small>Date</small>
4.	_____ <small>Printed Name</small>	_____ <small>Signature</small>
	_____ <small>Title to Appear on Argument</small>	_____ <small>Date</small>
5.	_____ <small>Printed Name</small>	_____ <small>Signature</small>
	_____ <small>Title to Appear on Argument</small>	_____ <small>Date</small>

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

OFFICE USE ONLY

Time Stamp

Word Counts

NUMBER OF WORDS:	
NUMBER OF WORDS WITH BOLD FACE, ETC.:	
PROJECT CODE NUMBER:	
ELECTION DEPUTY:	

EXHIBIT E

BALLOT ARGUMENT AND REBUTTAL GENERAL INFORMATION

1. A ballot argument for any county, general district or school district measure shall not exceed 300 words in length.
Exceptions: Ballot arguments to reorganize a school or community college district shall not exceed 500 words. (Ed. Code § 35758)
2. No more than five signatures shall appear with any argument.
3. The authors of an argument in favor or against a measure may prepare and submit rebuttal arguments, or may authorize in writing any other person or persons to prepare, submit, or sign the rebuttal. No rebuttal shall exceed 250 words. Authorization forms are available by calling (562) 462-2317.
4. All arguments and rebuttals concerning measures shall be accompanied by a statement, to be signed by each proponent and by each author, if different, declaring that the argument (rebuttal) is true and correct to the best of his/her knowledge and belief.
5. Whenever any ballot arguments for or against any measure are submitted, such arguments may be withdrawn by their proponents at any time prior to and including the final date fixed for filing arguments.
6. A public examination period is allowed for the review of arguments and rebuttal arguments. The inspection time is the ten-day calendar period immediately following the filing deadline for such documents. During 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 ten (10) calendar day public examination period.
7. Rebuttals for county, school and general district measures all need authorizations signed by the original authors of the argument. An original signer on an argument cannot authorize more than one signer on the rebuttal.

The signers of rebuttals for city measures will be determined by the City Clerk.
8. Original signatures of faxed arguments or rebuttals must be received by this office within 48 hours.

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 the 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.

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

EXHIBIT G

TELEPHONE GUIDE

You may obtain information about **specific election services** by calling the following telephone numbers at the Registrar-Recorder/County Clerk's Office.

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

Vote By Mail 466-1323
For Official Vote By Mail Ballot information.

Election Information..... 466-1310
General information regarding elections, registration and voter services.

Official Sample Ballot Translations..... (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 a.m. to 5 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
Information regarding election dates, offices to be filled, 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 (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.)

2010

JANUARY

S	M	T	W	Th	F	S
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31						

FEBRUARY

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28						

MARCH

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28	29	30	31			

APRIL

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MAY

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30	31					

JUNE

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27	28	29	30			

JULY

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AUGUST

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15	16	17	18	19	20	21
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29	30	31				

SEPTEMBER

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26	27	28	29	30		

OCTOBER

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24	25	26	27	28	29	30
31						

NOVEMBER

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28	29	30				

DECEMBER

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26	27	28	29	30	31	