



OFFICE OF
ASSESSOR-COUNTY CLERK-RECORDER & ELECTIONS
REGISTRATION & ELECTIONS DIVISION
COUNTY OF SAN MATEO

Checklist for Accepting Ballot Arguments

- Is the argument title correct?** “Argument in Favor of Measure ____”; “Argument Against Measure ____”; “Rebuttal to Argument in Favor of Measure ____”; “Rebuttal to Argument Against Measure ____” (EC §§9162, 9167, 9315, 9317, 9501, 9504).
- Is the word count within limit?** Primary Arguments = 300 words (EC §§9162, 9315, 9501); Rebuttals = 250 words (EC §§9167, 9317, 9504). The title of the argument and form statement required by EC §9600 are not counted towards word count limit.
- For a primary argument, who filed this argument?** (Circle ONE)
 - a.) The Governing Board
 - b.) Member or Members of the Board
 - c.) Bona Fide Association of Citizens
Check if the association is the bona fide sponsor or proponent of the measure
 - d.) Individual Voters Who are Eligible to Vote on the Measure
Check if the voters are the bona fide sponsors or proponents of the measure
 - e.) Combination of Voters and Associations
Check if the combination of voters and the association are the bona fide sponsors or proponents of the measure
- Is the contact person’s information provided?** Arguments will be emailed to the contact person listed here for review before they are printed in the Sample Ballot & Official Voter Information Pamphlets.
- Is the Argument Signers Form completed?** A ballot argument **shall not** be accepted unless accompanied by the printed name(s) and signature(s) of the person(s) submitting it, or, if submitted on behalf of an organization, the name of the organization and the printed name and signature of at least one of its principal officers. However, only the first five (5) signatures will be printed (EC §§9164, 9501.5). Both proponents and authors must sign if they are different (EC §9600).
- For a primary argument, is the eligibility of ALL signers verified?**
 1. **If signers are voters:** The voter must live within the boundaries of the district and is eligible to vote on the measure.
 2. **If signers are from a bona fide association of citizens:** Bona fide associations should provide **one** of the following documents when submitting an argument (EC §§9166, 9503):
 - Its articles of incorporation, articles of association, partnership documents, bylaws or similar documents.
 - Letterhead containing the name of the organization and its principal officers.
 - If the organization or association is a primarily formed committee established to support or oppose the measure, its statement of organization (Form 410) filed per Section 84101 of the Government Code.
- Is the primary argument author designated?** Make sure each author of the primary argument is clearly designated by checking the author column on the Primary Argument Signers Form. Author(s) must sign.
- Per County policy, each signer can only list **ONE title** (if any).
- For a rebuttal argument, are signers the same as those of the primary argument?** If signers are different from those of the primary argument, the Authorization Form for Change in Signers of Rebuttal Arguments **MUST** be filed.
- When ALL of the above items are checked,** file stamp the argument as received for filing.
- When receiving primary arguments, remind filer of due date for rebuttal arguments.** Explain to the filer that author(s) of the primary argument in favor of or against a measure may prepare and submit the rebuttal argument or authorize in writing any other person or persons to sign the rebuttal argument. (EC §§9167, 9317, 9504). Issue the filer a copy of the Authorization Form for Change in Signers of Rebuttal Arguments if they don’t have one.
- Ask for an electronic copy of the argument.** Email a **word** document to our staff and copy the Lead Candidate Services Representative Michelle Yue at myue@smcacre.org.

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