MEASURE INFORMATION FOR SCHOOLS, GENERAL DISTRICTS, AND SPECIAL DISTRICTS 2020

COUNTY OF LOS ANGELES REGISTRAR-RECORDER/COUNTY CLERK

NOTICE

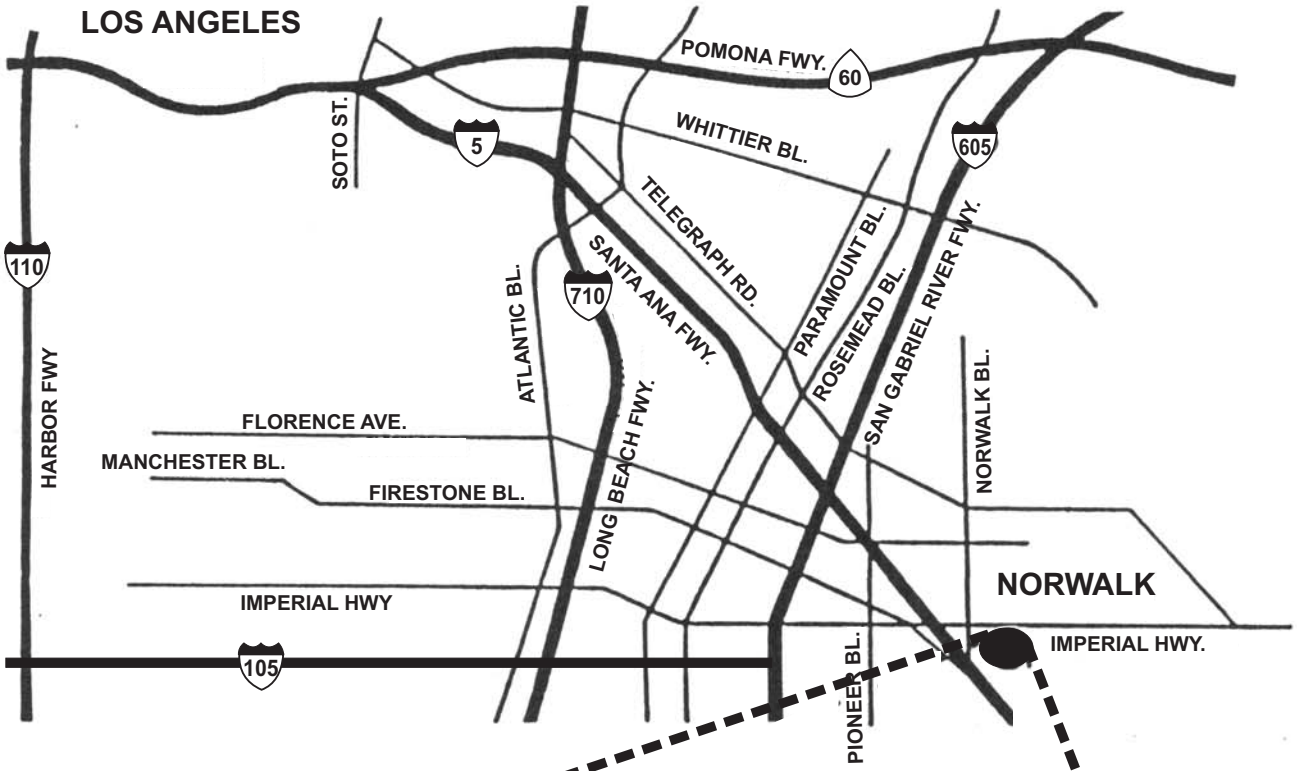
This reference material has been prepared in an effort to provide answers to frequently asked questions concerning elections for schools, general districts, and special districts. It is for general information only and does not have the force of law.

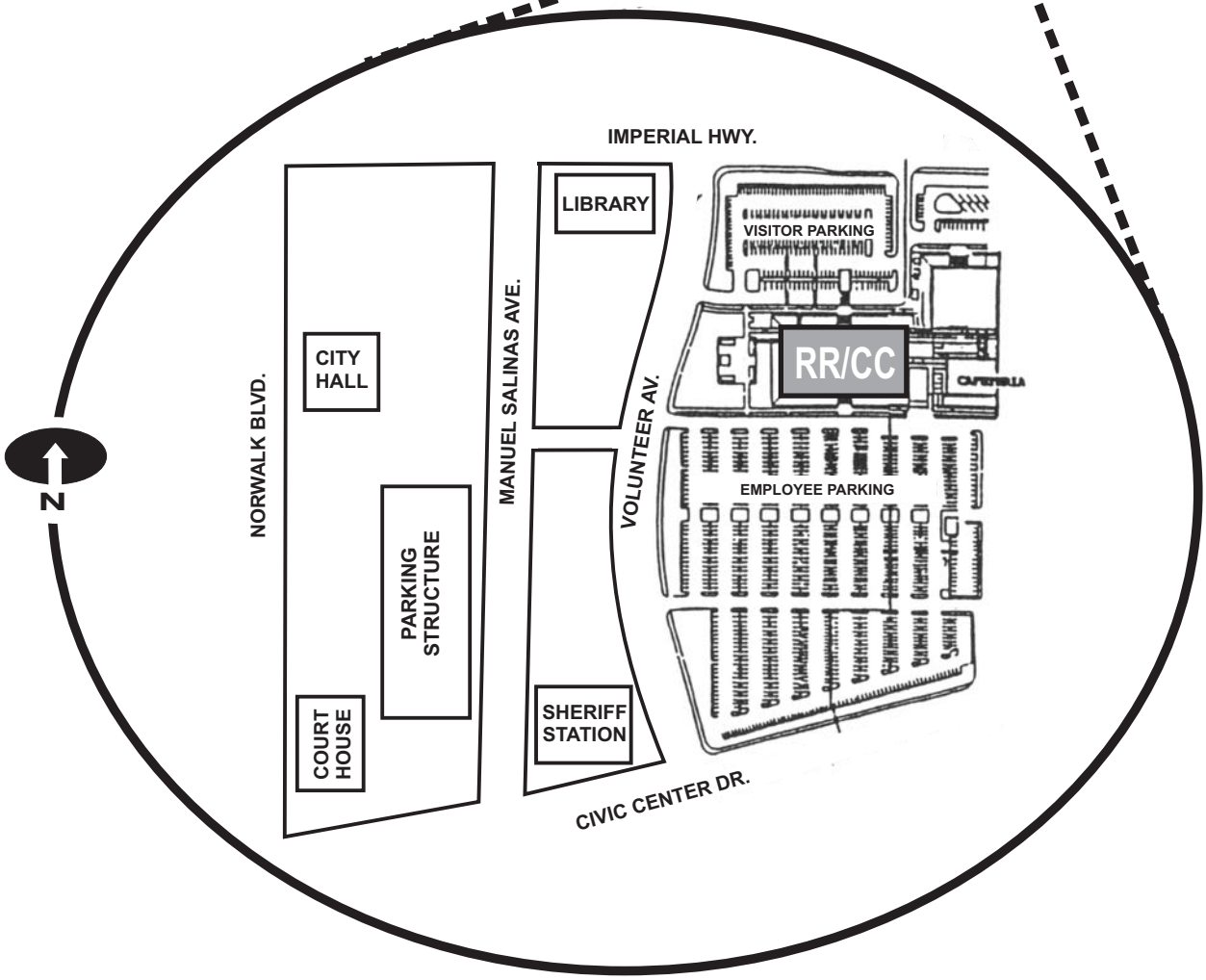
Los Angeles County Registrar-Recorder/County Clerk

Dean C. Logan
Registrar-Recorder/County Clerk

Prepared by
The Election Coordination Unit
www.lavote.net

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





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GENERAL INFORMATION
2020

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_____, 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

RESOLUTION CONSOLIDATING WITH THE ELECTIONS

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 _____

RESOLUTION

RESOLUTION ORDERING A SPECIAL SCHOOL MEASURE ELECTION TO BE HELD ON TUESDAY, NOVEMBER 8, 2016 FOR THE PURPOSE OF SUBMITTING TO THE QUALIFIED ELECTOTS 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

STATE OF CALIFORNIA)
)

foregoing is a true and correct
y the Board of Education of the
and that it

ABSTENTIONS: _____

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 8, 2016

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 as valorem property taxes on real property for bonded indebtedness incurred by a school district approved by 55 percent of the voter 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 purpose, 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 8, 2016 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 8, 2016 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 of the purposes stated therein together

DISTRICT RESPONSIBILITIES (continued)

- Election resolutions should be addressed to **Ms. Celia Zavala, 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

- Please note, **School District** election resolutions related to **Special Parcel Tax measures** should be addressed to **Ms. Allison Deegan, Regionalized Business Services Coordinator** and be mailed to:

  Los Angeles County Office of Education
  9300 Imperial Highway
  Downey, California 90242

- 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
  electionplanning@rrcc.lacounty.gov

- 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 Vote Centers, recruits Election Workers, and publishes **a notice of tally center location**. If you have specific Vote Center Locations or Election Workers requests, contact **the Election 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 Vote Center supplies and trains Election Workers.
- Staffs check-in-centers and tally center 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

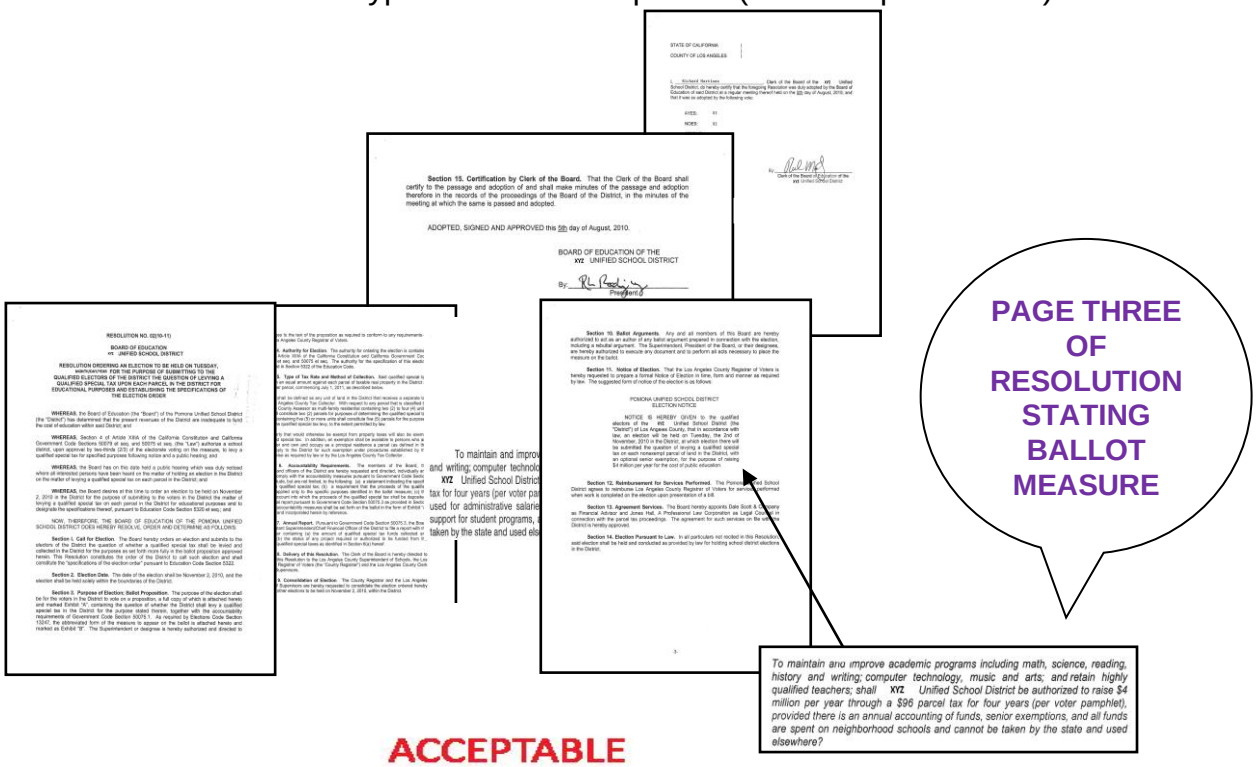
The following are key dates and events to meet the Registrar-Recorder/County Clerk's deadlines.

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

BALLOT MEASURE TEXT/LABEL IN RESOLUTION — To ensure that the Registrar-Recorder/County Clerk (RR/CC) uses the precise Ballot Measure Text/Label, the Ballot Measure Text, with title, **must be included** in the body of the "Resolution Calling the Election." Ballot Measure Text should not exceed 75 words and be clearly identified (E.C. §9051(b)). Please note that text in Hyphens is not acceptable. (See Sample's Below)



ACCEPTABLE

APPENDIX B

BALLOT MEASURE
(ABBREVIATED FORM)

Measure _____

To improve the quality of local schools; make health, safety and handicapped accessibility improvements; modernize/renovate classrooms, restrooms and school facilities; and replace outdated heating, ventilation and air-conditioning systems; shall [redacted] measure be adopted authorizing $56,000,000 of bonds at legal rates, generating on average $2.9 million annually as long as bonds are outstanding at a rate of approximately 4.5 cents per $100 assessed value, with annual audits, NO money for salaries and all money staying local?

Bonds---Yes **Bonds---No**

NOT ACCEPTABLE

APPENDIX B

ABBREVIATED FORM OF BOND MEASURE

To improve local elementary schools by:

- increasing access to science, technology, engineering, math, and arts instruction;
- modernizing classrooms and labs;
- upgrading security and emergency communication systems;
- replacing aging portable classrooms;

shall the [redacted] measure be adopted to issue $78,000,000 in bonds at legal rates, raising an average of $4,000,000 annually through maturity, projected levies of $0.022 per $100 of assessed valuation, audits, an oversight committee, and no money for administrator salaries?

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 (UDEL) 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 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?

YES➔	○
NO➔	○

➢ 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, 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?

YES➔	○
NO➔	○

➢ 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 Argumentation Fund.

YES➔	○
NO➔	○

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.

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

_____
ELECTION DATE

JURISDICTION NAME

County of LA Official Use Only: Date Received _____ Time Received _____

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 **checking** √ off 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 letters that your jurisdiction **DOES NOT** want assigned to its measure by marking the letter with an **X**:

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** _____

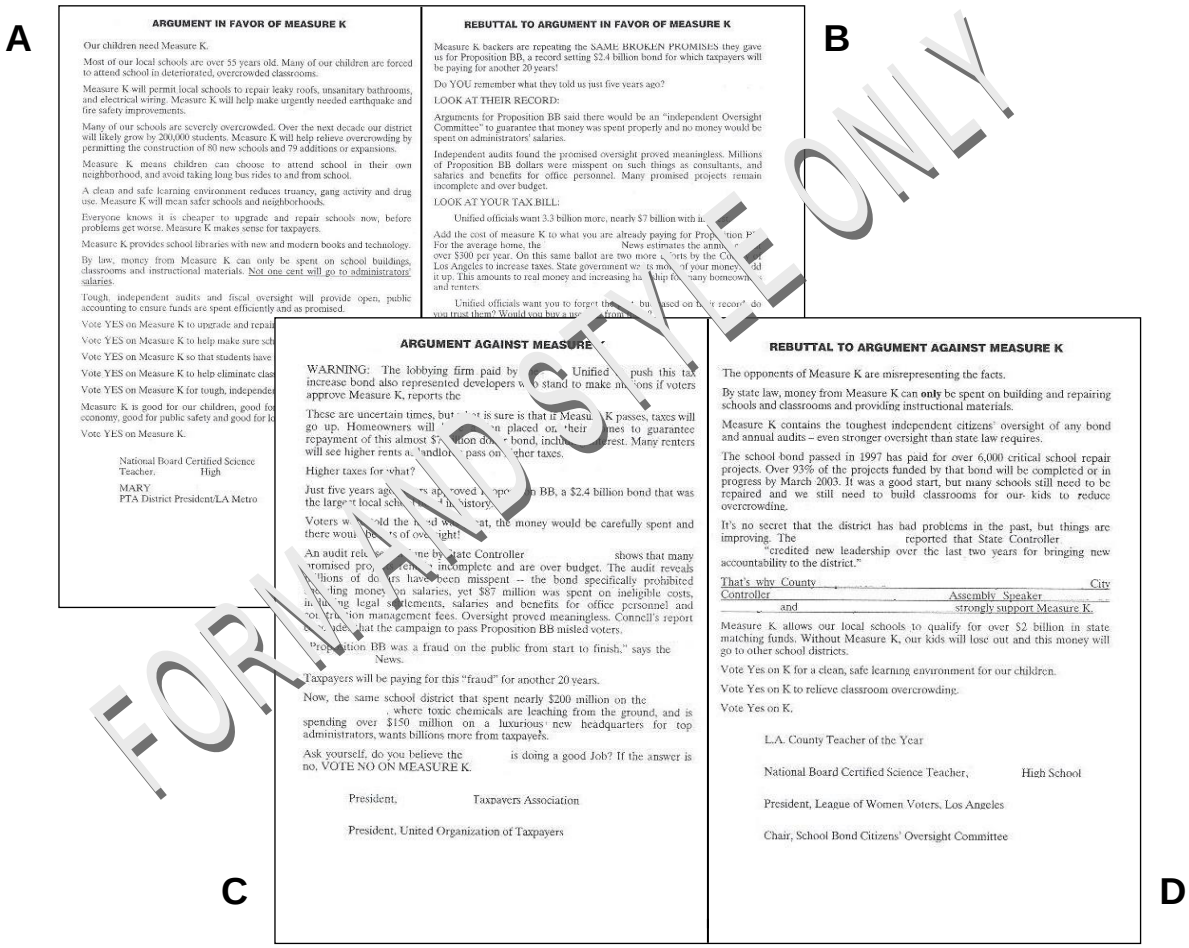
The **last day** jurisdictions may request in writing specific letter designations for its measure is **e-83**. The letter designation selections will be approved and communicated to the jurisdictions by e-81. Letter designations are on a first come first serve basis in the order received by the Registrar-Recorder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

NOTE: PLEASE USE ONE (1) FORM PER MEASURE

BALLOT ENCLOSURE

FORMAT AND STYLE — Please type enclosure text in upper and lower case letters. Hyphens/dashes (-) are allowed. Enclosures will be typed in the Official Sample Ballot Booklet using Times New Roman font in 11 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**.



A

ARGUMENT IN FAVOR OF MEASURE K

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 200,000 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 administrators' 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 sch

Vote YES on Measure K so that students have

Vote YES on Measure K to help eliminate clas

Vote YES on Measure K for tough, independe

Measure K is good for our children, good fo economy, good for public safety and good for lo

Vote YES on Measure K.

National Board Certified Science Teacher, High

MARY
PTA District President/LA Metro

B

REBUTTAL TO ARGUMENT IN FAVOR OF MEASURE K

Measure K backers are repeating the SAME BROKEN PROMISES they gave us for Proposition BB, a record setting $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 misspent 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 3.3 billion more, nearly $7 billion with i

Add the cost of measure K to what you are already paying for Prop tion B For the average home, the News estimates the annu over $300 per year. On this same ballot are two more rts by the Co Los Angeles to increase taxes. State government w is mo of your money dd it up. This amounts to real money and increasing ha dship fo any homeown and renters.

Unified officials want you to forget th bu based on t r recor do you trust them? Would you buy a u from

C

ARGUMENT AGAINST MEASURE

WARNING: The lobbying firm paid by Unified push this ta increase bond also represented developers w o stand to make m ons if voters approve Measure K, reports the

These are uncertain times, but t t is sure is that if Measu K passes, taxes will go up. Homeowners will n placed on their mes to guarantee repayment of this almost $ ion do bond, inclu rest. Many renters will see higher rents a andlo pass on her taxes.

Higher taxes for what?

Just five years ag s ap oved p p n BB, a $2.4 billion bond that was the larg t local sch history

Voters w ld the d w at, the money would be carefully spent and there wou s of ove ight!

An audit rel e by tate Controller shows that many romised pro ec incomplete and are over budget. The audit reveals illions of do rs have been misspent -- the bond specifically prohibited ending money o salaries, yet $87 million was spent on ineligible costs, in ding legal settlements, salaries and benefits for office personnel and ro ra ion management fees. Oversight proved meaningless. Connell's report ide that the campaign to pass Proposition BB misled voters.

Pro ition 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 is doing a good Job? If the answer is no, VOTE NO ON MEASURE K.

President, Taxpayers Association

President, United Organization of Taxpayers

D

REBUTTAL TO ARGUMENT AGAINST MEASURE K

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 reported that State Controller "credited new leadership over the last two years for bringing new accountability to the district."

That's why County City Controller 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

FORMAT STYLE ONLY

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)

☐ Argument in Favor ☐ Rebuttal to Argument Against	☐ Argument Against ☐ 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. 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. **NOTE**: Rebuttal arguments are not direct arguments. For example, a rebuttal to a direct argument in favor of a measure is NOT a direct argument against a measure. Please also note that rebuttal arguments are allowed only when both a direct argument for AND against a measure are filed.

ALL AUTHORS MUST SIGN ON THE REVERSE SIDE

Please attach typed statement to this form. Statements should be typed in upper and lower case letters. Statement will be typeset in the Official Sample Ballot Booklet using TIMES NEW ROMAN font in 11 point size. However, statements can be submitted using any standard font.

BALLOT ENCLOSURES (continued)

DECLARATION BY AUTHOR(S) OF ARGUMENTS / 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** signatures shall appear on any argument and/or rebuttal.

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: ☐ Argument in Favor ☐ Argument Against ☐ Rebuttal to Argument Against ☐ Rebuttal to Argument in Favor

of ballot measure _____ (name and/or letter) at the _____ (title of election)

election for the _____ to be held on

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

1.	Printed Name	Signature
	Title to Appear on Argument	Date
2.	Printed Name	Signature
	Title to Appear on Argument	Date
3.	Printed Name	Signature
	Title to Appear on Argument	Date
4.	Printed Name	Signature
	Title to Appear on Argument	Date
5.	Printed Name	Signature
	Title to Appear on Argument	Date

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:	
PROJECT CODE NUMBER:	
ELECTION DEPUTY:	

RP03 A&R June2019

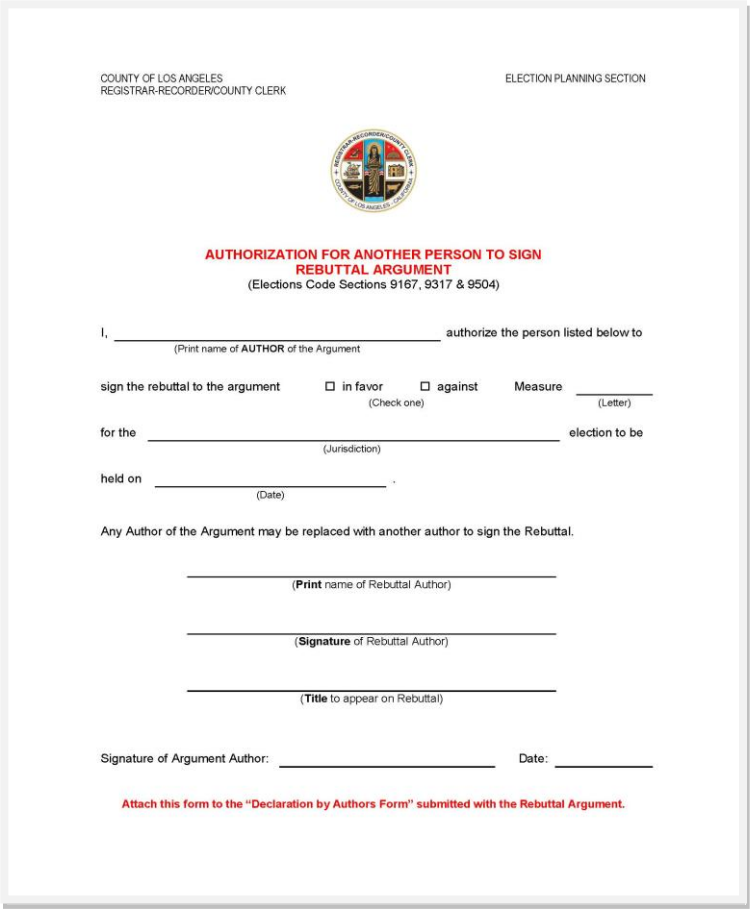
BALLOT ENCLOSURES (continued)

AUTHORIZATION FOR ANOTHER PERSON TO SIGN REBUTTAL ARGUMENT FORM (sample below) — The authors of a Ballot Measure may prepare and submit rebuttal arguments, or may authorize, in writing, another person to sign the rebuttal by completing the following form.

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

Form must include the printed name and signature of the author of ballot argument and the person authorized to sign as rebuttal author.

Attach completed Authorization Form to Declaration by Author(s) of Arguments or Rebuttals submitted with Rebuttal Argument text.



COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK

ELECTION PLANNING SECTION

AUTHORIZATION FOR ANOTHER PERSON TO SIGN REBUTTAL ARGUMENT
(Elections Code Sections 9167, 9317 & 9504)

I, _____ authorize the person listed below to
(Print name of **AUTHOR** of the Argument

sign the rebuttal to the argument ☐ in favor ☐ against Measure _____
(Check one) (Letter)

for the _____ election to be
(Jurisdiction)

held on _____ .
(Date)

Any Author of the Argument may be replaced with another author to sign the Rebuttal.

_____
(**Print** name of Rebuttal Author)

_____
(**Signature** of Rebuttal Author)

_____
(**Title** to appear on Rebuttal)

Signature of Argument Author: _____ Date: _____

Attach this form to the "Declaration by Authors Form" submitted with the Rebuttal Argument.

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)	N/A
REBUTTAL TO ARGUMENT IN FAVOR OF MEASURE _____	250 (E.C. 9317)	N/A
ARGUMENT AGAINST MEASURE _____ ✍	300 (E.C. 9315)	N/A
REBUTTAL TO ARGUMENT AGAINST MEASURE _____	250 (E.C. 9317)	N/A
MEASURE _____ EXHIBIT	NO LIMIT	N/A
TAX RATE STATEMENT– MEASURE _____	NO LIMIT	N/A

⚐ Enhanced Words: **bold**, <u>underlined</u> 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 Tax Rate Statement (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 referenced in this chapter may be obtained by calling the Election Planning Section at (562) 462-2317 or by 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 RR/CC'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 RR/CC 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.ssssssdddddd.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.

   EXAMPL E: 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: 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.

Exhibit A

MEASURE RESOLUTION CHECKLIST

STEPS FOR PLACING A MEASURE ON THE BALLOT

JURIDICTION NAME: _____ **DATE OF ELECTION:** _____

NUMBER OF PROPOSED MEASURES: _____

- ☐ Return Roster of Officeholders for Local Jurisdictions sent from RRCC
- ☐ Hold governing board meeting for adoption of Resolution proposing a measure: _____ **(DATE)**
  - ☐ Call the election (see page 1)
  - ☐ Request consolidation and services with other elections (see page 1)
  - ☐ Include abbreviated measure text (must match all parts of the resolution where mentioned)
    - ☐ Text is 75 words or less
    - ☐ Body is **not** entirely boldface/uppercase/italicized
  - ☐ List the vote passage requirement for the measure (2/3, 55%, majority, etc.)
  - ☐ Include full text of the measure
  - ☐ Include language specifying reimbursement to the county for all incurred election expenses
  - ☐ Include Tax Rate Statement (if Bond Measure)
  - ☐ Indicate boundary changes (if applicable, provide map)
    - ☐ Map provided to RRCC: _____ **(DATE)**
  - ☐ Execute Resolution (affix appropriate signatures)
- ☐ Advise RRCC on desired ballot sequence for multiple measures (if applicable)
- ☐ Submit original Resolutions to the Board of Supervisors no later than 88 days before the election: _____ **(DATE)**
- ☐ Submit Resolution copies to the RRCC no later than 88 days before the election: _____ **(DATE)**
- ☐ Submit Letter Designation form to RRCC no later than 83 days before the election: _____ **(DATE)**
- ☐ Submit Arguments (if any) no later than 81 days before the election: _____ **(DATE)**
- ☐ Submit Rebuttals (if any) no later than 71 days before the election: _____ **(DATE)**

ECU@RRCC.LACOUNTY.GOV

(562) 462-2912
FAX: (562) 406-2149

2019

JANUARY

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

APRIL

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				