

MONO COUNTY ELECTIONS MEASURES GUIDE



Looking for additional information not found in the guide? Please contact the Mono County Registrar's office at (760) 932-5537 or by email at elections@mono.ca.gov. Our office hours are Monday through Friday, 8:00 a.m. – 5:00 p.m. We are located at 74 School Street, Annex I, Bridgeport, CA, 93517.

DISCLAIMER: We strongly recommend that you obtain legal advice to assist in complying with the applicable California Laws. We compiled this guide in order to help you meet the deadlines and understand the requirements to add a measure to the ballot. It is distributed with the understanding that the County Registrar is not rendering legal advice and therefore the Measures Guide is not to be a substitute for legal counsel for the individual using it. In case of conflict between this guide and a law, regulation, or rule, the law, regulation, or rule will apply.

All code sections quoted refer to the California Elections Code, unless otherwise stated.



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What Governing Bodies Need to Provide

The Registrar of Voters (ROV) is the county elections official in Mono County. Governing bodies are required to submit several documents to the ROV office in Bridgeport when proposing a ballot measure to voters.

Prepare a Resolution to Call the Election and Consolidate

Cities and Special Districts: Submit a “Resolution Requesting Consolidation of Election and Ordering of Such Election” and a “Notice to County Elections Official of Measure Submitted to the Voters.”

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

School/College Districts: Submit a “Resolution Ordering Election, Specifications of the Election Order, and Requesting Consolidation” and a “Notice to County Elections Official of Measure Submitted to the Voters.”

Statutory deadlines apply to the placement of ballot measures and ordering of elections. The county elections official can provide an administrative calendar to help plan the timing of your resolution.

Full Text of Ballot Measure

The county elections official needs clear instructions on what portion of the resolution or ordinance is considered the “Full Text of the Ballot Measure” to be printed in the voter information guide. There is no limit on the number of words that can be printed.

If your governing body does not want the ballot measure text printed in the voter information guide, please provide this direction in writing within the resolution. In this case, the voter information guide will direct voters to contact the ROV office for a copy of the ballot measure text.

Jurisdictions will be billed for costs.

The 75-word Ballot Question

A ballot question must be no more than 75 words (Elections Code §§9051, 13247). Punctuation is not counted. Please contact the ROV office for specific guidelines on how words are counted.

Jurisdictions may want to consider beginning the ballot question with a few key summary words to summarize the measure. The words will count toward the 75-word limit. The ROV office has samples.

Ballot questions are followed by the words “YES” and “NO.”

School bond ballot questions are followed by the words “Bonds – Yes” and “Bonds – No” (Ed. Code §15122).

School reorganization ballot questions are followed by the words “Reorganization of School Districts – Yes” and “Reorganization of School Districts – No” or similar wording (Ed. Code §35762).

Assigning Letters to Ballot Measures

Ballot measures will be assigned letters by the county elections official in alphabetical order, starting with the next letter following the previous election. Measures appear on the ballot in the following order:

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

The county elections official may vary the order of the measures on the ballot to use space most efficiently. (Elections Code §13109)

Ballot measures will be assigned letters 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 the previous election ended with Measure V, and five measures are set to appear on the ballot in the next election, the measures will be assigned A, B, C, D, E rather than W, X, Y, Z, A.

The elections official may commence designating local ballot measures with any letter of the alphabet following letter “A” and continuing alphabetically, to avoid voter confusion that might result from different local measures carrying the same letter designation in successive elections. (Elections Code §13116)

For districts that overlap into other counties, the county elections officials will mutually agree to use a letter designation for the ballot measure that will not conflict or confuse the voter.

What is Published in the Voter Information Guide

The following components comprise the information provided to voters in the Voter Information Guide:

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)

Impartial Analysis

The County Counsel or City Attorney 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)

Tax Rate Statement (if applicable)

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)

Fiscal Analysis (if applicable)

The County Auditor-Controller may be requested to prepare a Fiscal Analysis by the Board of Supervisors. The Fiscal Analysis Statement may be up to 500 words. (Elections Code §9160)

Arguments In Favor and Arguments Against a Measure

Each Argument In Favor or Against may be up to 300 words. (Elections Code §§9162, 9315)

Rebuttal Argument

A Rebuttal Argument is a statement, which refutes an Argument In Favor or Argument Against a Measure. Each Rebuttal Argument may be up to 250 words. (Election Code §§9167, 9317)

Full Text (optional)

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 offers additional information regarding the measure. There is no word limit for the full text.

Order of Appearance

Arguments, Rebuttal Arguments, and analyses are printed in the Voter Information Guide and mailed to all registered voters in the jurisdiction who are eligible to vote for the particular measure. (Elections Code §13109)

The information appears in the following order:

1. Measure Wording
2. Impartial Analysis
3. Fiscal Analysis or Tax Rate Statement (if applicable)
4. Argument In Favor
5. Argument Against
6. Rebuttal to Argument In Favor
7. Rebuttal to Argument Against
8. Full Text (optional)

Argument Submission Process

The county elections official will prepare and publish a legal notice of the ballot measure including deadlines to file arguments for or against the measure. The county elections official also will prepare a news release announcing the measure(s) on the ballot and the deadlines for filing arguments. This information will be posted on the Mono County website at www.monocounty.ca.gov/elections.

Submit Arguments to:

Mono County Elections
PO Box 237
Bridgeport, CA 93517
elections@mono.ca.gov

Submissions must include:

Hardcopies of the Arguments with wet signatures must be filed in person to the Elections Division at 74 School St Bridgeport, CA 93517 or by mail at PO Box 237, Bridgeport, CA 93517. A faxed or electronic PDF of the Argument document (including signatures) may be submitted to meet the filing deadline but hardcopies with the wet signatures must be provided within three business days of the faxed or electronic submission.

The argument language must also be submitted electronically as an editable text file to elections@mono.ca.gov by the deadline.

The argument will be formatted for the Voter Information Guide to appear as close as possible to the hardcopy submitted.

Confidentiality

Arguments, rebuttals and analyses are not disclosable until 5pm on the date they are due. At that time, the contents become public information.

Withdrawal / Changes

Arguments, rebuttals and analyses may be changed or withdrawn up until the submission deadline. (Elections Code §§9163, 9316, 9317, 9601)

Public Review

Following the final deadline for filing documents, arguments and rebuttals are available at the Registrar of Voter's Office for a 10-day public review period.

Any challenges of the measure documents may be sought from the Superior Court to require amendments or deletions through a Writ of Mandate or injunction. A Writ of Mandate or an injunction will be issued by the Superior Court upon clear and convincing proof that the material in question is false, misleading, or inconsistent.

Administrative challenges of arguments, rebuttals and analyses will not be accepted or entertained by the Registrar of Voters.

(Elections Code §§9190, 9295, 9380, 9509)

Rebuttal Arguments

Rebuttal Arguments In Favor or Against a Measure are filed with the Elections Division. The Registrar establishes the deadlines for the arguments for all elections in which multiple jurisdictions participate. Cities establish deadlines only when the election is not consolidated or combined with other entities. Arguments are not disclosable until the deadline.

Rebuttal Arguments are shared with those submitting Primary Arguments for purposes of drafting Rebuttal Arguments at the deadline.

Arguments In Favor and Arguments Against measures are sent immediately after the submission deadline to those arguing the opposite position for the purpose of preparing a Rebuttal Argument.

Rebuttal Arguments must be signed by the same authors of the original arguments in favor or against unless the original signers of the arguments authorize, in writing, others to sign the Rebuttal Arguments. A "Release for Rebuttal Argument" should be filed with the Rebuttal Arguments.

(Elections Code §§9167, 9285, 9317, 9504)

Who Can Submit an Argument

The governing board (Board of Supervisors, School Board or Special District Board), any individual voter who is eligible to vote on the measure, a bona fide association of citizens, or any combination of these voters and associations may file a written Argument In Favor or Argument Against any county, school, or district measure placed on the ballot by the governing body or by initiative. (Elections Code §§9120, 9162, 9501)

What is a Bona Fide Association of Citizens?

A bona fide association of citizens is a recognized group of citizens bound together by a common interest or cause such as:

- A group or organization primarily formed as a committee to support or oppose a ballot measure.
- An organization that meets on a regular basis.

The individuals signing an argument on behalf of a bona fide association do not have to be eligible voters in the jurisdiction. A “Bona Fide Association of Citizens Filer Data Sheet” will be filed with the arguments.

If More Than One Argument In Favor or Argument Against Is Filed

Only one Argument In Favor and one Argument Against any measure will be printed in the Voter Information Guide. If more than one Argument In Favor or more than one Argument Against any measure is filed, a single argument will be selected by the Registrar of Voters.

In selecting a single argument, the Registrar gives preference and priority, in order, to arguments submitted by:

1. Members of the governing board
2. The bona fide sponsors or proponents of the measure
3. Bona fide associations of citizens
4. Individual voters who are eligible to vote on the measure

If two or more parties representing the same type of body/association submit competing Arguments In Favor or Arguments Against the same measure, the Registrar will make a subjective assessment of the arguments. The assessment may include consideration of grammar, spelling, coherence, tone and the comprehensiveness of the argument.

Parties are encouraged to collaborate when multiple arguments are submitted.

(Elections Code §§9166, 9503)

Argument & Rebuttal Format

- Submissions will be labeled with the type of argument being submitted in the heading title (e.g. Argument in Favor of Measure A). This is not part of the word count.
- The heading for all arguments is standardized. Subheadings and deviations from the standardized heading will not be accepted.
- Arguments and rebuttal arguments, including the names and titles of the signers, must be typed.
- Documents will be printed as submitted. Spelling, punctuation and grammatical errors will not be corrected by the Elections Division.
- An argument or rebuttal argument must be written to address only one measure appearing on the ballot. An argument combining statements pertaining to more than one measure will not be accepted.
- No more than five names/titles will appear with any argument in the Voter Information Guide. If more than five signers are submitted, only the first five will be printed.
- All arguments and rebuttals must include an original signature of each signer. If not all signers sign on the same document, separate copies, bearing wet signatures, can be filed.
- No profanity or other objectionable language may appear in an argument.

(Elections Code §§9164, 9501)

Argument Sample

**ARGUMENT IN FAVOR
OF MEASURE ____**

**ARGUMENT
TEXT**

The undersigned Proponent(s) or Author(s) hereby state that such argument is true and correct to the best of their knowledge and belief.

Print Name _____	Print Name _____
Title _____	Title _____
Signature _____	Signature _____
Print Name _____	Print Name _____
Title _____	Title _____
Signature _____	Signature _____
Print Name _____	
Title _____	
Signature _____	

Rebuttal Argument Sample

**REBUTTAL TO ARGUMENT AGAINST
MEASURE ____**

**ARGUMENT
TEXT**

The undersigned Proponent(s) or Author(s) hereby state that such argument is true and correct to the best of their knowledge and belief.

Print Name _____	Print Name _____
Title _____	Title _____
Signature _____	Signature _____
Print Name _____	Print Name _____
Title _____	Title _____
Signature _____	Signature _____
Print Name _____	
Title _____	
Signature _____	

Word Count Guidelines

The following guidelines are for computing the word count for arguments. The authors' titles and names are not counted in the word count, only the text of the argument. The Registrar of Voters will make final determination of the word count. (Elections Code §9)

Acronyms <i>Examples: MUSD, PTA, U.S.M.C.</i>	one word
Geographical Names <i>Examples: Mono County, Mammoth Lakes</i>	one word
Districts with an Elected Board <i>Examples: Antelope Valley Fire Protection District, Mammoth Unified School District</i>	one word
Numbers / Numerical Combinations Digits (1, 10, 100, etc.) 1990-1991, 100%, etc. Spelled out (one, one hundred, etc.)	one word one word one for each word
Dates All digits (11/5/21) Word and digits (June 1, 2024)	one word one word
Hyphenated Words <i>Hyphenated words that appear in any generally available standard reference dictionary, as determined by the Registrar of Voters, shall be counted as one word.</i>	one word
Punctuation	not counted
Telephone Numbers	one word
Email / Website Addresses	one word



MEASURE CALENDAR

NOVEMBER 5, 2024, GENERAL ELECTION

The materials contained in this calendar represent the research and opinions of the staff at the Mono County Registrar of Voters. The contents of this calendar and any legal interpretations contained herein are not to be relied upon as being correct either factually or as legal opinion. Reliance on the content without prior submission to and approval of your appropriate public counsel is at the reader's risk.

Please call (760) 932-5537 if you have any questions or comments.

DATE	RESPONSIBLE AGENCY	DESCRIPTION
July 3, 2024 (E-125)	District	<i>Deadline for Boundary Maps to be delivered to the Elections Official</i> (E.C. 10522) The secretary of a resident voting district shall deliver to the county elections official of each affected county a map showing the boundaries of the district.
July 22, 2024 12:00 pm	District	<i>Consolidation of a Measure with the General Election</i> (E.C. 9140, 9160, 9222, 9280, 9313, 10002, 10403) Recommended last day to submit a resolution requesting consolidation to the Board of Supervisors (BOS) for the August 6, 2024 BOS meeting. Resolution should include the request for the Mono County Registrar of Voters to provide services, the ballot question (75-word limit), passage requirements, the full text (including Tax Rate Statement and Fiscal Impact Report, if applicable), and the Impartial Analysis. The request shall be made to the BOS with a copy of the request to the Elections Official for review.
Aug 9, 2024 (E-88)	District	<i>Ballot Measure</i> (E.C. §§ 9312, 10403, 13247) <u>Last day</u> for submission of a resolution calling a measure to the County Elections Official. The resolution shall also specify if the full text of the measure is to be printed in the Sample Ballot. The District Secretary shall deliver a resolution to the Board of Supervisors and the County Elections Official requesting that the County Elections Official conduct the election.
Aug 9, 2024 (E-88)	Elections Official	<i>Transmittal of Resolution</i> Elections Official transmits resolutions to the County Counsel and the County Auditor.



MEASURE CALENDAR

NOVEMBER 5, 2024, GENERAL ELECTION

DATE	RESPONSIBLE AGENCY	DESCRIPTION
Aug 14, 2024 (E-83)	District	<p><i>Last day to Withdraw a Measure</i> (E.C. § 9605)</p> <p>Whenever a legislative body has ordered that a measure be submitted to the voters of any jurisdiction at an election, the order of election shall not be amended or withdrawn after this date.</p>
Aug 20, 2024 (E-77)	County Counsel	<p><i>Last day to submit Impartial Analysis</i> (E.C. §§ 9313, 9314)</p> <p>Last day for County Counsel to submit impartial analysis to Registrar of Voters. The analysis shall be printed in the pamphlet preceding the arguments for or against the measure. The analysis is limited to 500 words.</p> <p><i>PUBLIC EXAM PERIOD</i> (E.C. § 9380) There will be a 10-day exam period for the Impartial Analysis. The period will be held August 21, 2024 through August 31, 2024.</p>
Aug 20, 2024 (E-77)	Proponents / Opponents	<p><i>Last day to file Arguments</i> (E.C. §§ 9315, 9316, 9600)</p> <p>Last day set by Registrar of Voters to submit arguments in favor or against the measure. Arguments may not exceed 300 words. No more than five signatures shall appear with any arguments. Authors of Argument form shall accompany all arguments.</p> <p><i>PUBLIC EXAM PERIOD</i> (E.C. § 9380) There will be a 10-day exam period for arguments. The period will be held August 21, 2024 through August 31, 2024.</p>
Aug 30, 2024 (E-67)	Proponents / Opponents	<p><i>Last day to file Rebuttals</i> (E.C. §§ 9317, 9600)</p> <p>Last day for the same authors of the primary argument to file rebuttals with the Registrar of Voters no later than 5:00 p.m. Rebuttals are limited to 250 words. Statement of Authors of Arguments form must be attached to the rebuttal.</p> <p><i>PUBLIC EXAM PERIOD</i> (E.C. § 9380) There will be a 10-day exam period for rebuttals. The period will be held August 31, 2024 through September 10, 2024.</p>

* Note: Whenever a date prescribed by law falls on a weekend or holiday, such act may be performed on the next business day (E.C. § 15; G.C. §§ 6700, 6701).