



Los Angeles County Registrar-Recorder/County Clerk

COUNTY INITIATIVE PROCEDURES 2025

This guide was created to help answer common questions the Los Angeles County Registrar-Recorder/County Clerk Department receives about county initiatives. It is for general information only and is not a legal document. If there is a conflict, the law or official rules will apply. Anyone using this guide is responsible for understanding and following the correct legal requirements. Individuals with questions about this material are advised to consult legal counsel. For information about city initiatives, please contact your City Clerk.

Prepared by
The Election Coordination Unit

LAVOTE.GOV

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SECTION ONE

SAMPLE OF TIME FRAMES TO QUALIFY A COUNTY INITIATIVE

The following are key dates and events. These dates are approximate and can vary due to weekends and holidays.

Dates and events will depend on the actual date the proponent files the Notice of Intention, the completion of the Title and Summary, and the number of days the proponent takes to circulate the petition. State statute mandates some deadlines; others are suggested time frames to provide the maximum amount of time for circulating petitions.

E-MINUS BEGINNING DATE➔	E-MINUS ENDING DATE➔	EVENT
E-447	E-344	The Registrar-Recorder/County Clerk (RR/CC) receives Notice of Intention (includes printed name/s, signatures, and business or residence address of proponent/s), written text of the initiative, and a request that a ballot title and summary be prepared.
E-447	E-344	The RR/CC delivers Notice of Intention and a request for Ballot Title and Summary to County Counsel.
E-432	E-329	Within 15 days, the County Counsel delivers the Title and Summary to the County Elections Official, who then delivers it to the Proponent. (E.C. § 9105(a))
E-431	E-328	The proponent shall, before circulation of the Petition, publish the Notice of Intention with Title and Summary and file Proof of Publication with the RR/CC.
E-251	E-148	The proponent shall submit the Petition with signatures within 180 days after receiving the Title and Summary from the RR/CC or after termination of any action for a writ of mandate under § 9106, and if applicable, after receiving an Amended Title or Summary, or both, whichever occurs later. (E.C. § 9110)
E-221	E-118	The RR/CC has 30 working days (excluding Saturday, Sunday, and holidays) to examine and verify petitions. (E.C. § 9115 (a))
E-220	E-117	The RR/CC submits to the Board of Supervisors an item for the Board Agenda to certify the result of the signature examination.
E-203	E-100	The Board of Supervisors has three options to exercise: 1. Adopt the ordinance, without alteration 2. Call an election (date to be determined by the percentage of voters who signed the petition) 3. Order a report pursuant to E.C. § 9111
E-98	E-95	The Board of Supervisors calls the election or adopts the ordinance without alteration. (E.C. § 9118)
E-88	E-88	Last day Board of Supervisors can consolidate a measure with a regularly scheduled election. (E.C. § 10403).
E-88	E-88	The RR/CC will publish the deadline for submitting Arguments.
E-81	E-81	Last date to submit Arguments.
E-81	E-81	Last day for County Counsel to submit Impartial Analysis.
E-80	E-71	Public examination of Arguments/Analysis.
E-71	E-71	Last day to submit Rebuttal Arguments.
E-70	E-61	Public examination of Rebuttals.
E-40	E-21★	RR/CC mails Official Sample Ballot Booklets.
E-29	E-29	RR/CC begins mailing of Official Vote by Mail Ballots.
0	0	Election Date.
+2	+28	Official Canvass.

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

★E-10 when the election is a presidential primary.

SECTION TWO

COUNTY INITIATIVE PROCEDURES

A county initiative is a process that allows registered voters in a county to propose new laws, ordinances, or changes to existing laws at the county level. It is a form of direct democracy that lets the public place a measure on the ballot to be voted on by the electorate.

County ordinances may be enacted in accordance with Division 9, Chapter 2 of the California Elections Code, beginning with Section 9100.

Who can propose it?

Any registered voter in the county can sponsor an initiative.

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

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

Before circulating a County Initiative, proponents must file with the RR/CC the following documents:

1. A request that the Ballot Title and Summary be prepared. **EXHIBIT B**
2. The notice of Intention to circulate a petition containing the printed name, signature, and business or residence address of at least one but no more than five proponents; A written statement, not to exceed 500 words in length, stating the reasons for the proposed petition. Refer to **EXHIBIT C** and **EXHIBIT D** (Word Counting Guidelines).
3. Written text of the Initiative. The first step in the process of qualifying an initiative measure is to write the text of the proposed law. Proponent(s) may seek the assistance of their private counsel to help draft the text of the proposed law, or they may choose to write the text themselves. The proposed initiative measure's proponent(s) may also obtain assistance from the Office of Legislative Counsel in drafting the language of the proposed law. Proponent(s) must submit a written request signed by 25 or more electors.¹ If the Legislative Counsel determines that there is a reasonable probability the proposed initiative measure will eventually be submitted to the voters, the Legislative Counsel will draft the proposed law. (Government Code § 10243.)

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

SECTION TWO (continued)

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

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

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

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

The certification required by Elections Code § 9608(a) shall be kept on file by the agency authorized to prepare the Title and Summary for the proposed initiative measure for not less than eight months after the certification of the results of the election for which the Petition qualified for, or if the measure, for any reason, is not submitted to the voters, eight months after the deadline for submission of the Petition to the County Elections Official.

Failure to comply with this section shall not invalidate any signatures on a state or local initiative petition.

FORMAT OF PETITION

The format for the initiative petition is specified by law. Officers required by law to receive or file in their offices any initiative or referendum petition shall not receive or file any initiative or referendum petition not in conformity with this article (Election Code 9015). A petition may have several sections. Each section of the petition must contain the circulating title and summary, and the full text of the proposed initiative measure. (Elections Code 9012). The circulating title and summary shall be in at least 11-point Roman type, and the full text of the proposed initiative measure shall be in at least 8-point type. Each page on which signatures are to appear must contain a copy of the circulating title and summary and the unique identifier provided by the Elections Official. (Elections Code 9008, 9009, 9012).

OFFICIAL TOP FUNDERS SHEET (E.C. §§ 101 AND 107)

For any initiative petition for which the circulation is paid for by a committee formed pursuant to Government Code 82013, an Official Top Funders disclosure shall be included on the petition (**EXHIBITS F1-F2**) or in a separate document presented to a prospective signer of the petition (**EXHIBITS G1-G2**).

County elections officials are not obligated to verify the accuracy of the information or reapprove the petition after any updates made by the committee.

The Official Top Funders Sheet must be in 14-point black Roman type on a plain, contrasting background, centered horizontally, except as described. The text shall not be condensed or have spacing between characters reduced to be narrower than a normal Roman type. (Elections Code § 107(a)(1).)

The top of the sheet shall have the text **“OFFICIAL TOP FUNDERS. Valid only for”**, followed by a m Government Code § 84501(c) were last confirmed. (Elections Code §107(a)(2).) This information shall be boldface and at least 16-point type. Next, separated by a blank horizontal line, shall be the title of the initiative or referendum as it appears on the petition, in all capital letters. (Elections Code § 107(a)(3).)

Next, separated by a blank horizontal line, shall appear a disclosure statement in a printed or drawn box with a black border. At the top of the disclosure statement shall appear, “Petition circulation paid for by” in boldface text. Next, on a separate horizontal line, shall appear the name of the committee as it appears on the most recent Statement of Organization filed pursuant to Government Code § 84101. If the committee has any top contributors as defined in Government Code § 84501(c), it shall be followed by a blank horizontal line and then the underlined text “Committee major funding from:”. The top contributors, as defined in Government Code § 84501(c), if any, shall be disclosed in boldface text on a separate horizontal line separate from any other text in descending order beginning with the top contributor who made the largest cumulative contributions. (Elections Code § 107(a)(4)(A)-(D).)

The committee, in its discretion, may include, in underlined text, “Endorsed by:” followed by a list, not underlined, of up to three endorsers. The text pursuant to this subparagraph shall be separated from the text above and below it by a blank horizontal line. (Elections Code § 107(a)(4)(E).) The following line shall include the text “Latest Official Top Funders:” followed by either the internet web page on the Secretary of State’s internet website that lists the “Official Top Funders” statements that are reported pursuant to Elections Code § 107(f), or the internet web page on the internet website for any committee formed pursuant to Government Code § 82013 that pays for the circulation of an initiative or referendum petition. (Elections Code § 107(a)(4)(F).) The committee’s web page must include a prominent link to the most recent Official Top Funders sheet in a format that allows it to be viewed on an internet website and printed out on a single page of paper and a prominent link to the full text of the initiative or referendum. (Elections Code § 107(c).)

OFFICIAL TOP FUNDERS SHEET (Continued)

(E.C. §§ 101 AND 107)

If the committee chooses to include the disclosure statement on the petition, the requirements are as follows:

The disclosure statement shall have a solid white background and shall be in a printed or drawn box with a black border and shall appear before that portion of the petition for voters' signatures, printed names, and residence addresses. The text in the disclosure area shall be in a black Arial equivalent typeface with a type size of at least 10 points, with all lines centered horizontally within the disclosure area. (Elections Code § 107(b)(1).)

The top of the disclosure shall include the text "OFFICIAL TOP FUNDERS. Valid only for", followed by a month and year that starts at most seven days after the date the top contributors, as defined in Government Code § 84501(c) were last confirmed. The text of this paragraph shall be boldface. (Next shall appear, on a separate horizontal line, the text "Petition circulation paid for by", followed by the name of the committee as it appears on the most recent Statement of Organization filed pursuant to Government Code § 84101. If the committee has any top contributors as defined in Government Code § 84501(c), it shall be followed by, on a separate horizontal line, the underlined text "Committee major funding from:". (Elections Code § 107(b)(3).)

The top contributors as defined in Government Code § 84501(c), if any, shall each be disclosed in boldface text on a separate horizontal line separate from any other text, in descending order, beginning with the top contributor who made the largest cumulative contributions, as defined in Government Code § 84501(b), on the first line. (Elections Code § 107(b)(4).)
Elections Code § 107(b)(2).)

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

- A) The proponent must publish the Notice of Intention and the Title and Summary of the initiative at least once in a newspaper of general circulation in the County. The proponent shall also file Proof of Publication with the Registrar-Recorder/County Clerk's office.
- B) After publication of the Notice of Intention and Title and Summary, the petition may be circulated. **(EXHIBITS F1-F2 and G1-G2)** Each petition section (page) must comply with the requirements of Sections 100, 104, 9020, and 9105 of the Elections Code and contain a copy of the Notice of Intention, Title and Summary, and Full Text of Initiative.

The petition may be circulated by several individuals carrying separate, identical parts of the petition called sections. Each petition circulator who obtains signatures must complete the attached declaration with the petition.

Before allowing a person to circulate an initiative petition for signatures, **the person, company official, or other organizational officer who oversees signature gathering shall execute and submit** to the proponent(s) a signed statement that reads as follows (Elections Code § 9609):

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

I, _____, acknowledge that it is a misdemeanor under state law (Section 18650 of the Elections Code) to knowingly or willfully allow the signatures on an initiative petition to be used for any purpose other than qualification of the proposed measure for the ballot. I certify that I will not knowingly or willfully allow the signatures for this initiative to be used for any purpose other than qualification of the measure for the ballot.

(Signature of Official)
Dated this _____ day of _____, 20____

This statement shall be kept on file by the proponent(s) for not less than eight months after the certification of the results of the election for which the petition qualified or, if the measure did not qualify, eight months after the deadline for submission of the petition to elections officials. (Elections Code § 9609(b).)

In addition, **all paid circulators shall execute and submit** to the person, company official, or other organizational officer who oversees signature gathering a signed statement, prior to soliciting signatures on an initiative petition, that reads as follows (Elections Code § 9610):

I, _____, acknowledge that it is a misdemeanor under state law (Section 18650 of the Elections Code) to knowingly or willfully allow the signatures on an initiative petition to be used for any purpose other than qualification of the proposed measure for the ballot. I certify that I will not knowingly or willfully allow the signatures for this initiative to be used for any purpose other than qualification of the measure for the ballot.

(Signature of Circulator)
Dated this _____ day of _____, 20____

This statement shall be kept on file by the person, company official, or other organizational officer who is in charge of signature gathering for not less than eight months after the certification of the results of the election for which the petition qualified or, if the measure did not qualify, eight months after the deadline for submission of the petition to Election Officials. Unpaid circulators do not need to provide a signed statement. (Elections Code §§ 9610(b), (c).)

CIRCULATION AND PUBLICATION OF PETITION CONT'D (E.C. §§ 9101, 9103, 9105, 9108 and 9110)

PETITION SIGNATURES

Only persons who are registered, qualified voters at the time of signing are entitled to sign the petition. A person can only sign a petition that is being circulated in their county of registration. If a petition circulator is a registered voter, the person may sign the petition the person is circulating. (Elections Code §§ 106, 9020, 9021.) Each signer must personally place on the petition the person's signature, printed name, residence address (or physical description of the location if there is no street address), and the name of the incorporated city or unincorporated community. (Elections Code § 100.) None of the above may be preprinted on the petition. Each signer may sign an initiative petition only once. (Elections Code § 18612.)

WITHDRAWAL OF SIGNATURES

Any voter who has signed an initiative petition may withdraw their name by filing a written request for the withdrawal with the appropriate county elections official prior to the date the petition is filed by the proponent(s). This written request must include the name or title of the petition and the voter's name, residence address, and signature. (Elections Code §§ 103, 9602.)

WITHDRAWAL OF INITIATIVE MEASURE

In addition to the procedure under subdivision (a), the proponents of a statewide initiative or referendum measure may withdraw the measure after filing the petition with the appropriate elections official at any time before the Secretary of State certifies that the measure has qualified for the ballot pursuant to Section 9033. Withdrawal of a statewide initiative or referendum measure shall be effective upon receipt by the Secretary of State of a written notice of withdrawal signed by all proponents of the measure. Withdrawal of a local initiative or referendum measure shall be effective upon receipt by the appropriate local elections official of a written notice of withdrawal signed by all proponents of the measure (Elections Code 9033,9604) .

CRIMINAL PENALTIES

The Elections Code imposes certain criminal penalties for abuses related to the circulation of initiative petitions. It prohibits circulators from intentionally misrepresenting or intentionally making any false statement concerning the contents, purport, or effect of the petition, or the petition's Official Top Funders disclosure, to potential petition signers; intentionally making a false statement in response to a voter's inquiry as to whether the circulator is a paid signature gatherer or a volunteer; and from refusing to allow prospective signers to read the proposed initiative measure or petition or Los Angeles County Counsel's summary. (Elections Code §§ 18600 - 18602.) No person may offer or give payment or anything of value to another in exchange for signing an initiative petition. (Elections Code § 18603.) The Code also makes circulators, signers, and others criminally liable for signing or soliciting to sign false, forged, fictitious, or ineligible signatures and names. (Elections Code §§ 18610 - 18614.)

CRIMINAL PENALTIES (Continued)

The law provides criminal penalties for persons, including public officials, companies, organizations, or organizational officers, who make false affidavits concerning an initiative, referendum, or recall petition.

Criminal penalties may be issued if one knowingly directs an affiant to make a false affidavit or if one knows or reasonably should have known that an affiant has made a false affidavit. (Elections Code §§ 18660, 18661.)

Circulating petitions is prohibited within 100 feet of a polling place, an elections official's office on election day, or at any time that a voter is casting a ballot. (Elections Code § 18370(a).) The law prohibits any person from soliciting or obtaining money or anything of value to aid in unlawfully stopping the circulation or the filing of a proposed initiative measure or for withdrawing a proposed initiative measure after filing it with an election official. (Elections Code §§ 18620 - 18622.) The law also prohibits any person from stealing petitions and from threatening petition circulators or circulators' relatives with the intent to dissuade them from circulating the petition. (Elections Code §§ 18630, 18631.) Any person who is paid by the proponent(s) to obtain signatures on any initiative petition is subject to severe penalties for failing to surrender the petition to the proponent(s) for filing. (Elections Code § 18640.)

The petition or list of signatures may be used for no purpose other than the qualification of the initiative measure. (Elections Code § 18650.) This requirement prohibits using the names and addresses on petition sections for a mailing list for fundraising or other purposes.

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

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

FILING OF PETITION (E.C. § 9113)

A) All sections (pages) of the petition shall be filed at one time and may not be amended or supplemented. If a random sample is necessary, within 30 working days of receipt of the Secretary of State's random sample notification, the county elections officials will verify the validity of the signatures filed with their office using a random sampling technique of verification. (Cal. Code Regs., tit. 2, § 20521.) The elections official is required to verify at least 500 signatures or three percent of the number of signatures filed in their county, whichever is greater. Counties receiving less than 500 petition signatures are required to verify all the signatures filed in their county. (Elections Code § 9030(d).)

FILING OF PETITION (Continued)

(E.C. § 9113)

The Registrar-Recorder/County Clerk shall determine the total number of signatures on the petition. If they find that the signatures meet or exceed the required number, they will examine the petition to verify the number of qualified signers. If the signatures do not meet the minimum required, **no further action will be taken**.

If the number of **valid signatures exceeds 110 percent** of the required signatures, the Secretary of State can certify that the initiative measure qualifies for the next statewide general election, which is held at least 131 days later. (Elections Code §§ 9030(g), 9033.) Once the initiative measure becomes eligible for qualification, the Secretary of State will immediately notify the proponents and county elections officials to end signature verification. (Elections Code § 9033(a).)

Information regarding the signature verification process can be found in California Code of Regulations section 20960 and is available on the Secretary of State's website at: <https://www.sos.ca.gov/administration/regulations/current-regulations/elections/signature-verification-ballot-processing-and-ballot-counting-emergency-regulations#20960>.

Note: Signatures are not invalid solely because the Top Funders' information was missing or inaccurate.

TURNING IN SIGNATURES

Once the requisite number of signatures has been collected, the petition is filed with the appropriate county elections official(s). Petitions may be submitted in sections; however, all the sections submitted in a single county must be filed at the same time and must contain signatures of registered voters in that particular county. Once filed, petitions may not be amended except by order of a court of competent jurisdiction. (Elections Code § 9030.)

To prevent unauthorized petitions from circulating and unauthorized persons from filing petitions, only the proponent(s) of a proposed initiative measure, and persons authorized in writing by one or more of the proponents, may file initiative petitions. Any other petitions submitted will be disregarded by the county elections official of the county (or city and county) in which it was circulated.

EXAMINATION OF SIGNATURES

(E.C. §§ 9114 and 9115)

- A) **Within 30 working days** from the date of filing, the Registrar-Recorder/County Clerk shall verify the signatures thereon either from a 100% check or a random sampling. The random sampling shall include an examination of at least 500, or 3% of the signatures, whichever is greater.

EXAMINATION OF SIGNATURES (Continued)

(E.C. §§ 9114 and 9115)

1. If the statistical sampling shows that the number of valid signatures is within 95 to 110 percent of the number of signatures of qualified voters needed to declare the petition sufficient, the County Elections Official shall, within 60 days from the date of the filing of the petition, excluding Saturdays, Sundays, and holidays, examine and verify each signature filed. If the total number of valid signatures is less than 95 percent of the signatures required to qualify the initiative measure, the proposed initiative measure fails to qualify for the ballot.
- B) The Registrar-Recorder/County Clerk shall certify as to the sufficiency or insufficiency of the petition.
1. If the petition is insufficient, no action is taken.
 2. If the petition is sufficient, the Registrar-Recorder/County Clerk certifies the results to the Board of Supervisors at the next regular meeting of the Board.

NOTE: Supplemental petitions are not permitted.

BOARD OF SUPERVISORS ACTION IF THE PETITION IS SUFFICIENT

(E.C. §§ 1405, 9107, 9111, 9118 and 9118.5)

If the petition is signed by voters **not less in number than 10%** of the entire vote cast within the County for all candidates for Governor at the last Gubernatorial Election preceding the publication of the Notice of Intention, the Board of Supervisors shall either:

- a. Adopt the ordinance, without alteration, at the regular meeting at which the certification is presented or within 10 days after it is presented.
- b. Submit the ordinance, without alteration, to the voters.
- c. Order an impact report at the regular meeting at which the certification is presented. The Board of Supervisors shall, after receiving the report, either adopt the ordinance within 10 days or order an election pursuant to letter b above.

When allowed by law, the election can be combined with the next statewide election scheduled at least 88 days after the election order is issued. If the governing body instead calls a special election, it must be held no earlier than 88 days and no later than 103 days from the date the election is ordered.

Note: The proponent of an initiative may withdraw it at any time up to the 88th day before the election, regardless of whether the petition has already been deemed sufficient by the elections official.

<p>The vote for Governor in 2022 in Los Angeles County was: 2,389,227 (10%) = 238,922</p>

FILING OF ARGUMENTS (E.C. §§ 9120, 9162 and 9167)

Arguments in favor of or against the measure must not exceed 300 words. Rebuttals to those arguments must not exceed 250 words. Please refer to **Exhibit D** – Word Counting Guidelines for formatting rules. **(See EXHIBITS H1-H2, I, J, K)**

- Written arguments for or against the measure may be submitted by:
- The Board of Supervisors or any of its members,
- Any individual voter eligible to vote on the measure,
- Any bona fide association of citizens, or
- Any combination of such voters and associations.

OFFICIAL SAMPLE BALLOT BOOKLET MAILING (E.C. §§ 9119 and 9160)


Arguments for and against the measure, along with the Impartial Analysis prepared by County Counsel, **will be included in the Official Sample Ballot Booklet mailed to voters.**

No later than 88 days before the election, the Board may direct the County Auditor to prepare a fiscal impact statement for the measure, which will also be included in the Sample Ballot Booklet.

A printed copy of the ordinance will be made available to any voter upon request.

CONTACT US

If you need further details or help with this document, please reach out to the Election Coordination Unit:

 **Phone:** (562) 462- 2912

 **Email:** ecu@rrcc.lacounty.gov

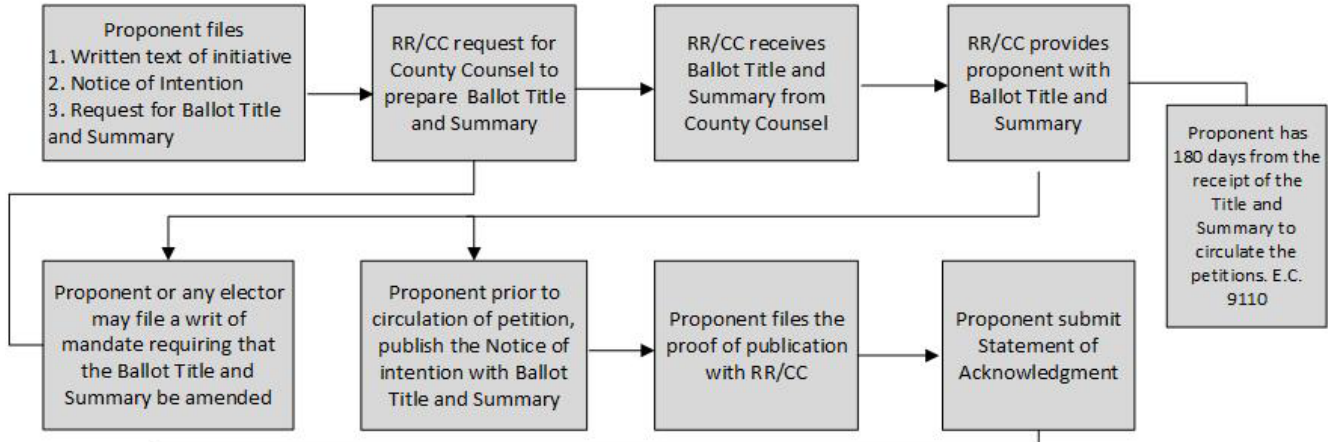
These are the direct contact details for voter support and election-related inquiries.

EXHIBIT A

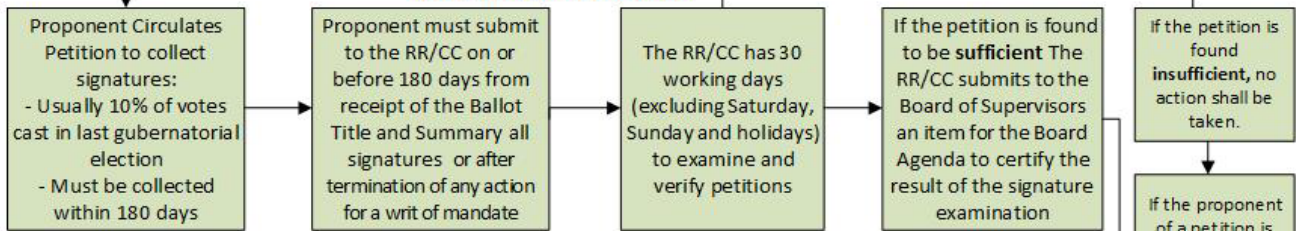
Workflow Diagram for County Initiative

STEPS INVOLVED IN PREPARING AND CIRCULATING THE COUNTY INITIATIVE PETITION

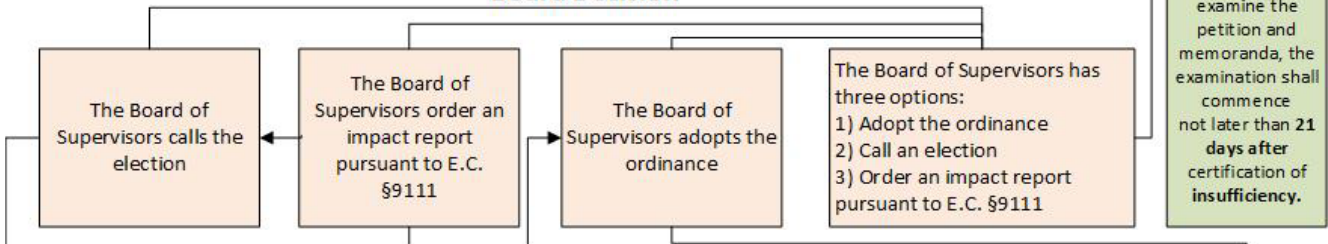
Starting Process and Publication Requirements



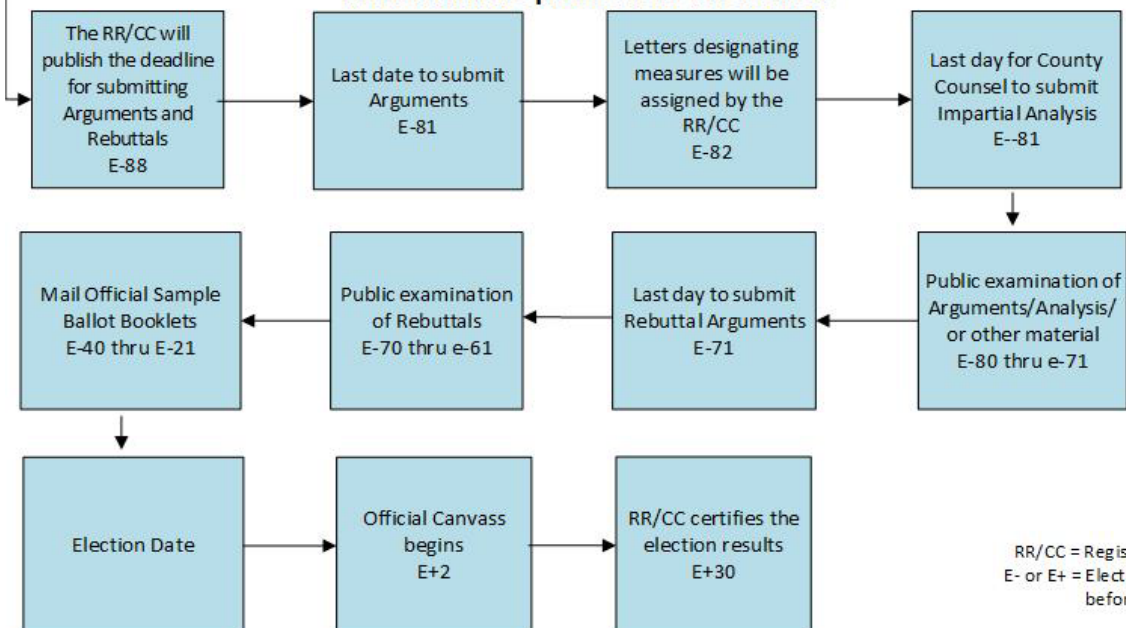
Circulation of Petition



Board Decision



If the initiative proceeds to an election



LEGEND

RR/CC = Registrar-Recorder/County Clerk
E- or E+ = Election minus or plus days
before or after an election date

Rev 7/9/25

EXHIBIT B
REQUEST FOR A BALLOT TITLE AND SUMMARY

[Date]

Mr. Dean Logan
Registrar-Recorder/County Clerk
County of Los Angeles
12400 Imperial Highway
Norwalk, CA 90650

Re: Request for Preparation of Ballot Title and Summary for Proposed Initiative [Insert Full Title of the Initiative Here]

Dear Registrar-Recorder/County Clerk Logan:

I, [Your Full Name], am one of the official proponents of the initiative measure attached to this letter. Pursuant to Section 9103 of the California Elections Code, I hereby request that County Counsel begin the process of preparing the Official Ballot Title and Summary for the proposed initiative referenced above.

For purposes of communication and coordination related to this initiative, I designate the attorneys of [Insert attorney's office group name Here]—including Mr. Joe Doe and their authorized representatives—as our official contacts.

Please direct all correspondence regarding this initiative to:

Mr. Joe Doe
The XXXXXXXXXXXX Group
123 ABC Street, Suite 000
Los Angeles, CA 90000
Phone: [Insert Phone Number]
Email: [Insert Email Address]

Also enclosed is the signed Acknowledgment Form required under Elections Code Section 9608.

Sincerely,

[Signature]

Name: Joe Doe
Address: [Insert Street Address]
[Insert City, CA 90000]

EXHIBIT C

NOTICE OF INTENTION TO CIRCULATE INITIATIVE PETITION

Notice is hereby given by the persons whose names appear hereon of their intention to circulate the petition within the County of Los Angeles for the purpose of _____.

A statement of the reasons for the proposed action as contemplated in the petition is as follows (up to 500 words):

The printed names, signatures, and residence addresses of the proponents are as follows: (The notice shall include the names and business, or residence addresses of at least one but not more than five proponents):

NAME	ADDRESS	SIGNATURE

Telephone number to contact proponents (Optional) _____

The original notice and proof of service will be filed with the _____.

Attached to this Notice of Intention is the written text of the Initiative.

EXHIBIT D

WORD COUNTING GUIDELINES

(Elections Code Chapter 1, General Provisions, Section 9)

The following guidelines are used by the Registrar-Recorder/County Clerk's Office for counting words on candidate statements, ballot measure text, arguments, rebuttals and other ballot enclosures. The guidelines do **not** apply to ballot designations for candidates. If the text exceeds the specified 200 or 400 word limit, the author will be asked to delete words or change text until the statement conforms with requirements.

1. **PUNCTUATION MARKS** are not counted. Symbols such as "&" (and), and "#" (number/pound) are not considered punctuation and each symbol is counted as one (1) word.

2. **THE WORDS** "I", "a", "the", "and", "an" are counted as individual words.

3. **PROPER NOUNS**, such as geographical names, and names of persons or things, as one (1) word.

EXAMPLE: Gus Enwright = 1 word
"City of Los Angeles" = 1 word
"Dalai Lama" = 1 word

4. **ABBREVIATIONS** such as acronyms or abbreviations for a word, phrase, or expression are counted as one (1) word.

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** are counted as one (1) word.

EXAMPLE: July 21, 1983 18 June, 1987 3/18 7/21/89

7. **NUMERIC COMBINATIONS** are counted as one (1) word.

EXAMPLE: 1973 13 1/2 1971-73 5% 8/3/73 #14

8. **MONETARY AMOUNTS** consisting of a combination of digits are counted as one (1) word.

EXAMPLE: \$1,000.00

MONETARY AMOUNTS consisting of a combination of words and digits are counted as two (2) words.

EXAMPLE: \$4 million

9. **TELEPHONE/FAX NUMBERS** are counted as one (1) word.

EXAMPLE: 1-800-815-2666 1-562-462-2317

10. **INTERNET WEB SITES/E-MAIL ADDRESSES** are counted as one (1) word.

EXAMPLE: <http://www.co.la.ca.us> www.lavote.net <http://www.lacounty.info>

EXHIBIT E

PROPONENT STATEMENT OF ACKNOWLEDGMENT

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

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

(Signature of Proponent/Official/Circulator)

Dated this _____ day of _____, 20____

EXHIBIT F-1

"SAMPLE INCLUDING OFFICIAL TOP FUNDERS" INITIATIVE MEASURE TO BE SUBMITTED DIRECTLY TO THE VOTERS

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

(Insert Ballot title and Summary)

The Ballot Title and Summary prepared by the County Counsel shall appear upon each section of the petition, above the text of the proposed measure and across the top of each page on the petition on which signatures are to appear, in roman boldface type not smaller than 11 point. §9105(c)

Notice of Intention to Circulate Petition

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

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

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

NOTICE TO THE PUBLIC ◀

OFFICIAL TOP FUNDERS. Valid only for [Month, Year1] [10-point type (§ 107(b)(1))]

Petition circulation paid for by [name of the committee as it appears on the most recent Statement of Organization filed pursuant to Government Code section 84501]

Committee major funding from:

[Largest contributor]

[Second largest contributor]

[Third largest contributor]

[OPTIONAL] Endorsed by:

[First endorser]

[Second endorser]

[Third endorser]

Latest info: [link to Secretary of State Top Funders website or committee website]

Print in 11-point type, prior to the portion for voters' signature. §101

THIS PETITION MAY BE CIRCULATED BY A PAID SIGNATURE GATHERER OR A VOLUNTEER, YOU HAVE THE RIGHT TO ASK.

THE USE OF YOUR SIGNATURE FOR ANY OTHER PURPOSE OTHER THAN QUALIFICATION OF THIS MEASURE FOR THE BALLOT IS A MISDEMEANOR. COMPLAINTS ABOUT THIS MISUSE OF YOUR SIGNATURE MAY BE MADE TO THE SECRETARY OF STATE'S OFFICE

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

Print Your Name

.....

Your Signature as Registered to Vote

.....

City or Town

1" §100

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

EXHIBIT F-2

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

I _____ Declare:
(print name)

1. I am 18 years of age or older.
2. My residence address is _____ in _____ County,
California, and I am a registered voter in (insert electoral jurisdiction);
3. I personally circulated the attached petition for signing.
4. I witnessed each of the appended signatures being written on the petition and to my best information and belief, each signature is the
genuine signature of the person whose name it purports to be; and
5. The appended signatures were obtained between the dates of _____ and _____ inclusive.
(Starting date) (Ending date)

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

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

(Signature)

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

EXHIBIT G-1

[A one-inch blank space must be left at the top of each page of the petition. §100, 9013]

Initiative Petition (Excluding Official Top Funders)

INITIATIVE MEASURE TO BE SUBMITTED DIRECTLY TO THE VOTERS. [§ 9008(d)]

The Los Angeles County Counsel has prepared the following circulating title and summary of the chief purposes and points of the proposed measure:

[Here set forth the unique numeric identifier followed by the circulating title and summary prepared by the Los Angeles County Counsel
This unique numeric identifier and circulating title and summary must also be printed across the top of each page of the petition whereon signatures are to appear, in roman type not smaller than 11-point. (§ 9008)]

NOTICE TO THE PUBLIC:

THIS PETITION MAY BE CIRCULATED BY A PAID SIGNATURE GATHERER OR A VOLUNTEER. YOU HAVE THE RIGHT TO ASK. [11-point non-boldface type (§ 101)]

THE PROPONENTS OF THIS PROPOSED INITIATIVE MEASURE HAVE THE RIGHT TO WITHDRAW THIS PETITION AT ANY TIME BEFORE THE MEASURE QUALIFIES FOR THE BALLOT. [11-point non-boldface type (§ 101)]

This column for
official use only.

REGISTERED VOTERS ONLY	1. Print Your Name: _____ DO NOT SIGN UNLESS you have seen Official Top Funders sheet and its month is still valid. Sign As Registered To Vote: _____ Residence Address ONLY: _____ City: _____ Zip: _____	
	2. Print Your Name: _____ DO NOT SIGN UNLESS you have seen Official Top Funders sheet and its month is still valid. Sign As Registered To Vote: _____ Residence Address ONLY: _____ City: _____ Zip: _____	
	3. Print Your Name: _____ DO NOT SIGN UNLESS you have seen Official Top Funders sheet and its month is still valid. Sign As Registered To Vote: _____ Residence Address ONLY: _____ City: _____ Zip: _____	
	4. Print Your Name: _____ DO NOT SIGN UNLESS you have seen Official Top Funders sheet and its month is still valid. Sign As Registered To Vote: _____ Residence Address ONLY: _____ City: _____ Zip: _____	
	5. Print Your Name: _____ DO NOT SIGN UNLESS you have seen Official Top Funders sheet and its month is still valid. Sign As Registered To Vote: _____ Residence Address ONLY: _____ City: _____ Zip: _____	

DECLARATION OF CIRCULATOR

(to be completed after above signatures have been obtained)

I, _____, am 18 years of age or older. My residence address is

_____. I circulated
(address, city, state, zip)

this section of the petition and witnessed each of the appended signatures being written. Each signature on this petition is, to the best of my information and belief, the genuine signature of the person whose name it purports to be. All signatures on this document were obtained between the dates of _____ and _____.
month/day/year (month/day/year)

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that I showed each signer a valid and unfalsified "Official Top Funders" sheet.

Executed on _____, at _____.
(month/day) (year) (place of signing)

(complete signature indicating full name of circulator)

[Dates of circulation, printed name, and residence address must be in circulator's own hand.]

EXHIBIT G-2

[A one-inch blank space must be left at the top of each page of the petition. § 100, 9013]

Initiative Petition (Including Official Top Funders)

INITIATIVE MEASURE TO BE SUBMITTED DIRECTLY TO THE VOTERS. [§ 9008(d)]

The Los Angeles County Counsel has prepared the following circulating title and summary of the chief purposes and points of the proposed measure:

[Here set forth the unique numeric identifier followed by the circulating title and summary prepared by the Los Angeles County Counsel. This unique numeric identifier and circulating title and summary must also be printed across the top of each page of the petition whereon signatures are to appear, in roman non-boldface type not smaller than 11 - point. (§ 9008)]

OFFICIAL TOP FUNDERS. Valid only for [Month, Year¹] [at least 10-point boldface type (§ 107(b)(2))]

Petition circulation paid for by [name of the committee as it appears on the most recent Statement of Organization filed pursuant to Government Code section 84101]

Committee major funding from:

[Largest contributor]

[Second largest contributor]

[Third largest contributor]

[OPTIONAL] Endorsed by:

[First endorser]

[Second endorser]

[Third endorser]

Latest info: [link to Secretary of State Top Funders website or committee website]

NOTICE TO THE PUBLIC:

SIGN ONLY IF IT IS THE SAME MONTH SHOWN IN THE OFFICIAL TOP FUNDERS OR YOU SAW AN "OFFICIAL TOP FUNDERS" SHEET FOR THIS MONTH. [11-point boldface type. EC § 101(a)]

THIS PETITION MAY BE CIRCULATED BY A PAID SIGNATURE GATHERER OR A VOLUNTEER. YOU HAVE THE RIGHT TO ASK. [11-point non-boldface type (EC § 101(a))]

THE PROPONENTS OF THIS PROPOSED INITIATIVE MEASURE HAVE THE RIGHT TO WITHDRAW THIS PETITION AT ANY TIME BEFORE THE MEASURE QUALIFIES FOR THE BALLOT. [11-point non-boldface type (EC § 101(b))]

This column for official use only.

1. Print Your Name: _____ Residence Address ONLY: _____ Sign As Registered To Vote: _____ City: _____ Zip: _____	
2. Print Your Name: _____ Residence Address ONLY: _____ Sign As Registered To Vote: _____ City: _____ Zip: _____	
3. Print Your Name: _____ Residence Address ONLY: _____ Sign As Registered To Vote: _____ City: _____ Zip: _____	

DECLARATION OF CIRCULATOR

(to be completed after above signatures have been obtained)

I, _____, am 18 years of age or older. My residence address is _____ I circulated
(address, city, state, zip)

this section of the petition and witnessed each of the appended signatures being written. Each signature on this petition is, to the best of my information and belief, the genuine signature of the person whose name it purports to be. All signatures on this document were obtained between the dates of _____ and _____.
(month, day, year) (month, day, year)

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

Executed on _____, at _____.
(month and day) (year) (place of signing)

(complete signature indicating full name of circulator)

[Dates of circulation, printed name, and residence address must be in circulator's own hand.]

[NOTE: It is recommended that a space approximately 1/2 inch wide be left along the left margin opposite the signatures, as shown, for the clerks' use in verifying signatures.]

¹The month and year must start at most seven days after the date the top contributors, as defined in Government Code § 84501(c) were last confirmed.

REGISTERED VOTERS ONLY

EXHIBIT H-1



LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

DEAN C. LOGAN
Registrar-Recorder/County Clerk



BALLOT LABEL/ARGUMENTS AND REBUTTALS FORM

ELECTION DATE: _____ MEASURE I.D. or letter (If any): _____

JURISDICTION/MEASURE NAME: _____

(Please mark (X) in the appropriate box)

<input type="checkbox"/> Direct Argument in Favor (Supporters) (Word Limit Max: 300)	<input type="checkbox"/> Direct Argument Against (Opponents) (Word Limit Max: 300)
<input type="checkbox"/> Rebuttal to Argument in Favor (Word Limit Max: 250) (This does not apply to the official ballot measure label.)	<input type="checkbox"/> Rebuttal to Argument Against (Word Limit Max: 250) (This does not apply to the official ballot measure label.)

Statements will be printed in uniform type, style and spacing according to the County's system requirements. When preparing your statement, please use block paragraphs and single space format. **Entire statements in all capital letters, bold and italics (or any combination of enhancements) are not acceptable. Indentations cannot be accommodated.** Words to be printed in **boldface type**, underscoring and/or CAPITALIZED are to be clearly indicated. All statements should be checked by the authors for spelling and punctuation as the elections official is not permitted to edit any material contained therein. **NOTE:** Rebuttal arguments are **NOT** direct arguments. For example, a rebuttal to a direct argument in favor of a measure is NOT a direct argument against a measure. Please also note that rebuttal arguments are allowed only when both a direct argument for AND against a measure are filed.

OFFICIAL BALLOT MEASURE LABEL (DO NOT LEAVE THIS AREA BLANK).

Please provide a list of names to appear on the ballot label as Supporters or Opponents (not to exceed 125 Characters). Pursuant to Elections Code section 9170 (a)(7) if **NO** list of supporters or opponents is provided by the proponents or opponents or there are none that meet the requirements of this section, then "Supporters:" and "Opponents:" shall be followed by **"None submitted."** Write **"None submitted"** if you are not submitting a list of supporters or opponents.

--

Please use this space to type your statement. If you need additional space, please attach a typed statement to this form. Statement will be typeset in the Official Sample Ballot Booklet using a standard font and size determined by the County.

ALL AUTHORS MUST SIGN ON THE REVERSE SIDE

--

Election's Official Use Only:				Time Stamp
Number of Words	Number of Characters	Project Code Number	Election Deputy	

Comments:

12400 IMPERIAL HIGHWAY, NORWALK, CA 90650

Election Planning Section (562) 462-2317

LAVOTE.GOV

EXHIBIT H-2

DECLARATION BY AUTHOR(S) OF ARGUMENTS OR REBUTTALS

All arguments concerning measures filed pursuant to Division 9, Section 9600 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 Official Sample Ballot Booklet. The Author(s) may also be listed as Supporter(s) or Opponent(s) on the Official Ballot Measure Label, if they are listed on this form under the "Official Ballot Measure Label" on page 1. Supporter(s)/Opponent(s) **MUST** be a signer/author listed below of a direct argument For or Against a measure.

The undersigned signer(s)/author(s) of the:

<input type="checkbox"/> Direct Argument in Favor (Supporters)	<input type="checkbox"/> Direct Argument Against (Opponents)
<input type="checkbox"/> Rebuttal to Argument in Favor	<input type="checkbox"/> Rebuttal to Argument Against

of ballot measure (Name and/or letter):

Jurisdiction Name & Title of Election:

to be held on (Date of the Election):

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

List by Priority	<input type="checkbox"/> NON-PROFIT ORGANIZATION	<input type="checkbox"/> BUSINESS <input type="checkbox"/> ASSOCIATION	<input type="checkbox"/> INDIVIDUAL W/TITLE <input type="checkbox"/> INDIVIDUAL NO TITLE	SIGNATURE	DATE
1	NAME (PRINT):				
	TITLE (PRINT):				
	BALLOT LABEL ABBREVIATED NAME/TITLE:				
	ADDRESS:				
	ATTESTATION ATTACHED?				
	<input type="checkbox"/> NON-PROFIT ORGANIZATION	<input type="checkbox"/> BUSINESS <input type="checkbox"/> ASSOCIATION	<input type="checkbox"/> INDIVIDUAL W/TITLE <input type="checkbox"/> INDIVIDUAL NO TITLE	SIGNATURE	DATE
2	NAME (PRINT):				
	TITLE (PRINT):				
	BALLOT LABEL ABBREVIATED NAME/TITLE:				
	ADDRESS:				
	ATTESTATION ATTACHED?				
	<input type="checkbox"/> NON-PROFIT ORGANIZATION	<input type="checkbox"/> BUSINESS <input type="checkbox"/> ASSOCIATION	<input type="checkbox"/> INDIVIDUAL W/TITLE <input type="checkbox"/> INDIVIDUAL NO TITLE	SIGNATURE	DATE
3	NAME (PRINT):				
	TITLE (PRINT):				
	BALLOT LABEL ABBREVIATED NAME/TITLE:				
	ADDRESS:				
	ATTESTATION ATTACHED?				
	<input type="checkbox"/> NON-PROFIT ORGANIZATION	<input type="checkbox"/> BUSINESS <input type="checkbox"/> ASSOCIATION	<input type="checkbox"/> INDIVIDUAL W/TITLE <input type="checkbox"/> INDIVIDUAL NO TITLE	SIGNATURE	DATE
4	NAME (PRINT):				
	TITLE (PRINT):				
	BALLOT LABEL ABBREVIATED NAME/TITLE:				
	ADDRESS:				
	ATTESTATION ATTACHED?				
	<input type="checkbox"/> NON-PROFIT ORGANIZATION	<input type="checkbox"/> BUSINESS <input type="checkbox"/> ASSOCIATION	<input type="checkbox"/> INDIVIDUAL W/TITLE <input type="checkbox"/> INDIVIDUAL NO TITLE	SIGNATURE	DATE
5	NAME (PRINT):				
	TITLE (PRINT):				
	BALLOT LABEL ABBREVIATED NAME/TITLE:				
	ADDRESS:				
	ATTESTATION ATTACHED?				

CONTACT INFORMATION

IMPORTANT FILING INFORMATION: I, _____ am the designated filer of the above titled argument/rebuttal. Please contact me using the information below, if there are any questions pertaining to this filing.

Mailing Address: _____

E-Mail Address: _____

Contact Numbers: _____

(Daytime Phone)

(Evening Phone)

(Fax)

EXHIBIT I

OFFICIAL BALLOT MEASURE LABEL

Supporters/Opponents Guidelines

Pursuant to Assembly Bill No. 1416, dated September 29, 2022, amended Sections 303, 9050, 9051, 9053, 13282, and added 9107. Jurisdictions for Local and Statewide Measures if applicable, shall provide Election Officials with a list of Supporters and or Opponents (*i.e., nonprofit organizations, businesses, or individuals*) taken from the list of Supporters and or Opponents as part of the ballot label. The criteria for the ballot label are as follows:

- Listing is limited to 125 characters (**Spaces, Commas, Semicolons, and other characters are included in the count**).
- Listing is limited to five (5) Supporters and or Opponents.
- To be within the limit of 125 characters, names may be shortened, and acronyms may be used (**Please note if the list provided is over the limit, the Election Official may shorten or remove name(s) from the list to meet criteria**).
- The list provided must be in ranking order from 1 to 5 (**This will ensure names with high ranking are not removed by the Election Officials if adjustments are required to meet the 125-character criteria**).
- Measures that share Counties shall not include a list of supporters or Opponents if the other County with the same measure does not include a list of supporters or opponents.
- If a listing is not provided or none meet the requirements, **“None Submitted”** will be listed in place of names.

The sample below shows how the ballot text (label), supporters, and opponents will appear on both the official and sample ballots. The word count displayed by the software Word is also included.

G COUNTY MEASURE G
Vote **YES** or **NO**

PROPOSED COUNTY CHARTER AMENDMENT. LOS ANGELES COUNTY GOVERNMENT STRUCTURE, ETHICS AND ACCOUNTABILITY CHARTER AMENDMENT. Shall the measure amending the Los Angeles County Charter to create an elected County Executive; create an independent Ethics Commission to increase restrictions on lobbying and investigate misconduct; establish a nonpartisan Legislative Analyst to review proposed County policies; increase the Board of Supervisors from five to nine elected members; require County departments to present annual budgets in public meetings; using existing funding sources with no additional taxes to implement, as detailed in the charter amendment ordinance, be adopted?

Supporters: None submitted. **Opponents:** LA County Firefighters & Sheriffs; Community Coalition; LA County Supervisors Kathryn Barger & Holly J. Mitchell

☐ **YES on Measure G**

☐ **NO on Measure G**

Word Count	
Statistics:	
Pages	1
Words	20
Characters (no spaces)	106
Characters (with spaces)	125
Paragraphs	0
Lines	2
<input checked="" type="checkbox"/> Include textboxes, footnotes and endnotes	
Close	

Supporters: None submitted.
Opponents: LA County Firefighters & Sheriffs; Community Coalition; LA County Supervisors Kathryn Barger & Holly J. Mitchell



LOS ANGELES COUNTY
REGISTRAR-RECORDER/COUNTY CLERK



**AUTHORIZATION FOR ANOTHER
PERSON TO SIGN REBUTTAL
ARGUMENT**

(Elections Code Sections 9167, 9317 & 9504)

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

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

for the _____ election to be
(Jurisdiction)

held on _____
(Date)

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

(Print name of Rebuttal Author)

(Signature of Rebuttal Author)

(Title to appear on Rebuttal)

Signature of Argument Author: _____ Date: _____

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

EXHIBIT K

BALLOT ARGUMENT AND REBUTTAL GUIDELINES

1. **Word Limits:**

- Ballot arguments for any county, general district, or school district measure must not exceed **300 words**.
- **Exception:** Arguments related to the reorganization of a school or community college district may be up to **500 words**. (*Ed. Code § 35758*)

2. **Signatures:**

- No more than **five** signatures may appear on any argument.

3. **Rebuttal Arguments:**

- Authors of arguments (either in favor or against a measure) may submit rebuttals themselves or authorize others in writing to do so.
- Rebuttals must not exceed **250 words**.
- Authorization forms are available by calling **(562) 462-2317**.

4. **Declarations:**

- All arguments and rebuttals must be accompanied by a signed statement from each proponent and author (if different), affirming that the information is true and correct to the best of their knowledge and belief.

5. **Withdrawal of Arguments:**

Ballot arguments may be withdrawn by the original proponents at any time up to and including the final filing deadline.

6. **Public Examination Period:**

- A **10 calendar-day** public review period begins immediately after the filing deadline for arguments and rebuttals.
- During this time, any person may petition the court for a writ of mandate or injunction to amend or remove content.
- Such requests must be filed before the end of the 10-day examination period.

7. **Rebuttal Signatures – Additional Requirements:**

- For county, school, and general district measures, rebuttal signers must be authorized by the original argument signers.
- Each original signer may authorize only **one** rebuttal signer.
The City Clerk is responsible for determining the signers of the city measure rebuttal.

8. **Original Signatures:**

- If arguments or rebuttals are faxed, the original signed versions must be received by the office within **48 hours**.