



OFFICE OF
**ASSESSOR-COUNTY CLERK-
RECORDER & ELECTIONS**
COUNTY OF SAN MATEO

MARK CHURCH
CHIEF ELECTIONS OFFICER &
ASSESSOR-COUNTY CLERK-RECORDER

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). No honorifics before or after signer’s name accepted. Pronoun options have been selected for each signer?
- ☐ **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 candidateservices@smcacre.org and cc myue@smcacre.org and ajsmith@smcacre.org



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Checklist for Accepting Supporters/Opponents for Printing on the Ballot

- ☐ **Is the ballot measure information filled out and supporter/opponents box selected on front and back of form?**
- ☐ **Is the list of supporters/opponents typed and in acceptable format?** List must be proper cased. It cannot be in all capitals or have any special formatting like bullets, underlining, or italics.
 - If list is not typed, they must submit a typed list within 3 days of the deadline to submit primary arguments. List is not considered filed unless it is typed.
- ☐ **There are no political parties or individuals representing a political party in the list?** Supporters/opponents shall **not** be listed if the supporter or opponent is a political party or is representing a political party. EC 9170(5)
- ☐ **Are supporters/opponents separated by semicolons?** Each supporter/opponent shall be separated by a semicolon. EC 9170(a)(1)&(2)
- ☐ **Are current or former elected officials listed with their official title?** 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"). EC 9170(3)(B)
- ☐ **Are individuals listed with first and last name and honorific?** 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"). EC 9170(3)(C)
- ☐ **Are any of the names of associations, nonprofit organizations, or businesses shortened?** Verify that the full name is written on the signature form. The name required by this section may be shortened 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"). EC 9170(6)
- ☐ **Is the list 125 characters or less?** Spaces, comma, semicolons, and other characters count toward the limit. EC 9170(a)(1)&(2), 9170(4)
- ☐ **For each individual, association, nonprofit organization, or business shown in the list:**
 - **Is a signer of the primary argument or taken from the text of the argument?** EC 9170(a)(1)&(2)
 - **If an individual,** have they written their name, pronouns, address and signed and dated the supporters/opponents form? For every supporter/opponent listed that is an individual, shall include a signed statement by the individual that includes the individual's name and address and attests that the individual supports/opposes the measure.
 - **If an individual with a title,** has the individual signed the form and the association, nonprofit organization, or business has also signed the form? The association, nonprofit organization, or business must qualify by attesting that they support/oppose the measure, has been in existence for at least four years, and that it was not originally created as a committee described in Section 82013 of the Government Code.
 - **If association, nonprofit organization, or business,** have they listed a name of a representative, full name of association, nonprofit organization, or business, address, and signature of representative?
- ☐ **When ALL of the above items are checked,** file stamp the argument as received for filing.
- ☐ **Ask for an electronic copy of the list of supporters/opponents.** Email a **word** document or a copy of the fillable pdf form to our staff and copy Candidate Services account at candidateservices@smcacre.org
 - CC myue@smcacre.org and ajsmith@smcacre.org
- ☐ **Submit hard copy to 40 Tower Road at 5pm by E-81. Refer to the Elections Calendar for the exact date.**