



GUIDE TO FILING A **MEASURE**

KERN
COUNTY
ELECTIONS DIVISION

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DISCLAIMER

This guide was developed in an effort to provide answers to questions frequently asked of the Kern County Elections Division concerning arguments, rebuttals, and analyses for local measures. It is for general information only and does not have the force and effect of law. It is distributed with the understanding that the Registrar of Voters of Kern County 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. People wishing to submit ballot arguments for countywide measures must bear full responsibility for confirming the laws regarding such arguments and rebuttals.

For more information on City measures, please contact the appropriate City Clerk.

GENERAL INFORMATION

SUBMISSIONS TO THE REGISTRAR OF VOTERS:

Hard copy filing of the resolution, arguments, and rebuttal arguments must be delivered to the Kern County Elections Division at 1115 Truxtun Ave, 1st Floor, Bakersfield, CA 93301 prior to the filing deadline posted in the applicable election calendar.

Additionally, electronic WORD/PDF versions must be submitted to elections@kerncounty.com with "Attn: Measures" and the name of the district in the subject line.

NOTE: For shared county jurisdictions, you must file the resolution requesting elections services directly with the county elections official and board of supervisors of each county. Please include the shared county jurisdiction information within your resolution.

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 documents filed directly with the Kern County Registrar of Voters for county, school, and district elections.

City measures are under the jurisdiction of the city clerk as the elections official. Contact the city clerk directly for all information and deadlines related to a municipal measure. Individuals interested in state propositions should contact the California Secretary of State's office, at (916) 653-6814 for further information.

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Registrar of Voters Responsibilities

The responsibilities of the Registrar of Voters are as follows:

- Receives signed copies of jurisdiction resolutions “Requesting Consolidation with the Election” and will automatically provide the requesting jurisdiction with information including the appropriate forms.
- Assigns letter designations for each local ballot measure on the ballot.
- Consolidates established precincts to form voting and declared vote by mail precincts.
- Prints and mails vote by mail ballots.
- Prints and mails English/Spanish county voter information guides.
- Issues Vote by Mail ballots/material and processes returned VBM ballots.
- Obtains poll sites, recruits poll workers, and publishes a notice of tally center location.
- Furnishes poll site supplies and trains poll workers.
- Conducts the election tally and releases semi-official election results.
- Canvasses election returns and certifies official election results to the jurisdiction.

WHAT IS NEEDED FROM YOUR GOVERNING BODY?

Resolution

Your governing body must submit a resolution calling the election and request consolidation.

Districts and Cities: Submit a “Resolution Requesting Consolidation of Election and Ordering of Such Election” along with the “Notice to Registrar of Voters of Measure(s) to be Submitted to the Voters.”

County: Submit a “Resolution Requesting Consolidation of Election and Ordering of Such Election.”

Schools: Submit the “Resolution Ordering Election, Specifications of the Election Order, and Requesting Consolidation.”

The resolution should include the following:

- Request the election be consolidated with the statewide election (E.C. § 10403); and
- 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; and
- For city and district measures, a statement that the jurisdiction will reimburse the county for the election cost (E.C. § 10002).

Resolutions placing a measure on the ballot are **due by 5 p.m. on the 88th day prior** to the election (E.C. § 10403).

Measure Due Dates

The recommended due dates for submitting a measure to our office is 113 days prior to an election. The California Elections Code deadline to submit is E-88, but to accommodate scheduling for placement on the Board of Supervisors’ Agenda and Federal requirements to print voting materials, the recommended due date is preferred.

The California Elections Code provides that the County Elections Official shall establish due dates for the filing of arguments and rebuttals based on the time reasonably necessary to allow for the 10 – day calendar public examination period, and to prepare, print, and mail County Voter Information Guides. See current election calendar for deadlines: www.KernVote.com.

Measure Text

The district must provide clear instructions on what portion of the resolution or ordinance is considered the **Full Text of the Ballot Measure**. There is no limit on the number of words.

The district must clearly indicate if the text is to be printed in the County Voter Information Guide [CVIG]. If you do not want the measure text printed in the CVIG, please provide this direction in writing within the resolution. In this case, instead of measure text, the following language will appear at the end of the analysis of the measure (E.C. §§ 9160(b)(3), 9312).

If you desire a copy of the proposed ordinance, please visit our website at www.KernVote.com or call the Kern County Elections Division at (661)868-3590 and a copy will be mailed at no cost to you.

Voters will be directed to contact the Kern County Elections Division for a copy of the measure text to be mailed to them.

75-Word Ballot Question

The Ballot Question must be included in the resolution and be clearly identified.

- Be no more than **75 words**. Please see **APPENDIX A** for guidelines in counting words (E.C. §§ 303, 9051, 13247).
- If the proposed measure **imposes a tax or raises the rate of a tax**, the ballot in question shall include in the statement of the measure to be voted on all of the following (E.C. § 13119(b)):
 1. The amount of money to be raised annually.
 2. The rate.
 3. The duration of the tax to be levied.
- A measure will not be placed upon the ballot without a timely filed and executed resolution from the jurisdiction's governing board. The requirement can be satisfied by filing either:
 - An original paper (i.e., hard copy) of the executed resolution, with an original "wet" signed certification stamp on the resolution executed by the Clerk of the jurisdiction's governing body.
 - A certified copy of the executed resolution.

Resolution must be submitted to:

Mailed: 1115 Truxtun Ave. 1st Fl.

Bakersfield CA 93301

Fax: (661) 868-3768

E-mail: elections@kerncounty.com

- Jurisdictions may want to consider beginning their Ballot Question with a few key words to summarize the measure. The words will count towards the 75-word limit.
 - Measures are followed by the words: "YES" and "NO" (E.C. §§ 13119(a), 13247).

Voter Approval Requirement

The resolution must specify the voter approval requirement for the measure to pass.

- Majority; or
- 2/3 or Two-Thirds; or
- 55%

Withdrawal or Amendment of Measure

Notwithstanding any other provision of law, whenever a legislative body 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 legislative body stating the specifics concerning the amendment or withdrawal. The resolution **shall be filed with the Elections Division no later than the 83rd day prior** to the election date. (E.C. § 9605)

Public Examination Period

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

ASSIGNING LETTERS TO MEASURES

Measures will be assigned in alphabetical order beginning with the letter following the last letters assigned in the previous election and continuing through Z, or as close to the end of the alphabet as possible to accommodate all measures filed for the current election. For example, if Measures A and B were on the ballot in June, measures on the November ballot would start with the letter C.

For districts that overlap into other counties, the counties can mutually agree to use a letter designation for the measure that will not conflict or confuse the voters. The letter assigned to these measures may not be in alphabetical order.

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

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

Letters designating measures will be assigned by the elections official pursuant to Elections Code § 13116. Requests for letters will not be accepted.

Restrictions and Considerations

- It is the policy of Kern County Elections not to designate the letter “F” in conjunction with school and community college district measures, as some would associate these letters with unsatisfactory grades.
- 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.
- If during the year all letters have been used, lettering will continue with “AA”, “BB”, etc.

Kern County’s Registrar of Voters will review any requests for a letter change. Specific letter requests for measures are not permitted.

Order of Appearance

Arguments, rebuttals, and analyses are printed in the County Voter Information Guide and mailed to all active registered voters in the jurisdiction eligible to vote for that measure. The information will appear in the following order:

1. Impartial Analysis
2. Tax Rate Statement (if applicable)
3. Argument in Favor
4. Argument Against
5. Rebuttal to Argument in Favor
6. Rebuttal to Argument Against
7. Full Text (optional)

Formatting/Appearance in the Voter Information Guide

Please note, documents will be printed as submitted. Spelling, punctuation, and grammatical errors will not be corrected. An argument, rebuttal, analysis and tax rate statement must be written to address a single measure on the ballot. A document combining arguments pertaining to more than one measure will not be accepted. Arguments, rebuttals, analyses, and tax rate statements, including the names and titles of the signers, must be typed to ensure quality and accuracy. Do not use profanity or other objectionable language. Limited use of *italics*, underline, **boldface** type, and words in all CAPITAL letters (except for acronyms or abbreviations) are permitted. The County Voter Information Guide is formatted as closely as possible to match the hard copy submitted and allows for lists, bullet points, paragraphs, and indentions.

In compliance with Federal law and State law, the Kern County Registrar of Voters provides official election materials in English and Spanish.

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

Impartial Analysis

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

- For county measures, the Registrar of Voters will transmit a copy of the measure to the county counsel.
- For city measures, the governing board may direct 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 (E.C. § 9280).
- 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 (E.C. § 9314).
- For special district measures, the county counsel or district attorney of the county with the largest number of registered voters shall prepare an impartial analysis (E.C. § 9313).

Fiscal Analysis (if applicable)

The County Auditor-Controller may be requested to prepare a Fiscal Analysis by the Board of Supervisors or City Council no later than 88 days prior to an election. The Fiscal Analysis Statement may be up to 500 words. (E.C. § 9160)

ARGUMENTS FOR AND AGAINST BALLOT MEASURES

The elections official will prepare and publish a legal notice of the measure including deadlines to file arguments for or against the measure. Information will be made available at www.KernVote.com.

If more than one argument is submitted, the elections official will select one argument based on the following preference (E.C. §§ 9166, 9287, 9503):

- The governing body or members thereof;
- An individual voter, bona fide association of citizens who are the bona fide sponsors or proponents of the measure;
- Bona fide association of citizens; or
- Individual voters eligible to vote on the measure.

All arguments and rebuttals must be filed with the **Primary Arguments Signers Form** (signatures) provided by the county elections official.

Arguments must be filed in hard copy with the Registrar of Voters by **5 p.m. on the deadline date chosen by the Elections Office**. The original hard copy must include “wet” signatures of the authors for county, municipal, school district, and special district measures. The arguments and rebuttals must also be provided in electronic format, Microsoft Word, and e-mailed to elections@kerncounty.com.

Arguments will be printed **exactly** as submitted, with no changes to spelling, grammar, or punctuation at the time of submission. Arguments are limited to **300 words** (E.C. §§ 9162, 9315, 9501, 9282).

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.

A signer does not have to be the author or filer (if different) of the direct argument.

A written authorization is needed whenever there are signers who are not the authors. A completed “Authorization Form for Change in Signers” will suffice for any and all signers who do not meet the criteria for being an author. The authorization signed by an author must be submitted with the direct argument.

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

If the direct 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).

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 Registrar of Voters:

1. The association's articles of incorporation, articles of association, partnership documents, bylaws, or similar documents.
2. The 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 (E.C. §§ 9166, 9287, 9503).

Name of Author(s) 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.

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 (E.C. §§ 9163, 9316, 9286, 9502).

SUPPORTERS/OPPONENTS OFFICIAL BALLOT SUBMISSION FORM

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 individual 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 § 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 § 82013.

The Elections Division requests that argument authors use the "List of Supporters/Opponents Submission Form to provide their list of supporters or opponents. See Exhibit I, on page 27 of this guide.

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 elections@kerncounty.com.
- 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.
- Arguments and rebuttals over their allowed word count will be returned to the author(s) for correction.
- No more than five (5) signatures will appear with any argument or rebuttal. If more than five signatures are submitted, the first five signers will be printed.

ARGUMENTS IN MULTI-COUNTY JURISDICTIONS

If the boundaries of the district or school district contain more than one county, the provisions of this section prevail over any provision in those chapters to the extent they conflict.

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

- 1) For district elections, “lead county” means the county with the most voters within the district boundaries.
- 2) For school district elections, “lead county” means the county whose superintendent of schools covers the district.

The elections official or the lead county will set the filing deadlines for arguments and will be the filing officer to accept the arguments and rebuttals for the measure. The lead county will provide the final arguments to all counties involved in the shared jurisdiction boundaries for printing in their Voter Information Guide. (E.C. § 9611)

OTHER BALLOT MATERIALS

If arguments in favor and against are submitted, filers will have the opportunity to submit rebuttals. Rebuttals are limited to **250 words** pursuant to Elections Code §§ 9167, 9285, 9317, 9504. They will be made available to the public after the 5 p.m. deadline.

An impartial analysis will be submitted by county counsel or the city attorney, whichever is applicable (E.C. §§ 9160, 9280, 9313, 9314, 9500).

Bond measures require a Tax Rate Statement to be filed by the **88th day before** the election (E.C. §§ 9400, 9401). A fiscal impact statement may also be ordered (E.C. § 9160(c)).

WHO DO I CONTACT CONCERNING CITY MEASURES?

Arguments, rebuttals, and analyses for City measures are filed with the City Clerk involved. Specific information regarding requirements and deadlines may be obtained from the city office involved.

City of Arvin	661-854-3131	www.arvin.org
City of Bakersfield	661-326-3000	www.bakersfieldcity.us
City of California City	760-373-8661	www.californiacity-ca.gov/CC/
City of Delano	661-721-3303	www.cityofdelano.org
City of Maricopa	661-769-8279	www.california.com/city/maricopa
City of McFarland	661-792-3091	www.mcfarlandcity.org
City of Ridgecrest	760-499-5000	www.ridgecrest-ca.gov
City of Shafter	661-746-5000	www.shafter.com
City of Taft	661-763-1222	www.cityoftaft.org
City of Tehachapi	661-822-2200	www.liveuptehachapi.com
City of Wasco	661-758-7214	www.cityofwasco.org

IMPORTANT DEADLINES

Contact the Elections Division at (661) 868-3590 or visit our website at www.KernVote.com for filing deadlines for a measure.

- **Arguments:** Arguments are due by 5 p.m. on the deadline date chosen by the Registrar of Voters. Once an argument for and against is chosen, a copy will be provided to the opposing authors for writing a rebuttal. Arguments are available to the public after the 5 p.m. deadline.
- **Tax Rate Statement:** Tax Rate Statements must be supplied for each bond issue proposed by a county, city, district, or other political subdivision. The statement shall be filed with the elections official not later than the 88th day prior to the election. Statements are available to the public after the 5 p.m. deadline.
- **Rebuttals:** Rebuttals are due by 5 p.m. on the deadline chosen by the Registrar of Voters. Typically, it is about a week after the argument is due. Rebuttals are available to the public after the 5 p.m. deadline.
- **Analysis:** County Counsel prepares an impartial analysis of each measure and it is filed on a date set by the Registrar of Voters. If requested by the Board of Supervisors, the County Auditor-Controller may submit a fiscal analysis. Analysis are available to the public after the 5 p.m. deadline.
- **Place to File:** Kern County Elections, 1115 Truxtun Ave, 1st Floor, Bakersfield, CA 93301, (661) 868-3590. To help us ensure documents are printed exactly as filed, in addition to filing a hard copy, please e-mail your argument, rebuttal, or analysis to elections@kerncounty.com. For measures that are shared by more than one county, filers are advised to file their argument for or against the measure with the lead county. If there is more than one argument for or against filed, the lead county will select one pursuant to the provisions above. Therefore, the same argument for or against measures in shared jurisdictions will be identical in each county.
- **Filing by Fax or E-mail:** Original signatures must be presented to the Elections Division within 48 hours of the electronic transmission, or the item(s) will not be considered as filed (weekends and holidays excepted). Electronic transmission must be started prior to 5 p.m. on deadline days to be accepted as filed. The FAX number is (661) 868-3768. To e-mail, you must scan the document with the signature and e-mail to elections@kerncounty.com.
- **Confidentiality:** Arguments, rebuttals, and analyses shall remain confidential until 5 p.m. on the date they are due.
- **Withdrawal/Changes:** Arguments, rebuttals, and analyses may be changed or withdrawn until and including the date fixed for final submission to the Elections Division. (E.C. §§ 9163, 9316, 9601)
- **Public Examination:** For 10 calendar days immediately following the deadline for filing election documents, including ordinances, analyses, arguments, and rebuttals, the county elections official shall make a copy of the materials available for public examination. A writ of mandate or injunction may be sought to require amendments or deletions to any or all the materials. It shall only be issued only upon clear and convincing proof that the material in question (E.C. §§ 9190, 9295, 9380, 9509)

DEFINITIONS OF TERMS USED IN THIS GUIDE

Argument- A 300-word statement FOR or AGAINST a measure. Once an argument for and against a measure is chosen, a copy will be provided to the opposing authors for the purpose of writing a rebuttal. Elections Code §§ 9162, 9315

Author of an Argument- A proponent of a measure, an individual voter, a bona fide association of citizens, or any combination of bona fide associations and individual voters who write the text of the ARGUMENT FOR or AGAINST a measure.

Authorization of Signers- A form that needs to be completed by the authors of an argument who wish to allow others to sign the rebuttal argument in their place. The form is filed with the Registrar of Voters at the time the rebuttal argument is filed.

Bona Fide Association of Citizens- A recognized group of citizens bound together by a common interest or cause.

Committee- Any person or combination of persons who, directly, or indirectly, receives contributions or makes expenditures or contributions to support or oppose a measure. See Fair Political Practices Commission (FPPC) website for more information. <https://www.fppc.ca.gov/>

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

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

Elections Official- A county clerk, city clerk, registrar of voters, or elections supervisor having jurisdiction over elections, within any county, city, or district within the state.

Filer of an ARGUMENT FOR or AGAINST a Measure- The author of the argument or any person the author authorizes to file the argument.

Full Text- The full text of the measure being voted upon may be published to provide voters information in addition to the 75-word measure. The full text is usually a resolution or ordinance that offer additional information regarding the measure. There is no word limit for the full text.

Impartial Analysis- The County Counsel prepares an Impartial Analysis of a measure showing the effect of the measure on the existing law and the operation of the measure. The City Attorney prepares an Impartial Analysis of a city measure. The Impartial Analysis may be up to 500 words. Elections Code §§ 9160, 9280, 9313, 9314, 9500

Measure Wording- The measure wording is a 75-word ballot question that appears on the Official Ballot and in the Voter Information Guide. Elections Code § 9051

Proponent of a Measure- A person or persons who initiate(s) the petition process and has control of the circulation and signature collection for the petition. A proponent of a measure can author an ARGUMENT FOR their sponsored measure.

Public Review Period- Following the deadline for filing an ARGUMENT FOR or AGAINST a measure, rebuttal arguments, Impartial Analysis, and Tax Rate Statement, the public has 10 calendar days to review these documents at the Registrar of Voters' office. Elections Code §§ 9190, 9380, 9509

Rebuttal Argument- A 250-word statement that refutes an ARGUMENT FOR or AGAINST a measure. Elections Code §§ 9167, 9317

Resolution- A resolution "calling for an election" should include the purpose of election. Ballot Measure Text and the vote requirement for measure passage. The resolution must state that the city or district will reimburse the County for costs incurred. Elections Code § 10403

Signature Statement Authorization Form- A form which must be submitted with each original ARGUMENT FOR or AGAINST and rebuttal argument to the elections official. It includes information on each signer of the argument.

Signer(s) of an ARGUMENT FOR or AGAINST- The author of the ARGUMENT FOR or AGAINST a measure or any person whom the author authorizes in writing to sign the argument.

Signer(s) of Rebuttal Argument- The signer of the ARGUMENT FOR or AGAINST a measure unless the signer of the ARGUMENT FOR or AGAINST a measure authorizes in writing another person to sign the rebuttal argument in their place.

Tax Rate Statement- A Tax Rate Statement is supplied for each bond measure that creates a lien on a property within the jurisdiction. The Tax Rate Statement is prepared by the jurisdiction proposing the measure. There is no word limit for Tax Rate Statements. Elections Code §§ 9401, 9402

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

MEASURE RESOLUTION CHECKLIST

MEASURE RESOLUTION CHECKLIST

(Steps for Placing a Measure on the Ballot)

JURISDICTION NAME: _____

DATE OF ELECTION: _____

OF PROPOSED MEASURES: _____

- ☐ Return Roster of Officeholders for Local Jurisdictions sent from Elections Division
(Please review our Guide to Filling a Vacancy on KernVote.com)
- ☐ Hold governing board meeting for adoption of Resolution proposing a measure: _____
(DATE)
 - ☐ Call the election
 - ☐ Request consolidation and services with other elections
 - ☐ Include abbreviated measure text (must match all parts of the resolution where mentioned)
 - ☐ Text is 75-words or less
 - ☐ Body is not entirely boldface/uppercase/italicized
 - ☐ Include the vote passage requirement for the measure (2/3 or two-thirds, 55%, majority, etc.)
 - ☐ Include full text of the measure
 - ☐ Include language specifying reimbursement to the county for all incurred election expenses
 - ☐ Include Tax Rate Statement (if Bond Measure)
 - ☐ Indicate boundary changes (if applicable, provide map)
 - ☐ Map provided to Elections Division _____
(DATE)
 - ☐ Execute Resolution (affix appropriate signatures)
- ☐ Submit original Resolutions to the clerk of the board and to the elections division no later than 88 days before the election
- ☐ Submit Arguments (if any) by the argument deadline*
- ☐ Submit Rebuttals (if any) by the rebuttal deadline*

*Some deadlines are set by the Registrar of Voters and may change. Please refer to the elections measure calendar to confirm measure deadlines.

APPENDIX A – WORD COUNT GUIDELINES

The following guidelines are used by the Kern County Elections Division 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.

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.	Punctuation marks NOT counted include: "." (Period), "," (Comma), ";" (Semicolon)
ALL PROPER NOUNS	All proper nouns, including the names of individuals, things, 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.	CSUB, 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 (1) word event if it does not fit these criteria.	Attorney-at-law, Full-time (as an adjective), In-law
NUMERIC COMBINATIONS	Numeric combinations will be counted at one (1) word. Numeric combinations consisting of a combination of words and digits are counted as multiple words.	15,000, 13 ½, 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 one (1) word.	(661) 868-3590, 1-800-452-VOTE
E-MAIL ADDRESSES and WEBSITES	E-mail addresses and websites are counted as one (1) word.	www.KernVote.com , elections@kerncounty.com

APPENDIX B – SAMPLE CITY/DISTRICT MEASURE RESOLUTION

Resolution No. _____

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

(enter city/sample district name here)

WHEREAS,

WHEREAS,

WHEREAS.

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

WHEREAS, pursuant to Elections Code § 10400, whenever two (2) or more elections, including bond elections, of any legislative or congressional district, public district, city, county, or other political subdivision are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections; and

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

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

BE IT FURTHER RESOLVED AND ORDERED that pursuant to Elections Code § 10002 said governing body hereby requests that Board of Supervisors of the County of Kern to permit the Kern County Elections Division to provide any and all services necessary for conducting an election and agrees to pay for said services in full, and

BE IT FURTHER RESLOVED AND ORDERED that the Kern County Elections Division shall conduct the election to be held on (enter date of election here) and submit to the electorate the following question:

(Insert 75-word ballot question here)

[Continued on Next Page...]

BE IT FURTHER RESOLVED AND ORDERED THAT voter approval requirement is _____

(Enter one of the following: Majority, Two-Thirds (2/3), or 55%)

PASSED AND ADOPTED by the (Name of City/Special District) on this _____ day of _____
, 2024 by the following vote: (DAY) (MONTH)

AYES:

NOES:

ABSTENTIONS:

ABSENT:

SIGNED: _____
Chairperson of said Governing Board

ATTEST: _____
Secretary

APPENDIX C – SAMPLE SCHOOL DISTRICT MEASURE RESOLUTION

Resolution No. _____

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

(Enter School District name here)

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

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

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

WHEREAS, pursuant to Education Code § 5322, whenever a school district election is ordered, the governing board of the district of the board or officer authorized to make such designations shall, concurrently with or after the order of election, but no less than **123 days** prior to the date set for the election in the case of an election for governing board members, or at least **88 days** prior to the date of the election in the case of an election on a measure, including a bond measure, by resolution delivered to the county superintendent of schools and the officer conducting the election specify the date of the election and the purpose of the election;

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

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

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

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

[Continued on Next Page...]

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

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

BE IT FURTHER RESOLVED AND ORDERED that pursuant to Education Code § 5322, the authority for the specifications of the election order, the governing body/board of trustees of the (Enter Name of School District here) hereby orders an election to be held with the following specification:

The election shall be held on Tuesday, (Enter Date of Election);

BE IT FURTHER RESOLVED AND ORDERED that the Kern County Elections Department shall conduct the election to be held on (Enter Date of Election here) and submit to the electorate the following question:

(Insert 75-word ballot question here)

BE IT FURTHER RESLOVED AND ORDERED that the Kern County Elections Department is requested

BE IT FURTHER RESOLVED AND ORDERED THAT voter approval requirement is _____
(Enter one of the following: **Majority, Two-Thirds (2/3), or 55%**)

PASSED AND ADOPTED by the (Enter Name of School District here) on this _____ day of _____
, 2024 by the following vote: (DAY) (MONTH)

AYES:

NOES:

ABSTENTIONS:

ABSENT:

SIGNED: _____

Chairperson of said Governing Board

ATTEST: _____

Secretary

APPENDIX D – EXAMPLE OF BALLOT MEASURE TO APPEAR ON BALLOT

BALLOT MEASURE TEXT – The samples pictured below show how ballot measure text with Title Headings will appear in the Official Voter Information Guide & Sample Ballot Booklet and on the ballot. Other attributes such as bullets, italics, underlining, and bolding beyond the title, are not permitted in the ballot question.

MEASURE Q	
Q	Anytime Union School District Classroom Repair/Safety Measure To improve school safety/security systems; repair, modernize, construct classrooms, science labs, and school facilities to reduce overcrowding/support student achievement in math, science, engineering, arts; replace aging portables, fix deteriorating roofs, plumbing, electrical/infrastructure; shall Anytime Union School District's measure authorizing \$85,000,000 in bonds at legal rates be adopted, levying \$25 per \$100,000 assessed value while bonds are outstanding, with citizen oversight, independent audits, and all money staying local?
☐	BONDS YES
☐	BONDS NO

MEASURE Q	
Q	To maintain local funding for essential services including: Fire and Police/Emergency Medical Service response, road/street repair, and park maintenance for the City of Strawberry, shall a measure establishing a 5% utility user tax on gas, video, electricity, telecommunication services, providing an estimate \$500,000 annually, with independent audits, until ended by voters, be adopted?
☐	YES
☐	NO

APPENDIX E – STANDARDIZED HEADINGS

Ballot Question (Voter's Pamphlet)	Ballot questions are limited to 75 words. If there is a title, it shall be included in the 75-word limit for ballot questions. Bullet, italics, underlining, and bolding beyond the title, are not permitted in the ballot question. (Elections Code §§ 13247 & 9051)
Measure Text: (Voter Information Guide)	FULL TEXT OF BALLOT MEASURE Z Text
Initiative: (Voter Information Guide)	FULL TEXT OF BALLOT MEASURE Z Text
Analyses:	IMPARTIAL ANALYSIS BY COUNTY COUNSEL (or CITY ATTORNEY) MEASURE Z If the full text of a county or city measure is not printed in the Voter's Information Pamphlet, pursuant to (Elections Code §§ 9160 & 9280, following the text of the impartial analysis insert in 10-pt. bold and centered: The above statement is an impartial Analysis of Measure Z. If you desire a copy of the ordinance or measure, please visit our website at www.KernVote.com or call the Elections Division at 661-868-3590 and a copy will be mailed at no cost to you. TAX RATE STATEMENT FOR BOND MEASURE Z
Arguments:	ARGUMENT IN FAVOR OF MEASURE Z ARGUMENT AGAINST MEASURE Z
Rebuttals:	REBUTTAL TO ARGUMENT IN FAVOR OF MEASURE Z REBUTTAL TO ARGUMENT AGAINST MEASURE Z
Ballot:	MEASURES SUBMITTED TO THE VOTERS COUNTY 75-word ballot question... YES (§ 13247) NO If the measure is a school bond, the ballot would be read: "Bonds Yes" and "Bonds No" (Education Code § 15122)

APPENDIX F – BALLOT MEASURE PRIMARY ARGUMENT SUBMISSION FORM

	County Clerk Elections	Aimee X. Espinoza AUDITOR-CONTROLLER-COUNTY CLERK	
--	-----------------------------------	--	--

Ballot Measure Primary Argument Submission Form

A ballot argument will not be accepted unless accompanied by this completed **typed** form, which shall contain the printed name(s) and signature(s) of the person(s) submitting it or, if submitted on behalf of a bona fide association of citizens, the name of the association and the printed name and signature of at least one of its principal officers. **Please make sure you are using proper format before submitting to the Elections Division.**

Word count limit = 300 words

Word count limit for Primary Arguments = 300 words

Ballot Measure _____ for the _____ to be held on _____

☐ Primary Argument in Favor of
 ☐ Primary Argument Against
 ☐ Rebuttal to Argument for
 ☐ Rebuttal to Argument Against

This argument is submitted by (check Only One):	
☐	The County of Kern Board of Supervisors or the Governing Body of a School District or Special District Name of Governing Body: _____ Contact Person's Printed Name: _____ Phone: _____ Email: _____
☐	Member(s) of Kern County Board of Supervisors or the Governing Body of a School District or Special District Name of Governing Body: _____ Contact Person's Printed Name: _____ Phone: _____ Email: _____
☐	Bona Fide Association of Citizens If this argument is filed by a bona fide association of citizens, the signer of the argument must be affiliated with the association and be authorized to sign the argument on its behalf. Provide the printed name and signature of at least one principal officer of the association. Name of Association: _____ Contact Person's Name: _____ Phone: _____ Email: _____
☐	Individual Voters Eligible to Vote on the Measure Contact Person's Printed Name: _____ Phone: _____ Email: _____
☐	Combination of Voters and Associations Contact Person's Printed Name: _____ Phone: _____ Email: _____

1115 Truxtun Ave, 1st Floor, Bakersfield, CA 93301 | 661.868.3590 | elections@kerncounty.com | www.kerncounty.com

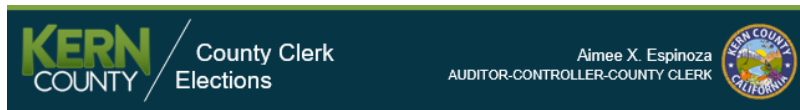
APPENDIX G – DECLARATION OF AUTHOR(S) OF ARGUMENTS OR REBUTTALS

This form is to be completed by proponents or opponents for ballot measures.

This form includes a statement (to be signed by each proponent/author) declaring that the submitted argument and/or rebuttal is true and correct to the best of their knowledge and belief.

Fill in the appropriate fields and provide information as indicated on the form.

No more than five signatures shall appear on any argument and/or rebuttal.



DECLARATION BY AUTHOR(S) OF ARGUMENTS OR REBUTTALS

(E.C. §9600)

All arguments concerning measures filed pursuant to Division 9 of the Elections Code shall be accompanied by the following declaration to be signed by each author of the argument/rebuttal. Names and titles will be printed in the Voter Pamphlet portion of the County Voter Information Guide in the order provided below.

The undersigned author(s) of the: ☐ Argument in Favor ☐ Rebuttal to Argument in Favor
☐ Argument Against ☐ Rebuttal to Argument Against

of ballot measure _____ at the _____
(Name and/or Letter) (Title of Election)

for the _____ to be held on _____ hereby state that this
(Jurisdiction) (Date)

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

1.	_____ (Printed Name) _____ (Title to Appear on Argument)	_____ (Signature) _____ (Date)
2.	_____ (Printed Name) _____ (Title to Appear on Argument)	_____ (Signature) _____ (Date)
3.	_____ (Printed Name) _____ (Title to Appear on Argument)	_____ (Signature) _____ (Date)
4.	_____ (Printed Name) _____ (Title to Appear on Argument)	_____ (Signature) _____ (Date)
5.	_____ (Printed Name) _____ (Title to Appear on Argument)	_____ (Signature) _____ (Date)

IMPORTANT FILING INFORMATION: I, _____ am the
(Printed Name) (Signature)

designated filer of the above titled argument/rebuttal. Please notify me of any questions pertaining to this filing. Below is my contact information.

Mailing Address: _____ E-Mail Address: _____

Contact Numbers: _____ Daytime _____ Evening _____ Fax _____

Note: The above form is available on our website, www.KernVote.com.

APPENDIX H – AUTHORIZATION FOR ANOTHER PERSON TO SIGN REBUTTAL ARGUMENT FORM

AUTHORIZATION FOR ANOTHER PERSON TO SIGN REBUTTAL ARGUMENT FORM (sample below) –

The authors of a Ballot Measure may prepare and submit rebuttal arguments, or may authorize, in writing, another person to sign the rebuttal by completing the following form.

Fill in the appropriate fields and provide information as indicated on the form.

Form must include the printed name and signature of the author of ballot argument and the person authorized to sign as a rebuttal author.

Attach completed Authorization Form to Declaration by Author(s) of arguments or Rebuttals submitted with Rebuttal Argument text.

KERN COUNTY		County Clerk Elections	Aimee X. Espinoza AUDITOR-CONTROLLER-COUNTY CLERK	
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.				
E.C. §§9164, 9285, 9501.5				
Signature of Filer: _____ Date: _____				

Note: The above form is available on our website, www.KernVote.com.

APPENDIX I – SUPPORTERS/OPPONENTS OFFICIAL BALLOT SUBMISSION FORM

Supporters/Opponents Official Ballot Submission Form (sample below) -

KERN COUNTY	County Clerk Elections	Aimee X. Espinoza AUDITOR-CONTROLLER COUNTY CLERK	
Supporters/Opponents for Printing on the Official Ballot Submission Form			
Ballot Measure _____ for the _____ to be held on _____			
☐ Supporters: Submitted		☐ Opponents: Submitted	
☐ Supporters: None Submitted		☐ Opponents: None Submitted	
Type list of supporters/opponents to appear on the ballot here: ONLY TYPED LIST IS ACCEPTED			
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 attest that the individual, association, nonprofit organization, or business supports/opposes the measure.			
• Email copy to elections@kerncounty.com • 125-character limit. Spaces, commas, semicolons, and other characters count towards the 125-character limit. Each supporter/opponent shall be separated by 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 John Doe," "Assembly Member Jane Doe," or "former Bakersfield City Council Member Joe Public"). 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 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 California Education Fund" may be shortened to "Hot Air Balloons California").			
For Election Office Use Only: ☐ Number of Characters: _____ Initials of Election Official: _____			
			
1115 Truxtun Ave., 1 st Floor, Bakersfield, CA 93301 661.868.3590 elections@kerncounty.com www.kerncounty.com			

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 ☐ Individual ☐ Former/Current Elected Official ☐ Association/Nonprofit Organization/Business			
Name:		Elections Staff check once the eligibility of the signer is verified.	
Association/Nonprofit Organization/Business Name:		☐	
Address:			
Signature:		Date:	
2 ☐ Individual ☐ Former/Current Elected Official ☐ Association/Nonprofit Organization/Business			
Name:		Elections Staff check once the eligibility of the signer is verified.	
Association/Nonprofit Organization/Business Name:		☐	
Address:			
Signature:		Date:	
3 ☐ Individual ☐ Former/Current Elected Official ☐ Association/Nonprofit Organization/Business			
Name:		Elections Staff check once the eligibility of the signer is verified.	
Association/Nonprofit Organization/Business Name:		☐	
Address:			
Signature:		Date:	
4 ☐ Individual ☐ Former/Current Elected Official ☐ Association/Nonprofit Organization/Business			
Name:		Elections Staff check once the eligibility of the signer is verified.	
Association/Nonprofit Organization/Business Name:		☐	
Address:			
Signature:		Date:	
5 ☐ Individual ☐ Former/Current Elected Official ☐ Association/Nonprofit Organization/Business			
Name:		Elections Staff check once the eligibility of the signer is verified.	
Association/Nonprofit Organization/Business Name:		☐	
Address:			
Signature:		Date:	
Submit a second form (this side only) for additional supporters/opponents and attach to this form			

Note: The above form is available on our website, www.KernVote.com.

APPENDIX J – SAMPLE ABBREVIATED MEASURE CALENDAR

Based on the time reasonably necessary to prepare and print the arguments, rebuttals, and analysis in the county voter information guide and to permit the 10-day public examination, the county elections official shall fix and determine a reasonable date before the election after which no arguments for or against any counter measure or rebuttal may be submitted for printing and distribution to the voters (Elections Code § 9163). This sample calendar is intended to provide general information concerning placing a measure on the ballot and is NOT considered final and is subject to additional updates and revisions.

Please visit our website, www.KernVote.com for the most up to date calendar.

E-DATES	ABBREVIATED MEASURE CALENDAR (RECOMMENDED FILING DEADLINES)	ELECTIONS CODE §
E-88	Deadline for local ordinances, resolutions, tax rate statements for bond measure or orders for calling an election to be filed with the Registrar of Voters Office.	E.C. §§ 10401, 10402, 10403
**	PRIMARY ARGUMENTS DUE- LAST DAY for IN FAVOR OF or AGAINST a local measure, NOT to exceed 300 words in length.	E.C. §§ 9162, 9163, 9315, 9316
**	IMPARTIAL ANALYSIS DUE - LAST DAY from County Counsel for measures NOT to exceed 500 words in length. FISCAL IMPACT STATEMENT DUE - from Auditor (if directed by B.O.S.) TAX RATE STATEMENT DUE - (Bond Measures only)	E.C. §§ 9160, 9313, 9500
**	10- DAY PUBLIC EXAMINATION PERIOD - for Primary Arguments IN FAVOR OF or AGAINST any measure. During this period, any person may seek Writs of Mandate or injunction requiring any or all 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-day public examination period.	E.C. §§ 9190, 9380, 9509
**	REBUTTAL ARGUMENTS DUE - LAST DAY for IN FAVOR OF or AGAINST a measure argument, NOT to exceed 250 words in length.	E.C. §§ 9167, 9317, 9504
**	10-DAY PUBLIC EXAMINATION PERIOD - for Rebuttals to Arguments IN FAVOR or AGAINST any measure. During this period, any person may seek Writs of Mandate or injunction requiring any or all the material in the Rebuttals 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-day public examination period.	E.C. §§ 9190, 9380, 9509
E-83	DEADLINE TO WITHDRAW - a measure that has been submitted to the voters of any jurisdiction at an election. The order of election shall not be amended or withdrawn after this date	E.C. § 9605
**	On this day the Elections Official will assign a letter of designation to each local measure that will appear on the ballot. Measures will be assigned in alphabetical order by the Elections Official, beginning with the letter following the last letter assigned in the previous election, assignments will continue through Z, or as close to the end of the alphabet as possible to accommodate all measures filed for the current election. No allowance shall be given to any jurisdiction regarding letter preference.	E.C. §§ 13116, 13109

**Some deadlines are set by the Registrar of Voters and may change. Please refer to the elections measure calendar to confirm measure deadlines.