

COUNTY OF LOS ANGELES

REGISTRAR-RECORDER/COUNTY CLERK

School District Special Parcel Tax Elections

San Marino Unified School District
and
South Pasadena Unified School District

ELECTION INFORMATION BOOKLET
MARCH 12, 2013



DEAN C. LOGAN

Registrar-Recorder/County Clerk
12400 Imperial Highway-Norwalk, CA 90650
(562) 466-1310

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

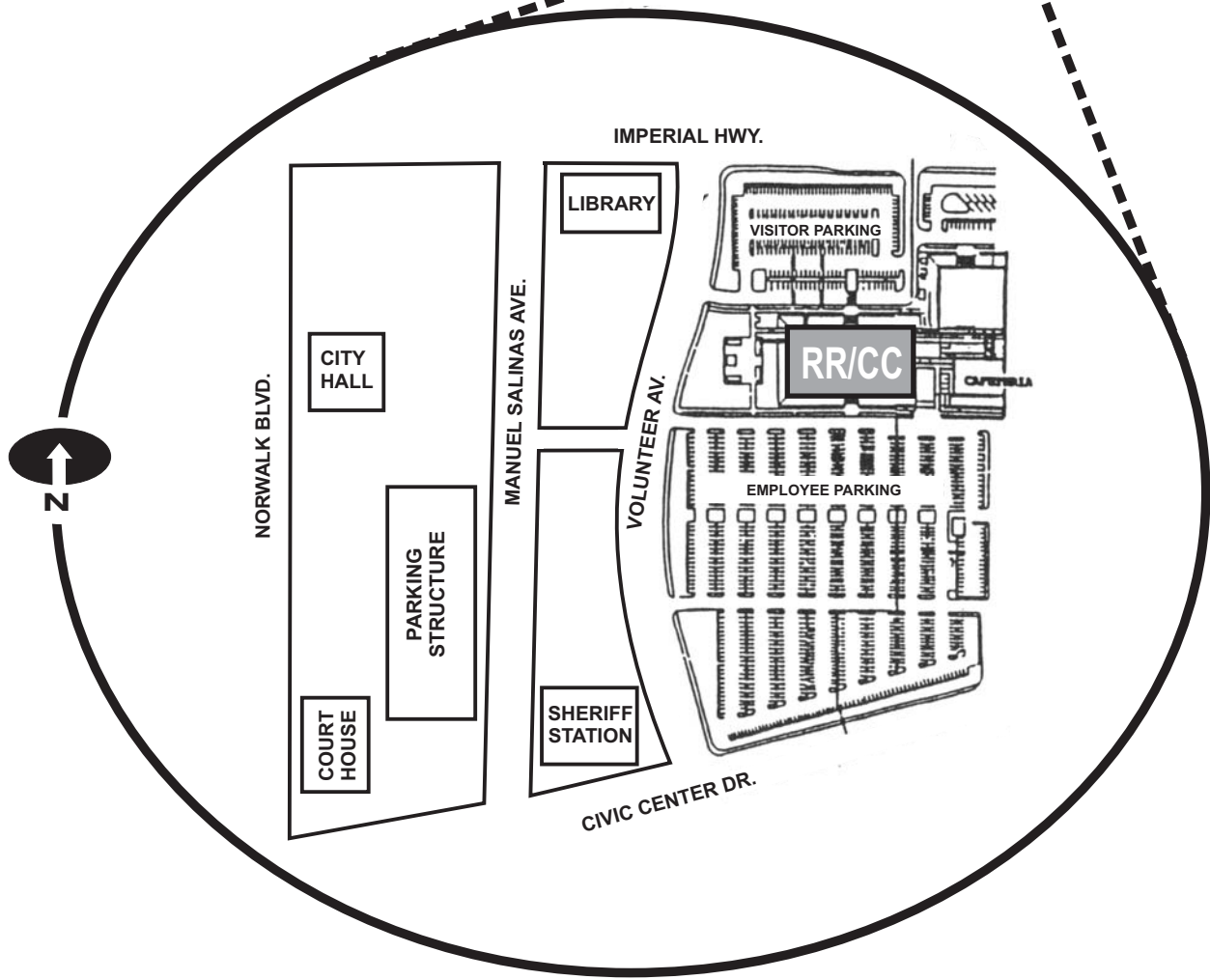


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Chapter 1

General Information

GENERAL INFORMATION

The county elections official shall perform the duties incident to the preparation for, and holding of, all district elections. In districts situated in two or more counties, or in elections to organize or reorganize districts in territory situated in two or more counties, the county elections officials in the counties in which any part of the district territory is situated, shall, by mutual agreement, provide for the performance of those duties.

Districts intending to conduct measure elections should notify the Registrar-Recorder/County Clerk (RR/CC) of their intentions **120 days** prior to the election and furnish the RR/CC with signed copies of the "Resolution Calling for an Election" and "Requesting Consolidation and/or Election Support Services" by **88 days** prior to the election.

The resolution should include purpose of election (**i.e., submitting bond measure question to electors**), Ballot Measure Text (**not to exceed 75 words including title**) (**E.C. 13247**) 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 District will reimburse the County for costs incurred.**"

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 request of letter designation(s) for district measures should be addressed to **Mr. Dean C. Logan, Registrar-Recorder/County Clerk** and be faxed/mailed to:

**Election Coordination Unit
12400 Imperial Highway, 2nd Floor, Room 2003
Norwalk, California 90650
Phone: (562) 462-2912 FAX: (562) 406-2149**

Ballot argument enclosure materials, including arguments and rebuttals, must be accompanied by a transmittal letter and DELIVERED by the applicable dates and times indicated in the Calendar of Events to the:

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

NOTICE

This Information Booklet has been prepared to assist you in filing documents relating to the election(s). It includes a Calendar of Events and summary of provisions and filing requirements. It is not intended to provide legal advice and is for general guidance only.

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

Chapter 2

Calendar of Events

CALENDAR OF EVENTS
SCHOOL DISTRICT SPECIAL PARCEL TAX ELECTIONS
(San Marino Unified School District and South Pasadena Unified School District)

MARCH 12, 2013

IMPORTANT NOTICE
All documents are to be filed with and duties performed by the Registrar-Recorder/County Clerk unless otherwise specified.

DATES	EVENTS
DEC. 14 (F) E – 88	ADOPT SPECIAL MEASURE ELECTION RESOLUTION Last day for governing boards to adopt a resolution calling a special school district election to place a measure on the ballot. Copies shall be filed with the county elections official. (Ed. C. § 5322)
DEC. 19 (W) E – 83	AMENDMENT OR WITHDRAWAL OF MEASURE – DEADLINE Last day for county elections official to receive a resolution from a legislative body requesting to withdraw or amend a measure previously submitted for placement on the ballot. (E. C. § 9605) MEASURE LETTER DESIGNATION Last day for a district to request a specific letter designation in writing for a measure appearing on the ballot.
DEC. 21 (F) E – 81	DATE FIXED TO SUBMIT ARGUMENTS – PUBLICATION Not later than this date a notice shall be published once in a newspaper of general circulation setting forth the date fixed to submit arguments for and against any county or school measure. (E. C. § 9163, 9502 and Govt. Code § 6061) NOTE: A copy of the published notice shall be delivered to the district superintendent, and each notice shall be posted in the district office. (E. C. § 12113)

DATES	EVENTS
DEC. 24 (M) E – 78	<p>ARGUMENTS – LAST DAY TO SUBMIT</p> <p>Last day to submit arguments for or against any county, district or school measure. Arguments may not exceed 300 words in length. (E. C. §§ 9501 and 9502)</p> <p>EXCEPTION: Provisions regarding word limitations do not apply to measures on school district reorganizations. (Ed. C. § 35758)</p> <p>IMPARTIAL ANALYSIS – LAST DAY TO SUBMIT</p> <p>Recommended last day for County Counsel to transmit impartial analysis of any school measure. (E. C. § 9500)</p>
DEC. 26* (W) E – 76*	<p>JAN. 4 (F) E – 67</p> <p>PUBLIC EXAMINATION FOR BALLOT MEASURE MATERIALS</p> <p>During this period the elections official shall make available for public examination a copy of any ballot measure text, impartial analysis, argument, or bond statement if applicable, for any school measure. A fee may be charged to any person obtaining a copy of the materials. During this period any person may file a writ of mandate or an injunction to require any or all of the material to be amended or deleted. (E. C. § 9509)</p>
JAN. 4 (F) E – 67	<p>REBUTTALS – LAST DAY TO SUBMIT</p> <p>Last day for authors of arguments for or against a county, school or district measure to submit rebuttals. Rebuttals may not exceed 250 words in length. (E. C. § 9504)</p>
JAN. 5** (Sa) E – 66**	<p>JAN. 14 (M) E – 57</p> <p>PUBLIC EXAMINATION PERIOD FOR REBUTTALS</p> <p>During this period, rebuttals for measures shall be available for public examination. A fee may be charged to any person obtaining a copy of the material. During this period, any person may file a writ of mandate or an injunction to require any or all of the material to be amended or deleted. (E. C. § 9509)</p>

*Date adjusted due to weekend and/or holiday.

**January 5 (Saturday) and January 6 (Sunday) office will be closed.

DATES		EVENTS
FEB. 11 (M) E – 29	MAR. 2 (Sa) E – 10	OFFICIAL SAMPLE BALLOT AND VOTE BY MAIL INSTRUCTIONS BOOKLET MAILING Between these dates the Registrar-Recorder/County Clerk shall mail the Official Sample Ballot and Vote By Mail Instructions Booklet to voters. (E. C. § 4101)
FEB. 25 (M) E – 15		REGISTRATION CLOSES Last day to transfer or register to vote in the election. (E. C. §§ 2102 (a) and 2107)
FEB. 26 (Tu) E – 14	MAR. 12 (Tu) 8:00 P.M. ELECTION DAY	NEW CITIZEN REGISTRATION/VOTING A new citizen is eligible to register and vote at the office of, or at another location designated by, the county elections official at any time beginning on the 14th day before an election and ending at the close of polls on the election day following the date on which that person became a citizen. (E. C. § 3500)
MAR. 2 (Sa) E – 10		CENTRAL TALLY LOCATION – PUBLICATION On or before this date a notice specifying the public place to be used as the Central tally location for counting the ballots shall be published once in a newspaper of general circulation within the jurisdiction. (E. C. § 12109 and Govt. § 6061)
MAR. 5 (Tu) E – 7		CANVASS BALLOTS The canvass may commence on the 7th day before the election but the results of the tally shall not be released until election night. (E. C. § 15101 (b))
MAR. 8 (F) E – 4		REQUEST FOR A DUPLICATE BALLOT Last day the Registrar-Recorder/County Clerk will send a duplicate/replacement ballot in the mail . NOTE: Voters can pick up (and return) a duplicate/replacement ballot in person up to election day at the Norwalk office of the Registrar-Recorder/County Clerk.

DATES	EVENTS
MAR. 12 (Tu) 8:00 P.M. ELECTION DAY	ELECTION DAY – OFFICIAL VOTED BALLOTS RETURNED Last day for ballots to be received (by mail or in person) by the Registrar-Recorder/County Clerk. (E. C. § 4103)
MAR. 14 (Th) E + 2	CANVASS OF ELECTION RETURNS The canvass of election returns shall commence no later than the first Thursday following the election. (E. C. § 15301)
MAR. 22 (F) E + 10	COMPLETION OF OFFICIAL CANVASS The Official Canvass of returns shall be completed within 28 days of the election. (E. C. § 15372) NOTE: On Friday, March 22, 2013 (E+10) the Registrar-Recorder/County Clerk is tentatively scheduled to certify the election results. On Tuesday, March 26, 2013 the Board of Supervisors is tentatively scheduled to declare the election results official. (E. C. § 15400)

Chapter 3

Ballot Measures

BALLOT MEASURES

BALLOT MEASURE TEXT — To ensure that the Registrar-Recorder/County Clerk (RR/CC) uses the precise Ballot Measure Text the district wants printed on the Official Sample Ballot and Vote By Mail Instructions Booklet, 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 as such in the resolution as shown in the example below.

Measure given above, with the Registrar within the time limits established for such arguments by the Registrar.

Section 8. Retention of Consultants. The District hereby confirms the hiring of _____ to provide for special services in connection with the proposed issue(s) of Bonds authorized at the Election, to wit, the financial advisory firm of Caldwell, Rivers & Associates, L.P., as Bond Counsel to the District (“Bond Counsel”), upon conditions set forth in fee agreements heretofore negotiated and executed on behalf of the District. Payments of the fees and expenses of the Financial Advisor and Bond Counsel shall be paid from the proceeds of the Bonds of the District which may be authorized by a successful Bond Election, and not otherwise, unless this Board shall take further action.

To improve education, retain and attract quality teachers by repairing, upgrading outdated classrooms, restrooms, plumbing, roofing lighting electrical systems, libraries, improving safety, security, campuses, fire, removal of hazardous materials, improving handicapped student accessibility, increasing earthquake-safe classrooms, renovating, acquiring, constructing, repairing, equipping classrooms, science labs, neighborhood schools, sites, facilities, shall XYZ Unified School District issue \$218,000,000 of bonds at legal rates, with annual audits, independent oversights, and no money for administrators’ salaries?”

Section 9. Ratification. All actions heretofore taken by the officers, or their respective employees and agents of the Board and the District in connection with the calling of the election are hereby ratified and confirmed. The officers and their designees, the Board and agents of the Board and the District are hereby authorized to take any and all actions necessary with the financing of said facilities and as may be necessary and consistent with the purposes of this Resolution.

Members of this Board, the officers and agents of the District are hereby authorized to take any and all actions necessary and consistent with the purposes of this Resolution.

proposition on June 12, 2007 (the “Bond Measure”), which constitutes the election order prescribed under Education Code Section 15122 and Elections Code 13247:

To improve education, retain and attract quality teachers by repairing, upgrading outdated classrooms, restrooms, plumbing, roofing lighting electrical systems, libraries, improving safety, security, campuses, fire, removal of hazardous materials, improving handicapped student accessibility, increasing earthquake-safe classrooms, renovating, acquiring, constructing, repairing, equipping classrooms, science labs, neighborhood schools, sites, facilities, shall XYZ Unified School District issue \$218,000,000 of bonds at legal rates, with annual audits, independent oversights, and no money for administrators’ salaries?”

The Registrar is hereby requested to reprint the foregoing Bond Measure in its entirety in the voter information pamphlet to be distributed to voters pursuant to Section 13307 of the Elections Code, and to have the same printed in the voter information pamphlet.

Section 18, Article XVI and Section 1, Article XIII A of the Constitution of the State of California shall become effective upon the favorable election of qualified voters voting on the proposition.

Order of Bond Election; Services of County. Pursuant to Section 13307 of the Elections Code, the Superintendent of the District is hereby authorized to contract with any person or persons by requested and authorized to perform such duties as may be necessary, useful, or customary and appropriate in the conduct of said Bond Election with other matters subject to the District being conducted on the Election Date.

places for said precincts in the District, and persons appointed and authorized to act as officers for said Bond Election will be those determined, pursuant to state law by the Registrar of Voters. The County is authorized to canvass the returns of the election, in accordance with Section 13307 of the Elections Code.

The District agrees to reimburse the County for all services and expenses which shall include the publication of the Formal Notice and a copy of the Resolution in Section 9401 of the Elections Code pursuant to the terms of Section 12112 of the Elections Code.

Terms of the Bonds. Terms of each series of Bonds issued following the election shall be established at the time of sale thereof, based on then-prevailing interest rates, shall bear or accrete interest at rates not to exceed the legal rate per annum, and shall mature and be paid at various dates no later than the date of issuance. The Bonds may be sold at a premium or discount and may be sold pursuant to negotiated or competitive sale.

Order of Election. The Clerk of the Board is hereby directed to conduct the election on March 16, 2007, which is a date no less than 88 days prior to the date of the certified copy of this Resolution to the Registrar, together with the certified copy of the District’s Financial Advisor (appointed below) and the District or the President of the Board, and shall file a copy of the Resolution with the Clerk of the Board of Supervisors of the County.

Arguments. The members of the Board, or any one member or group of members, shall be permitted to file a formal Argument in Favor of the Bond Measure.

2

XYZ Unified School District
County of Los Angeles, State of California

RESOLUTION NO. 07-01

RESOLUTION CALLING FOR AN ELECTION AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION BONDS OF THE DISTRICT AT AN ELECTION TO BE HELD JUNE 12, 2007

WHEREAS, the Board of Trustees (the “Board”) of the XYZ Unified School District (the “District”), within the County of Los Angeles, California (the “County”), is authorized to order elections within the District for the purpose of considering, *inter alia*, bond measures to meet the ongoing capital improvement needs of the District, pursuant to the Constitution of the State of California (the “State”) and the Education Code of the State (the “Education Code”); and

WHEREAS, Section 18 of Article XVI and Section 1 of Article XIII A of the Constitution of the State and Section 15100 *et seq.* of the Education Code (collectively, “Prop 46”) provide for a methodology by which the District may call for an election and, upon approval by 2/3 or more of the qualified voters voting on the bond measure, issue its general obligation bonds and cause the County to levy an *ad valorem* property tax to pay debt service on said bonds; and

WHEREAS, this Board has determined it to be in the best interests of the District to call such an election under Prop 46, as further described herein; and

WHEREAS, this Board has determined that the election be conducted on June 12, 2007 (the “Election Date”) meets the consolidation requirements of the Education Code and may be consolidated with any County measure or election then pending; and

WHEREAS, the Board wishes to specify the manner in which the District shall call a bond election on the Election Date and to demonstrate compliance with related requirements of the Constitution, the Education Code and the Elections Code of the State;

NOW, THEREFORE, be it hereby resolved, determined and ordered by the Board of Trustees of the XYZ Unified School District as follows:

Section 1. Recitals. All of the foregoing recitals are true.

Section 2. Determination to Proceed under Prop 46. The provisions of Prop 46 shall control the administration of the election to consider the bond proposition of the District (the “Bond Proposition”), such that a favorable vote of no less than 2/3 of the qualified voters voting at the election shall constitute approval thereof, and the Board of Trustees of the District (the “Board”) hereby declares its intention to meet the pertinent requirements of Prop 46.

Section 3. Bond Proposition. This Board does hereby order and request that the Registrar-Recorder of the County of Los Angeles (herein called the “Registrar”) call an election (in the performance of her duties and in the exercise of her power, alone, or with the assistance of the Clerk of the County Board of Supervisors (the “County Clerk”)) to consider the following

1

BALLOT MEASURES (continued)

EXAMPLE (How Ballot Measure Text will appear in the Official Sample Ballot and Vote By Mail Instructions Booklet):

Measure R – Official Ballot Measure Text (75 words)

SAN MARINO UNIFIED SCHOOL DISTRICT EDUCATION PARCEL TAX ELECTION MARCH 12, 2013		
Measure R		
"In order to continue funding quality educational programs and classroom instruction, prevent increases in class sizes and reductions in teaching positions, attract and retain high quality teachers and employees, and support educational programs that enhance student achievement, shall the San Marino Unified School District extend its expiring school parcel tax for six years at \$330 per parcel with an exemption for seniors, adjustment for inflation and all money staying in our community to benefit our local schools?"	YES →	<input type="radio"/>
	NO →	<input type="radio"/>

Measure S– Official Ballot Measure Text (75 words)

SOUTH PASADENA UNIFIED SCHOOL DISTRICT EDUCATION PARCEL TAX ELECTION MARCH 12, 2013		
Measure S		
To prepare students for success in college/careers and minimize local impacts of state school funding cuts; continue local funding to attract/retain highly qualified teachers; maintain manageable class sizes, advanced instruction in math/science/technology, and music/art programs; shall South Pasadena Unified School District renew/increase its expiring annual school parcel tax for by \$98 (as described in the ballot pamphlet) for five years, with senior exemptions and all funds staying local?	YES →	<input type="radio"/>
	NO →	<input type="radio"/>

LETTER DESIGNATIONS FOR MEASURES — The RR/CC, in accordance with Section 13116 of the Elections Code, will assign letter designations for each local measure on the ballot. Letter designations are assigned in alphabetical order commencing with local county measures, city, then district measures listed in alphabetical sequence. A local district may request a specific letter designation in writing by **83 days before the election**.

LITIGATION — The district should notify the RR/CC of any pending litigation involving ballot measures that might potentially cause any delay in meeting established deadlines or printing of Official Sample Ballot and Vote By Mail Instructions Booklets.

WITHDRAWAL AND/OR AMENDMENTS — The district 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 4

Ballot Enclosures

BALLOT ENCLOSURES

TEXT AND TITLES — Ballot enclosures for arguments, rebuttals, etc. are printed in the voter information portion of the Official Sample Ballot and Vote By Mail Instructions Booklet, immediately behind the measure contest page. Copies of ballot enclosures to be printed in the booklet should be submitted as attachments to the “Resolution Calling for an Election” or as a separate mailing. Submitted attachments should be clearly identified by appropriate ballot enclosure titles as shown on the limitations chart in this chapter.

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. The beginning of each paragraph may also be highlighted as shown in the example. Enclosures will be typed in the Official Sample Ballot and Vote By Mail Instructions Booklet using DUTCH801 Rm BT font in 10 point size. However, enclosures may be submitted using any standard font.

Argument and/or rebuttal enclosure text is printed in “block” paragraphs which means each paragraph will start on the left, and the right margins will be justified. A double space will appear between paragraphs, as shown in the example below.

EXAMPLE (How argument and/or rebuttal text will appear in the Official Sample Ballot and Vote By Mail Instructions Booklets):

**ARGUMENT AND/OR REBUTTAL
FOR MEASURE K**

Our children need and deserve Measure K.

Measure K will continue to progress to repair, build and improve Any City neighborhood schools. Over 23 new schools and expansion projects are completed or under construction.

Measure K will create learning communities and improve technology to prepare student for jobs of the future.

Vote for Measure K for the Kids.

PATTY C. JONES
Mayor, Any City, USA

JOHN JAMES SMITH
Councilmember, Any City, USA

MARY SMITH-DOE
Businessperson, Any City, USA

Rev: 3/2007

FORM AND STYLE ONLY

BALLOT ENCLOSURES (continued)

BALLOT ENCLOSURE TITLES AND WORD LIMITATIONS CHART — To be used for submitting correct titles and word counts for Ballot Argument Enclosures.

See Word Counting Guidelines at the end of this chapter.

TITLE	WORD LIMITATION	WORDS BOLD, UNDERLINED AND/OR CAPITALIZED
FULL TEXT OF BALLOT MEASURE	NO LIMIT	N/A
ARGUMENT IN FAVOR OF MEASURE	300	30
ARGUMENT AGAINST MEASURE	300	30
ARGUMENT IN FAVOR OF MEASURE – RE SCHOOL DISTRICT REORGANIZATION	500*	30
REBUTTAL TO ARGUMENT IN FAVOR OF MEASURE	250	25
REBUTTAL TO ARGUMENT AGAINST MEASURE	250	25
MEASURE EXHIBIT(S)	NO LIMIT	N/A
STATEMENT IN COMPLIANCE - MEASURE	NO LIMIT	N/A

*Exception: Ballot arguments to reorganize a School or Community College Districts shall not exceed 500 words. (Ed. C. Sec. 35758)

ARGUMENT AND REBUTTAL FORM — To be used by authors for submitting “FOR” or “AGAINST” opinions.


Ballot argument text shall not exceed **300 words** in length.

Exception: Ballot arguments to reorganize a school or community college district shall not exceed **500 words**. See chart above.

No rebuttal shall exceed **250 words**.

Exception: 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.

All authors who submit ballot arguments must sign the declaration on the reverse side of this form. See form example at top of next page.



ARGUMENT AND REBUTTAL FORM

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

JURISDICTION: _____

(Please mark (x) in the appropriate box)

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

Statements will be printed in uniform type, style and spacing. Use block paragraphs and single space format. Text submitted indented or centered will be typeset in block paragraph form. **Entire statements in all capital letters are not acceptable. Indentations, circles, stars, dots, italics and/or bullets cannot be accommodated.** However, you may use dashes/hyphens. Words to be printed in **boldface type, underscored** and/or **CAPITALIZED** are to be clearly indicated. Any combinations of enhanced words are counted as one word. The number of words/acronyms that are in **boldface type, underscored** and/or **CAPITALIZED** shall not exceed 30 words 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.

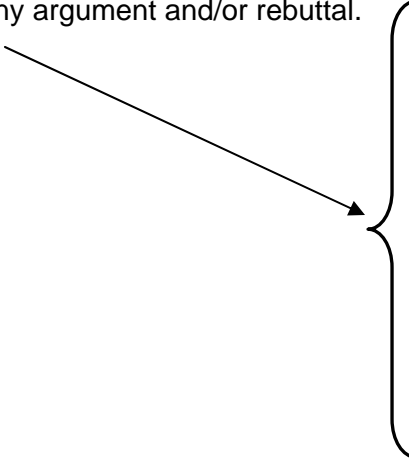
BALLOT ENCLOSURES (continued)

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

This form includes 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)</small> <small>(title of election)</small> election for the _____ to be held on <small>(date)</small> _____ hereby state that such argument is true and correct to the best of his/her/their knowledge and belief.</p>																																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">1.</td> <td style="width: 45%;">Printed Name _____</td> <td style="width: 25%;">Signature _____</td> <td style="width: 25%;">Date _____</td> </tr> <tr> <td></td> <td>Title to Appear on Argument _____</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">2.</td> <td>Printed Name _____</td> <td>Signature _____</td> <td>Date _____</td> </tr> <tr> <td></td> <td>Title to Appear on Argument _____</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">3.</td> <td>Printed Name _____</td> <td>Signature _____</td> <td>Date _____</td> </tr> <tr> <td></td> <td>Title to Appear on Argument _____</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">4.</td> <td>Printed Name _____</td> <td>Signature _____</td> <td>Date _____</td> </tr> <tr> <td></td> <td>Title to Appear on Argument _____</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">5.</td> <td>Printed Name _____</td> <td>Signature _____</td> <td>Date _____</td> </tr> <tr> <td></td> <td>Title to Appear on Argument _____</td> <td></td> <td></td> </tr> </table>		1.	Printed Name _____	Signature _____	Date _____		Title to Appear on Argument _____			2.	Printed Name _____	Signature _____	Date _____		Title to Appear on Argument _____			3.	Printed Name _____	Signature _____	Date _____		Title to Appear on Argument _____			4.	Printed Name _____	Signature _____	Date _____		Title to Appear on Argument _____			5.	Printed Name _____	Signature _____	Date _____		Title to Appear on Argument _____		
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<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: _____ <div style="display: flex; justify-content: space-between;"> Daytime _____ Evening _____ Fax _____ </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> OFFICE USE ONLY Time Stamp _____ </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th colspan="2" style="text-align: center;">Word Counts</th> </tr> </thead> <tbody> <tr> <td style="width: 70%;">NUMBER OF WORDS:</td> <td style="width: 30%;"></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> </tbody> </table> </p>		Word Counts		NUMBER OF WORDS:		NUMBER OF WORDS WITH BOLD FACE, ETC.:		PROJECT CODE NUMBER:		ELECTION DEPUTY:																															
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PROJECT CODE NUMBER:																																									
ELECTION DEPUTY:																																									

SELECTION OF ARGUMENT — If more than one argument “FOR” or more than one argument “AGAINST” any district measure is submitted within the time prescribed, the elections official conducting the election shall select one of the arguments in favor and one of the arguments against the measure for printing and distribution to the voters. In selecting the arguments, the elections official conducting the election shall give preference and priority, in the order named, to the arguments of the following:

- a) The governing board of the district or member(s) of the board.
- b) The individual voter, or bona fide associations of citizens, or combination of voters and associations, who are the bona fide sponsors or proponents of the ballot measure.
- c) Bona fide associations of citizens.
- d) Individual voters who are eligible to vote on the measure. (E. C. § 9503)


BALLOT ENCLOSURES (continued)

AUTHORIZATION FOR ANOTHER PERSON TO SIGN REBUTTAL ARGUMENT FORM —

The authors of an argument in favor of or against a ballot measure may prepare and submit rebuttal arguments, or may authorize, in writing, another person to sign the rebuttal.

Fill in the appropriate fields and provide information as indicated on the form. Form must include the printed name and signature of 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. Refer to form examples on **pages 9 and 10**.

		COUNTY OF LOS ANGELES REGISTRAR-RECORDER/COUNTY CLERK	ELECTION PLANNING AND COORDINATION SECTION (562) 462-2317
AUTHORIZATION TO PICK-UP AND/OR FILE CANDIDATE NOMINATION DOCUMENTS			
I, _____, candidate for the office			
of _____ hereby authorize			
AGENT'S NAME _____		AGENT'S PHONE NUMBER _____	
to receive and/or file the following nomination documents. Please check applicable forms (<input checked="" type="checkbox"/>)			
<input type="checkbox"/> Signature in Lieu of Filing Fee Petitions	<input type="checkbox"/> Declaration of Candidacy		
<input type="checkbox"/> Candidate Statement	<input type="checkbox"/> Ballot Designation Worksheet		
<input type="checkbox"/> Nominating Petitions	<input type="checkbox"/> Other: _____ (Specify)		
<input type="checkbox"/> Declaration of Intention			
I am aware that the Nomination documents must be properly executed and delivered to the County of Los Angeles Registrar-Recorder/County Clerk's Office no later than 5:00 p.m. on the last day to file such documents.			
I request that my name be placed upon the ballot as follows: (Please print)			
FIRST NAME _____	MIDDLE NAME OR INITIAL _____	LAST NAME _____	
My residence address is:			
STREET ADDRESS _____			
CITY _____	STATE _____	ZIP CODE _____	
My telephone numbers are: (_____) _____ (_____) _____			
DAYTIME _____		EVENING _____	
FAX: (_____) _____			
My internet addresses are: _____			
WEBSITE _____		EMAIL _____	
I would like the following information to be used for purposes of listings prepared and issued to the news media and/or the public. (If none given, the above information will be listed.)			
INFORMATION FOR PUBLICATION			
STREET ADDRESS _____			
CITY _____	STATE _____	ZIP CODE _____	
DAYTIME PHONE: (_____) _____		EVENING PHONE: (_____) _____	
FAX: (_____) _____			
WEBSITE: _____		E-MAIL: _____	
CANDIDATE SIGNATURE _____		DATE _____	
<small>ISSN 0192011 Rev.</small>			

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 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 — The public examination period allows for viewing of submitted arguments and rebuttal arguments in the **ten calendar day 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 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. However, forms with original signatures **must** be received by the RR/CC within 48 hours of the fax transmission.

RESTRICTIONS — Notify the Registrar-Recorder/County Clerk prior to resolution adoption if the district plans to include maps and/or graphics to ensure that there are no space limitation problems or to find out if the district request will require special arrangements and possibly result in additional costs.

LITIGATION — Notify the Registrar-Recorder/County Clerk 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 the Official Sample Ballot and Vote By Mail Instructions Booklet,.

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>

Chapter 5

**Campaign Statement Filing
Requirements**

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 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.

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

Chapter 6

**Election Night Tally and
Certification of Official Results**

<p style="text-align:center">ELECTION NIGHT TALLY AND CERTIFICATION OF OFFICIAL RESULTS</p>
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ELECTION NIGHT/SEMI-FINAL OFFICIAL RESULTS — All results will be released from the Registrar-Recorder/County Clerk at 12400 Imperial Highway, Norwalk, California 90650.

Results will be available at approximately 8:30 p.m. Bulletins are updated and results released approximately every 20 minutes until the last **Semi-Final Official Results** are completed on Election Night.

Election results will also be continuously updated and displayed on the department's internet website at www.lavote.net on Election Night and during the Official Canvass process.

Copies of results will be available at the Election Information Section counter after 10:00 a.m. on the Thursday following the election.

Registrar-Recorder/County Clerk
Election Information Section
12400 Imperial Highway, 2nd Floor, Room 2013
Norwalk, California 90650

CERTIFICATION OF OFFICIAL RESULTS — On **March 22, 2013** the Registrar-Recorder/County Clerk is tentatively scheduled to certify the election results. On **March 26, 2013**, the Board of Supervisors is tentatively scheduled to declare the election results official.

Certification will be mailed to the district unless other arrangements are made by the district. Please contact the Election Coordination Unit at (562) 462-2912 to make arrangements for the pick up, faxing and/or mailing of your certification.

2013

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
31						

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				