

HOW TO PLACE A MEASURE ON THE BALLOT AND SUBMITTING ARGUMENTS AND REBUTTALS

**FOR COUNTY, CITIES,
SCHOOLS, AND
SPECIAL DISTRICTS**



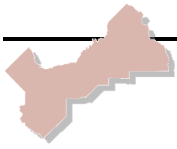
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This handbook, HOW TO PLACE A MEASURE ON THE BALLOT AND SUBMITTING ARGUMENTS AND REBUTTALS is intended to provide general information and does not have the force and effect of law, regulation, or rule. It is distributed with the understanding that the County Clerk/Registrar of Voters of the County of Fresno is not rendering legal advice and, therefore, the handbook is not to be a substitute for legal counsel for the individual or organization using it. It is the responsibility of individual/organization or jurisdictions to obtain the most up-to-date information available, reflecting changes in laws or procedures subsequent to the publication of this handbook.

NOTE

This handbook does not discuss how a citizen or group of citizens can move to enact a new law or change an existing law. Those procedures are detailed in the handbook “Procedures for County and District Initiatives and Referenda”, available at www.votefresnocounty.com.

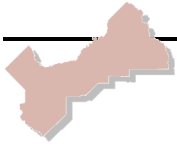
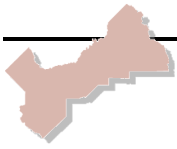


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INTRODUCTION

NOTE

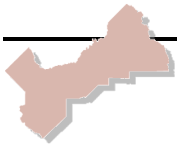
A measure is an ordinance, question, issue, or charter amendment submitted to a vote of the people at any election. Local (county, city, school district, or special district) questions, issues or amendments are referred to as “Measures”. Those that are voted upon statewide are called “Propositions.”

This handbook provides general information for local jurisdictions on how to complete the process of placing a measure on the ballot, and for all interested parties (local government agencies, bona fide associations of citizens, and individuals) who wish to submit a Direct Argument in favor or against a ballot measure including submitting Rebuttal Arguments to the Direct Arguments.

The County Clerk/Registrar of Voters Office recommends jurisdictions consult with their legal counsel on the laws pertaining to placing a measure on the ballot.

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

California Elections Code (EC) §§ 9118, 9140, 9145, 9160, 9167, 9215, 9222, 9310, 9311,
9340, 9342



Measure Resolution

NOTE:

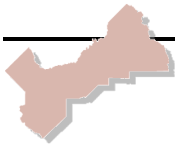
All jurisdictions shall consult with their legal counsel on the required language of a resolution calling for an election on a measure. See Exhibit A, “Example Resolution” on page 24 of this handbook highlighting required and optional areas.

Due Date of Filing

The County Clerk/Registrar of Voters’ Office recommends jurisdictions submit a Measure for placement on the ballot at least 100 days prior to the intended election date. Pursuant to California Elections Code, resolutions are due by 5:00 p.m., 88 days before the intended election date. Governing boards are strongly recommended to file the measure resolution by the recommended due date to allow sufficient time for publication of the notice of dates fixed for filing Arguments and Rebuttals, and to allow sufficient time for printing of voting materials in the County Voter Information Guide (CVIG). All jurisdictions must submit their final executed Resolution as a signed (wet signature) hard copy to the Fresno County Board of Supervisors and the County Clerk/Registrar of Voters. Jurisdictions shall also email an electronic copy of the resolution with full measure text, and ALL other submitted measure documents in Microsoft WORD format to clerk-elections@fresnocountyca.gov. Jurisdictions shared with another county or counties must file an executed Resolution with the primary county. Jurisdictions should contact the shared county or counties for further instruction.

A city or district begins the process of placing a measure on the ballot by adopting a Resolution of its governing board requesting the County Board of Supervisors to permit the County Clerk/Registrar of Voters to render specified services relating to the conduct of an election.

EC §10002



The executed resolution must do all the following:

- Begin with a clear statement calling for an election on the proposed date and specifying if it will be a Regular or Special Election.

EC §§ 1400 *et seq.*, 9118, 9222, 9310

- If the governing board wishes to consolidate the election with other scheduled elections to be held on the same day, in the same territory, or in territory that is in part the same, a clear request for consolidation should be included.

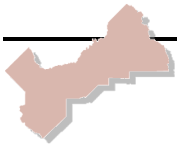
EC § 10400 *et seq.*; Ed. C §§ 5340, 5342

- If the governing board wishes to consolidate the election with a statewide election, the Resolution shall do all of the following:

- Request the election be consolidated with the statewide election;
- Set forth the exact form of the question to be voted upon at the election, as it is to appear on the ballot (i.e., the ballot question); and
- Acknowledge that the consolidated election will be held and conducted in the manner prescribed in Elections Code § 10418.

- For city and district measures, a statement that the jurisdiction will reimburse the County for the election cost.

EC § 10002



Executed Resolution Required



A measure will not be placed upon the ballot without a timely filed and executed resolution from the jurisdiction's governing board.



This requirement can be satisfied by filing either:

- An original paper (i.e., hard copy) resolution with original “wet” signatures, showing execution; or
- A paper photocopy (i.e., hard copy) of the executed resolution, showing with an original “wet” signed certification stamp on the resolution executed by the Clerk of the jurisdiction's governing board.

Ballot Question

The ballot question is the statement of the measure to the voters as it is intended by the governing board to appear on the ballot. The ballot question is limited to 75 words.

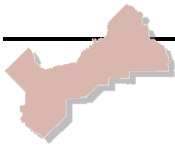
If the proposed measure imposes a tax or raises the rate of a tax, the ballot question shall include the amount of the money to be raised annually and the rate and duration of the tax to be levied.

EC § 13119(b)

The ballot question may begin with a few key words (ballot title) to summarize the measure, which may be **bolded** at the governing board's discretion. However, these words will count toward the 75-word limit.

EC § 9051

See Exhibit B, “How to Count Words” on page 28 of this handbook for guidance on how words are counted in Ballot Questions and other required election material with word limits. No other stylization or highlighting of text is allowed in the ballot question.



The ballot question must be followed by one of these choices:

For School Bond Measures: “Bonds—Yes” and “Bonds—No”

Ed. C § 15122

For School Reorganization Measures: “Reorganization of school districts—Yes” and
“Reorganization of school districts—No”

Ed. C § 35762

All other Measures: either to the right or below the ballot question, the words "Yes" and
"No", printed on separate lines, with voting targets.

EC §§ 13119, 13120

The “Yes/No” options above are not included in the 75-word limit.

Examples of Ballots Questions

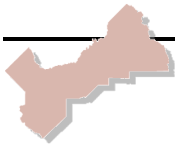
SCHOOLS	
POMEGRANATE UNIFIED SCHOOL DISTRICT	
<p>M. IMPROVE OUR SCHOOL. To repair and replace aging, outdated classrooms/science labs with modern facilities and maintain the quality of education, update career-training facilities, and computer systems to keep pace with technology, improve students safety, construct, repair schools, facilities/equipment to provide students with the education and training needed to succeed in college/careers, shall the measure for Pomegranate Unified School District issue \$38 million in bonds at legal rates, with independent citizen oversight be adopted?</p>	
<input type="radio"/> Bonds – Yes	<input type="radio"/> Bonds - No

COUNTY
<p>K. KEY WORD SUMMARY OF MEASURE. Followed by the ballot question. The number of words may not exceed 75. EC §13247</p>
<p><input type="radio"/> Yes <input type="radio"/> No</p>

Ballot Question from a Resolution and Final County Voter Information Guide

<p>APPROVAL OF ORDINANCE NO. 78-5632 GRANTING EXCLUSIVE FRANCHISE TO Avacado Mounian Removal. Shall Ordinance 78-5632 which grants to Avacado Mountain Removal an exclusive franchise for the collection of residential solid waste, recyclable materials, and organic materials within the City of Blueberry be adopted?</p>	Yes
	No

CITY
CITY OF BLUEBERRY
<p>R. APPROVAL OF ORDINANCE NO. 78-5632 GRANTING EXCLUSIVE FRANCHISE TO AVACADO MOUNTAIN REMOVAL. Shall Ordinance 78-5632 which grants to Avacado Mountain Removal an exclusive franchise for the collection of residential solid waste, recyclable materials, and organic materials within the City of Blueberry be adopted?</p>
<p><input type="radio"/> Yes <input type="radio"/> No</p>



Measure Text

The full text of the measure should be included in the resolution. The resolution must clearly indicate which portion, if any, of the full text of the measure is to be printed in the County Voter Information Guide. There is no limit on the number of words that can be printed in the County Voter Information Guide. The jurisdiction is responsible for the cost of all measure-related text printed in the County Voter Information Guide.



If you do not want any measure text printed in the County Voter Information Guide, this will need to be clearly stated in the resolution. In this case, instead of the full text of the measure, following the impartial analysis of the measure, voters will be directed to contact the County Clerk/Registrar of Voters' Office for a copy of the proposed measure 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 (559) 600-8683 and a copy will be mailed at no cost to you."

EC §§ 9160(b)(3), 9280

The full text of the measure, as well as the resolution calling for an election on the measure, will be made available on the Fresno County Clerk/Registrar of Voter's website at www.votefresnocounty.com.

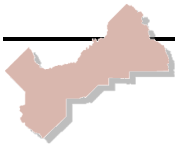
Percentage of Votes for Passage

The resolution should explicitly state the required number of votes required for passage of the measure, in a clear and specific manner. For example:

50% +1

2/3 of voters

55%



Municipalities – Additional Resolution Inclusions

Municipalities shall include the synopsis (e.g., the title and short summary) of the measure in the resolution provided to the County Clerk/Registrar of Voters. At the direction of the city, the County Clerk/Registrar of Voters shall publish the synopsis of the measure at least one time in a newspaper of general circulation in the city.

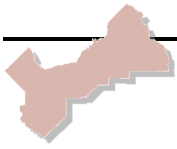
EC § 12111

Withdrawal or Amendment of Measure

Notwithstanding any other provision of law, whenever a governing board has ordered that a measure be submitted to the voters of any jurisdiction at a special election, the order of election shall not be amended or withdrawn after the 83rd day prior to the election.

The order of election shall be amended or withdrawn upon the filing of a resolution by the governing board stating the specifics concerning the amendment or withdrawal. The resolution shall be filed with the election official not later than the 83rd day prior to the election date.

EC § 9605



Assigning a Letter to a Measure

NOTE:

Eighty-five (85) days prior to an election, all qualified local measures will be given a letter designation by the County Clerk/Registrar of Voters. Jurisdictions may request specific letter assignments, but no letter assignment is guaranteed.

EC §13116

How Will a Letter Be Assigned?

Measures will be assigned a letter in alphabetical order, generally beginning with the letter “A” but potentially beginning with another letter to avoid confusion with measures from recent elections. For example, if Measures A, B and C were on the ballot in June, Measures on the November ballot may be lettered D, E, G and H.

EC § 13116

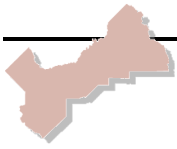
Multiple Counties

For districts that overlap into other counties, the counties will mutually agree to use a letter designation for the measure that will not conflict or confuse the voter. The agreed upon letter designation may be nonconsecutive with other assignments.

EC §13116(c)

Restrictions and Considerations

- The letter “F” will not be used for school associated measures.
- The letter “I” will not be used to avoid confusion with the use of the number “1” for state propositions.
- If a letter has been assigned, and a measure is later withdrawn, the letter will not be reassigned leaving a gap in the lettering sequence.



Order of Appearance on the Ballot

Measures will appear on the ballot in the following order:

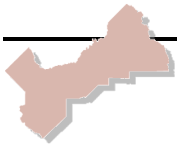
- State Propositions
- County Board of Education
- Community Colleges Districts
- Unified School Districts
- High School Districts
- Elementary School Districts
- County
- Cities
- Special Districts

While Election Code § 13109 dictates a specific order of appearance for races and measures, Election Code § 13109(o) allows the County Clerk/Registrar of Voters to vary the order of certain races and/or measures to allow for the most efficient use of space on the ballot card.

EC § 13109

NOTE

The letter assigned to a measure is independent of the measure's order of appearance on the ballot.



Impartial Analysis

Whenever a measure qualifies for placement on the ballot, the impartial analysis will be prepared as follows:

- For County measures, the County Clerk/Registrar of Voters will transmit a copy of the measure to the County Counsel.
- For city measures, the governing board may direct the city elections official to transmit a copy of the measure to the city attorney, unless the organization or salaries of the office of the city attorney are affected by the measure, in which case the governing board may direct the city elections official to prepare the impartial analysis.
- For water districts, the district elections official will transmit a copy of the measure to the legal counsel of the district, or to the county counsel if the district does not have legal counsel, or to the appropriate county counsel by agreement with the district's legal counsel.
- For all other special district measures, (including school districts), the district elections official will transmit a copy of the measure to the county counsel.

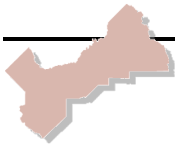
For districts shared by multiple counties, the measure will be sent to the county counsel in the county that contains the largest number of registered voters of the district (i.e., the principal county). The appropriate attorney will prepare an impartial analysis of the measure showing the effect of the measure on the existing law and the operation of the measure.

The impartial analysis shall include a statement indicating whether the measure was placed on the ballot by a petition signed by the requisite number of voters or by the governing board. The impartial analysis prepared by a water district's legal counsel is subject to review by the appropriate county counsel.

The impartial analysis shall be printed preceding the arguments for and against the measure, shall not exceed 500 words in length.

EC §§ 9160, 9280, 9313, 9314, 9500

The Impartial Analysis shall be provided to the County Clerk/Registrar of Voters by the date set by the County Clerk/Registrar of Voters, usually coinciding with the due date for direct arguments.



Tax Rate Statement



In connection with each bond measure proposed by the County, a city, district, or other political subdivision, the security for which constitutes a lien on the property for ad valorem taxes within the jurisdiction, a tax rate statement will be included in the County Voter Information Guide.

The tax rate statement must be filed with the elections official conducting the election not later than the 88th day before the election. The words “tax rate” means tax rate per one hundred dollars (\$100) of assessed valuation on all property to be taxed to fund a bond issue.

EC §§ 9400, 9401

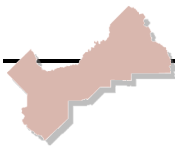
Fiscal Impact Statement for County Measures

Not later than 88 days prior to an election that includes a County ballot measure, the Board of Supervisors may direct the County Auditor to review the measure and determine whether the substance thereof, if adopted, would affect the revenues or expenditures of the County. The County Auditor will prepare a fiscal impact statement which estimates the amount of any increase or decrease in revenues or costs to the County if the proposed measure is adopted. The Fiscal Impact Statement will be printed preceding the arguments for and against the measure in the County Voter Information Guide. The fiscal impact statement may not exceed 500 words in length.

EC § 9160(c)

NOTE:

In addition to receiving hard copies of the Impartial Analysis, Fiscal Impact Statement and Tax Rate Statement, please provide all documents electronically in Microsoft WORD format to clerk-elections@fresnocountyca.gov



Direct Arguments

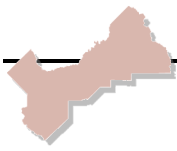
When a County measure qualifies for placement on the ballot, a written Direct Argument in favor and a written Direct Argument against the measure may be filed. The County Clerk/Registrar of Voters shall establish due dates for the filing of arguments and rebuttals based on the time reasonably necessary 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 Clerk/Registrar of Voters. For argument due dates contact our office at (559) 600-VOTE (3683) or visit our website at www.vote fresnocounty.com. All original Arguments and Rebuttals, including original “wet” signatures of the authors, for County, Municipal, School Districts, and Special Districts measures must be filed in hard copy with the County Clerk/Registrar of Voters by 5:00 p.m. on the applicable due date. At the time of filing the original hard copy, authors of the arguments shall also email an electronic copy in Microsoft WORD format to clerk-elections@fresnocountyca.gov. Arguments will be printed exactly as submitted, with no changes to spelling, grammar, or punctuation. Arguments in favor or arguments against a measure are limited to 300 words.

More Than One Argument

If more than one argument for or more than one argument against any County, City, or School District measure is submitted within the prescribed time, the County Clerk/Registrar of Voters will select one argument for and one argument against for printing and distribution to the voters in the County Voter Information Guide. In making the selection, the County Clerk/Registrar of Voters is required by the Elections Code to give preference and priority, in the order named, to the arguments of the following:

1. The Board of Supervisors or a member or members of the Board for a County measure, the city’s governing board, or a member or members of the governing board authorized by the board for a city measure, or the School District governing board or a member or members of the board for a School District measure.
2. The individual voter, or bona fide association of citizens, or combination of voters and associations, who are the bona fide sponsors or proponents of the Measure.
3. Bona fide associations of citizens.
4. Individual voters who are eligible to vote on the Measure.

EC §§ 9166, 9503, 9287



Should two or more arguments be tied in a priority tier, as outlined by Elections Code sections 9166(a), 9503(a), and 9287(a) the County Clerk/Registrar of Voters will notify the authors of the tied arguments within one business day of the argument deadline to schedule a public tie breaking process by a random drawing of lots that shall take place within two business days after the argument deadline. If the deadline to file an argument is on a Friday, the random drawing will take place within the next two business days.

Authors may designate a representative by submission of a letter signed by the authors to the County Clerk/Registrar of Voters. Authors may submit their letter by email to clerk-elections@fresnocountyca.gov. At the scheduled date and time, the authors of the tied arguments, or their designated representatives, will randomly draw a numeric lot from a series of lots placed in an opaque container, like a bowl. The public will be provided 10 minutes prior to the scheduled time for the random drawing of lots to examine the series of lots before they are placed in the opaque container. The author, or their representative, who draws the highest numeric lot will be declared by the County Clerk/Registrar of Voters, or his or her designee, to be the selected argument that will be printed and distributed to voters in the County Voter Information Guide.

The County Clerk/Registrar of Voters will not consider the content or quality of any filed arguments when determining which argument will be selected for publication and distribution.

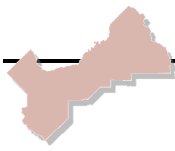
Change to and/or Withdrawal of Arguments

Arguments may be changed or withdrawn by their proponents until and including the date fixed by the appropriate elections official. If an Argument is changed, a newly signed Declaration by Author(s) of Arguments or Rebuttals form must be submitted.

EC §§ 9163, 9316, 9286, 9502

Who Can File an Argument

For County Measures, the Board of Supervisors, or any member or members of the Board, or an individual voter who is eligible to vote on the measure or bona fide association of citizens, or a combination of these voters and associations may file an argument for or against the measure.



EC § 9162

For Municipal Measures brought directly by the city's governing board, the governing board or a member or members thereof, or an individual voter who is eligible to vote on the measure, or bona fide association of citizens, or a combination of voters and associations may file an argument for or against the measure.

EC § 9282

For School District Measures, the governing board of the district, or a member or members of the board, or an individual voter who is eligible to vote on the measure, or bona fide association of citizens, or a combination of such voters and association may file an argument for or against the measure.

EC § 9501

For a County, City, or School District measure, when a bona fide association of citizens submits an argument for or against a measure, the association must also submit one of the following to the County Clerk/Registrar of Voters:

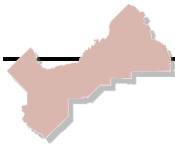
1. The association's articles of incorporation, articles of association, partnership documents, bylaws, or similar documents.
2. Letterhead containing the name of the organization and its principal officers.
3. If the organization or association is a primarily formed committee established to support or oppose the measure, its statement of organization (i.e., form 410) filed pursuant to Government Code § 84101.

EC §§ 9166, 9287, 9503

Name of Authors on Argument



A ballot argument shall not be accepted unless accompanied by the printed name and signature of the person or persons submitting it, or, if submitted on behalf of an organization, the name of the organization and the printed name (preferably typed) and signature of at least one of its principal officers.



No more than five signatures shall appear with any argument to be published in the County Voter Information Guide. In case any argument is signed by more than five persons, the signatures of the first five shall be printed.

EC §§ 9164, 9283, 9501.5

Accompanying Statement by Authors

All arguments filed must be accompanied by the following statement, to be signed by each proponent and by each author, if different, of the argument:

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 that this argument is true and correct to the best of (his/her/their) knowledge and belief.

Name: _____ (Typed) Signed: _____ Date: _____

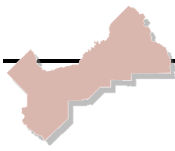
EC § 9600



Argument authors shall submit the “Declaration by Author(s) of Arguments or Rebuttals” form, which incorporates an ordered and countable signature format. See Exhibit C, on page 29 of this handbook. This form is also available online at www.votefresnocounty.com.

Rebuttal Arguments

If both a Direct Argument in Favor and a Direct Argument Against a measure are submitted, then Rebuttal Arguments may also be submitted. When the arguments for and against the measure have been selected, the appropriate elections official shall send copies of the argument in favor 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



submit rebuttal arguments. Rebuttal Arguments must be signed by the same authors of the arguments unless the original signers of the arguments authorize, in writing, on an “Authorization for Another Person or Persons to Sign the Rebuttal Argument” form, another person or persons to prepare, submit, or sign the Rebuttal Argument. This form must be filed with the Rebuttal Argument. Rebuttal arguments are limited to 250 words.

EC §§ 9167, 9285, 9317, 9504



The Authorization for Another Person or Persons to Sign Rebuttal Argument form is found in Exhibit D, on page 32 of this handbook. This form is also available online at www.votefresnocounty.com.

Filing Dates for Rebuttal Arguments

For City measures, rebuttals are due no later than 10 days after the final filing date of the primary arguments.

EC § 9285

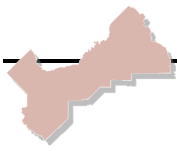
For all other measures, the due date for the rebuttals is no later than the dates set by the appropriate elections official.

EC §§ 9167, 9317, 9504

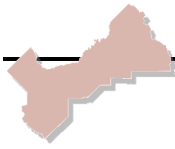
All rebuttal arguments and required paperwork must be submitted by 5:00 p.m. on the designated date.

Final Considerations

- All argument submissions must include an original hard copy of the direct argument or rebuttal with original (“wet”) signatures of the filer and signers AND an electronic copy of the submission in Microsoft WORD format to clerk-elections@fresnocountyca.gov.



- Arguments and rebuttals, including the names and titles (if any) of the signers, must be typed to ensure quality and accuracy.
- We recommend that all materials are closely reviewed prior to submission. All materials will be printed as submitted. Spelling, punctuation, and grammatical errors will not be corrected.
- Authors should use the “How to Count Words” section in this handbook (See Exhibit B, page 28) to assist them. Arguments and rebuttals over their allowed word count will be returned to the author(s) for correction. The County Clerk/Registrar of Voters Office will not correct or edit submissions.
- An argument or rebuttal must be written to address a single measure on the ballot. A document combining statements pertaining to more than one measure will not be accepted.
- All arguments and rebuttals must be accompanied by a signature statement. It is recommended that filers/authors use the “Argument and Rebuttal Form” which includes a “Declaration by Author(s) of Arguments or Rebuttals” section (See Exhibit C, page 29).
- No more than five signatures will appear with any argument or rebuttal. If more than five signatures are submitted, the first five signers will be printed.
- All signatures accompanying arguments and rebuttals should appear on the same page as the text of the argument, rebuttal, or analysis. However, multiple pages with signatures are acceptable.
- Authors should not use profanity or other objectionable language.
- Arguments and rebuttals are printed in the County Voter Information Guide and posted to our website at www.votefresnocountyca.com.
- Limited use of **bolding**, CAPITALIZING, underlining, *italics*, and bullets (small solid circle only) are permitted.



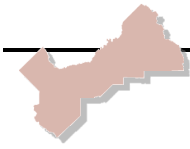
- The headings are standardized. Subheadings and deviations from the standardized heading will not be accepted.



For examples of “Standardized Headings”, see Exhibit E, on page 33 of this handbook.

Translation of Election Materials

In compliance with federal law, Fresno County provides official election materials to voters in English and Spanish.



Supporters and Opponents List (New Requirement)

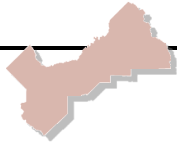


In accordance with California Elections Code § 9170, both the proponents and opponents of a measure shall provide a list of supporters and opponents to be listed on the ballot when submitting arguments for or against a measure.

Following the text of the ballot question, a list of supporters and opponents (including associations, nonprofit organizations, businesses, or individuals taken from the signers or the text of the argument in favor of or the argument against the measure printed in the County Voter Information Guide) will be listed on the ballot. The list of supporters or opponents cannot each exceed 125 characters in length. Spaces, commas, semicolons, and other characters count towards the 125-character limit. Each supporter or opponent listed must be separated by a semicolon. A supporter or opponent shall not be listed unless it is one of the following:

1. An Association;
2. Nonprofit Organization;
3. Business;
4. A current or former elected official; or
5. An individual who is not a current or former elected official.

To be listed, an association, nonprofit organization, or business must have not been originally created as a committee described in Government Code section 82013 and must have been in existence for at least four years. For every supporter or opponent listed as an association, nonprofit organization, a business, or an individual whose title includes an association, nonprofit organization, or business, the supporters or opponents shall include a signed statement by a representative of the association, nonprofit organization, or business, under penalty of perjury, that includes its name and an address and that attests that the association, nonprofit organization, or business supports or opposes the measure; has been in existence for at least four years; and was not originally created as a committee described in Government Code section 82013.

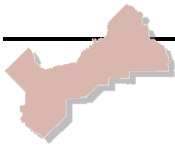


For every supporter or opponent listed that is an individual, the proponents or opponents shall include a signed statement by the individual that includes the individual's name and address and attests that the individual either supports or opposes the measure.



A supporter or opponent shall not be listed if the supporter or opponent is a political party or is representing a political party.

The County Clerk/Registrar of Voters Office requests that argument authors use the “List of Supporters/Opponents Submission Form” to provide their list of supporters or opponents. See Exhibit F, on page 34 of this handbook. This form is also available at www.votefresnocounty.com



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 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 (FPPC) at www.fppc.ca.gov.

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

Fresno County Clerk/Registrar of Voters requires all committees that are required to file campaign statements with the County pursuant to state law and have received contributions or made expenditures of five thousand dollars or more in a calendar year, to electronically file campaign statements using the County Clerk/Registrar of Voters' online filing system. To receive additional information on electronic filing contact our office at (559) 600-3044.

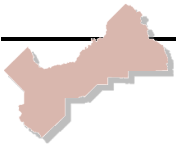


Exhibit A – EXAMPLE RESOLUTION

RESOLUTION NO. 5484-265

A RESOLUTION OF THE COUNCIL OF THE CITY OF BLUEBERRY, CALIFORNIA CALLING A SPECIAL ELECTION ON TUESDAY, APRIL 7, 2016, AND SUBMITTING TO CITY VOTERS A BALLOT MEASURE RELATING TO ORDINANCE NO. 78-5632 REGARDING GRANT OF AN EXCLUSIVE FRANCHISE TO AVOCADO MOUNTAIN REMOVAL FOR THE COLLECTION OF RESIDENTIAL SOLID WASTE, RECYCLABLE MATERIALS, AND ORGANIC MATERIALS WITHIN THE CITY OF BLUEBERRY

WHEREAS, on January 19, 2016, the City Council of the City of Blueberry adopted Ordinance 78-5632 relating to grant of an exclusive franchise to Avocado Mountain Removal for the collection of residential solid waste, recyclable materials, and organic materials within the City; and

WHEREAS, on February 2, 2016, the City Clerk (Elections Official) received a Referendum Petition opposing the adoption of Ordinance No. 78-5632; and

WHEREAS, after a prima facie review by the City Clerk, the Referendum Petition was deemed filed on March 25, 2016; and

WHEREAS, the Kiwi County Clerk/Registrar of Voters examined the petition signatures against the records of registration and submitted the findings of the verification process to the City Clerk; and

WHEREAS, the City Clerk has issued a Certificate of Sufficiency for the Referendum Petition as required under Elections Code §9114; and

WHEREAS, the Council has determined to submit the ordinance to the City voters.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Blueberry as follows:

SECTION 1. There is called and ordered to be held in the City of Blueberry, California, on Tuesday, April 7, 2016 a Special Election for the purpose of submitting a ballot measure to the City voters.

Date Adopted: 1/19/2016
Date Approved: 1/21/2016
Effective Date: 3/1/2016

1 of 4

Resolution calling a Special Election for
April 7, 2016

Resolution No. 5484-265

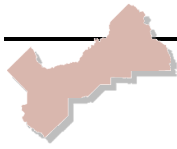


Exhibit A – EXAMPLE RESOLUTION Cont.

SECTION 2. The question to be submitted to the voters with respect to the ballot measure shall be printed on the election ballot with the title and in the form set forth as follows:

APPROVAL OF ORDINANCE NO. 78-5632 GRANTING EXCLUSIVE FRANCHISE TO Avocado Mountain Removal. Shall Ordinance 78-5632 which grants to Avocado Mountain Removal an exclusive franchise for the collection of residential solid waste, recyclable materials, and organic materials within the City of Blueberry be adopted?	YES
	NO

SECTION 3. The following constitutes the synopsis of the measure to be voted on for purposes of meeting the publication requirements of Election Code Section 12111:

**MEASURE TO BE VOTED ON
APPROVAL OF ORDINACNE NO. 78-5632 GRANTING
EXCLUSIVE FRANCHISE TO AVOCADO MOUNTAIN**

REMOVAL. Currently, collection of residential solid waste, recyclable materials and organic materials and related billing services are handles by the City of Blueberry. As authorized by the City Charter, this ordinance grants to Avocado Mountain Removal an exclusive franchise to provide the services currently provided by the City. The manner of solid waste collection, including the types of containers used, the day of collection, and the annual Operation Clean Up service will remain the same. Residents will receive a monthly rate reduction of 14.2% locked-in for two years, then capped thereafter. Displaced City employees will be hired by Avocado Mountain Removal for at least one year. The City will receive \$2.3 million signing fee and ongoing franchise fees of \$2.5 million per year. The City may use the fees for public safety and other general government services.

EXCLUSIVE SECTION 4. The full text of the ordinance submitted to the voters is attached as Exhibit A. The ful9 text of the measure is not required to be printed in the County Voter Information Guide. However, the full text of the measure shall be made available at the Office of the Kiwi County Clerk/Registrar of Voters and the Office of the Blueberry City Clerk.

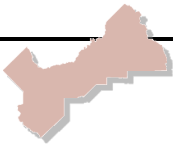


Exhibit A – EXAMPLE RESOLUTION Cont.

SECTION 5. The City of Blueberry requests that the Kiwi County Clerk/Registrar of Voters conduct the election and canvass the returns, and the City consents to reimburse the Registrar of Voters for all costs incurred by said services.

SECTION 6. In all particulars not recited in this resolution, the election shall be held and conducted as provided by law for holding municipal elections.

SECTION 7. Arguments in favor or against the proposed measure are permissible and shall be filed with the Kiwi County Clerk/Registrar in accordance with Elections Code Section 9282. Councilmembers voting in the majority for this resolution and the Mayor are authorized, but not required, to file arguments in favor of the proposed measure. They are also authorized to provide input to the Kiwi County Clerk/Registrar in determining a letter designation for this measure.

SECTION 8. Passage of this measure requires 50% plus 1 votes.

SECTION 9. The Kiwi County Clerk/Registrar of Voters shall give the appropriate notices for the election and shall conduct the election pursuant to appropriate provisions of state law.

SECTION 10. The City Attorney shall prepare an impartial analysis of the measure in accordance with Elections Code Section 9280 and file it with the Kiwi County Clerk/Registrar of Voters.

SECTION 11. The City Clerk shall file a certified copy of this resolution with the Kiwi County Clerk/Registrar of Voters on February 10, 2016 to ensure the requisite time frames for holding the special election as required by applicable law.

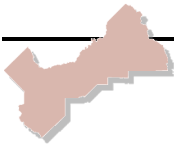


Exhibit A – EXAMPLE RESOLUTION Cont.

STATE OF CALIFORNIA)
COUNTY OF FRESNO) ss.
City of Blueberry)

I, Amelia B Delgado, City Clerk of the City of Blueberry certify that the foregoing resolution was adopted by the Council of the City of Blueberry, at a regular meeting held on the 19th day of January 2016.

AYES Jones, John, Big, Frank, Kent, Clark
NOES
ABSENT
ABSTAIN

Required
Format And Details Unique To
Governing Agency

Mayor Approval: _____, 2016
Mayor Approval/No Return: _____, 2016
Mayor Veto: _____, 2016
Council Override Vote: _____, 2016

Amelia B Delgado, City Clerk

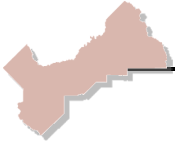


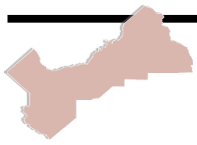
Exhibit B

How to Count Words

The following guidelines are used by the Fresno County Clerk/Registrar of Voters for counting words. If the text exceeds the specified word limit, the author will be asked to delete words or change text until the document conforms to requirements.

EC § 9

Type	Description	Example
PUNCTUATION MARKS	Punctuation marks are not counted. However, symbols such as “&” (and), and “#” (number/pound) are not considered punctuation and each symbol is counted as one (1) word.	“ ” “ ” “.” “ ” “ ” “.”
ALL PROPER NOUNS	All proper nouns, including the names of individuals, and geographical names (requiring a defined jurisdiction) are counted as one (1) word.	"City of San Joaquin", "City and County of San Francisco", "George Washington"
ABBREVIATIONS and ACRONYMS	Acronyms or abbreviations for a word, phrase, or expression are counted as one (1) word.	CSUF, PTA, UCSF, U.S.M.C.
HYPHENATED WORDS	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. Be aware that many word processing programs will count a hyphenated word as one word even if it does not fit these criteria.	Attorney-at-law, full-time (as an adjective), in-law
NUMERIC COMBINATIONS	Numeric combinations will be counted as one (1) word, including dates Numeric combinations consisting of a combination of words and digits are counted as multiple words.	15000, 13 1/2, 5%, 06/01/1995, \$200,000 Six %, July 4, 2012, December Twenty-Fifth, \$15 million
TELEPHONE and FAX NUMBERS	Telephone and fax numbers are counted as (1) word.	(559)600-8683, 1-800-345-VOTE
EMAIL ADDRESSES and WEBSITES	Email addresses and websites are counted as (1) word.	www.co.fresno.ca.us/elections, myemail@co.fresno.ca.us



To be completed for arguments filed by the governing body or bona fide association of citizens.

ARGUMENT/REBUTTAL FILED BY (Check any of the following that apply):

A. Governing Body

Board of Supervisors

District Board

Contact Person's Signature: _____

Contact Person's Name (Printed): _____

Title: _____

Phone: _____ Fax: _____ E-mail: _____

B. The following information is submitted by the author(s) to establish that the organization or group is a Bona Fide Association of Citizens

Bona Fide Association of Citizens (Group or organization has not been formed to support or oppose the measure)

Name of Association: _____

Principal Officer's Signature: _____

Principal Officer's Name (Printed): _____

Title: _____

Phone: _____ Fax: _____ E-mail: _____

Bona Fide Association of Citizens (Group or organization has been formed to support or oppose the measure)

Name of Association: _____

Principal Officer's Signature: _____

Principal Officer's Name (Printed): _____

Title: _____

Phone: _____ Fax: _____ E-mail: _____

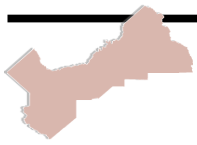


Exhibit D - Authorization for Another Person or Persons to Sign Rebuttal Argument Form

I, _____ authorize the following person to
(Print name of filer of the original argument)
sign the rebuttal to the argument

Check one: In favor of
 Against

Measure _____ for the _____ election.
(Letter) (Election Date)

Choose one of the Following:

In place of _____, add:
(Printed Name of Argument Signer) (Signature of Argument Signer)

(Printed Name of Rebuttal Signer) (Signature of Rebuttal Signer)

(Title to Appear on Rebuttal) (Date)

In addition to signers of the direct argument, add:

(Printed Name of Rebuttal Signer) (Signature of Rebuttal Signer)

(Title to Appear on Rebuttal) (Date)

Please remember, no more than five signatures will be included with any argument. The total of direct argument signers, replaced signers and new rebuttal signers must be no more than five.

EC § 9164, 9283, 9501.5

Signature of Filer: _____ Date: _____

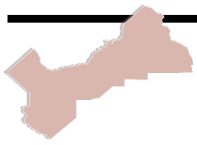


Exhibit E – Standardized Headings

SUBJECT	HEADING
Arguments	ARGUMENT IN FAVOR OF MEASURE ____
	ARGUMENT AGAINST MEASURE ____
Rebuttals	REBUTTAL TO ARGUMENT IN FAVOR OF MEASURE ____
	REBUTTAL TO ARGUMENT AGAINST MEASURE ____
Analyses	COUNTY COUNSEL'S IMPARTIAL ANALYSIS OF MEASURE ____
	CITY ATTORNEY'S IMPARTIAL ANALYSIS OF MEASURE ____
	FISCAL IMPACT OF MEASURE ____
	TAX RATE STATEMENT OF MEASURE ____
	FULL TEXT OF MEASURE ____



Exhibit F – List of Supporters/Opponents Submission Form

OFFICE OF JAMES A. KUS
COUNTY CLERK/REGISTRAR OF VOTERS
COUNTY OF FRESNO

Date Filed _____

Proponents/opponents of the measure shall provide a list of supporters/opponents for printing on the official ballot to the Elections Official when submitting primary arguments supporting/opposing the measure. The list of supporters/opponents must be taken from the signer or the text of the argument in favor/in opposition of the measure.

For every supporter/opponent listed that is an individual, association, nonprofit organization, or business, the proponents/opponents shall include a signed statement, under penalty of perjury, that includes the name and address, and attests that the individual, association, nonprofit organization, or business supports/opposes the measure.

Ballot Measure _____ for the _____ to be held on _____.	
<input type="checkbox"/> Supporters: Submitted	<input type="checkbox"/> Opponents: Submitted
<input type="checkbox"/> Supporters: None Submitted	<input type="checkbox"/> Opponents: None Submitted

Type list of supporters/opponents to appear on the ballot here:

ONLY TYPED LIST IS ACCEPTED.

- Email this form and the list of supporters/opponents in a Microsoft Word document to clerk-elections@fresnocountyca.gov.
- **125** character limit. Spaces, commas, semicolons, and other characters count towards the 125-character limit. Each supporter/opponent shall be **separated by a semicolon**.
- List must be proper case. No bullets, underlining, all caps, or special formatting.
- Complete the signed statement of supporters/opponents on next page. Every supporter/opponent listed must be a signer of an argument or in the text of the argument.
- Supporter/opponent list must be filed at the same time as arguments.
- An association, nonprofit organization, business, or individual shall not be listed unless they support/oppose the measure.
- A supporter/opponent shall not be listed unless it is one of the following:
 - An association, nonprofit organization, or business that was not originally created as a committee described in Section 82013 of the Government Code and that has been in existence for at least four years.
 - A current or former elected official, who may be listed with the official's title (e.g., "State Senator Mary Smith," "Assembly Member Carlos Garcia," or "former Eureka City Council Member Amy Lee"). These titles may be shortened (e.g. "Senator" or "Sen." for "State Senator" or "Asm." for "Assembly Member").
 - An individual who is not a current or former elected official may be listed only with the individual's first and last name and an honorific (e.g., "Dr.," "M.D.," "Ph.D.," or "Esquire"), with no other title or designation, unless it is a title representing an association, nonprofit organization, or business that meets the requirements and that is eligible to be listed.
- A supporter/opponent shall not be listed if the supporter/opponent is a political party or is representing a political party.
- The name of an association, nonprofit organization, or business included in the list of supporters/opponents as required by this section may be shortened by the proponents/opponents who submit it using acronyms, abbreviations, or by leaving out words in their name, as long as doing so would not confuse voters with another well-known organization or business that did not take the same position on the ballot measure (e.g., "Hot Air Balloon Flyers of Montana Education Fund" may be shortened to "Hot Air Balloons Montana").

For Elections Office Use Only

Number of characters: _____ Checked by Election Official: _____(Initials)

Supporters/Opponents to Appear on the Ballot List

Each of us, the undersigned, in accordance with EC 9170 hereby certify under penalty of perjury that:

1. We or our (if applicable) association, nonprofit organization or business supports/opposes the above measure and the information we provided below is correct.
2. [Our] association, nonprofit organization or business has been in existence for at least 4 years.
3. [Our] association, nonprofit organization, or business was not originally created as a committee described in Section 82013 of the Government Code.

Supporters Opponents

1	<input type="checkbox"/> Individual <input type="checkbox"/> Former/Current Elected Official <input type="checkbox"/> Association/Nonprofit Organization/Business		
Name:		Elections Staff check once the eligibility of the signer is verified. <input type="checkbox"/>	
Association/Nonprofit Organization/Business Name:			
Address:			
Signature:		Date:	
2	<input type="checkbox"/> Individual <input type="checkbox"/> Former/Current Elected Official <input type="checkbox"/> Association/Nonprofit Organization/Business		
Name:		Elections Staff check once the eligibility of the signer is verified. <input type="checkbox"/>	
Association/Nonprofit Organization/Business Name:			
Address:			
Signature:		Date:	
3	<input type="checkbox"/> Individual <input type="checkbox"/> Former/Current Elected Official <input type="checkbox"/> Association/Nonprofit Organization/Business		
Name:		Elections Staff check once the eligibility of the signer is verified. <input type="checkbox"/>	
Association/Nonprofit Organization/Business Name:			
Address:			
Signature:		Date:	
4	<input type="checkbox"/> Individual <input type="checkbox"/> Former/Current Elected Official <input type="checkbox"/> Association/Nonprofit Organization/Business		
Name:		Elections Staff check once the eligibility of the signer is verified. <input type="checkbox"/>	
Association/Nonprofit Organization/Business Name:			
Address:			
Signature:		Date:	
5	<input type="checkbox"/> Individual <input type="checkbox"/> Former/Current Elected Official <input type="checkbox"/> Association/Nonprofit Organization/Business		
Name:		Elections Staff check once the eligibility of the signer is verified. <input type="checkbox"/>	
Association/Nonprofit Organization/Business Name:			
Address:			
Signature:		Date:	

Submit a second form (this side only) for additional supporters/opponents and attach to this form