

County of Sacramento
Voter Registration and Elections
Guide to Measures
For County, Schools, and Special Districts
2023



PREFACE

This guide has been compiled to assist Countywide, School and District Offices who are contemplating placing a Measure on the ballot. Please understand that we are not rendering legal advice, and therefore this guide is not to be a substitute for legal counsel for the School, District or the organization using it.

It is recommended that you review these pages carefully. Placing a Measure on the ballot is an expensive and difficult process with laws that must be adhered to.

If you have any questions, please contact our Campaign Services division at (916) 875-6276 or email voters-campaignservices@saccounty.gov

Registrar of Voters
County of Sacramento

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GENERAL INFORMATION

A Measure is an ordinance, question, issue or charter amendment submitted to a vote of the people at any election. Local questions, issues or amendments are referred to as “Measures,” while those that are voted upon statewide are called “Propositions.”

The information provided in this guide is applicable to the filing of Arguments and Rebuttals concerning County, School and District Measures in Sacramento County only. Arguments and/or Rebuttals involving County, School and District Measures are filed with the Sacramento County Voter Registration and Elections office.

Arguments and/or Rebuttals relating to City Measures are filed with the City Clerk of the City involved. Specific information regarding requirements and due dates should be obtained from that City Clerks office.

Individuals interested in State Propositions should contact the Secretary of State’s office, Elections Division, at (916) 657-2166 for further information.

The District agrees to reimburse the County for expenses incurred in the administration of their elections. Please review the Fee Schedule provided on our website at: <https://elections.saccounty.net/Resources/Pages/default.aspx#filter=.Campaign-Services>.

DEFINITIONS OF TERMS USED IN THIS GUIDE

Argument

A 300 word statement IN FAVOR OF or AGAINST a Measure.

Author of an Argument

A Proponent of a Measure, an individual voter, a bona fide association of citizens, or any combination of bona fide associations and individual voters who write the text of the Argument IN FAVOR OF or AGAINST a Measure.

Authorization for Signers

A form which needs to be completed by the Authors and filed with the Registrar of Voters if they wish to allow others to sign the Argument IN FAVOR OF or AGAINST a Measure on their behalf. For Rebuttal Arguments, the Signers of the Argument IN FAVOR OF or AGAINST a Measure may authorize others to sign.

Bona Fide Association of Citizens

A recognized group of citizens bound together by a common interest or cause.

Committee

Any person or combination of persons who, directly or indirectly, receive contributions or make expenditures or contributions to support or oppose a Measure.

County Voter Information Guide

A guide mailed to each registered voter prior to an election. It contains information on candidates, measures, and instructions for voting. In addition, a sample of the ballot may be included.

District

Jurisdictions including cities, county, special districts and school districts.

Elections Official

The Sacramento County Registrar of Voters office.

Electoral Jurisdiction

The district or area in which the Measure will be voted upon.

Filer of an Argument IN FAVOR OF or AGAINST a Measure

The Author of the Argument or any person the Author authorizes to file the Argument.

Proponent of a Measure

A person or persons who initiate(s) the initiative petition process, and has control of the circulation and signature collection for the petition. The Proponent can also be the Sacramento County Board of Supervisors for a countywide Measure in this county. A Proponent of a Measure can author an Argument IN FAVOR OF their sponsored Measure.

Public Review Period

Following the deadline for filing Arguments IN FAVOR OF or AGAINST a Measure, Rebuttal Arguments, Impartial Analysis, Fiscal Impact Statement and Tax Rate Statement, the public has 10-calendar days to review these documents at the Registrar of Voters' office.

DEFINITIONS OF TERMS USED IN THIS GUIDE

Rebuttal Argument

A 250 word statement which refutes an Argument IN FAVOR OF or AGAINST a Measure.

Signature Statement

A form which must be submitted with each original Argument IN FAVOR OF or AGAINST and Rebuttal Argument to the Elections Official. It includes information on each Signer of the Argument.

Signer(s) of an Argument IN FAVOR OF or AGAINST

The Author of the Argument IN FAVOR OF or AGAINST a Measure or any person whom the Author authorizes in writing to sign the Argument.

Signer(s) of Rebuttal Argument

The signer of the Argument IN FAVOR OF or AGAINST a Measure unless the signer of the Argument IN FAVOR OF or AGAINST a Measure authorizes in writing another person to sign the Rebuttal Argument.

Writ of Mandate

A written order issued by a Superior Court commanding a public official or body or a lower court to perform or cease to perform a specific duty of action.

REQUESTS FOR SPECIAL ELECTION COST ESTIMATES

If you are a local jurisdiction that is responsible for conducting and administering elections (e.g., city, county, school district, and special district) that is in need of a cost estimate for a potential election:

- that would not be consolidated with the statewide primary election in March or June or the statewide general election in November
- or that must adhere to a special timeline such as a recall election or an election due to termination of a provisional appointment
- or that would be conducted pursuant to Elections Codes §§ 1000(b), 1000(c), or 4000; Education Code § 5091; or Government Codes §§ 1780 or 36512.

Please submit correspondence, on your jurisdiction's letterhead, that describes:

- 1) the date that you are targeting or that is legally required
- 2) the statutory or legal authority that allows for said date and
- 3) your request for a cost estimate. Definitions of Terms Used in this Guide

Please ensure that your correspondence is signed by the appropriate official and address it to:

Voter Registration and Elections
Campaign Services Manager
7000 65th Street, Suite A
Sacramento, CA 95823

Please email voters-campaignservices@saccounty.gov and copy voters-fiscalservices@saccounty.gov.

MEASURE DUE DATES

The recommended due dates for submitting a Measure to our office is 113 days prior to an election. The California Elections Code deadline is 88 days prior to an election, but to accommodate scheduling for placement on the Board of Supervisors' Agenda and Federal requirements to print voting materials in Spanish, Chinese and Vietnamese in Sacramento County, the recommended due date is preferred.

The California Elections Code provides that the County Elections Official shall establish due dates for the filing of Arguments and Rebuttals based on the time reasonably necessary to allow for the 10-calendar day public examination period, and to prepare, print and mail County Voter Information Guides. Each Measure has its own calendar of due dates, determined by the County Elections Official. All original Arguments and Rebuttals, including original signatures of the proponents, for County, School and District Measures must be filed in the Elections Official's office by 5:00 p.m. on the applicable due date.

The Abbreviated Measure Calendar below provides an overview of applicable due dates for County, School and District Measures. This is for informational purposes only. Contact Sacramento County Elections at (916) 875-6276 or visit www.elections.saccounty.gov for current Measure due dates.

Due dates pertaining to City Measures should be obtained from the particular City involved. If you are following the recommended due dates then refer to the left column. If following the code deadlines refer to the right column on the Measure Calendar.

Abbreviated Measure Calendar

Recommended Due Dates		Code Due Dates	
E-113 – E-99	Recommended time frame for local ordinances, resolutions, tax rate statement for bond measure or orders for calling an election to be filed with the Registrar of Voters office.	EC §§ 10401 10402 10403	E-88 Deadline for local ordinances, resolutions, tax rate statement for bond measure or orders for calling an election to be filed with the Registrar of Voters office.
E-92	Impartial analysis due from County Counsel for measures. Not to exceed 500 words in length.	EC § 9160	E-84 Deadline to submit Arguments IN FAVOR OF or AGAINST a local measure. Not to exceed 300 words in length.
E-89	Deadline to submit Arguments IN FAVOR OF or AGAINST a local measure. Not to exceed 300 words in length.	EC §§ 9162 9163 9501 9502	E-83 – E-74 10-calendar day public review period for Arguments IN FAVOR OF or AGAINST any measure. During this 10-calendar day review period, any person may seek Writ of Mandate or injunction requiring any or all of the material in the Argument IN FAVOR OF or AGAINST to be amended or deleted. All Writs of Mandate must be filed by the end of the 10-calendar day public examination period.
E-88 – E-79	10-calendar day public review period for Arguments IN FAVOR OF or AGAINST any measure. During this 10-calendar day review period, any person may seek Writ of Mandate or injunction requiring any or all of the material in the Argument IN FAVOR OF or AGAINST to be amended or deleted. All Writs of Mandate must be filed by the end of the 10-calendar day public examination period.	EC §§ 9163 9190	E-83 Impartial analysis due from County Counsel for measures. Not to exceed 500 words in length.
E-85	Deadline to submit Rebuttals to Arguments IN FAVOR OF or AGAINST a measure argument. Not to exceed 250 words in length.	EC § 9167 9317 9504	E-83 Deadline to withdraw a measure that has been submitted to the voters of any jurisdiction at an election. The order of election shall not be amended or withdrawn after this date.
E-84 – E-75	10-calendar day public review period for Rebuttals to Arguments IN FAVOR OF or AGAINST any measure. During this 10-calendar day review period, any person may seek Writ of Mandate or injunction requiring any or all of the material in the Rebuttals to Arguments IN FAVOR OF or AGAINST to be amended or deleted. All Writs of Mandate must be filed no later than the end of the 10-calendar day public examination period.	EC §§ 9167 9190	E-82 Deadline to submit Rebuttals to Arguments IN FAVOR OF or AGAINST a measure argument. Not to exceed 250 words in length.
E-83	Deadline to withdraw a measure that has been submitted to the voters of any jurisdiction at an election. The order of election shall not be amended or withdrawn after this date.	EC § 9605	E-81 – E-72 10-calendar day public review period for Rebuttals to Arguments IN FAVOR OF or AGAINST any measure. During this 10-calendar day review period, any person may seek Writ of Mandate or injunction requiring any or all of the material in the Rebuttal to Arguments IN FAVOR OF or AGAINST to be amended or deleted. All Writs of Mandate must be filed by the end of the 10-calendar day public examination period.

Election Voting Deadlines		
E-29	Ballots are mailed to all voters.	EC § 4005(a)(8)(A)
29 th business day before election	Registrar of Voters to begin processing Vote-by-Mail ballots on the 29 th business day before the election.	EC § 15101(b)(1)
E-10	At least TBD Vote Centers open on this date, County-wide.	EC § 4005(a)(4)(A)
E-03	Vote Center locations increase in number to TBD, open through Election Day.	EC § 4005(a)(3)(A)
E	All Vote Centers open from 7:00 am - 8:00 pm. All ballots mailed must be postmarked on or before today to count in this election.	EC §§ 1000 4005(a)(3)(A)
E+28	Completion of Canvass. (Presidential Contest)	EC § 15375
E+30	Completion of Canvass	EC § 15372

HOW TO PLACE A MEASURE ON BALLOT

I. RESOLUTION TO CALL THE ELECTION AND CONSOLIDATE

Your governing body must submit a resolution calling for the election and for the consolidation with a specific election. The resolution must be filed with the elections office and must specify the election date, the purpose of the election and the exact form of any question to be voted upon. The resolution should also include the language to “request the board of supervisors to permit the county elections official to render specified services to the city/district relating to conduct of election and specify the services requested. The city/district shall reimburse the county in full for services performed.” Elections Code § 10002

If the measure is shared with another county please include that information in the Resolution.

- **Special Districts and Cities:** Submit a “Resolution Requesting Consolidation of Election and Ordering of Such Election” along with the “Notice to County Elections Official of Measure Submitted to the Voters.”
- **County:** Submit a “Resolution Requesting Consolidation of Election and Ordering of Such Election.”
- **Schools:** Submit a “Resolution Ordering Election, Specifications of the Election Order and Requesting Consolidation” along with the “Notice to County Elections Official of Measure Submitted to the Voters.”

Please email Word documents to voters-campaignservices@saccounty.gov in addition to your hardcopy.

II. MEASURE TEXT

We need clear instructions on what portion of the resolution or ordinance is considered the **Full Text of the Ballot Measure**. There is no word limit on the **Full Text**.

If the district wants to include the **Full Text** to be printed in the County Voter Information Guide and the text contains more than four pages, please request a cost estimate by emailing voters-campaignservices@saccounty.gov and copy voters-fiscalservices@saccounty.gov. Refer to our [fee schedule](#).

Also, state in writing which portion of the resolution, ordinance or measure text is to be printed in the County Voter Information Guide. Any non-written PDF image, map, etc. must be accompanied by a written description at the time your Measure has been filed with our office. The intent is to provide accessible material for all voters.

If you do not want the **Full Text** to be printed in the County Voter Information Guide, please provide this direction in writing within the resolution. Voters will be directed to contact the elections official for a copy of the proposed measure. In this case, instead of **Full Text**, the following language will appear following the impartial analysis:

“If you desire a copy of the ordinance or measure, please call the elections official’s office at (insert telephone number) and a copy will be mailed at no cost to you.” Elections Codes §§ 9160 (b)(3) 9312

If the proposed measure imposes a tax or raises the rate of a tax, the ballot shall include in the statement of the measure to be voted on the amount of money to be raised annually and the rate and duration of the tax to be levied. Elections Code § 13119(b)

The statement of the measure shall be a true and impartial synopsis of the purpose of the proposed measure, and shall be in a language that is neither argumentative nor likely to create prejudice FOR or AGAINST the Measure. Elections Code § 13119(c)

III. 75-WORD BALLOT QUESTION

The ballot question must be no more than 75 words. Elections Code §§ 303, 9051, 10403, 13247

Please see for guidelines in counting words on page 14.

The ballot question must contain the words:

“Shall the measure (stating the nature thereof) be adopted?”

To the right or below the statement of the measure to be voted on, the words “Yes” and “No” shall be printed on separate lines. Elections Code § 13119(a)

School reorganization measures are followed by the words:

“Reorganization of School Districts — Yes” and “Reorganization of School Districts — No.”

Similar words may be used. Education Code § 35762

The words to appear on the ballot for School Bond Measures are:

“Bonds—Yes” and “Bonds—No” Education Code § 15122

IV. VOTER APPROVAL REQUIREMENT

In the resolution, specify the voter approval requirement for the measure to pass.

- Majority
- 2/3 or two-thirds, or
- 55%

MEASURE LETTER ASSIGNMENT

Letters designating Measures will be assigned by the Elections Official. At the beginning of each calendar year, Measures will commence with the letter A and continue in alphabetical order to the letter Z. If during the calendar year all letters have been used, lettering will continue with AA, BB, etc. It is the policy of Sacramento County not to designate the letters F, and I. Elections Code § 13116

Sacramento County reserves the right to block off letter designations for the County of Sacramento ballot Measures so that letter designations of any Measure in the county will have sequential numbering. After these letters have been chosen, Measure letters are issued to all districts on a first submitted, first assigned basis, however, if a district has a preferred measure letter the district may submit the request at the time the resolution is filed. The Elections Official will contact the district if the measure letter is available. The Registrar has final approval.

Letter allocation could be affected when a multi-county district has a Measure on the ballot. The Elections Officials of those counties may mutually agree to use a specific letter designation that may create gaps in letter assignment.

Withdrawal of a Measure from the ballot may also create a gap in the sequence of the assigned letters.

IMPARTIAL ANALYSIS, TAX RATE STATEMENT and FISCAL STATEMENT

An Impartial Analysis will be submitted by County Counsel or the City Attorney, whichever is applicable.

Elections Codes §§ 9160, 9280, 9500

Impartial Analysis

The Impartial Analysis is limited to 500 words.

The Impartial Analysis will be submitted by County Counsel or the City Attorney, whichever is applicable.

Elections Codes §§ 9160, 9500

If the entire text of the measure is not printed on the ballot, nor in the county voter information guide, there shall be printed immediately below the impartial analysis, in no less than 10-point boldface type, a legend substantially as follows:

“The above statement is an impartial analysis of Ordinance or Measure _____. If you desire a copy of the ordinance or measure, please call the elections official’s office at (insert telephone number) and a copy will be mailed at no cost to you.”

The elections official may, at his or her discretion, add the following message to the statement in paragraph:

“You may also access the full text of the measure on the county Web site at the following Web site address (insert Web site address).”

Water District Impartial Analysis

The counsel for the water district, or if there is no counsel for the water district, the County Counsel of the county with the largest number of registered voters, shall prepare an Impartial Analysis. If there is legal counsel for the water district, the Impartial Analysis shall be subject to review and revision by the County Counsel.

Elections Code § 9314

Tax Rate Statement (if applicable)

All Bond Measures proposed by a County, City, District or other political subdivision or by any agency, department, or board thereof that secure funding by property liens within the jurisdiction shall file a Tax Rate Statement.

Elections Codes §§ 9400, 9401

Fiscal Impact Statement (if applicable)

The Fiscal Impact Statement is limited to 500 words.

The County Auditor-Controller may be requested by the Board of Supervisors to prepare a Fiscal Impact Statement of a County Measure. Elections Code § 9160(c)

Submitting Analyses and Statements

Impartial Analysis, Fiscal Impact Statements and Tax Rate Statements must be typed to ensure quality and accuracy. Submit information typed, upper and lower case with single spacing. Please email Word documents to voters-campaignservices@saccounty.gov in addition to your hardcopy.

NOTE: Impartial Analysis, Fiscal Impact Statements and Tax Rate Statements must be written to address a single Measure on the ballot. A document combining more than one Measure will not be accepted.

ORDER OF APPEARANCE

Measures will appear on the ballot in the following order: Elections Code § 13109

1. County Board of Education
2. Community College Districts
3. Unified School Districts
4. High School Districts
5. Elementary School Districts
6. County
7. Cities
8. Districts

In order to allow for the most efficient use of space, the County Elections Official may vary the order of the Measures. However, the office of Superintendent of Public Instruction shall always precede any school, county, or city office, and state measures shall always precede local measures. Elections Code § 13109(o)

The information provided for a Measure will appear in the County Voter Information Guide in the following order:

1. Measure Question
2. Impartial Analysis
3. Full Text (optional)
4. Fiscal Impact Statement or Tax Rate Statement (if applicable)
5. Argument IN FAVOR OF a Measure
6. Argument AGAINST a Measure
7. Rebuttal to Argument IN FAVOR OF a Measure
8. Rebuttal to Argument AGAINST a Measure

PUBLICATION OF MEASURE

The elections official will prepare and publish a legal notice of the measure including deadlines to file Arguments IN FAVOR OF and one Argument AGAINST the measure.

ARGUMENTS

NEW: EFFECTIVE OCTOBER 2023

Elections Code § 9611.

This section applies to district elections conducted in accordance with Chapter 4 (commencing with Section 9300) or school district elections conducted in accordance with Chapter 6 (commencing with Section 9500), if the boundaries of the district or school district contain more than one county. The provisions of this section prevail over any provision in those chapters to the extent they conflict.

For the purposes of this section, “lead county” has the following meanings:

(1) For district elections, “lead county” means the county with the most voters within the district bounds.

(2) For school district elections, “lead county” means the county whose superintendent of schools covers the district.

The elections official for the lead county shall work with the other counties within the district bounds to establish the deadlines for the submittal of arguments for and against a district or school district measure and rebuttal arguments. Contact our office for the deadlines.

Authors shall submit arguments only to the lead county, who shall select which arguments will be printed in the voter information guide in accordance with Chapter 4 (commencing with Section 9300) or Chapter 6 (commencing with Section 9500), as applicable. The elections official for the lead county shall electronically transmit a scanned copy of the selected arguments, along with any accompanying forms, to the elections official of each other county in the district or school district. An elections official who receives arguments selected by the lead county shall include the arguments in the printed and electronic versions of their county voter information guide.

All Arguments and Rebuttals must be filed along with the required signature form [“ARGUMENT / REBUTTAL SIGNATURE STATEMENT FORM”](#) provided by the county elections official and available on our website at www.elections.saccounty.gov.

Arguments IN FAVOR OF or AGAINST a Measure

The Argument is limited to 300 words. **Exception:** the word limitation is 500 words for an Argument to Reorganize a school or college district. Education Code § 35758

Be accurate. Documents will be printed as submitted. Spelling, punctuation and grammatical errors will not be corrected by the Elections Official. No profanity or other objectionable language may be used.

Please see for Word Count Guidelines on page 14.

WHO CAN FILE AN ARGUMENT IN FAVOR OF OR AGAINST A MEASURE

School District Measure: The Governing Board of the District or any member or members of the board, or any individual voter who is eligible to vote on the Measure, or bona fide association of citizens*, or any combination of such voters and associations may file a written Argument IN FAVOR OF or AGAINST any school Measure. Elections Code § 9501

County or District Measure: The Board of Supervisors or any member or members of the board, or any individual voter who is eligible to vote on the Measure, or bona fide association of citizens*, or any combination or such voters and associations may file a written Argument IN FAVOR OF or AGAINST any County or District Measure. Elections Code § 9162

The Filer of an Argument must be from the governing body, from a bona fide association of citizens* or be a registered voter in the district. However, the Signers of an Argument need not meet this criteria.

REBUTTALS

Rebuttals to Arguments IN FAVOR OF or AGAINST a Measure

The Rebuttal is limited to 250 words.

Documents will be printed as submitted. Spelling, punctuation and grammatical errors will not be corrected by the Elections Official. No profanity or other objectionable language may be used.

Please see Word Count Guidelines on page 14.

If an Argument IN FAVOR OF and an Argument AGAINST are submitted, filers will have the opportunity to submit rebuttals. Elections Codes §§ 9167, 9285, 9317, 9504

When an Argument IN FAVOR OF or AGAINST a Measure has been selected for publication in the County Voter Information Guide, the Elections Official responsible for conducting the election shall send copies of the Argument IN FAVOR OF the Measure to the authors of the Argument AGAINST the Measure and copies of the Argument AGAINST the Measure to the authors of the Argument IN FAVOR OF the Measure.

Elections Code § 9167

The authors may prepare and file a Rebuttal Argument or may authorize in writing any other person or persons to prepare, file or sign the Rebuttal Argument. Written authorization must specifically designate the name of the substitute signer and must be signed by the original signer. The Rebuttal Argument shall be filed with the Elections Official conducting the election no later than a date designated by the Elections Official.

If only one Argument IN FAVOR OF is filed, and no Argument Against there is no Rebuttal period.

If only an Argument AGAINST is filed, and no Argument in Favor, there is no Rebuttal period.

City Measure: Information should be obtained from the particular City involved.

SUBMITTING ARGUMENTS AND REBUTTALS

Deadline to File

Please check the website for the Measure Calendar at www.elections.saccounty.gov.

When submitting Arguments and Rebuttals, in addition to your hardcopy, please email Word documents to: voters-campaignservices@saccounty.gov.

An Argument and/or Rebuttal shall not be accepted unless it is accompanied by the printed name(s) and signature(s) of the person or persons submitting it, or, if submitted on behalf of an organization, the name of the organization and the printed name and signature of at least one of its principal officers. **No more than five signatures shall appear with any Argument or Rebuttal.** In case any Argument or Rebuttal is signed by more than five persons, the signatures of the first five shall be printed. Elections Code § 9164

Required Statement to Accompany any Argument and/or Rebuttal

All Arguments and Rebuttals must be filed along with the required signature form "[ARGUMENT / REBUTTAL SIGNATURE STATEMENT FORM](#)" provided by the county elections official and available on our website at www.elections.saccounty.gov. Elections Code § 9600

SUBMITTING ARGUMENTS AND REBUTTALS

The following is an sample of Signature Statement on the [“ARGUMENT / REBUTTAL SIGNATURE STATEMENT FORM”](#)

The undersigned author(s) of the:

Argument in Favor of
 Argument Against
 Rebuttal to the Argument in Favor of
 Rebuttal to the Argument Against

Ballot measure letter _____, to be voted on at the (Primary or General) election to be held on _____ in the County of Sacramento, and hereby state that this argument is true and correct to the best of his/her/their knowledge and belief.

Each person must clearly print and sign as indicated below. Printing will be in the order as submitted.

The aforementioned required statement is not printed in the County Voter Information Guide, but is retained in the file with other Measure documentation.

Signature Blocks

The following are examples of suitable signature blocks:

	Print Name Clearly	Organization	Signature	Date
1	William T. Smith	Better Schools Committee	<i>William T. Smith</i>	
2	Alice Jones	Concerned Citizens	<i>Alice Jones</i>	
3				
4				
5				

The signatures of the authors of any Argument or Rebuttal must be identical to the printed name in the signature block. For example, Mr. Smith above needs to sign his name “William T. Smith,” not “Bill Smith”.

Information that must also be filed

All original Arguments and/or Rebuttals with original signatures must be filed with the Elections Official by 5:00 p.m. on the applicable due date. For every Argument that is filed, submit the [“ARGUMENT / REBUTTAL SIGNATURE STATEMENT FORM”](#).

Any original author who wishes to allow someone else to sign the rebuttal argument in their place must authorize, in writing, on the [“REBUTTAL ARGUMENT ALTERNATE SIGNER AUTHORIZATION FORM”](#).

PUBLIC EXAMINATION PERIOD

During the 10-calendar day public review period provided by law, any voter of the jurisdiction in which the election is being held, or the County Elections Official may seek a Writ of Mandate or an injunction requiring any or all of the materials to be amended or deleted. The Writ of Mandate or injunction request shall be filed no later than the end of the 10-calendar day public review period. A fee will be charged to any person obtaining or requesting a copy of the materials. Elections Code § 9190(b)(1)

A peremptory Writ of Mandate or an injunction shall be issued only upon clear and convincing proof that the material in question is false, misleading or inconsistent with the requirement of law, and that issuance of the Writ or injunction will not substantially interfere with the printing or distribution of official election materials as provided by law. Election Code § 9190(b)(2)

The County Elections Official shall be named as respondent and the person or official who authored the material in question shall be named as real party of interest. In the case of the County Elections Official bringing the mandamus or injunctive action, the Board of Supervisors of the County shall be named as the respondent and the person or official who authored the material in question shall be named as the real party in interest. Elections Code § 9190(b)(3)

Should this be your course of action, contact the Elections Office immediately at (916) 875-6276. Timelines for County Voter Information Guide printing are critical at this point. Whatever you choose to do, it must be done as quickly as possible.

FORMATTING REQUIREMENTS

All documents to be included in the County Voter Information Guide will be left justified, block format. No indenting is permitted.

Arguments and Rebuttals

Limited use of **bolding**, underlining, CAPITALIZING, *italics* or bullets (small solid circle only) is permitted.

Arguments and/or Rebuttals that are not in compliance will be rejected by the Elections Official. The Elections Official bears no responsibility for the corrected format of Arguments and Rebuttals and does not proof for author's errors.

TRANSLATION OF ELECTION MATERIALS

In compliance with federal law and state law, Sacramento County Voter Registration and Elections provides official election materials to voters in Spanish, Chinese and Vietnamese in addition to English.

NOTE: Some common English phrases do not have the same meaning when translated into other languages.

WORD COUNT GUIDELINES

These are the guidelines utilized by the Elections Official in determining the number of words submitted on any Measure document whose content is limited by statute. Pursuant to Elections Code Section 9, this section shall not apply to counting words for Ballot Designations.

Counting of words shall be as follows:

- Punctuation:** Punctuation IS NOT counted.
- Titles:** Words used in the title of a document shall be counted as one word.
Example A: Measure A = one word
Example B: Argument In Favor Of Measure A = one word
- Proper Nouns:** All proper nouns shall be counted as one word.
Example A: John Smith = one word
- Geographical Names:** All geographical names shall be counted as one word. Areas that have political boundaries with an elected or appointed board are considered geographic areas by this office.
Example A: County of Sacramento = one word
Example B: Twin Rivers Unified School District = one word
- Abbreviations:** Each abbreviation for a word, phrase or expression shall be counted as one word.
Example A: PTA = one word
- Hyphenations:** Hyphenated words that appear in any generally available standard reference dictionary, shall be counted as one word. Each part of all other hyphenated words shall be counted as separate words.
Example A: Fifty-fifty = one word
Example B: Half-cent = two words
- Dates:** All dates, regardless of letter or number combination, shall be counted as one word.
Example A: 01/01/2016 = one word
Example B: January 1, 2016 = one word
- Numbers:** Any number consisting of a digit or digits shall be counted as one word. Any number which is spelled shall be counted as a separate word or words.
Example A: One hundred = two words
Example B: 100 = one word
- Contact Information:** Telephone Numbers, Email and Website Addresses shall be counted as one word.
Example A: (916) 555-5555 = one word
Example B: smithjh16@gmail.com = one word
Example C: www.smithABC123.net = one word

CAMPAIGN DISCLOSURE STATEMENT REQUIREMENTS

The Political Reform Act requires all proponents of ballot measures and committees supporting or opposing ballot measures, to file campaign disclosure statements disclosing contributions received and expenditures made.

Refer to [Manual 3](#) of the - Information for Ballot Measure Committees handbook provided by the Fair Political Practices Commission.

The statutory requirements of the Political Reform Act are now contained in Government Code § 81000 et seq. Information and assistance relating to campaign reporting obligations under the Political Reform Act may be obtained from the Fair Political Practices Commission.

Committee Filing Responsibilities

It is the responsibility of the committee to be aware of and to file the required campaign disclosure statements in a correct and timely manner.

Where to File

The location in which campaign disclosure statements are to be filed depends entirely upon the jurisdiction where the committee is active.

When to File

Refer to the FPPC Filing Schedule by visiting www.fppc.ca.gov.

Electronic Filing Requirements for Local Committees

Sacramento County Voter Registration and Elections now requires all committees that receive contributions or make expenditures totaling more than \$1,000 in a calendar year, to electronically file campaign disclosure statements. The County, in partnership with NetFile, now has a web-based data entry filing system that allows committees to electronically create and submit campaign disclosure statements.

For Campaign Finance information refer to our website at www.elections.saccounty.gov and click on the Candidates and Campaigns tab, then [Campaign Finance Information](#).

Fair Political Practices Commission

1102 Q Street, Ste. 300

Sacramento, CA 95811

(866)275-3772

www.fppc.ca.gov

advice@fppc.ca.gov



COUNTY OF SACRAMENTO
VOTER REGISTRATION AND ELECTIONS
 Argument / Rebuttal Signature Statement Form

The Sacramento County Voter Registration and Elections Office requires this statement be completed and submitted with the argument. Names and titles listed will be printed in the order provided, and will appear as indicated. In addition, no more than 5 names may be printed following the written argument statement in the County Voter Information Guide.

Argument/Rebuttal Filed by (Check any of the following that apply)

- Board of Supervisors or any member(s) of the Board
- Individual voter who is eligible to vote on the measure
- Bona Fide Association of Citizens (see Elections Code 9166, 9287, 9503)

Ballot Argument Contact:

Name: _____
 Residence Address: _____
 Day Phone: _____ Evening Phone: _____
 Cell Phone: _____ Fax: _____
 Work Phone: _____ E-mail: _____
 Filer's Signature: _____

The undersigned author(s) of the:

- Argument in Favor of**
- Argument Against**
- Rebuttal to the Argument in Favor of**
- Rebuttal to the Argument Against**

Ballot measure letter _____, to be voted on at the (Primary or General) election to be held on _____ in the County of Sacramento, and hereby state that this argument is true and correct to the best of his/her/their knowledge and belief.

Each person must clearly print and sign as indicated below. Printing will be in the order as submitted.

	Print Name Clearly	Print Title and Name of Organization	Signature	Date
1				
2				
3				
4				
5				



COUNTY OF SACRAMENTO
VOTER REGISTRATION AND ELECTIONS
Rebuttal Argument Alternate Signer Authorization Form

Rebuttal Argument Alternate Signer Authorization

Any original author who wishes to allow someone else to sign the rebuttal argument in their place must authorize in writing on the form below.

I, _____ authorize the following person(s) to sign the:

Rebuttal to the Argument in Favor of

Rebuttal to the Argument Against

Ballot Measure letter _____ for the election to be held on _____
(Date of Election)

One or more people who signed the argument may be replaced with other people to sign the rebuttal argument:

Please print clearly:

1. _____ to sign instead of _____
name of rebuttal signer name of argument signer

2. _____ to sign instead of _____
name of rebuttal signer name of argument signer

3. _____ to sign instead of _____
name of rebuttal signer name of argument signer

4. _____ to sign instead of _____
name of rebuttal signer name of argument signer

5. _____ to sign instead of _____
name of rebuttal signer name of argument signer

Filer's Signature: _____ **Date:** _____

APPENDIX B – SAMPLE SCHOOL DISTRICT RESOLUTION

Resolution No. _____

**RESOLUTION ORDERING AN ELECTION,
REQUESTING COUNTY ELECTIONS TO CONDUCT THE ELECTION,
REQUESTING CONSOLIDATION OF THE ELECTION, AND SPECIFICATIONS OF THE
ELECTION ORDER**

(enter school district name)

WHEREAS, (insert school district summary of facts and circumstances, include as many instances as applicable)

WHEREAS, (insert school district summary of facts and circumstances, include as many instances as applicable)

WHEREAS, (insert school district summary of facts and circumstances, include as many instances as applicable)

WHEREAS, pursuant to Education Code Section 5322, whenever a school district election is ordered, the governing board of the district or the board or officer authorized to make such designations shall, concurrently with or after the order of election, but not less than 123 days prior to the date set for the election in the case of an election for governing board members, or at least 88 days prior to the date of the election in the case of an election on a measure, including a bond measure, by resolution delivered to the county superintendent of schools and the officer conducting the election specify the date of the election and the purpose of the election;

WHEREAS, pursuant to Elections Code Section 10402, the governing body of any city or district may by resolution request the Board of Supervisors of the county to permit the county elections official to render specified services to the city or district relating to the conduct of an election. The city or district shall reimburse the county in full for the services performed upon presentation of a bill to the city or district; and

WHEREAS, pursuant to Elections Code Section 10400, whenever two or more elections, including bond elections, of any legislative or congressional district, public district, city, county, or other political subdivision are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections; and

WHEREAS, pursuant to Elections Code Section 10403, whenever an election called by a district, city or other political subdivision for the submission of any question, proposition, or office to be filed is to be consolidated with a statewide election, and the question, proposition, or office to be filed is to appear upon the same ballot as that provided for that statewide election, the district, city or other political subdivision shall, at least 88 days prior to the date of the election, file with the board of supervisors, and a copy with the elections official, a resolution of its governing board requesting the consolidation, and setting forth the exact form of any question, proposition, or office to be voted upon at the election, as it is to appear on the ballot. Upon such request, the Board of Supervisors may order the consolidation. The resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election;

APPENDIX B – SAMPLE SCHOOL DISTRICT RESOLUTION

WHEREAS, pursuant to Education Code Section 5342 and Elections Code Section 10400, such election for school districts may be either completely or partially consolidated;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that pursuant to Education Code Section 5342 and Elections Code Section 10400/10403, the governing body/board of trustees of the (enter school district name) hereby orders an election be called and consolidated with any and all elections also called to be held on (enter date of election) within the same territory or in territory that is in part the same as the territory of the school district, and

BE IT FURTHER RESOLVED AND ORDERED that pursuant to Elections Code Section 10002 said governing body/board of trustees hereby requests the Board of Supervisors of the County of Sacramento to permit the Sacramento County Voter Registration and Elections office to provide any and all services necessary for conducting an election and agrees to pay for said services in full, and

BE IT FURTHER RESOLVED AND ORDERED that pursuant to Education Code Section 5322, the authority for the specifications of the election order, the governing body/board of trustees of the (enter name of school district) hereby orders an election to be held with the following specifications:

The election shall be held on Tuesday, (enter date of election);

BE IT FURTHER RESOLVED AND ORDERED that the Sacramento County Voter Registration and Elections office shall conduct the election to be held on (enter date of election) and submit to the electorate the following question:

(insert proposed ballot question here)

BE IT FURTHER RESOLVED AND ORDERED that the Sacramento County Voter Registration and Elections office is requested to select one of the following options and only include the applicable wording in line with this statement):

Option 1: Print the attached full measure text (enter exhibit number) exactly as filed or indicated on the filed document in the voter information guide for the (enter date of election) election.

Option 2: Not print the attached full measure text (enter exhibit number) in the voter information guide. Elections Code §9160

In addition, the full text will be available at the following website address:

APPENDIX B – SAMPLE SCHOOL DISTRICT RESOLUTION

BE IT FURTHER RESOLVED AND ORDERED THAT voter approval requirement is _____.
(enter one of the following: majority, two-thirds (2/3), or 55%)

PASSED AND ADOPTED by the (enter name of school district) this _____ day of _____, 20XX by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

SIGNED: _____
Chairperson of said Governing Board

ATTEST: _____
Secretary

SAMPLE

APPENDIX A - SAMPLE CITY/SPECIAL DISTRICT RESOLUTION

RESOLUTION NO. [REDACTED]

RESOLUTION ORDERING AN ELECTION, REQUESTING COUNTY ELECTIONS TO CONDUCT THE ELECTION, AND REQUESTING CONSOLIDATION OF THE ELECTION

(enter city/special district name)

WHEREAS, (insert city/special district summary of facts and circumstances, include as many instances as applicable)

WHEREAS, (insert city/special district summary of facts and circumstances, include as many instances as applicable)

WHEREAS, (insert city/special district summary of facts and circumstances, include as many instances as applicable)

WHEREAS, pursuant to Elections Code Section 10002, the governing body of any city or district may by resolution request the Board of Supervisors of the county to permit the county elections official to render specified services to the city or district relating to the conduct of an election. The city or district shall reimburse the county to fund the services performed upon presentation of a bill to the city or district; and

WHEREAS, pursuant to Elections Code Section 10400, whenever two or more elections, including bond elections, of any legislative or congressional district, public district, city, county, or other political subdivision are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections; and

WHEREAS, pursuant to Elections Code Section 10403, whenever an election called by a district, city or other political subdivision for the submission of any question, proposition, or office to be filled is to be consolidated with a statewide election, and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for that statewide election, the district, city or other political subdivision shall, at least 88 days prior to the date of the election, file with the board of supervisors, and a copy with the elections official, a resolution of its governing board requesting the consolidation, and setting forth the exact form of any question, proposition, or office to be voted upon at the election, as it is to appear on the ballot. Upon such request, the Board of Supervisors may order the consolidation. The resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that pursuant to Elections Code Section 10400 and 10403, the governing body of the (enter city/special district name) hereby orders an election be called and consolidated with any and all elections also called to be held on (enter date of election) within the same territory, and

BE IT FURTHER RESOLVED AND ORDERED that pursuant to Elections Code Section 10002 said governing body hereby requests the Board of Supervisors of the County of Sacramento to permit the Sacramento County Voter Registration and Elections office to provide

APPENDIX A -SAMPLE SPECIAL DISTRICT RESOLUTION

any and all services necessary for conducting an election and agrees to pay for said services in full, and

BE IT FURTHER RESOLVED AND ORDERED that the Sacramento County Voter Registration and Elections office shall conduct the election to be held on (enter date of election) and submit to the electorate the following question:

BE IT FURTHER RESOLVED AND ORDERED that the Sacramento County Voter Registration and Elections office is requested to (select one of the following options and only include the applicable wording in line with this statement):

BE IT FURTHER RESOLVED AND ORDERED THAT voter approval requirement is _____ (enter one of the following: majority, two-thirds (2/3), or 55%)

- **Option 1:** Print the attached full measure text (enter exhibit number) exactly as filed or indicated on the filed document in the voter information guide for the (enter date of election) election.
- **Option 2:** Not to include the full measure text (enter exhibit number) in the county voter information guide but send a copy to voters upon request. Elections Code § 9160 In addition, the full text will be available at the following website address:

PASSED AND ADOPTED by the (Name of City/Special District) this _____ day of _____, 20xx by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

SIGNED: _____

Chairperson of said Governing Board

ATTEST: _____

Secretary



