



# How to Place a Measure on the Ballot

A Guide for Governing Boards for the County, Cities, School Districts and Special Districts

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This guide was developed in an effort to provide answers to questions frequently asked by governing bodies regarding how to place a measure on the ballot. It is for general information only and does not have the force and effect of law, regulation, or rule. In case of conflict, the law, regulation, or rule will apply.

Persons using this guide must bear full responsibility to make their own determinations as to all legal standards and duties.

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## General Measure Calendar

Dates	Events
E-125	Formal notice of the intent to call or consolidate election due to the County Election Official. Recommended time frame to file resolutions requesting Consolidation and Calling for an Election.
E-88	Deadline to file resolution requesting Election or Consolidation of Election Last day to amend or withdraw a measure
E-81	Last day for County Counsel or City Attorney to submit Impartial Analysis Last day to submit arguments
E-80	10-Day public examination period for ballot measure materials begins
E-74	Last day to submit rebuttals to County Elections Official
E-73	10-Day public examination period for rebuttals begins
E-40	Voter Information Guide and Sample Ballots go in the mail
E-29	Ballots are mailed to all active registered voters; early voting begins
E-28	Drop boxes are available for use through the close of polls on Election Day
E-7	Last day for voters to request a ballot by mail
E-0	Election Day
E+2	First day of official canvass
E+30	Completion of official canvass (may be completed sooner)

# Preparing Your Resolution

## 1. Resolution Calling for Election and Consolidation

Districts and Cities: Submit a “Resolution Requesting Consolidation of Election and Ordering of Such Election” and a “Notice to County Clerk 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” and a “Notice to County Clerk of Measure Submitted to the Voters.”

A resolution “Calling for an Election” should include purpose of election, Ballot Measure Text (not to exceed 75 words, including title) and the vote requirement for measure passage (i.e., majority of votes cast; 2/3 votes cast; 55% votes cast). The resolution must state that the city will reimburse the County for costs incurred.

We can provide interested parties with an election-specific measure calendar.

## 2. The Measure Text

Provide clear instructions on what portion of the resolution or ordinance is considered the full text of the ballot measure. The full text may be printed in the Voter Information Guide. There is no limit on the number of words that can be printed.

If you want the measure text printed in the Voter Information Guide, please specify as such in the resolution. Instead of measure text, we can provide a link for voters who are interested in reading the measure text. Voters are also instructed to contact the Elections Office for a copy of the measure text. Jurisdictions will be billed for costs.

## 3. The Ballot Label

A ballot label is a condensed version of the ballot title and summary (including the financial impact summary) and must be no more than 75 words (Elections Code §§ 9051, 13247). See next page on “How to Count Words.”

Jurisdictions should consider beginning their ballot label with a few key summary words to summarize the measure. The summary words count toward the 75-word limit. See examples on Page 8.

Measures are followed by the words “YES” and “NO.”

School bond measures are followed by the words: “Bonds—Yes,” “Bonds—No.” (Edc. Code § 15122)

School reorganization measures are followed by the words: “Reorganization of School Districts—Yes” and “Reorganization of School Districts—No.” Similar words may be used. (Edc. Code § 35762)

## How to Count Words

<b>Abbreviations</b>	An abbreviation for a word, phrase, or expression is counted as one word.
<b>Dates</b>	Dates consisting of a combination of words and digits shall be counted as two words, e.g., "January 1, 2021." Dates consisting of only a combination of digits shall be counted as one word, e.g., "1/1/21."
<b>Hyphenations</b>	Hyphenated words that appear in any generally available dictionary are considered one word. Each part of all other hyphenated words shall be counted as separate words.
<b>Numbers</b>	Any number consisting of a digit or digits are counted as one word, e.g., "100." Any number that is spelled out, e.g., "one hundred," count as separate words.
<b>Percent Signs (%), Number Signs (#), and other symbols</b>	It is department policy to count numbers consisting of a digit or digits used with a dollar sign (\$), cent sign (¢), percentage sign (%), or number sign (#) as one word.
<b>Phone and Internet</b>	Web addresses and telephone numbers are counted as one word.
<b>Proper Nouns &amp; Geographical names</b>	All proper nouns, including geographical names, are counted as one word. For example, "Nevada County Board of Education" shall be counted as one word.
<b>Punctuation</b>	Punctuation is not included in the word count.
<b>Required Titles</b>	Words used in the title of arguments, rebuttals, and analyses, such as "Argument in Favor of Measure A" are not counted. All words used in the 75-word ballot question are counted except for the letter designating the measure.

## Assigning Letters to Measures

The County Elections Official assigns letters to local measures. Letters are assigned in alphabetical order, starting with the next letter following the previous election. Measures are assigned through Z, or as close to the end of the alphabet as possible to accommodate all measures in the current election without wrapping letters. For example, if the previous election ended with local measure V and there are five local measures in the current election, then they will be assigned letters A, B, C, D, E (rather than W, X, Y, Z, A).

The County Elections Official may designate local measures with any letter following “A” and continuing alphabetically, in order to avoid voter confusion that might result from different local measures carrying the same letter designation in successive elections. (Elections Code § 13116)

The order measures appear on the ballot is defined in Section 13109 of the Elections Code. To allow for the most efficient use of space, the County Elections Official may vary the order of the measures.

- School measures
  - County Board of Education
  - College
  - Unified schools
  - High schools
  - Elementary schools
- County measures
- City measures
- District measures

If a district has voters in two or more counties, the counties will mutually agree to use a letter designation for the measure that will not conflict or confuse the voter.

## Arguments For or Against Ballot Measures

The County Elections Official prepares and publishes a legal notice of election, including deadlines to file arguments for or against the measure. Information will also be posted on the County Elections website: <https://www.mynevadacounty.com/elections>.

If more than one argument is submitted, the County Elections Official will select one argument only. Priority is based as follows: 1) the governing body or members thereof, 2) an individual voter, bona fide association of citizens who are sponsors or proponents of the measure, 3) bona fide association of citizens, and 4) individual voters eligible to vote on the measure. (Elections Code §§ 9166, 9287, 9503)

All arguments and rebuttals must be filed with the Signature Statement provided by the County Elections Official. Arguments are limited to 300 words.

## Other Ballot Materials

If arguments in favor and against are submitted, then filers will have the opportunity to submit rebuttals. Rebuttals are limited to 250 words.

County Counsel or the City Attorney, whichever is applicable, will submit an impartial analysis. The impartial analysis is available for public inspection and will be printed in the Voter Information Guide.

Bond measures require a tax rate statement to be filed by the 88<sup>th</sup> day before the election. A fiscal impact statement may also be ordered.

## Overview of Campaign Disclosures

<b>First</b>	Download the Fair Political Practices Commissions' Manual 3 for ballot measure committees at <a href="https://www.fppc.ca.gov/learn/campaign-rules/campaign-disclosure-manuals.html#title3">https://www.fppc.ca.gov/learn/campaign-rules/campaign-disclosure-manuals.html#title3</a>
<b>Second</b>	<p>The Form 410 must be filed within 10 days of receiving \$2,000 in contributions. When filing the Form 410, include a \$50 payment made payable to the Secretary of State.</p> <p>If your committee has not yet reached the \$2,000 threshold, mark the "not yet qualified" box. The \$50 fee is requested at this time but is not legally required until the group qualifies as a committee.</p> <p>All FPPC forms are available online at <a href="https://www.fppc.ca.gov/forms.html">https://www.fppc.ca.gov/forms.html</a></p>
<b>Third</b>	<p>The Form 460 is filed by recipient committees to report expenditures and contributions. The Form 460 can be used to file a pre-election statement, semi-annual statement, quarterly statement, termination statement, special odd-year report, or an amendment to a previously filed statement.</p> <p>For technical advice on completing the forms, contact the FPPC.</p> <p><b>Fair Political Practices Commission</b> 428 J Street, Suite 620 Sacramento, CA 95814 General Contact: 916-322-5660 Advice Line: 1-866-ASK-FPPC (1-866-275-3772) Fax: 916-322-0886 Website: <a href="http://www.fppc.ca.gov">www.fppc.ca.gov</a></p>
<b>Fourth</b>	File Forms 460 and 410 to terminate the committee upon completion of your efforts.

Nevada County requires all filers to use Netfile to file disclosure documents. Using Netfile is easy and convenient. For more information, visit their website <https://www.netfile.com/corp/> or call (209) 742-4100.

## Examples of How a Measure May Appear on the Ballot

<b>CITY:</b>	
<b>Measure Z</b>	
<b>Z KEY WORD SUMMARY OF MEASURE.</b>	Followed by the ballot title. The total number of words, including the summary, may not exceed 75 words. (§§ 9051, 13247)
<input type="checkbox"/>	<b>YES</b>
<input type="checkbox"/>	<b>NO</b>

*Example with the first few words summarizing the measure in all caps and in bold.*

<b>CITY:</b>	
<b>Measure Z</b>	
<b>Z</b>	75-word ballot title without a summary (§§ 9051, 13247)
<input type="checkbox"/>	<b>YES</b>
<input type="checkbox"/>	<b>NO</b>

*Example of a ballot title without a few key words summarizing the measure.*

Bullets, italics, underlining, and bolding (beyond the title) are not permitted in the ballot title.



**Example Titles:** Here is one example of how you can title your resolution. Please refer to page 3 for further details.

City Resolution Calling For An Election

RESOLUTION NO. 2006-06  
 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF \_\_\_\_\_ CALLING FOR A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 1, 2011 FOR THE ELECTION OF CERTAIN OFFICERS AS REQUIRED BY THE PROVISIONS OF THE CHARTER OF THE CITY OF TORRANCE.

CITY COUNCIL RESOLUTION NO. 2006-07  
 CALIFORNIA )  
 COUNTY OF LOS ANGELES ) ss  
 I, \_\_\_\_\_ City Clerk of the City of \_\_\_\_\_, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of \_\_\_\_\_ at its regular meeting of said Council held on the 24th day of January, 2006 by the following roll call vote:  
 COUNCILMEMBERS \_\_\_\_\_ Mayor Pro Tem \_\_\_\_\_  
 COUNCILMEMBERS \_\_\_\_\_ None \_\_\_\_\_  
 COUNCILMEMBERS \_\_\_\_\_ None \_\_\_\_\_  
 COUNCILMEMBERS \_\_\_\_\_ Mayor \_\_\_\_\_  
 City Clerk of the City of \_\_\_\_\_

City Resolution Requesting Consolidation

RESOLUTION NO. 2006-06  
 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF \_\_\_\_\_ CALLING FOR A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 1, 2011 FOR THE ELECTION OF CERTAIN OFFICERS AS REQUIRED BY THE PROVISIONS OF THE CHARTER OF THE CITY OF TORRANCE.

RESOLUTION NO. 2006-07  
 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF \_\_\_\_\_ CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 1, 2011 WITH THE STATEWIDE PRIMARY ELECTION TO BE HELD ON THE SAME DATE PURSUANT TO §10403 OF THE ELECTIONS CODE.

CITY COUNCIL RESOLUTION NO. 2006-07  
 STATE OF CALIFORNIA )  
 COUNTY OF LOS ANGELES ) ss  
 CITY OF \_\_\_\_\_ )  
 I, \_\_\_\_\_ City Clerk of the City of \_\_\_\_\_, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of \_\_\_\_\_ at its regular meeting of said Council held on the 24th day of January, 2006 by the following roll call vote:  
 AYES: COUNCILMEMBERS \_\_\_\_\_ Mayor Pro Tem \_\_\_\_\_  
 NICES: COUNCILMEMBERS \_\_\_\_\_ None \_\_\_\_\_  
 ABSTAIN: COUNCILMEMBERS \_\_\_\_\_ None \_\_\_\_\_  
 ABSENT: COUNCILMEMBERS \_\_\_\_\_ Mayor \_\_\_\_\_  
 City Clerk of the City of \_\_\_\_\_

RESOLUTION NO. 2006-07  
 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF \_\_\_\_\_ CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 1, 2011 WITH THE STATEWIDE PRIMARY ELECTION TO BE HELD ON THE SAME DATE PURSUANT TO §10403 OF THE ELECTIONS CODE.  
 WHEREAS, the City Council of the City of \_\_\_\_\_ called a General Municipal Election to be held on June 6, 2006 for the purpose of the election of a Mayor, three (3) Members of the City Council, a City Clerk, and a City Treasurer each for a full term of four years; and  
 WHEREAS, it is desirable that the General municipal election be consolidated with the Statewide Primary election to be held on the same date and that within the city the precincts, polling places and election officers of the two elections be the same, and that the county election department of the County of Los Angeles canvass the returns of the General Municipal Election and that the election be held in all respects as if there were only one election;  
 NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF \_\_\_\_\_ DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:  
 SECTION 1. That pursuant to the requirements of §10403 of the Elections Code, the Board of Supervisors of the County of Los Angeles is hereby requested to consent and agree to the consolidation of a General Municipal Election with the Statewide Primary election on Tuesday, June 6, 2006 for the purpose of the election of a Mayor, three (3) Members of the City Council, a City Clerk, and a City Treasurer each for a full term of four years.  
 SECTION 2. That the county election department is authorized to canvass the returns of the General Municipal Election. The election shall be held in all respects as if there were only one election, and only one form of ballot shall be used.  
 SECTION 3. That the Board of Supervisors is requested to issue instructions to the county election department to take any and all steps necessary for the holding of the consolidated election.  
 SECTION 4. That the City of \_\_\_\_\_ recognizes that additional costs will be incurred by the County by reason of this consolidation and agrees to reimburse the County for any costs.  
 SECTION 5. That the City Clerk is hereby directed to file a certified copy of this resolution with the Board of Supervisors and the county election department of the County of Los Angeles.  
 SECTION 6. That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the books of original resolutions.  
 PASSED, APPROVED AND ADOPTED ON JANUARY 24, 2006.  
 APPROVED AS TO FORM: \_\_\_\_\_ Mayor Pro Tem \_\_\_\_\_  
 City Attorney \_\_\_\_\_ ATTEST:  
 by \_\_\_\_\_ Assistant City Attorney \_\_\_\_\_  
 \_\_\_\_\_ City Clerk

Election shall be held on \_\_\_\_\_ CALIFORNIA, \_\_\_\_\_  
 ss:  
 Law, there is called and June 6, 2006, a General of four years, three (3) for a full term of four  
 in form and content as directed to procure and equip, equipment and conduct the election, even o'clock a.m. of the and eight o'clock p.m. of §10401 of the Elections  
 in, the election shall be election is given and the additional notice of the or and adoption of this

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