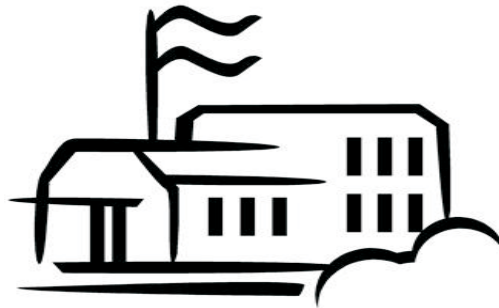




MEASURE INFORMATION FOR SCHOOLS, GENERAL DISTRICTS AND SPECIAL DISTRICTS



NOTICE

This reference material has been prepared in an effort to provide answers to frequently asked questions concerning elections for schools, general districts and special districts. It is for general information only and does not have the force of law.

**COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK
ELECTION COORDINATION UNIT
(562) 462-3183**

**GENERAL INFORMATION
NOVEMBER 6, 2012**

DISTRICT RESPONSIBILITIES

The jurisdiction shall furnish the Registrar-Recorder/County Clerk's office and the Board of Supervisors with signed copies of the resolutions **"Calling the Election"** and **"Requesting Consolidation and Services"** (samples below).

RESOLUTION
CALLING THE
ELECTION

RESOLUTION ORDERING A SPECIAL SCHOOL MEASURE
ELECTION TO BE HELD ON TUESDAY, NOVEMBER 6, 2012 FOR
THE PURPOSE OF SUBMITTING TO THE QUALIFIED ELECTORS OF
THE DISTRICT THE QUESTION OF LEVYING A QUALIFIED SPECIAL
TAX UPON EACH PARCEL IN THE DISTRICT FOR EDUCATIONAL
PURPOSES AND ESTABLISHING THE SPECIFICATIONS OF THE
ELECTION ORDER

the Government Code, the Board
the Board no later than January
tax is in effect. The annual report
lected and expended, and (b) the

status of any project required or authorized to be funded by the special tax.

RESOLUTION
CONSOLIDATING
WITH THE
ELECTION

SCHOOL DISTRICT
March 10, 2009
NOVEMBER 6, 2012
RESOLUTION ORDERING A SPECIAL SCHOOL MEASURE
ELECTION TO BE HELD ON TUESDAY, NOVEMBER 6, 2012 FOR THE
PURPOSE OF SUBMITTING TO THE QUALIFIED ELECTORS OF THE
DISTRICT THE QUESTION OF LEVYING A QUALIFIED SPECIAL TAX
FOR EDUCATIONAL
SPECIFICATIONS OF THE
R

STATE OF CALIFORNIA)
LOS ANGELES COUNTY)

RESOLUTION OF THE BOARD OF TRUSTEES OF THE _____
UNIFIED SCHOOL DISTRICT OF THE COUNTY OF LOS ANGELES, CALIFORNIA,
ORDERING AN ELECTION TO AUTHORIZE THE ISSUANCE OF SCHOOL BONDS,
ESTABLISHING SPECIFICATIONS OF THE ELECTION ORDER, AND REQUESTING
CONSOLIDATION WITH OTHER ELECTIONS OCCURRING ON NOVEMBER 6, 2012

certify that the foregoing is a true and correct
duly adopted by the Board of Education of the
thereof held on _____ and that it

(d") of the Rowland Unified School
resent revenues of the District are
District, and

California Constitution and California
75 et seq. (the "Law") authorize a
of the electorate voting on the
d purposes following notice and a

d a public hearing which was duly
eard on the matter of holding an
lified special tax on each parcel in

ted a resolution calling a parcel tax
e date of such election to June
ballots and therefore amends the
lution shall supersede such March

this time to order an election to be
e of submitting to the voters in the
on each parcel in the District for
ons thereof, pursuant to Education

EDUCATION OF THE ROWLAND
OLIVE, ORDER AND DETERMINE

OWN 602

RED

RESOLUTION NO. 08.09.01

RESOLUTION OF THE BOARD OF TRUSTEES OF THE _____
UNIFIED SCHOOL DISTRICT OF THE COUNTY OF LOS ANGELES, CALIFORNIA,
ORDERING AN ELECTION TO AUTHORIZE THE ISSUANCE OF SCHOOL BONDS,
ESTABLISHING SPECIFICATIONS OF THE ELECTION ORDER, AND REQUESTING
CONSOLIDATION WITH OTHER ELECTIONS OCCURRING ON NOVEMBER 6, 2012

WHEREAS, in the judgment of the Board of Trustees (the "Board") of the _____
Unified School District (the "District"), it is advisable to call an election to submit
to the electors of the District the question whether bonds of the District (the
"Bonds") shall be issued and sold for the purpose of raising money for the
acquisition and improvement of real property, and the furnishing and equipping
of high school facilities; and

WHEREAS, as a result of the approval of Proposition 39 on November 7, 2000, Article XIII A,
Section 1, paragraph (b), of the California Constitution ("Article XIII A") provides
an exception to the limit on ad valorem property taxes on real property for
bonded indebtedness incurred by a school district approved by 55 percent of the
voters of the District voting on the proposition; and

WHEREAS, the Board is specifically authorized, upon approval by a two-thirds vote of the
Board, to pursue the authorization and issuance of bonds by a 55 percent vote of
the electorate on the question whether bonds of the District shall be issued and
sold for specified purposes, pursuant to Education Code Section 15264 *et seq.*
(the "Act"); and

WHEREAS, pursuant to the California Elections Code, it is appropriate for the Board to
request consolidation of the election with any and all other elections to be held
on Tuesday, **NOVEMBER 6, 2012**, and to request the Los Angeles County
Registrar of Voters to perform certain election services for the District; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the _____
Unified School District the following:

Section 1. Call for Election. The Board hereby orders an election and submits to the
electors of the District the question of whether general obligation bonds of the
District shall be issued and sold in the maximum principal amount of
\$13,000,000 for the purpose of raising money to finance high school facilities
and property of the District, and paying costs incident thereto, as set forth more
fully in the ballot proposition approved pursuant to Section 3. This Resolution
constitutes the order of the District to call such election.

Section 2. Election Date. The date of the election shall be **NOVEMBER 6, 2012** and the
election shall be held solely within the boundaries of the District.

Section 3. Purpose of Election; Ballot Proposition. The purpose of the election shall be
for the voters in the District to vote on a proposition, a full copy of which is
attached hereto and marked Exhibit A, containing the question of whether the
District shall issue the Bonds for the purposes stated therein, together with the

the Board of Education
Board Designee

DISTRICT RESPONSIBILITIES (continued)

- Election resolutions should be addressed to **Ms. Sachi A. Hamai, Executive Officer, Board of Supervisors** and be mailed to:

**Kenneth Hahn Hall of Administration
500 West Temple Street, Room 383
Los Angeles, California 90012**

- Additionally, election resolutions and requests of letter designation for measures should be addressed to **Mr. Dean C. Logan, Registrar-Recorder/County Clerk** and be faxed/mailed to:

**Election Coordination Unit
12400 Imperial Highway, Room 2003
Norwalk, California 90650
Phone: (562) 462-3183 FAX: (562) 406-2149**

- Ballot argument enclosure materials, including arguments and rebuttals, must be accompanied by a transmittal letter and **DELIVERED** by the applicable dates and times indicated in the Calendar of Events, **Chapter 1 of the November 6, 2012 Candidate Handbook and Resource Guide** to:

**Election Planning Section
12400 Imperial Highway, Room 2015
Norwalk, California 90650
Phone: (562) 462-2317 FAX: (562) 466-6025**

- All ballot material should be photocopied including measure arguments, rebuttals and other measure ballot enclosures and made available for public examination for the period designated in the Calendar of Events, **Chapter 1 of the November 6, 2012 Candidate Handbook and Resource Guide**.
- **Legible copies** of measure ballot enclosures should be provided by **E-81** and **legible copies** of arguments, and other related ballot materials by **E-78** which are to be printed and included in the Official Sample Ballot Booklet. **Legible copies** of rebuttal arguments must be submitted by **E-68**. If you are unable to meet these deadlines please contact us and we may recommend that you contact your election supplier to make arrangements to print and mail a supplemental voter booklet.
- **A resolution** should be filed with the RR/CC by **E-83** to **amend** a measure for an election or **withdraw** a measure for a cancelled election.

NOTE: IF THE JURISDICTION IS PLACING MORE THAN ONE MEASURE ON THE BALLOT, THE JURISDICTION MUST ADVISE THIS OFFICE OF THE DESIRED BALLOT SEQUENCING.

- Staff in the **Election Planning Section** and **Election Coordination Unit** are available **at the telephone numbers listed above** should additional assistance be needed after reviewing the Information Booklet.

REGISTRAR-RECORDER/COUNTY CLERK RESPONSIBILITIES

The Registrar-Recorder/County Clerk:

- Receives signed copies of jurisdiction resolutions “Requesting Consolidation with the Election” and will automatically provide the requesting jurisdiction with information including the appropriate forms.
- Consolidates established precincts to form voting and declared vote by mail precincts. If you have specific precinct consolidation requests contact the **Geographic Information Systems Section at (562) 462-2465**.
- Obtains polling places, recruits poll workers, and publishes **notices of polling places and central tally location**. If you have specific poll locations or poll worker requests, contact **the Pollworker Services Section at (562) 466-1373**.
- Assigns letter designations for each local ballot measure on the ballot. Letter designations are assigned in alphabetical order commencing with County measures and then other local measures (schools and special districts) in alphabetical sequence. Jurisdictions may request a specific letter designation in writing by **AUGUST 15, 2012 (E-83)**. An alternate choice should also be submitted, in case the requested letter designation has already been assigned to another jurisdiction.
- Prints Official Ballots. An English Official Sample Ballot Booklet will be printed and mailed. The RR/CC will include the material (jurisdiction and measure information in English or English and Spanish) in the same booklet depending on the volume of voting material. In some cases, the jurisdiction will be required to prepare and mail a supplemental voter booklet.
- Prepares and mails multilingual ballot material in accordance with the Voting Rights Act (VRA).
- Issues Vote By Mail ballots/material and processes returned VBM ballots.
- Furnishes precinct supplies and trains poll workers.
- Staffs check-in-centers and central tally location.
- Conducts election tally and releases semi-official election results.
- Canvasses election returns and certifies official election results to the jurisdiction.

CHART OF KEY DATES AND EVENTS

The following are key dates and events to meet the Registrar-Recorder/County Clerk's deadlines.

DATES	EVENTS
E-123	Beginning of recommended time frame for filing of resolutions Calling the Election
E-88	Legal deadline to file resolution requesting Special Measure or Bond Statement Election (Ed. Code § 5322 and E.C. § 9401(a))
E-83	Last day to Amend or Withdraw a Measure (E.C. § 9605) County, City, or other Local Measures shall be designated by a letter (E.C. § 13116 (a))
E-81	Last date to Publish Date Fixed to Submit Arguments FOR or AGAINST a Measure (E.C. § 9502 and Govt. Code § 6061)
E-78	Last day to submit Arguments (E.C. §§ 9316, 9501 and 9502) Last day for County Counsel to transmit Impartial Analysis (E.C. §§ 9313 and 9500)
E-77 E-68	Public Examination Period for Ballot Measure Materials (E.C. §§ 9380 and 9509)
E-68	Last day to submit Rebuttals (E.C. §§ 9317 and 9504)
E-67 E-57	Public Examination Period for Rebuttals (E.C. §§ 9380 and 9509)
E-40 E-21*	Mail Official Sample Ballot Booklets (E.C. § 13303)
E-0	Election Day (E.C. §§ 1000 and 1002)
E+2	First day of Official Canvass of the Election Results (E.C. §§ 10547 and 15301)
Varies	Completion of Official Canvass of the Election Results (E.C. §§ 10550, 10551 and 15372)

LEGEND: E- or E+ = Election minus or plus days before or after an election date.

*E-10 when the election is a primary.

BALLOT ENCLOSURES

BALLOT ENCLOSURE TITLE TYPES AND WORD LIMITATIONS CHART — Use this chart in submitting correct titles and word counts for enclosures. For **Word Counting Guidelines** refer to **page 6**.

BALLOT ENCLOSURE TITLE TYPES		
TITLE	WORD LIMITATION / ELECTION CODE	ENHANCED WORDS
PROPOSED ORDINANCE – MEASURE _____	NO LIMIT	N/A
FULL TEXT OF BALLOT MEASURE _____	NO LIMIT	N/A
PROPOSED CHARTER AMENDMENT – MEASURE _____	NO LIMIT	N/A
ARGUMENT IN FAVOR OF MEASURE _____ 	300 (E.C. 9315)	30
REBUTTAL TO ARGUMENT IN FAVOR OF MEASURE _____	250 (E.C. 9317)	25
ARGUMENT AGAINST MEASURE _____ 	300 (E.C. 9315)	30
REBUTTAL TO ARGUMENT AGAINST MEASURE _____	250 (E.C. 9317)	25
MEASURE _____ EXHIBIT	NO LIMIT	N/A
STATEMENT IN COMPLIANCE – MEASURE _____	NO LIMIT	N/A

 Enhanced Words: **bold**, underlined and/or CAPITALIZED

 Exception: The word limitation is 500 words for arguments to reorganize a school district or college district. (Ed. Code § 35758)

DEADLINES — Deadlines for submitting enclosures for inclusion in the Official Sample Ballot Booklet are:

- **E-88: Last day for districts to submit Statement in Compliance (Bond Issue) and other measure enclosures (excluding Rebuttals)**
- **E-77: Last day to submit Arguments For or Against a Measure**
- **E-67: Last day to submit Rebuttals to Arguments**

PUBLIC EXAMINATION PERIOD — Between **E-76** and **E-67** the RR/CC will make available for public examination the Ballot Measure Text and all enclosures excluding Rebuttal Arguments. Subsequently, between **E-66** and **E-57** the RR/CC will make available for public examination the review of Rebuttal Arguments.

- **E-76 through E-67: Ballot Measure Text, and all Enclosures (excluding Rebuttals)**
- **E-66 through E-57: Rebuttal Arguments**

A fee may be charged to any candidate/person obtaining a copy of the materials. During these periods, any person may file a writ of mandate or an injunction to require any or all of the data/material to be amended or deleted. (E.C. § 9295(a) and (b))

WORD COUNTING GUIDELINES

(Elections Code Chapter 1 General Provisions, Section 9)

The following guidelines are used by the Registrar-Recorder/County Clerk's Office for counting words on candidate statements, ballot measure text, arguments, rebuttals and other ballot enclosures. The guidelines do **not** apply to ballot designations for candidates. If the text exceeds the specified word limit, the author will be asked to delete words or change text until the statement conforms with requirements.

1. **PUNCTUATION MARKS** are not counted. Symbols such as "&" (and), and "#"
(number/pound) are not considered punctuation and each symbol is counted as one (1) word.
2. **THE WORDS** "I", "a", "the", "and", "an" are counted as individual words.
3. **GEOGRAPHICAL NAMES** such as countries, states, counties, cities, towns, or jurisdictions are counted as one (1) word.

EXAMPLE: "City of Los Angeles" = 1 word

"City and County of San Francisco" = 1 word

4. **ABBREVIATIONS** such as acronyms or abbreviations for a word, phrase, or expression are counted as one (1) word.

EXAMPLE: UCLA, PTA, USMC, LAPD, U.S.M.C.

5. **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.

EXAMPLE: Attorney-at-law

6. **DATES...** consisting of a combination of digits are counted as one (1) word.

EXAMPLE: 3/18 7/21/89

DATES... consisting of a combination of words and digits are counted as two (2) words.

EXAMPLE: July 21, 1983 18 June, 1987

7. **NUMERIC COMBINATIONS** are counted as one (1) word.

EXAMPLE: 1973 13 1/2 1971-73 5% 8/3/73 #14

8. **MONETARY AMOUNTS** consisting of a combination of digits are counted as one (1) word.

EXAMPLE: \$1,000.00

MONETARY AMOUNTS consisting of a combination of words and digits are counted as two (2) words.

EXAMPLE: \$4 million

9. **NAMES OF PERSONS AND THINGS** are counted as individual words.

EXAMPLE: Gus Enwright (2 words)

L. A. Basketball Team (3 words)

10. **TELEPHONE/FAX NUMBERS** are counted as one (1) word.

EXAMPLE: 1-800-815-2666 1-562-462-2317

11. **INTERNET WEB SITES/E-MAIL ADDRESSES** are counted as one (1) word.

EXAMPLE: <http://www.co.la.ca.us> www.lavote.net <http://www.lacounty.info>

CAMPAIGN STATEMENT FILING REQUIREMENTS

CAMPAIGN STATEMENT FILING REQUIREMENTS — California's Political Reform Act was adopted by voter initiative in 1974 and has been periodically amended by legislation and initiatives. The act requires that campaign disclosure reports provide the public with the identity of contributors and the amounts they give and the amount and purpose of expenditures made by officeholders, candidates, and committees.

Proponents and all committees primarily formed to support or oppose a ballot measure in any election must comply with campaign statement filing requirements if the committee receives contributions or makes independent expenditures that total \$1,000 or more. Monetary penalties may be assessed for failure to file required statements.

Contact the Campaign Finance Section at (562) 462-2339 if you have questions relating to filing requirements or need Campaign Statement Forms.

NOTICE

The foregoing information has been prepared to assist you in filing documents relating to the election(s). It is not intended to provide legal advice and is for general guidance only.

Individuals using this information must bear full responsibility to make their own determinations as to all legal standards, duties and factual material contained herein.