



Check List for Accepting Ballot Arguments

****DO NOT FILE STAMP THE ARGUMENT UNTIL ALL ITEMS BELOW ARE CHECKED OFF!!!****

- Is Title of Argument correct?** “Argument In Favor of Measure _____”; “Argument Against Measure _____”; “Rebuttal to Argument in Favor of Measure _____”; “Rebuttal to Argument Against Measure _____” (EC §9162,9315,9501)
- Word Count within limit?** Primary Arguments = 300 (EC §§9162, 9315, 9501); Rebuttals = 250 (EC §9167, 9317, 9504) Remember, the title of the argument and required language from EC §9600 are not counted towards word count limit.
- Required form statement submitted with signatures?** (EC §9600) If not, do not accept (code states “all arguments filed shall be accompanied by...” and “shall” is mandatory in the code).
- Accompanying signatures AND dates:** EC §9600 states that both proponents **and** authors must sign if they are different. However, only the first five (5) signatures will be printed as per EC §§9164 and 9501.5. Make sure you know who is who (see below).
- Make sure there is only **ONE “title”** (if any) appearing underneath each signers name. This is a county policy.
- Author Designated?** Be sure the author is clearly designated. EC §§9167, 9317, and 9504 requires the Elections Official to send copies of the pro and con arguments to the **AUTHORS** so they may prepare a rebuttal argument. For Rebuttal Arguments, **REMEMBER** to check the primary argument and verify that the author is the same or has authorized someone else in writing (**see form**) to prepare/submit/sign rebuttal argument.
- “Who is this argument being filed by?”** (please circle appropriate choice below)
 - a.) The governing board of the district or member or members of the board authorized by the board.
 - b.) 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.**
 - c.) *Bona fide association of citizens.
 - d.) Individual voters who are eligible to vote on the measure.
- *If the argument is being submitted on behalf of an organization (or bona fide association), you must have the **name of the organization and the printed name and signature of at least one of its principle officers.** (EC §§9164, 9501.5)
- Check each signature against the voter file.** Also make sure you check that each “individual voter” lives within the boundaries of the district and is eligible to vote on the measure. If there is a proponent who is not registered in this county or within the district they cannot have their signature appear unless they are a “bona fide association” or organization.
- When all of the above items are checked,** it is now ok to file stamp the argument as received for filing. Return to the proponent and make sure you obtain a fax number and e-mail address so you can send them the appropriate argument for preparing their rebuttal. If no fax or e-mail is available, then obtain an address to mail the argument.
- Remind proponent of due date for Rebuttal arguments and that the name and signature of the author of the primary argument also appear on their rebuttal argument.** Pursuant to EC 9167 (county), 9317 (district), and 9504 (school), we may only accept the rebuttal argument with different signers/preparers IF the original authors have provided permission (**see form**).
- Ask for an electronic file for the Sample Ballot & Official Voter Information Pamphlet.** The electronic file should be emailed to the Sample Ballot coordinator and cc'd to the filing officer.

AUTHOR INFORMATION:

Name _____
 Phone _____ Fax _____ E-mail _____

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