

County Of Los Angeles

★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★

CONSOLIDATED ELECTIONS



NOVEMBER 8, 2011



INFORMATION BOOKLET

General and Special Municipal Elections
Held with the November 8, 2011
Consolidated Elections



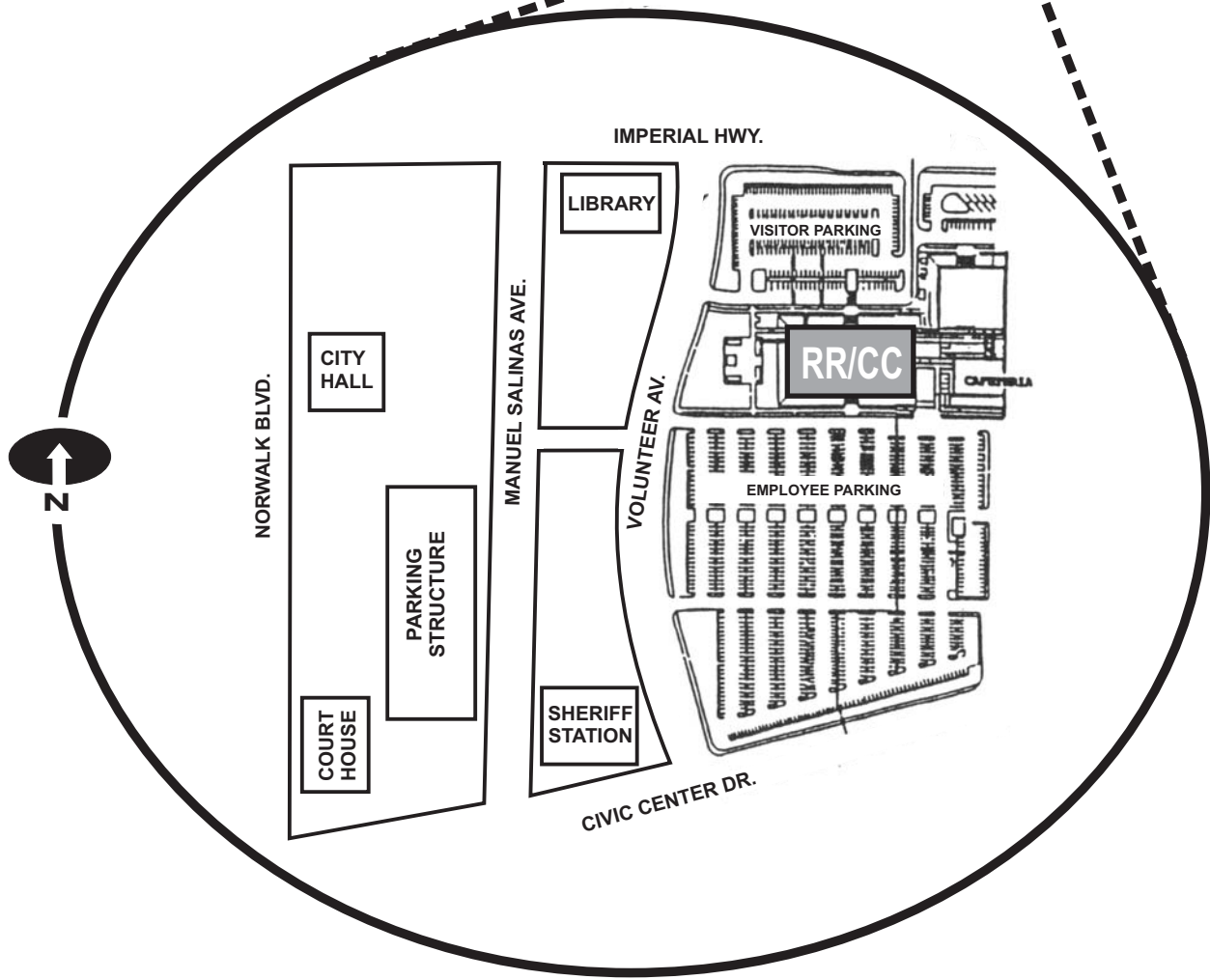
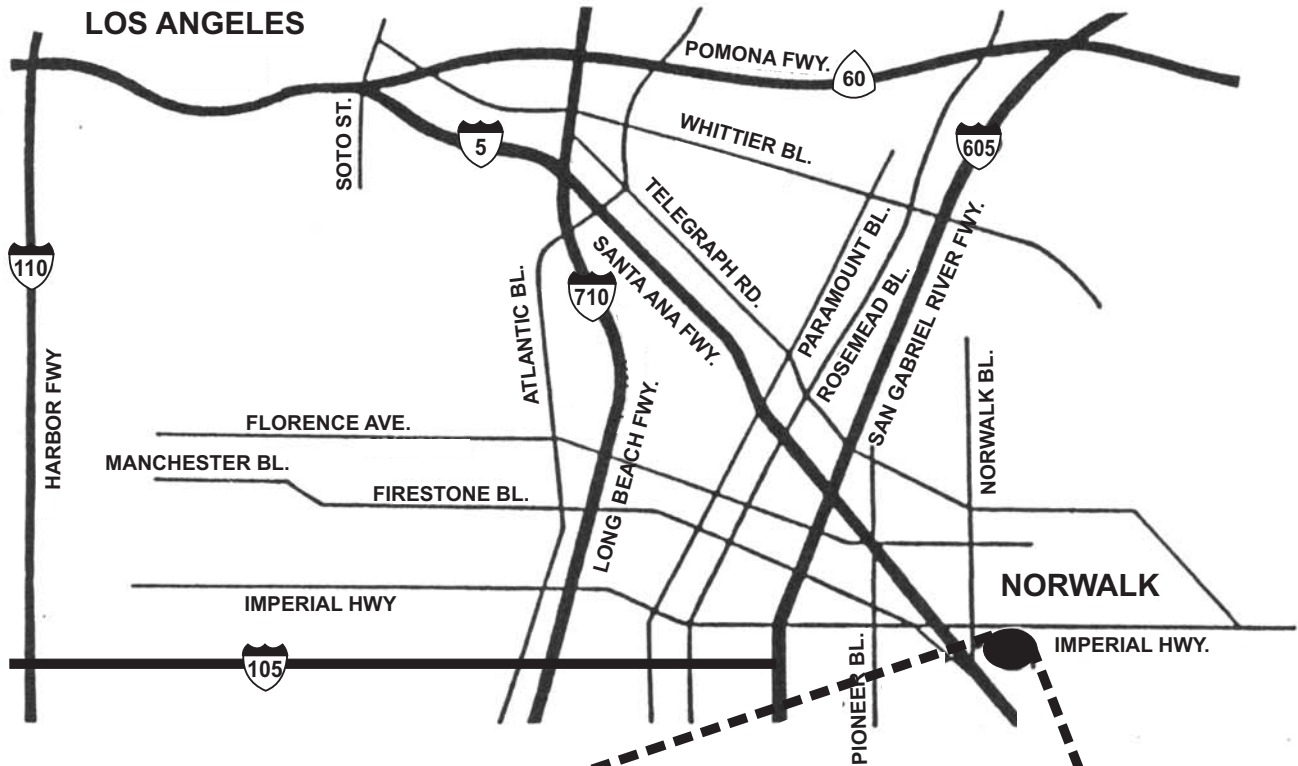
Dean C. Logan
Los Angeles County

REGISTRAR-RECORDER/COUNTY CLERK
Election Information and Preparation Division
12400 Imperial Highway
Norwalk, CA 90650

(800) 815-2666 or (562) 466-1310

WWW.LAVOTE.NET

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



NOTICE

This Candidate Handbook & Resource Guide has been prepared to assist you in filing documents relating to the election. 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.

Please note that it is not within the purview of this office to determine whether a candidate meets the requirements for holding office. Individuals with questions concerning their own or other candidate qualifications or other related matters should seek legal counsel.

Candidates and others using this Handbook & Resource Guide must bear full responsibility to make their own determinations as to all legal standards, duties and factual material contained therein.

TABLE OF CONTENTS

	PAGE
GENERAL INFORMATION	
City Responsibilities	i-iii
RR/CC Responsibilities.....	iv
CHAPTER 1: CALENDAR OF EVENTS	1-8
CHAPTER 2: CERTIFIED LIST OF QUALIFIED CANDIDATES, NAME TO APPEAR ON THE BALLOT AND BALLOT DESIGNATIONS	
Certified List of Qualified Candidates (Sample)	9
Name To Appear On The Ballot	9
Order of Candidate Names	9
Ballot Designation Provisions	10
Ballot Designations	10
Elective Office Title	10
Incumbent	10
Appointed Incumbent.....	10
Principal Occupation.....	11
Community Volunteer	11
No Ballot Designation Desired.....	11
Ballot Designation Worksheet	11
Rejection of Ballot Designation.....	11
Unacceptable Designations.....	11
Secretary of State Ballot Designation Regulations.....	12-23
CHAPTER 3: CANDIDATE STATEMENTS	
Candidate Statement Form (Sample).....	24
Format and Style Information (Sample).....	25
State Law Provision	26
Estimated Cost	26
Indigent Candidates	27
Affidavit of Financial Worth (Sample)	27
Public Examination Period.....	28
Incumbents / List of Qualified Candidates	28
Notice To Persons Submitting Candidate Statements	29
CHAPTER 4: BALLOT MEASURES	
Resolution for Ballot Measure Text (Sample).....	30
General Information	31
Ballot Measure Text (Sample)	31
Request for Letter Designation	31
Withdrawal and/or Amendments	31

TABLE OF CONTENTS (continued)

PAGE

CHAPTER 5: BALLOT ENCLOSURES

Text and Titles.....	32
Format and Style	32
Ballot Enclosures	32
Arguments and Rebuttals (Samples).....	33
Ballot Enclosure Titles and Word Limitation Chart	34
Argument and Rebuttal Form (Sample).....	35
Declaration by Author(s) of Arguments/Rebuttals (Sample).....	36
Authorization for Another Person to Sign Rebuttal Argument Form (Sample).....	37
Available Forms	38
Withdrawal of Arguments	38
Public Examination.....	38
Original Forms/Signatures.....	38
Restrictions	38
Litigation.....	38
Ordinance/Charter Amendments.....	38
Notices Printed with Impartial Analysis.....	39
Voter Notices.....	39
Supplemental Mailing Notice(s) (Samples)	39
Word Counting Guidelines	40

CHAPTER 6: MULTILINGUAL SERVICES

General Information	41
Multilingual Services (RR/CC)	41
RR/CC Multilingual Materials.....	41
Transliteration of Candidate Names	42
Transliteration Form (Sample)	42
Multilingual Services (CITY).....	42

CHAPTER 7: TELEPHONE GUIDE, AVAILABLE REPORTS AND MATERIALS

Telephone Guide.....	43
Available Reports and Materials	44

CHAPTER 8: SIGNATURE VERIFICATION SERVICES

CHAPTER 9: ELECTION NIGHT SEMI-FINAL OFFICIAL RESULTS AND CERTIFICATION

Semi-Final Official Results.....	46
Certification of Official Results	46

GENERAL INFORMATION

**CITY AND RR/CC
RESPONSIBILITIES**

GENERAL INFORMATION

GENERAL AND SPECIAL MUNICIPAL ELECTIONS CONSOLIDATED WITH THE NOVEMBER 8, 2011 CONSOLIDATED ELECTIONS

CITY RESPONSIBILITIES

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

**RESOLUTION
CALLING FOR
AN ELECTION**

**RESOLUTION ORDERING A SPECIAL SCHOOL MEASURE
ELECTION TO BE HELD ON TUESDAY, NOVEMBER 8, 2011 FOR
THE PURPOSE OF SUBMITTING TO THE QUALIFIED ELECTORS OF
THE DISTRICT THE QUESTION OF LEVYING A QUALIFIED SPECIAL
TAX UPON EACH PARCEL IN THE DISTRICT FOR EDUCATIONAL
PURPOSES AND ESTABLISHING THE SPECIFICATIONS OF THE
ELECTION ORDER**

the Government Code, the Board
is the Board no later than January
is in effect. The annual report
lected and expended, and (b) the

**RESOLUTION
CONSOLIDATING
WITH THE
ELECTION**

_____ SCHOOL DISTRICT
March 10, 2009
RESOLUTION

**RESOLUTION ORDERING A SPECIAL SCHOOL MEASURE
ELECTION TO BE HELD ON TUESDAY NOVEMBER 1, 2011 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**

Board of the
big vote:

**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 1, 2011**

STATE OF CALIFORNIA)

certify that the foregoing is a true and correct
duly adopted by the Board of Education of the
thereof held on _____ and that it

Unified School
the District are

on and California
law") authorize a
e voting on the
ing notice and a

AYES:

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 1, 2011**

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

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

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

WHEREAS, pursuant to the California Elections Code, it is appropriate for the Board to request consolidation of the election with any and all other elections to be held on Tuesday, November 4, 2008, 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 3, 2009, and the election shall be held solely within the boundaries of the District.

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

which was duly
or of holding an
in each parcel in

illing a parcel tax
election to June
ore amends the
ede such March

the Board of Education
Board Designee

an election to be
the voters in the
n the District for
ant to Education

THE ROWLAND
ND DETERMINE

CITY RESPONSIBILITIES (continued)

- Election resolutions should be addressed to **Ms. Sachi A. Hamai, Executive Officer, Board of Supervisors** and be mailed to:

**Kenneth Hahn Hall of Administration
500 West Temple Street, Room 383
Los Angeles, California 90012**

- Additionally, election resolutions and requests of letter designation for measures should be addressed to **Mr. Dean C. Logan, Registrar-Recorder/County Clerk** and be faxed/mailed to:

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

- Ballot enclosure materials, including arguments and rebuttals, candidate statements and certified lists of qualified candidates must be accompanied by a transmittal letter and **DELIVERED** by the applicable dates and times indicated in the Calendar of Events to:

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

- A “Resolution Calling for an Election” should include purpose of election, word limitation for candidate statements (**200 or 400 words**), advance payment requirement for candidates, Ballot Measure Text (**not to exceed 75 words including title**) and the vote requirement for measure passage (**i.e., majority of votes cast; 2/3 votes cast; 55% votes cast**). The resolution must state that **the City will reimburse the County for costs incurred**.
- All legal notices should be published (Notice of Election, Notice of List of Nominees etc.), **excluding Notice of Polling Places and Notice of Central Tally Location**.
- All candidate nomination documents including Campaign Finance Disclosure forms should be issued, received and certified. Also, ballot designations and word counts on all candidate statements and enclosures should be verified.
- Signatures on nomination papers should be verified unless the Registrar-Recorder/County Clerk (RR/CC) is requested in writing to perform this service. If you plan on having this office verify signatures please contact the Data Entry and Signature Verification Section at (562) 462-2371 directly for any inquiries regarding this process.

CITY RESPONSIBILITIES (continued)

- All ballot material should be photocopied including candidate names, ballot designations, candidate statements, measure arguments, rebuttals and other ballot measure enclosures available for public examination for the period designated in the Calendar of Events, **Chapter 1 of this booklet**.
- **It is the responsibility of the City Clerk to qualify all candidates** and to provide a complete and accurate **final list of qualified candidate names** and **ballot designations**, including addresses and telephone numbers, to be published, to the RR/CC by **E-81**. Also, the City Clerk should notify the RR/CC of any qualified write-in candidates by **E-12**.
- **Legible copies** of candidate statements should be provided by **E-81** and **legible copies** of arguments, impartial analyses and other related ballot materials by **E-77** which are to be printed and included in the Official Sample Ballot Booklet. Legible copies of rebuttal arguments must be submitted by **E-67**. If you are unable to meet these deadlines, please contact us and we may recommend that you contact your election supplier to make arrangements to print and mail a supplemental voter booklet.
- **A resolution** should be filed with the RR/CC by **E-83** to **amend** a measure for an election or **withdraw** a measure for cancelled election.

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

- The RR/CC should be notified no later than **AUGUST 25, 2011 (E-75)** if an election is being **CANCELLED** due to an insufficient number of candidates filing for offices.
- Ballot reproduction proofs of candidates statements, vote recorder pages and ballot enclosures should be reviewed and approved. Notify the RR/CC immediately of any typographical errors, corrections, or omissions.
- **Certificates** of election to elected candidates should be issued.
- Staff in the **Election Planning Section** and the **Election Coordination Section** are **available through the telephone numbers listed on the previous pages** should you need additional assistance or have further questions after reviewing the Information Booklet.

REGISTRAR-RECORDER/COUNTY CLERK RESPONSIBILITIES

- The RR/CC receives signed copies of city resolutions “Requesting Consolidation with the Election” and will automatically send the requesting cities an information booklet along with the appropriate forms such as candidate statement forms, transliteration forms, estimated costs of candidate statement, etc. **If a city has a measure on the ballot, we will provide argument/rebuttal forms.**
- The RR/CC verifies signatures on Nomination Petitions upon written request from a city. Rates vary depending on the system used to verify signatures. For more information contact **Data Entry and Signature Verification Section at (562) 462-2371.**
- The RR/CC consolidates established precincts to create voting and declared Vote By Mail precincts. If you have specific precinct consolidation requests contact the **Geographic Information Section at (562) 462-2473.**
- The RR/CC recruits polling places and recruits poll workers, and publishes the **Notice of Polling Places and Notice of Central Tally Location.** If you have specific poll locations or poll worker requests, contact the **PollWorker Services Section at (562) 466-1373.**
- The RR/CC 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 (city, school and special districts) in alphabetical sequence. Cities may request a specific letter designation in writing by **August 17, 2011 (E-83).** An alternate choice should also be submitted in case the requested letter designation has already been assigned to another jurisdiction.
- The RR/CC prints official ballots. An English Official Sample Ballot Booklet will be printed and mailed. The RR/CC will include the City's material (English or English and Spanish candidate statements and measure information) in the same booklet depending on the volume of voting material. In some cases, the City Clerk will be required to prepare and mail a supplemental voter booklet.
- The RR/CC prepares and mails multilingual ballot material in accordance with the Voting Rights Act (VRA).

The RR/CC also:

- Issues Vote By Mail ballots and material and processes returned VBM ballots.
- Provides precinct supplies and trains poll workers.
- Staffs check-in-centers and central tally location.
- Conducts election tally and releases semi-official election results.
- Canvasses election returns and certifies official election results to the city.

CHAPTER 1

CALENDAR OF EVENTS

CALENDAR OF EVENTS

GENERAL AND SPECIAL MUNICIPAL ELECTIONS CONSOLIDATED WITH THE NOVEMBER 8, 2011 CONSOLIDATED ELECTIONS

DATES	EVENTS
JULY 11 (M) E-120	ADOPT ELECTION RESOLUTION (Candidates) Recommended last day for City Council to adopt resolution calling a General or Special Municipal Election for city elected officials. CITY RESOLUTION re CANDIDATE STATEMENTS Last day for the City Council to adopt resolution determining or amending the word limitation for candidate statements (200 or 400 words) , and whether advance payment is required. (E. C. § 13307)
JULY 18 (M) E-113	AUG. 12 (F) 5:00 P.M. E-88 NOMINATION PERIOD First and last day for candidates to file nomination documents with City Clerk. (E. C. §§ 10220, 10224 and 10407) CANDIDATE STATEMENTS During this period candidates may file with the City Clerk a candidate statement not to exceed the word limitation (200 or 400 words) for inclusion in the Official Sample Ballot Booklet. The statement shall be filed no later than the last day to file nomination documents. (E. C. § 13307) NOTE: Candidate statements are only included in the Official Sample Ballot Booklet and will not be included in the Vote By Mail Voting Instructions and Guide.
JULY 18 (M) E-113	NOTICE OF ELECTION — PUBLICATION On or before this date the City Clerk shall publish a notice of election. (E. C. § 12101 and Govt. Code § 6061)

DATES	EVENTS
AUG. 12 (F) 5:00 P.M. E-88	<p>NOMINATION DOCUMENTS — DEADLINE DATE Last day for candidates to file nomination documents with the City Clerk. (E. C. §§ 10220, 10224 and 10407)</p> <p>CANDIDATE WITHDRAWAL No candidate whose Declaration of Candidacy has been filed may withdraw after this date. (E. C. § 10224)</p> <p>CONSOLIDATION OF ELECTIONS Last day City Clerks can file a resolution with the Board of Supervisors and the Registrar-Recorder/County Clerk requesting consolidation with the election. A resolution placing a measure on the ballot shall contain the ballot wording which cannot exceed 75 words. (E. C. §§ 10402, 10403 and 13247)</p>
AUG. 13** (Sa) E-87**	<p>AUG. 17 (W) 5:00 P.M. E-83</p> <p>NOMINATION EXTENSION PERIOD (IF INCUMBENT DOES NOT FILE) If nomination documents for an incumbent are not filed by 5:00 p.m. on August 12, 2011, the nomination period shall be extended until August 17, 2011 at 5:00 p.m., for persons other than the incumbent. (E. C. § 10225)</p> <p>NOTE: The extension does not apply where there is no incumbent eligible to be elected.</p>
AUG. 13** (Sa) E-87**	<p>AUG. 22 (M) E-78</p> <p>PUBLIC EXAMINATION PERIOD Recommended period for the City Clerk to make available candidate statements, candidate names and ballot designations 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 data/material in a candidate statement to be amended or deleted. (E. C. §13313)</p> <p>For candidate names and ballot designations, a writ of mandate may be filed pursuant to E.C. § 13314.</p> <p>NOTE: If the nomination period is extended for a particular office, the examination period for that office shall be adjusted to August 18 through August 27**.</p>

** August 13, 20 and 27 (Saturdays) and August 14 and 21 (Sundays) RRCC office will be closed.

DATES

EVENTS

AUG. 17 (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 any measure previously submitted for placement on the ballot.
(E. C. § 9605)

MEASURE LETTER DESIGNATION

Last day for a City Clerk to request a specific letter designation in writing for a measure appearing on the ballot. An alternate choice should be submitted in case the requested designation has already been assigned.

AUG. 18 (Th)
11:00 A.M.
E-82

RANDOMIZED ALPHABET DRAWING

The Secretary of State shall hold a public drawing to determine the order of candidate names to appear on the ballot by randomly drawing each letter of the alphabet.
(E. C. § 13112)

AUG. 19 (F)
E-81

**LIST OF CANDIDATES — COPY OF CANDIDATE
STATEMENTS**

No later than this date the City Clerk shall deliver to the county elections official a certified list of qualified candidate names, ballot designations and residence addresses.
(E. C. § 10403)

A legible copy of each candidate statement to be included in the Official Sample Ballot Booklet shall be delivered to the county elections official by this date.

NOTE: The name on the candidate statement **MUST** match the name on the certified list of qualified candidates.

MEASURES — LETTER DESIGNATION

Scheduled date for the county elections official to notify the City Clerk of letter assigned to ballot measure(s).

DATES

EVENTS

AUG. 22 (M)
E-78

IMPARTIAL ANALYSIS — LAST DAY TO SUBMIT TO CITY CLERK

Recommended last day for the City Attorney to transmit impartial analysis of measure to the City Clerk.
(E. C. § 9280)

ARGUMENTS — LAST DAY TO SUBMIT TO CITY CLERK

Recommended last day to submit arguments “FOR” or “AGAINST” any city measure to the City Clerk. Arguments may not exceed **300 words** in length.
(E. C. §§ 9282 and 9286)

AUG. 23 (Tu)
E-77

SEP. 1 (Th)
E-68

PUBLIC EXAMINATION PERIOD FOR BALLOT MEASURE MATERIALS

Recommended period for the City Clerk to make available for public examination, a copy of ballot measure text, impartial analysis and arguments for a measure. A fee may be charged to any candidate/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 data/material to be amended or deleted.
(E. C. § 9295)

MEASURE ENCLOSURES

No later than **August 23, 2011** the City Clerk shall deliver a copy of each argument, ordinance text, analysis and any other ballot data/material to the county elections official for inclusion in the Official Sample Ballot Booklet.

AUG. 25 (Th)
E-75

CANCELLED ELECTION DUE TO INSUFFICIENT NUMBER OF CANDIDATES

Last day for City Clerk to make appointment(s) in lieu of election when an insufficient number of candidates file for the office. If an appointment(s) is not made, the election shall be held.
(E. C. § 10229)

NOTE: It is **imperative** that the City Clerk notify the county elections official immediately of cancelled elections.

DATES		EVENTS
SEP. 1 (Th) E-68		REBUTTALS — LAST DAY TO SUBMIT TO CITY CLERK Recommended last day for authors of arguments “FOR” and “AGAINST” any city measure to submit rebuttals (if permitted) to the City Clerk. A rebuttal may not exceed 250 words . (E. C. § 9285)
SEP. 2 (F) E-67		REBUTTALS — LAST DAY TO SUBMIT TO COUNTY Recommended last day for the City Clerk to submit rebuttals to the county elections official for inclusion in the Official Sample Ballot Booklet.
SEP. 2 (F) E-67	SEPT. 12* (M) E-57*	PUBLIC EXAMINATION PERIOD FOR REBUTTALS Recommended period for the City Clerk to make available rebuttals for public examination. A fee may be charged to any candidate/person obtaining a copy of the data/material. During this period 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)
SEPT. 8 (Th) E-61	SEPT. 14 (W) E-55	VOTE RECORDER PAGE PROOFS Recommended period for the county elections official to deliver copies of official ballot proofs to the City Clerk for approval. NOTE: Corrections to any ballot material must be submitted to the county elections official within 24 hours of receipt.
SEPT. 12 (M) E-57	OCT. 25 (Tu) E-14	STATEMENT OF WRITE-IN CANDIDACY A name written on a ballot will not be counted unless the person has filed during this period a Statement of Write-In Candidacy and sponsor signatures stating that he or she is a write-in candidate for the election. (E. C. §§ 8600, 8601 and 10103)
SEPT. 29 (Th) E-40	OCT. 18 (Tu) E-21	MAIL OFFICIAL SAMPLE BALLOT BOOKLETS An Official Sample Ballot Booklet shall be mailed to each voter during this period. (E. C. § 13303)

*Date adjusted due to weekend and/or holiday.

DATES

EVENTS

OCT. 10 (M)
E-29

NOV. 1 (Tu)
E-7

VOTE BY MAIL — FIRST AND LAST DAY TO APPLY

Applications may be filed between these dates (both dates inclusive). Applications received prior to the 29th day preceding the election will be kept and processed during this period.

(E. C. § 3001)

OCT. 10 (M)
E-29

PRECINCT BOARD MEMBER AND POLLING PLACES — APPOINTMENT

Last day to appoint precinct boards and designate polling places. A notice of appointment shall be mailed to each precinct officer.

(E. C. §§ 12286, 12307 and 12319)

OCT. 14 (Tu)
E-25

COPIES OF STREET INDEX

Suggested last day for the City Clerk to request the number of street index copies required (not to exceed four (4)).

(E. C. § 2183)

OCT. 24 (M)
E-15

REGISTRATION CLOSES

Last day to transfer or register to vote in the election.

(E. C. §§ 2102 and 2107)

OCT. 25 (Tu)
E-14

NOV. 1 (Tu)
E-7

REGISTRATION PERIOD – NEW RESIDENTS AND NEW CITIZENS

Any person who becomes a citizen or establishes residence in California after the 15th day prior to the election may register to vote beginning on the 14th day prior to an election and ending on the 7th day prior to the election day. This registration must be executed in the Registrar-Recorder/County Clerk's Norwalk office. A new resident shall vote a new resident's ballot in that office.

(E. C. §§ 331, 332, 3500 and 3501)

OCT. 25 (Tu)
E-14

STATEMENT OF WRITE-IN CANDIDACY DEADLINE

Last day for a candidate to file with City Clerk sponsor signatures and a declaration stating that he or she is a write-in candidate in the election.

(E. C. §§ 8600 and 8601)

BILINGUAL PRECINCT BOARD MEMBER LIST

Last day to prepare list of appointed bilingual precinct board members.

(E. C. § 12303)

DATES

EVENTS

OCT. 27 (Th)
E-12

WRITE-IN CANDIDATES — SUBMIT TO COUNTY

Recommended last day for City Clerk to deliver the list of qualified write-in candidates to county elections official.

OCT. 31* (M)
E-8*

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)

NOV 1 (Tu)
E-7

POLLING PLACES — PUBLICATION

On or before this date a list of polling places for each precinct shall be published once in a newspaper of general circulation within the city.

(E. C. § 12105 and Govt. Code § 6061)

CANVASS VOTE BY MAIL BALLOTS

The canvass may commence on the 7th day before the election, but the results of the tally shall not be released until after the polls close.

(E. C. § 15101)

NOTICE OF LIST OF NOMINEES — PUBLICATION

On or before this date, the City Clerk shall publish a list of nominees once in a newspaper of general circulation within the city.

(E. C. § 12110 and Govt. Code § 6061)

NOV. 2 (W)
E-6

NOV. 8 (Tu)
ELECTION
DAY

EMERGENCY VOTE BY MAIL

Between these dates any voter may apply for a Vote By Mail ballot if conditions require his or her absence from the precinct on election day. The voter may designate an authorized representative to pick up and return the ballot.

(E. C. §§ 3021 and 3110)

*Date adjusted due to weekend and/or holiday

DATES

EVENTS

NOV. 8 (Tu)
8:00 P.M.
ELECTION
DAY

ELECTION DAY

Polls open 7:00 a.m., close 8:00 p.m.
(E. C. §§ 1202 & 14212)

VOTE BY MAIL BALLOTS RETURNED — 8:00 P.M.

Last day for Vote By Mail ballots to be received or turned in personally by the voter at any polling place in the jurisdiction. A designated family member or resident of the same household may return the voted ballot under specified conditions.

(E. C. §§ 3017 and 3020)

NOV. 10 (Th)
E+2

OFFICIAL CANVASS

The canvass of election returns shall commence no later than the first Thursday following the election.

(E. C. §§ 10262 and 15301)

NOV. 21 (M)
E+13

COMPLETION OF OFFICIAL CANVASS

The county elections official shall prepare a certified statement of the results of the election and submit it to each jurisdiction no later than the last Monday before the last Friday in November.

(E. C. §§ 10550 and 15372)

NOTE: On **November 21, 2011** the Registrar-Recorder/County Clerk is tentatively scheduled to certify the election results. On **November 22, 2011** the Board of Supervisors is tentatively scheduled to declare the election results official.

CHAPTER 2

**CERTIFIED LIST OF
QUALIFIED CANDIDATES,
NAME TO APPEAR ON THE BALLOT AND
BALLOT DESIGNATIONS**

CERTIFIED LIST OF QUALIFIED CANDIDATES

Below is the sample format the City Clerk should follow in submitting candidate names that will appear on the ballot. The additional information will be used for publication.

CERTIFIED LIST OF QUALIFIED CANDIDATES
GENERAL/SPECIAL MUNICIPAL ELECTIONS CONSOLIDATED WITH COUNTY ELECTIONS

CITY OF:						
NAME	ADDRESS	TELEPHONE NUMBER	BALLOT DESIGNATION	OFFICE TITLE	CANDIDATE STATEMENT	CHECK IF
<small>TO APPEAR ON BALLOT MUST MATCH NAME ON CANDIDATE STATEMENT</small>	<small>WILL BE PUBLISHED TO MEDIA AND PUBLIC</small>	<small>WILL BE PUBLISHED TO MEDIA AND PUBLIC</small>	<small>TO APPEAR ON BALLOT(IF NONE REQUESTED INDICATE "NONE")</small>	<small>EXAMPLE: MAYOR, CITY COUNCIL, ETC.</small>	<small>PLEASE INDICATED YES OR NO</small>	<small>TRANSLATION IS REQUESTED (SPANISH)</small>
SAMPLE						
Michael "Mike" Wilson	12400 Imperial Highway Norwalk, CA 90650	562-462-5555	Incumbent	Mayor	Yes	<input checked="" type="checkbox"/>

Contact Person:	Title:	
Telephone No.:	Fax No.:	E-mail:

Page ____ of ____

NAME TO APPEAR ON THE BALLOT

The **ballot name** may be designated as follows:

- First, middle and last names
- Initials only and last name
- A nickname (must be in parentheses () or quotation marks "")
- A short version of the first name, such as "Bill" for William, "Dick" for Richard or "Kathy" for Kathleen

Please note:

- Titles or degrees** are not allowed in the ballot name. (E. C. § 13106)
- Within one year of any election, a **change in legal name** shall not appear on the ballot unless the change was made by marriage or by decree of court. (E. C. § 13104)

ORDER OF CANDIDATE NAMES — The Secretary of State shall hold a public drawing to determine the order of candidate names on the ballot by randomly drawing each letter of the alphabet on **E-82**. The vote recorder ballot positions for candidate names will not be available until approximately **40 days** before the election date.

BALLOT DESIGNATION PROVISIONS

The ballot designation describes the current profession, vocation, occupation or incumbency status of the candidate that will appear on the ballot under the candidate's name.

BALLOT DESIGNATIONS:

- Can be no more than **three (3)** words
- Must appear on the Declaration of Candidacy/Affidavit of Nominee at the time it is filed
- Become public record once the information is filed on the Declaration of Candidacy/Affidavit of Nominee
- **Cannot be changed after the final date to file nomination documents (E-88).**

Ballot designations which exceed space allotted on the ballot (approximately 60 characters) are printed in a smaller typeface pursuant to Section 13107 (f) of the Elections Code.

The listing of a designation on the ballot is **OPTIONAL**. Only one of the following categories is allowed:

ELECTIVE OFFICE TITLE — Words describing an elective office title may be used **IF** the candidate holds the office at the time nomination documents are filed and the office was filled by a vote of the people.

- **Example A:** Governing Board Member
- **Example B:** Boardmember, XYZ School District
- **Example C:** Councilmember, City of Los Angeles

INCUMBENT — The word **Incumbent** may be used **IF** the candidate is seeking re-election to the same office and was elected to that office by a vote of the people or was appointed as a nominated candidate in lieu of an election.

APPOINTED INCUMBENT — The words **Appointed Incumbent** must be used **IF** the candidate was appointed to the office and is **now** seeking election to that office. The word Appointed may also be used with the office title.

- **Example A:** Appointed Incumbent
- **Example B:** Appointed Boardmember, XYZ School District

EXCEPTION: Candidates appointed to office in lieu of an election **do not** have to use the word appointed.

BALLOT DESIGNATION PROVISIONS (continued)

PRINCIPAL OCCUPATION — No more than **three words** may be used to either describe the current principal profession, vocation, or occupation of the candidate **or** the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. Geographical names are considered one word.

- **Example A:** High School Teacher
- **Example B:** Attorney/Educator/Businessowner
- **Example C:** CEO/Councilmember

COMMUNITY VOLUNTEER — A Community Volunteer shall constitute a valid principal vocation or occupation subject to the following conditions:

- A candidate's community volunteer activities constitute his or her principal profession, vocation or occupation
- A candidate may not use the designation of "Community Volunteer" in combination with any other principal profession, vocation or occupation
- A candidate is not engaged concurrently in another principal profession, vocation or occupation

NO BALLOT DESIGNATION DESIRED — A ballot designation is optional. If the candidate does not request a ballot designation, the City Clerk must indicate NONE on the certified list of qualified candidates.

BALLOT DESIGNATION WORKSHEET — A ballot designation worksheet that supports the use of that ballot designation is required to be filed with the Registrar-Recorder/County Clerk at the same time a Declaration of Candidacy is filed. If a candidate fails to file a ballot designation worksheet, no designation will appear on the ballot. (E.C. § 13107.3)

REJECTION OF BALLOT DESIGNATION — If the designation is in violation of any of the restrictions set forth in the California Elections Code, the candidate will be notified by certified mail return receipt request, addressed to the mailing address appearing on the candidate's ballot designation worksheet. If an alternative designation is not provided within the time allowed, no designation will appear on the ballot. (E.C. § 13107(c))

UNACCEPTABLE DESIGNATIONS — Pursuant to Elections Code § 13107(b), the Elections Official shall not accept a ballot designation if:

- a) It would mislead the voter.
- b) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous or eminent.
- c) It abbreviates the word "retired" or places it following any word(s) that it modifies.
- d) It includes a word or prefix, such as "former" or "ex", which means a prior status. The only exception is the use of the word "retired".
- e) It includes the name of any political party, whether or not it has qualified for the ballot.
- f) It includes a word(s) referring to a racial, religious, or ethnic group.
- g) It refers to any activity that is prohibited by law .

SECRETARY OF STATE

BALLOT DESIGNATION REGULATIONS

Chapter 7. Ballot Designations

§ 20710. General Provisions.

(a) The regulatory purpose of this Chapter is to ensure the accurate designation of the candidate upon the ballot in order that an informed electorate may intelligently elect one of the candidates.

(b) The Secretary of State shall, at all times, apply and interpret the provisions of Elections Code § 13107 and the regulations included in this Chapter in a manner consistent with the regulatory purpose of this Chapter.

(c) Candidates are not required to use a ballot designation pursuant to Elections Code § 13107, subdivision (a), and may opt to leave the space for such a designation on the ballot blank. In order to notify the elections official as to whether he or she will use a ballot designation or will opt to leave the ballot designation space blank, the candidate must initial the appropriate box on the Declaration of Candidacy or otherwise so indicate on the Declaration of Candidacy.

(d) Pursuant to Elections Code § 13107, subdivision (a), a candidate may submit a proposed ballot designation pursuant to any one of the four provisions specified in Elections Code § 13107, subdivision (a), subparts (1) through (4), applicable to that candidate. The candidate shall be free to select from which of the applicable four subparts he or she is submitting his or her proposed ballot designation.

(e) The regulations set forth in this Chapter shall apply only to elections held for offices for which elections returns are certified by the Secretary of State of the State of California.

(f) Whenever, the word “should” is used in this Chapter, it is recommended, not mandatory.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

§ 20711. Ballot Designation Worksheet.

(a) In order to facilitate review of a candidate’s proposed ballot designation by the Secretary of State pursuant to Elections Code § 13107, the candidate may submit, at the time of filing his or her proposed ballot designation on the Declaration of Candidacy, a completed Ballot Designation Worksheet on a form provided by the Secretary of State.

BALLOT DESIGNATION REGULATIONS (continued)

(b) All Ballot Designation Worksheets filed with the Office of the Secretary of State or the county elections officials pursuant to this section shall be public records and shall be available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, Fifth Floor, 1500 11th Street, Sacramento, California 95814, or at the office of the applicable county elections official.

(c) The Secretary of State shall provide a master copy or copies of the Ballot Designation Worksheet to all elections officials responsible for providing and accepting the nomination documents for candidates in elections for offices certified by the Secretary of State. The Ballot Designation Worksheet shall request that the candidate proposing the ballot designation provide the following information:

(1) The candidate's name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number;

(2) A designation of the office for which the candidate is seeking election;

(3) The name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number of the attorney representing the candidate or for any other person to be contacted in the event the Secretary of State requires further information regarding the proposed ballot designation;

(4) The proposed ballot designation submitted by the candidate;

(5) At the option of the candidate, the candidate may submit one or more proposed alternate ballot designations ranked in order of the candidate's preference;

(6) A brief statement identifying the factual basis upon which the candidate claims the proposed ballot designation and each proposed alternate ballot designation, including the following:

(A) If the candidate holds elected office and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate should indicate the elective office he or she currently occupies and may attach a copy of his or her Certificate of Election;

(B) If the candidate is a judicial officer and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate should indicate the elective office he or she currently holds and may attach either (A) a copy of his or her Certificate of Election or (B) a copy of his or her commission or certificate of appointment, issued at the time the candidate was appointed to the judicial office which he or she currently occupies;

(C) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(3), the candidate should indicate:

BALLOT DESIGNATION REGULATIONS (continued)

- (i) The title of the position or positions which he or she claims supports the proposed ballot designation;
- (ii) The dates during which the candidate held such position;
- (iii) A description of the work he or she performs in the position;
- (iv) The name of the candidate's business or employer;
- (v) The name and telephone number of a person or persons who could verify such information; and
- (vi) A statement that the professions, vocations or occupations relied upon to support the proposed ballot designation constitute the primary, main or leading professions, vocations or occupations of the candidate, in accordance with the definition of the term "principal" as set forth at § 20714, subdivision (b).

(D) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(4), the candidate should indicate the date on which he or she was appointed to the office for which he or she is an appointed incumbent.

(d) The candidate may attach or append any supporting documents or other exhibits to his or her Ballot Designation Worksheet which he or she believes support his or her proposed ballot designation. Such attached documents or other exhibits shall be deemed to be incorporated by reference as part of the candidate's Ballot Designation Worksheet and shall be considered as such by the Secretary of State.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

§ 20712. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(1).

Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(1), shall be subject to the following provisions:

(a) In the case of candidates holding elective city, county, district, state, or federal office, the candidate's ballot designation shall be the elective office which the candidate holds at the time of filing the nomination documents.

(b) In the case of judicial officers, the candidate's ballot designation shall be the elective office which the candidate holds at the time of filing the nomination documents.

(c) There shall be no word count limitation applicable to ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(1).

BALLOT DESIGNATION REGULATIONS (continued)

(d) Proposed ballot designations indicating a position of legislative leadership, such as “Majority Leader of the California Senate,” “Minority Leader of the California State Assembly,” “Speaker of the California State Assembly,” “President Pro Tempore of the California State Senate,” and the like, are not elective offices described in Elections Code § 13107, subdivision (a)(1). Such ballot designations are improper, pursuant to Elections Code § 13107, subdivision (a)(1). They may, however, be considered under the provisions of § 13107(a)(3).

(e) Proposed ballot designations indicating that the candidate is a member of the state or county central committee of a political party, or an officer of a state or county central committee of a political party, are improper, as such positions do not constitute elective county or state offices as specified in Elections Code § 13107, subdivision (a)(1).

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

§ 20713. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(2).

Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(2), shall be subject to the following provisions:

(a) A proposed ballot designation submitted pursuant to Elections Code § 13107, subdivision (a)(2), is limited “incumbent,” as that term is defined in Elections Code § 13107, subdivision (a)(2).

(b) The term “incumbent” must be used as a noun. It shall not be used in conjunction with any other words, including any accompanying adjectives or modifiers, and must stand alone. A candidate qualified to use this designation pursuant to Elections Code § 13107, subdivision (a)(2), shall be entitled to use the ballot designation “Incumbent.”

(c) The word “incumbent” is strictly limited for use in ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(2), and may not be used as an adjective in any other ballot designation.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

§ 20714. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(3).

Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(3), shall be subject to the following provisions:

(a) The terms “profession,” “vocation,” or “occupation,” as those terms are used in Elections Code § 13107, subdivision (a)(3), are defined as follows:

BALLOT DESIGNATION REGULATIONS (continued)

(1) "Profession" means a field of employment requiring special education or skill and requiring specific knowledge of a particular discipline of learning or science. The labor and skill involved in a profession is predominantly mental or intellectual, rather than physical or manual. Recognized professions generally include, but are not limited to, law, medicine, education, engineering, accountancy, and journalism. Examples of an acceptable designation of a "profession," as defined in Elections Code § 13107, subdivision (a)(3), include, but are not limited to, "attorney," "physician," "accountant," "architect," and "teacher."

(2) "Vocation" means a trade, a religious calling, or the work upon which a person, in most but not all cases, relies for his or her livelihood and spends a major portion of his or her time. As defined, vocations may include, but are not limited to, religious ministry, child rearing, homemaking, elderly and dependent care, and engaging in trades such as carpentry, cabinetmaking, plumbing, and the like. Examples of an acceptable designation of a "vocation," as defined in Elections Code § 13107, subdivision (a)(3), include, but are not limited to, "minister," "priest," "mother," "father," "homemaker," "dependent care provider," "carpenter," "plumber," "electrician," and "cabinetmaker."

(3) "Occupation" means the employment in which one regularly engages or follows as the means of making a livelihood. Examples of an acceptable designation of an "occupation," as defined in Elections Code § 13107, subdivision (a)(3), include, but are not limited to, "rancher," "restaurateur," "retail salesperson," "manual laborer," "construction worker," "computer manufacturing executive," "military pilot," "secretary," and "police officer."

(b) "Principal," as that term is used in Elections Code § 13107, subdivision (a)(3), means a substantial involvement of time and effort such that the activity is one of the primary, main or leading professional, vocational or occupational endeavors of the candidate. The term "principal" precludes any activity which does not entail a significant involvement on the part of the candidate. Involvement which is only nominal, pro forma, or titular in character does not meet the requirements of the statute.

(1) If a candidate is licensed by the State of California to engage in a profession, vocation or occupation, the candidate is entitled to consider it one of his or her "principal" professions, vocations or occupations if (i) the candidate has maintained his or her license current as of the date he or she filed his or her nomination documents by complying with all applicable requirements of the respective licensure, including the payment of all applicable license fees and (ii) the status of the candidate's license is active at the time he or she filed his or her nomination documents.

(2) A candidate who holds a professional, vocational or occupational license issued by the State of California may not claim such profession, vocation or occupation as one of his or her "principal" professions, vocations or occupations if (i) the candidate's licensure status is "inactive" at the time the candidate

BALLOT DESIGNATION REGULATIONS (continued)

files his or her nomination document, or (ii) the candidate's license has been suspended or revoked by the agency issuing the license at the time the candidate files his or her nomination documents.

(c) In order for a ballot designation submitted pursuant to Elections Code § 13107, subdivision (a)(3), to be deemed acceptable by the Secretary of State, it must accurately state the candidate's principal professions, vocations or occupations, as those terms are defined in subdivisions (a) and (b) herein. Each proposed principal profession, vocation or occupation submitted by the candidate must be factually accurate, descriptive of the candidate's principal profession, vocation or occupation, must be neither confusing nor misleading, and must be in full and complete compliance with Elections Code § 13107 and the regulations included in this Chapter.

(d) If the candidate is engaged in a profession, vocation or occupation at the time he or she files his or her nomination documents, the candidate's proposed ballot designation is entitled to consist of the candidate's current principal professions, vocations and occupations. In the event the candidate does not have a current principal profession, vocation or occupation at the time he or she files his or her nomination documents, the candidate may use a ballot designation consisting of his or her principal professions, vocations or occupations, which the candidate was principally engaged in during the calendar year immediately preceding the filing of the candidate's nomination papers.

(e) A candidate may engage in multiple principal professions, vocations or occupations. Accordingly, the candidate may designate multiple principal professions, vocations or occupations. If a candidate proposes a ballot designation including multiple principal professions, vocations or occupations, the proposed ballot designation must comply with the following provisions:

(1) The proposed ballot designation must comply with the three-word limitation specified in Elections Code § 13107, subdivision (a)(3), and as implemented pursuant to subdivision (f) herein.

(2) Each such proposed profession, vocation or occupation shall be separately considered by the Secretary of State and must independently qualify as a "principal" profession, vocation or occupation, as that term is defined pursuant to subdivision (b) herein.

(3) When multiple professions, vocations or occupations are proposed as a ballot designation, they shall be separated by a slash ("/"). An example of an acceptable designation would be "Legislator/Rancher/Physician."

(f) Pursuant to Elections Code § 13107, subdivision (a)(3), the candidate's ballot designation shall be limited to not more than three (3) words. The following rules shall govern the application of the three word limitation:

(1) The proposed ballot designation shall be grammatically correct, generic, and all words must be spelled correctly.

BALLOT DESIGNATION REGULATIONS (continued)

(2) Punctuation shall be limited to the use of a comma (e.g., District Attorney, Los Angeles County) and a slash (e.g., Legislator/Rancher/Physician), pursuant to subdivision (e) of this section. A hyphen may be used if, and only if, the use of a hyphen is called for in the spelling of a word as it appears in a standard reference dictionary of the English language.

(3) All California geographical names shall be considered to be one word and shall be limited to the names of cities, counties and states. The names of special districts and political subdivisions are not “geographical names,” as the term is used in Elections Code § 13107, subdivision (a)(3). If the candidate desires, the geographical name may be used in the form of “City of . . .,” “County of . . .,” or “City and County of . . .” Examples of geographical names considered to be one word include Tehama County, Los Angeles County and County of Sacramento.

(4) An acronym shall be counted as one word.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

§ 20715. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(4).

(a) Pursuant to Elections Code § 13107, subdivision (a)(4), a candidate may propose a ballot designation consisting of the phrase “appointed incumbent” if the candidate holds an office, other than a judicial office, by virtue of appointment, and the candidate is a candidate for election to the same office. The candidate may not use the unmodified word “incumbent” or any words designating the office unmodified by the word “appointed.”

(b) Pursuant to Elections Code § 13107, subdivision (a)(4), a candidate may propose a ballot designation consisting of the word “appointed” in conjunction with the elective office, if the candidate is a candidate for election to the same office or to some other office. The candidate may not use any words designating the office unmodified by the word “appointed.”

(c) There shall be no word count limitation applicable to ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(4).

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

§ 20716. Unacceptable Ballot Designations.

(a) The Secretary of State shall reject as unacceptable any proposed ballot designation which fails to comply with, or is otherwise inappropriate pursuant, to

BALLOT DESIGNATION REGULATIONS (continued)

Elections Code § 13107, subdivision (a); is prohibited pursuant to Elections Code § 13107, subdivision (b); is misleading; or is otherwise improper pursuant to the regulations set forth in this Chapter.

(b) The following types of activities are distinguished from professions, vocations and occupations and are not acceptable as ballot designations pursuant to Elections Code § 13107, subdivision (a)(3):

(1) **Avocations:** An avocation is a casual or occasional activity, diversion or hobby pursued principally for enjoyment and in addition to the candidate's principal profession, vocation or occupation. Avocations may include, but are not limited to, hobbies, social activities, volunteer work, and matters pursued as an amateur.

(2) **Pro Forma Professions, Vocations and Occupations:** Pro forma professions, vocations or occupations are positions held by the candidate which consume little or none of the candidate's time and which, by their nature, are voluntary or for which the candidate is not compensated. Pro forma professions, vocations and occupations may include, but are not limited to, such pursuits as honorary peace officer, volunteer firefighter, honorary chairperson, honorary professor, goodwill ambassador, official host or hostess and the like.

(3) **Statuses:** A status is a state, condition, social position or legal relation of the candidate to another person, persons or the community as a whole. A status is generic in nature and generally fails to identify with any particular specificity the manner by which the candidate earns his or her livelihood or spends the substantial majority of his or her time. Examples of a status include, but are not limited to, philanthropist, activist, patriot, taxpayer, concerned citizen, husband, wife, and the like.

(c) Pursuant to Elections Code § 13107, subdivision (b)(1), the Secretary of State shall reject as unacceptable any proposed ballot designation which would mislead voters. In making this determination, the Secretary of State shall determine whether there is a substantial likelihood that a reasonably prudent voter would be misled as to the candidate's principal profession, vocation or occupation by the candidate's proposed ballot designation. The determination shall take into account the plain meaning of the words constituting the proposed ballot designation and the factual accuracy of the proposed ballot designation based upon supporting documents or other evidence submitted by the candidate in support of the proposed ballot designation, pursuant to §§ 20711 and 20717 of this Chapter.

(d) A ballot designation may not comprise or include commercial identification information, such as a trademark, service mark, tradename, or the specific name of a business, partnership, corporation, company, foundation, or organization. Examples of an improper use of commercial identification information include, but are not limited to, "Acme Company President," "Universal Widget[®] Inventor," "Director, Smith Foundation," "UCLA Professor," and the like.

BALLOT DESIGNATION REGULATIONS (continued)

(e) Pursuant to Elections Code § 13107, subdivision (b)(2), the Secretary of State shall reject as unacceptable any proposed ballot designation which would suggest an evaluation of the candidate's qualifications, honesty, integrity, leadership abilities or character. Any laudatory or derogatory adjectives which would suggest an evaluation of the candidate's qualifications shall not be permitted. Such impermissible adjectives include, but are not limited to, "outstanding," "leading," "expert," "virtuous," "eminent," "best," "exalted," "prominent," "famous," "respected," "honored," "honest," "dishonest," "corrupt," "lazy," and the like.

(f) Pursuant to Elections Code § 13107, subdivision (b)(3), the Secretary of State shall reject as unacceptable any proposed ballot designation which abbreviates the word "retired" or places it following any word or words which it modifies. Examples of impermissible designations include "Ret. Army General," "Major USAF, Retired" and "City Attorney, Retired."

(g) Pursuant to Elections Code § 13107, subdivision (b)(4), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses a word or prefix to indicate a prior profession, vocation, occupation or elected, appointed or judicial office previously held by the candidate. Such impermissible words or prefixes include, but are not limited to, "Ex-," "former," "past," and "erstwhile." Examples of impermissible designations include "Former Congressman," "Ex-Senator," and "Former Educator."

(h) Subject to the provisions of Elections Code § 13107, subdivision (b)(4), use of the word "retired" in a ballot designation is generally limited for use by individuals who have permanently given up their chosen principal profession, vocation or occupation. In evaluating a proposed ballot designation including the word "retired," the Secretary of State will consider the following factors in making a determination as to the propriety of the use of the term "retired":

- (1) Prior to retiring from his or her principal profession, vocation or occupation, the candidate worked in such profession, vocation or occupation for more than 5 years;
- (2) The candidate is collecting, or eligible to collect, retirement benefits or other type of vested pension;
- (3) The candidate has reached at least the age of 55 years;
- (4) The candidate voluntarily left his or her last professional, vocational or occupational position;
- (5) If the candidate is requesting a ballot designation indicating that he or she is a retired public official, the candidate must have previously voluntarily retired from public office, not have been involuntarily removed from office, not have been recalled by voters, and not have surrendered the office to seek another office or failed to win reelection to the office;

BALLOT DESIGNATION REGULATIONS (continued)

(6) The candidate has not had another more recent, intervening principal profession, vocation or occupation; and,

(7) The candidate's retirement benefits are providing him or her with a principal source of income.

(i) Pursuant to Elections Code § 13107, subdivision (b)(5), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses the name of any political party, whether or not it has qualified for recognized ballot status.

(j) Pursuant to Elections Code § 13107, subdivision (b)(6), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses a word or words referring to a racial, religious, or ethnic group.

(1) The Secretary of State shall reject as unacceptable any ballot designation which expressly contains or implies any ethnic or racial slurs or ethnically or racially derogatory language.

(2) If the candidate is a member of the clergy, the candidate may not make reference to his or her specific denomination. However, the candidate may use his or her clerical title as a ballot designation (e.g., "Rabbi," "Pastor," "Minister," "Priest," "Bishop," "Deacon," "Monk," "Nun," "Imam," etc.)

(k) Pursuant to Elections Code § 13107, subdivision (b)(6), the Secretary of State shall reject as unacceptable any proposed ballot designation which refers to any activity prohibited by law. Unlawful activity includes any activities, conduct, professions, vocations, or occupations prohibited by state or federal law.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

§ 20717. Requests for Supporting Documentation.

In addition to the Ballot Designation Worksheet requested to be filed with the Secretary of State pursuant to § 20711 of this Chapter, the Secretary of State may request that a candidate submit additional supporting documentation or other evidence to support the proposed ballot designation.

(a) Time is of the essence regarding all matters pertaining to the review of proposed ballot designations submitted by candidates for public office. Failure to promptly submit requested supporting materials will preclude consideration of such materials and the rendering of a summary, final decision on the candidate's proposed ballot designation.

(b) The Secretary of State will communicate, whenever possible, with the candidate in the most expeditious manner, including, but not limited to, telephone, facsimile transmission and electronic mail at the number or address provided by the candidate.

BALLOT DESIGNATION REGULATIONS (continued)

When the candidate does not have reasonable access to a facsimile machine or electronic mail, the Secretary of State will transmit written communication to the candidate by means of overnight express delivery to the address provided by the candidate.

(c) The candidate shall have the burden of establishing that the proposed ballot designation that he or she has submitted is accurate and complies with all provisions of Elections Code § 13107 and this Chapter.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

§ 20718. Communication of Decisions Regarding Ballot Designations.

(a) An official copy of the decision of the Secretary of State regarding a candidate's ballot designation will be made in writing and transmitted directly to the candidate by registered or certified mail, return receipt requested, to the address provided by the candidate. The Secretary of State shall also provide a copy to the elections official in the candidate's county of residence and to the elections official of each county within the political subdivision. Copies may also be made available to all other candidates in the race.

(b) At the request of the candidate, the Secretary of State will transmit an unofficial copy of the decision of the Secretary of State regarding the candidate's proposed ballot designation by facsimile transmission sent to the facsimile number listed on the candidate's Ballot Designation Worksheet. When the candidate does not have reasonable access to a facsimile machine, the Secretary of State will transmit to the candidate, at the candidate's request, an unofficial copy of the decision by means of overnight express delivery to the address listed on the candidate's Ballot Designation Worksheet provided. If the candidate has not submitted a Ballot Designation Worksheet, the Secretary of State will transmit an official copy to the facsimile number provided by the candidate or, if the candidate does not have reasonable access to a facsimile machine, by overnight express mail to the address provided by the candidate.

(c) All written decisions of the Secretary of State regarding ballot designations are public records and are available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, 1500 11th Street, Fifth Floor, Sacramento, California 95814.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

BALLOT DESIGNATION REGULATIONS (continued)

§ 20719. Service of Legal Process Regarding Ballot Designations.

(a) In the event a candidate or other interested party files a petition for the issuance of an extraordinary writ with the court or other legal action pertaining to a candidate's ballot designation, the summons and any other legal process should be served upon the Chief Counsel to the Secretary of State, Legal Affairs Unit, Executive Office of the Secretary, 1500 11th Street, Sixth Floor, Sacramento, California 95814. The Chief Counsel may designate a Deputy Secretary of State in the Legal Affairs Unit to accept service of process on behalf of the Secretary of State.

(b) Telephone notice pertaining to any ex parte applications filed with the court by any candidate or other interested party should be directed to the attention of the Chief Counsel to the Secretary of State at (916) 653-7244. Counsel for all parties to such ex parte matters are admonished that waivers of the Secretary of State's right to timely notice and the right to personally appear at the ex parte hearing will be granted in writing and only in limited instances.

(c) The Secretary of State shall provide a copy of any legal actions in subdivision (a) or (b) above to the elections official in the county of the candidate's residence and any other county in the district.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

CHAPTER 3

CANDIDATE STATEMENTS

CANDIDATE STATEMENTS

CANDIDATE STATEMENT FORM (Sample below) — The Candidate Statement Form is provided for candidate use in submitting statements to be printed in the Official Sample Ballot Booklet. The Candidate Statement Form is included with the packet each candidate receives when filing nomination documents.

NOTE: The Official Vote By Mail Voting Instructions and Guide DOES NOT include Candidate Statements.

BACK

FRONT

CANDIDATE STATEMENT INFORMATION AND GUIDELINES
(Elections Code Sections 13307, 13308, 13311 and 13313)

GENERAL INFORMATION: Filing of a statement is optional and applies to local nonpartisan offices. The elections official sends to each registered voter a sample ballot which contains the candidate statements prepared and submitted.

FILING PERIOD: Statement must be filed no later than the close of business hours on the last day of the candidate nomination period.

WITHDRAWAL: A candidate statement cannot be changed or revised once it is filed. A candidate statement may be withdrawn by 5 p.m. of the next business day after the last day to file the statement.

age and occupation and a 200 word description of the candidate's education and qualifications. See handbook for detailed information regarding word counting guidelines.

style and spacing. Use block paragraphs and single space format. Text submitted indented or centered will not be printed. All letters in all capital letters are not acceptable. Indentations, circles, stars, dots, italics and/or bullets are not acceptable. Words to be printed in boldface type, underscored and/or CAPITALIZED are to be clearly distinguished as one word. However, the number of words/acronyms that can be in boldface type, underscored and/or CAPITALIZED is limited to 200 word statement and 50 words per a 400 word statement. All statements should be checked by the candidate before filing. The official is not permitted to edit any material contained therein.

do not include the party affiliation of the candidate nor reference any membership or activity in political organizations.

Any candidate statement submitted by a candidate shall be limited to a recitation of the candidate's own qualifications and in no way make reference to other candidates or to another candidate's qualifications, character, or record. No candidate statement shall be printed which includes any reference prohibited.

Statements shall be confidential until the close of the nomination period. Except for Judicial candidates the nomination period closes, the statements are open to public examination for a ten (10) calendar day period. If an injunction requiring any or all material to be amended or deleted.

This is just an approximation of the actual cost that varies from one election to another election and may be based on the actual number of candidates filing statements, or the length and/or format of the statement and by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense or refund. In the event of underpayment, the elections official may require the candidate to pay the balance of the cost. The official shall prorate the excess amount among the candidates and refund the excess amount paid.

CANDIDATE STATEMENT FORM - NONPARTISAN OFFICES
READ INFORMATION ON BACK OF FORM BEFORE SUBMITTING STATEMENT

STATEMENT OF: _____

CANDIDATE FOR: _____

ELECTION DATE: _____

AGE: (Optional) _____

OCCUPATION: (Optional) _____

Please type your statement below in upper and lower case letters. The statement text will be typeset using font style DUTCH801 RM BT, size 10 point. However, statement can be submitted using any standard font. See reverse side for information and guidelines including formatting restrictions. Statements are only included in the Official Sample Ballot Booklet and will not be included in the Official Absentee/Vote by Mail Ballot Instructions and Guide.

ESTIMATED COST

Estimated cost of your English & Spanish statement is \$ _____

Mark (x) one box: English English & Spanish

Date: _____

Evening: _____

DO NOT PRINT THIS STATEMENT IN THE EVENT

contested on the ballot. _____ No other candidate for this contest files a statement.

OFFICE USE ONLY

Project Code No.: _____

Candidate File No.: _____

Total No. of Words: _____

Total No. of Words in boldface, capital letters, and/or underscored: _____

By Deputy: _____

©2008: CandStatement NP

CANDIDATE STATEMENTS (continued)

FORMAT AND STYLE INFORMATION (Sample below) — Statements must be neatly typed. Statement will be typed in the Official Sample Ballot Booklet using Dutch801 Rm BT font in 10 point size. However, candidate statements can be submitted using any standard font.

Statements will be printed in uniform type, style and spacing, using block paragraphs and single space format. Text submitted indented or centered will be typed 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 (-). Enhanced 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. However, the number of words/acronyms that are in **boldface type**, underscored and/or CAPITALIZED shall not exceed 25 words per a 200 word statement and 50 words per a 400 word statement. The pronoun “I” is not counted as an enhanced word. **Refer to Chapter 5, page 40 for the Word Counting Guidelines.**

STATEMENT OF JANE DOE

CANDIDATE FOR MEMBER OF THE CITY COUNCIL

ANY CITY GENERAL MUNICIPAL ELECTION

Age: 42

Occupation: Businessperson

I have followed the direction our city is going and want to continue to make a difference.

I would like our city to continue thinking forward towards the future.

If elected, I will: 1) lower taxes; 2) increase services; 3) continue thinking towards the future for our city.

I belong to the following organizations:

- PTA
- Chamber of Commerce
- Zoological Society
- Bridge Club

You can trust Jane Doe to protect and serve Any City, USA.
Vote for Jane Doe for City Council.

CANDIDATE STATEMENTS (continued)

STATE LAW PROVISION

Statements may not include references to other candidates. See **Notice to Persons Submitting Candidate Statement on page 29** for restrictions.

No changes are allowed after the statement has been filed.

Statements are confidential until after the close of the nomination period. Once the nomination period closes, the statements are open to public examination for a ten **(10)** calendar day period. During this period, a voter may seek a writ of mandate or an injunction requiring any or all data/material to be amended or deleted.

A candidate may request that the statement also be printed in Spanish and included in the Official Sample Ballot Booklet mailed to all voters in the election area. An additional fee is required to print a Spanish candidate statement. **In compliance with California Law, (E. C. § 13307 (b)) this office will only print English and Spanish candidate statements to be included in the Official Sample Ballot Booklet for candidates who wish to have one, at the candidate's own expense.**

Multilingual translations of candidate statements for Voter Information Booklets may be provided in Chinese, Japanese, Korean, Spanish, Tagalog/Filipino and Vietnamese for qualifying jurisdictions in accordance with Federal Voting Rights Act provisions and Department of Justice specifications. These materials when printed are sent only to voters who have requested them.

No reference to political party affiliation nor mention of any partisan political membership or activity is permitted.

ESTIMATED COST — The candidate statement form **(page 24)** issued with the nomination documents contains word limitations and estimated costs.

If the candidate statement word limitation is **400 words** and a candidate statement **200 words** or less is submitted, only **one-half** of the estimated cost shall be required to be deposited.

If a candidate statement is formatted to include numerous paragraph breaks and/or individual listings of accomplishments, endorsements, etc., the printed candidate statement may extend to two **(2)** pages. In these cases, the actual cost for the candidate statement may double and an additional cost may be billed to the City after the election.

The estimated cost is determined prior to all information being available; therefore, it is an approximation of the actual cost that varies from election to election and may be significantly more or less depending on the actual number of candidates filing statements.

CANDIDATE STATEMENTS (continued)

INDIGENT CANDIDATES — If a candidate alleges to be indigent and **unable to pay in advance the fee** for submitting a candidate statement, the candidate shall submit to the City Clerk an **Affidavit of Financial Worth (sample below)** to be used in determining the candidate's eligibility to submit a candidate statement without payment of the **advanced fee**.

The candidate will have to **disclose** the necessary data requested which includes the candidate's employer, real estate holdings, tangible personal property and the **IRS Form 4506 "Request for Copy of Tax Return."**

AFFIDAVIT OF FINANCIAL WORTH — The candidate shall certify the content of the affidavit as to its truth and correctness **under penalty of perjury**. The affidavit shall be submitted by the candidate together with their candidate statement in accordance with the specified election deadline.

A determination shall be made whether or not the candidate is indigent. The City Clerk will notify the candidate of its findings. If it is determined that the candidate is not indigent, the candidate shall **within three (3) days** of notification, excluding Saturdays, Sundays and state holidays, withdraw his/her candidate statement or pay the requisite fee.

If the City Clerk makes the determination that the candidate is indigent, the elections official shall print and mail the candidate statement in the Official Sample Ballot Booklet. **Nothing prohibits the City Clerk from billing the candidate his or her actual pro rata share of the cost following the election.**

AFFIDAVIT OF FINANCIAL WORTH

The image shows a stack of five forms. The top form is 'Request for Copy of Tax Return' (4506). Below it are four 'AFFIDAVIT OF FINANCIAL WORTH IN SUPPORT OF APPLICATION TO FILE CANDIDATE STATEMENT WITHOUT ADVANCE PAYMENT OF FEES' forms. A callout bubble points to the bottom-most affidavit form.

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

REGISTRAR-RECORDER/COUNTY CLERK
AFFIDAVIT OF FINANCIAL WORTH IN SUPPORT OF APPLICATION TO FILE CANDIDATE STATEMENT WITHOUT ADVANCE PAYMENT OF FEES

NOTICE TO CANDIDATE

The Registrar-Recorder/County Clerk will request the Department of Treasurer-Tax Collector, Revenue and Enforcement Division to review this completed form and your personal tax form from the prior tax reporting year to make a final determination of your eligibility as an indigent. This process will be accomplished as soon as possible.

If the Revenue and Enforcement Division determines that you are not indigent, you will be notified of this finding. Within three days of notification, excluding Saturdays, Sundays and state holidays, you must either withdraw your statement or pay the requisite estimated cost. If you fail to respond within the time prescribed, this office will not print and mail the statement.

If it is determined that you are indigent, this office shall print and mail the statement without requesting payment of the estimated cost. This, however, does not release you of your obligation to pay the candidate statement cost in the manner established by the Revenue and Enforcement Division.

PLEASE PRINT LEGIBLY OR TYPE

I, _____, being first duly sworn, depose and say that I am unable to pay the \$ _____ fee required by Los Angeles County to file a candidate statement for the office of _____ to be printed and distributed to the voters at the _____ election. (insert name of election)

I further swear or affirm that the responses which I have made to the questions and instructions below relating to my ability to pay said fee are true.

CANDIDATE STATEMENTS (continued)

PUBLIC EXAMINATION PERIOD — The period between **August 13** (E-87)** and **August 22 (E-78)** is the **recommended** timeframe for the City Clerk to make available candidate statements, candidate names and ballot designations 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 data/material in a candidate statement to be amended or deleted. (E. C. §13313)

INCUMBENTS/LIST OF QUALIFIED CANDIDATES — A Final List of Candidates **to Appear** on the Ballot and **Not to Appear** on the Ballot should be available for distribution by **early August**. Additionally, these listings will be posted on the RR/CC website www.lavote.net.

CANDIDATE STATEMENTS MUST BE FILED NO LATER THAN 5:00 P. M. ON THE LAST DAY OF THE NOMINATION PERIOD.

**August 13 (Saturday) and August 14 (Sunday) RRCC office will be closed.

NOTICE TO PERSONS SUBMITTING CANDIDATE STATEMENTS

CANDIDATE STATEMENTS ARE LIMITED TO THE CANDIDATE'S OWN QUALIFICATIONS

This applies to all candidates.

The California Elections Code and case law prohibit **CANDIDATES** from making any reference to another candidate or to another candidate's qualification, character or activities. If the **CITY ELECTIONS OFFICIAL** discovers improper content in a candidate statement, the **CITY ELECTIONS OFFICIAL** will notify the candidate and give the individual an opportunity to correct the improper language in the candidate statement. If the candidate refuses to correct the improper language, the **CITY ELECTIONS OFFICIAL**, as well as any other voter, may bring legal action against the candidate to correct the statement. The prevailing party may also be entitled to obtain attorney's fees for bringing the action.

All prospective candidates may want to refer to California Elections Code Sections 13307, 13308, 13311, 13313, and 13314, as well as the California Court of Appeal ruling in *Dean v. Superior Court*, (1998 4th Dist.) 62 Cal. App. 4th 638. However, this list is not exhaustive and candidates are solely responsible for preparation and submittal of candidate's statements that are in conformance with the law. A copy of the above described Election Code sections and the *Dean* decision are available from our office at no cost.

CHAPTER 4

BALLOT MEASURES

BALLOT MEASURES

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

1 following the effective date of this Charter Amendment, and as necessary
2 thereafter. Any such local preference shall not be applicable unless payment is
3 made solely from funds and revenues of the City, exclusive of funds and revenues
4 from other governmental sources.”

1
2
3
4
5
6
7
8

EXHIBIT A
BALLOT MEASURE AMENDING THE CHARTER OF
THE CITY OF _____
The People of the City of Inglewood do hereby ordain as follows:
1. Subsection (g) is hereby added to Section 2 of Article XXXIII of the
City Charter of the City of _____, to read as follows:
“(g) A local preference, as provided herein, for businesses that hold a
business license from the City and maintain a place of business in the

of the City Charter of the City of _____
to read as follows:
purchasing ordinance pursuant to
for adoption by the City Council until
regarding the proposed amendment
public must be given notice of said
of general circulation in the City of
thirty (30) days prior to the date on
consider adoption. Notwithstanding
entry, four (4) affirmative votes shall
amendment.”

3 of Article XXXIII of the
City Charter of the City of _____
businesses that hold a
place of business in the
_____ day of _____, 2006.
_____ Mayor
ST: _____
City Clerk

1
2
3

EXHIBIT A
BALLOT MEASURE AMENDING THE CHARTER OF
THE CITY OF _____
City of Inglewood do hereby ordain as follows:
n (g) is hereby added to Section 2 of Article XXXIII of the
y of _____, to read as follows:
ference, as provided herein, for businesses that hold a
from the City and maintain a place of business in the
n (d) is hereby added to Section 3 of Article XXXIII of the
y of _____, to read as follows:
ference, as provided herein, for businesses that hold a
from the City and maintain a place of business in the
k of Article XXXIII of the City Charter of the City of _____
mended in its entirety to read as follows:
cept as provided herein, all purchases made and contracts
the purchasing ordinance shall be to the lowest responsible
a defined herein below. Contracts for professional services
ptions may be specifically identified in the ordinance and
competitive bidding requirements provided such exemptions
e intent expressed in Section 1 of this Article.
t the lowest responsible bidder for furnishing materials,
or non-professional services, the City may apply a local
ses that hold a business license from the City and maintain
ithin the City limits. The nature and amount of the local
tablished by the City Council by ordinance, following a duly
g on the subject, not less than sixty (60) calendar days

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

RESOLUTION NO. 06- 17
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF _____
CALLING A SPECIAL MUNICIPAL ELECTION
TO BE HELD ON NOVEMBER 1, 2011 ORDERING THAT A
MEASURE TO AMEND THE CITY CHARTER BE
SUBMITTED TO THE VOTERS OF THE CITY
WHEREAS, over the last twelve (12) month period the City of _____
(the “City”) has contracted for the procurement of approximately
\$32 Million in goods and services; and
WHEREAS, the City is desirous of assisting local businesses in
participating in the provision of goods and services to the City by providing a
pricing preference; and
WHEREAS, it is necessary to amend the City Charter to provide such
preferences;
NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF _____
DOES RESOLVE AND ORDER AS FOLLOWS:
Section 1. Pursuant to its right, power and authority under the laws of
the State of California and the _____ City Charter, the City Council hereby
calls and gives notice of a Special Municipal Election to be held in the City on June
6, 2006.
Section 2. The City Council does hereby order submitted to the voters at
such Regular Municipal Election the following measure:
Measure 06-B:
Shall the _____ City Charter be amended to permit YES ____
the City of _____, to apply a preference to assist local
businesses in the City’s purchasing and contracting
processes, in an amount to be established by the City NO ____
Council following a noticed public hearing?

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

Measure 06-B:
Shall the _____ City Charter be amended to permit YES ____
the City of _____, to apply a preference to assist local
businesses in the City’s purchasing and contracting
processes, in an amount to be established by the City NO ____
Council following a noticed public hearing?

BALLOT MEASURES (continued)

GENERAL INFORMATION — Cities placing a measure on the County ballot may select one of the following three options:

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

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

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

ANY CITY SPECIAL MUNICIPAL ELECTION

D CHARTER AMENDMENT. Shall the positions of Chief Deputy and of assistant or deputy next in line of authority to Chief Deputy, be removed from the County's Civil Service System and placed in the unclassified service?	189	YES → <input type="radio"/>
	190	NO → <input type="radio"/>

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

ANY CITY SPECIAL MUNICIPAL ELECTION

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

REQUEST FOR LETTER DESIGNATION — Cities may request a specific letter designation in writing by **E-83**. An alternate choice should also be submitted, in case the requested letter designation has already been assigned to another jurisdiction. Specific letter designation requests are **processed in the order received**. The RR/CC will notify the city by **E-81** if the requested letter designation is available or if another letter assignment has been made.

WITHDRAWAL AND/OR AMENDMENTS — The city should file a resolution with the Registrar-Recorder/County Clerk by **E-83** to amend a measure or if an election is being cancelled because a measure has been withdrawn. (E. C. § 9605)

CHAPTER 5

BALLOT ENCLOSURES

