

Yolo County Elections Office



Guide to Local Measures

Yolo County Elections
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(530) 666-8133
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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 the Yolo County Elections Office at (530) 666-8133 or email cntyclrk@yoloelections.org.

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 Measures, Arguments and Rebuttals concerning County, School and District Measures in Yolo County only. Arguments and/or Rebuttals involving County, School and District Measures are filed with the Yolo County Elections office.

City Measures and 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’s Clerk.

Measure Due Dates

Per Election Code § 10403, the deadline to submit measures to the County Elections Office is 88 days before the election. However, Yolo County strongly encourages those interested to submit their measure to our office 115 days prior to the election. This ensures that there is adequate time to place the measure on the Board of Supervisor’s agenda.

California Elections Code allows the County Elections Office to set the due dates for filing Arguments and Rebuttals, based on the time necessary to allow for the mandated 10-calendar day public examination period, and to prepare, print, and mail the County Voter Information Guides. Each measure has its own calendar of due dates, as determined by the County Elections Office.

Information on due dates for City Measures should be obtained from the particular City.

Sample Measure Calendar

Yolo County Measure Calendar
November 6 2018 General Election

Recommended Due Dates	Filed by July 6 – July 13	OR	Filed by August 1 – August 10, 2018
7/6 – 7/13/18 E-123 – E-116	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.		8/10/18 E-88
	EC §§ 10401, 10402, 10403		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.
7/20/18 E-109	Impartial analysis due from County Counsel for measures. Not to exceed 500 words in length.		8/14/18 E-84
	EC § 9160		Deadline to submit Arguments IN FAVOR OF or AGAINST a local measure. Not to exceed 300 words in length.
7/23/18 E-106	Deadline to submit Arguments IN FAVOR OF or AGAINST a local measure. Not to exceed 300 words in length.		8/15 – 8/24/18 E-83 – E-74
	EC §§ 9162, 9163		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.
7/24 – 8/3/18 E-105 – E-95	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.		8/15/18 E-88
	EC §§ 9163, 9190		Impartial analysis due from County Counsel for measures. Not to exceed 500 words in length.
7/31/18 E-98	Deadline to submit Arguments IN FAVOR OF or AGAINST a measure argument. Not to exceed 250 words in length.		8/15/18 E-83
	EC § 9167		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.
8/1-8/10/18 E-97 – E-88	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 no later than the end of the 10-Calendar day public examination period.		8/16/18 E-82
	EC §§ 9167, 9190		Deadline to submit Rebuttals to Arguments IN FAVOR OF or AGAINST a measure argument. Not to exceed 250 words in length.
8/2/18 E-96	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.		8/17 – 8/26/18 E-81 – E-72
	EC § 9605		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.

Submitting a Measure

Groups interested in submitting a measure must also submit a resolution requesting a consolidation of the election. A copy of this resolution, as well as the measure text, must be submitted via email to both the Yolo County Elections Office (cntyclrk@yoloelections.org) and the County Board of Supervisors (clerkoftheboard@yolocounty.org). This electronic copy must be a Word Document, or similar, that can be copied and pasted. A hard copy of the resolution and measure text should also be sent to the Yolo County Elections Office.

Resolution

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.”

Measure Text

When submitting materials to place a Measure on the ballot, indicate clearly the Measure wording by placing a box around the entire ballot question you wish to appear on the official Ballot and in the County Voter Information Guide. Also state in writing, which portion of the resolution or ordinance 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 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 (also known as a Tax Rate Statement). EC § 13119

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. EC § 13119

If you do not want any Measure Text to be printed in the County Voter Information Guide, please provide this direction in writing within the resolution. In this case, instead of Measure Text, voters will be directed to contact the District for a copy of the proposed Measure.

Ballot Question

The Ballot Question is limited to 75 words. Jurisdictions may want to consider beginning their Ballot Question with a few key summary words to summarize the Measure. The words will count toward the 75 word limit. EC § 303

The verbiage, “Shall the measure (stating the nature thereof) be adopted?”, must be included in your Ballot Question. This verbiage will count toward the 75 word limit. EC § 13119

The Ballot Question is followed by the words YES and NO. The words to appear on the ballot for School Bond Measures are Bonds - Yes and Bonds - No. The words to appear on the ballot for a School Reorganization Measure are Reorganization of School Districts - Yes and Reorganization of School Districts - No. Similar words may be used. EC § 13247, EDC § 15122

Order of Appearance

Measures will appear on the ballot in the following order:

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. Special Districts

In order to allow for the most efficient use of space, the County Elections Official may vary the order of the Measures. EC § 13109

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

Measure Letter Assignment

Letters designating Measures will be assigned by the Elections Official. 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. EC § 13116

Yolo County reserves the right to block off letter designations for the County of Yolo 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.

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

The Impartial Analysis is limited to 500 words.

The Impartial Analysis will be submitted by County Counsel or the City Attorney, whichever is applicable. EC §§ 9160, 9280, 9313, 9500

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. EC § 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. EC §§ 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. EC § 9160

Submitting Analyses and Statements

Impartial Analyses, 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 cntyclrk@yoloelections.org in addition to submitting your hardcopy.

Arguments

Arguments are limited to 300 words. These arguments are to be printed as submitted and will not be edited by the county for any typographical errors. No profanity or objectionable language is allowed.

One argument IN FAVOR OF and one argument AGAINST each measure will be printed in the County Voter Information Guide. These arguments may be submitted by the Board of Supervisors, any member of the Board, any individual eligible to vote on the measure or any combinations of such voters for any School District, District, or County Measure. EC § 9501, 9162

City Measures: Information should be obtained from the individual city involved.

In the event that more than one argument IN FAVOR OF and one argument AGAINST is submitted, the elections office will select a single argument on each side. In selecting that single argument, preference will be given in the following order:

1. The Board of Supervisors or a member or members of the district board
2. The individual voter or bona fide association of citizens who is the sponsor or proponent of the measure
3. Other bona fide association of citizens
4. Individual voters who are eligible to vote on the measure

EC § 9166, 9287, 9503

Arguments may be changed or withdrawn by their proponents at any time prior to and including the date designated by the Elections Official. EC §§ 9163, 9286, 9316, 9502, 9601

If any Argument is changed, the newly signed original Argument must be completed and filed with the Elections Official no later than a date designated by the Elections Official.

The original signed withdrawal request must be filed with the Elections Official no later than a date designated by the Elections Official.

Rebuttals

Rebuttals are 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.

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

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.

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 an individual is signing a Rebuttal Argument (the argument is not submitted on behalf of an association), he/ she must be eligible to vote on the Measure (a registered voter in the jurisdiction).

If the Rebuttal Argument is submitted on behalf of a bona fide association and the signer(s) of the Argument are affiliated with the association and are authorized by the association to sign the Argument, the signer(s) do not need to be registered voters in the jurisdiction (they are representing the association's position).

If only an Argument IN FAVOR OF is filed, there is no Rebuttal period.

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

EC § 9167, 9285, 9317, 9504

Submitting Arguments and Rebuttals

Arguments and Rebuttals should be written and submitted in block format. When submitting Arguments and Rebuttals, please email Word documents to cntyclrk@yoloelections.org in addition to your hardcopy. Please print as the heading of the Argument or Rebuttal a statement as to what you are submitting and for which measure (e.g. "Rebuttal to the Argument Against Measure X").

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. EC § 9164, 9283

Required Statement to Accompany any Argument and/or Rebuttal

Election law requires that all Arguments and Rebuttals be accompanied by the following form statement, to be signed by each proponent and by each author, if different, of the Argument: EC § 9600

The undersigned proponent(s) or author(s) of the (primary/rebuttal) argument (in favor of/ against) ballot proposition (name or number) at the (title of election) election for the (jurisdiction) to be held on (date) hereby state the this argument is true and correct to the best of their knowledge and belief.

Signed _____	Date _____
_____	_____
_____	_____

This above statement will not be printed in the County Voter Information Guide, but is retained on file with the other Measure documentation.

Other Information to 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 following information either printed or typed on the form provided or on a separate piece of paper:

- The name, address and telephone number of the contact person.
- The printed name of each signer.
- The address where each of the signers are registered to vote, including city and zip code.
- The mailing address of each of the signers (if different from the registered address).

The aforementioned information is not printed in the County Voter Information Guide. It is used to verify eligibility and to send confirmation letters and Rebuttal forms if an Argument is chosen. This information is not required to be filed with the Rebuttal Argument.

Challenging Argument or Rebuttal Contents

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 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.

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. EC § 9190, 9295, 9380, 9590

Should this be your course of action, contact the Elections Office immediately at (530) 666-8133. 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

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.

Word Counts

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. EC § 9

Punctuation	Punctuation is not counted
Titles	Titles are not counted
Proper Nouns	All proper nouns are counted as one word <u>Example:</u> 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. <u>Example:</u> County of Yolo = one word <u>Example:</u> Washington Joint Unified School District = one word
Abbreviations	Each abbreviation shall be counted as one word <u>Example:</u> PTA = one word
Hyphenations	Hyphenated words that appear in any standard reference dictionary shall be counted as one word. Each part of all other hyphenated words shall be counted separately <u>Example:</u> fifty-fifty = one word <u>Example:</u> half-cent = two words
Dates	All dates shall be counted as one word <u>Example:</u> 1/1/2018 = one word <u>Example:</u> January 1, 2018 = one word
Numbers	Any number consisting of digits shall be counted as one word. Numbers spelled out shall be counted as separate words <u>Example:</u> one hundred = two words <u>Example:</u> 100 = one word
Contact Information	Phone numbers, email addresses and websites are all counted as one word. <u>Example:</u> (530) 555-4444 = one word <u>Example:</u> yoloelections.org = one word <u>Example:</u> cntyclrk@yoloelections.org = 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.

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

NOTE: The Yolo County Elections Office is the filing officer for FPPC forms, and not the authority on filing requirements. Please direct any question about campaign disclosures to the Fair Political Practices Commission:

Fair Political Practices Commission
www.fppc.ca.gov
1102 Q Street, Ste 3000 (866) 275-3772
Sacramento, CA 95811 advice@fppc.ca.gov