

# JURISDICTION / BALLOT MEASURES - INFORMATION SHEET

(To be returned with Resolution)

DISTRICT NAME \_\_\_\_\_  
CONTACT NAME/TITLE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE # \_\_\_\_\_  
FAX # \_\_\_\_\_  
EMAIL \_\_\_\_\_  
HOURS OF OPERATION Days: \_\_\_\_\_ / Hours: \_\_\_\_\_

## DISTRICT CHECKLIST

(Review Resolution and Complete Prior to Submitting to ROV)

### DOES THE RESOLUTION INCLUDE THE REQUIRED INFORMATION?

- requests the Board of Supervisors to permit the ROV to render specified services to the jurisdiction relating to the conduct of their election (EC §10002)?
  - clearly states election code?
  - preference of order of measure(s) on ballot?
- clearly states election services for vote center election (conducted per Divisions 9, 10, 13 and 14)?
- clearly states election services for mail ballot election (conducted per Divisions 4, 9 and 13)  N/A
  - IF calling by MAIL BALLOT, date requested is listed as mail ballot election date (EC §1500).
  - IS JURISDICTION ELIGIBLE for MAIL BALLOT election? It is very important to double check IF the election can be held by mail, per EC §4000. Restrictions apply.
- specify date of election and permit consolidation, per Part 3 of Division 10 (starting with §10400 and including §10418? See also §10002 in Division 1).
- IF calling for ADVISORY VOTE, see EC §9603 for specifications. Restrictions apply.  N/A
- clearly states exact form of measure/question (EC §§10403, 13119, 13120)?
  - maximum 75-words (EC §9051(b))
  - IS HEADER TO BE INCLUDED IN THE 75-WORD COUNT?  Yes  No
  - specifies required approval?
  - Majority  55%  2/3 (66.67%)

- "full text" is included in the resolution?
  - does resolution require "full text" to be printed in the County's Voter Information Guide (CVIG)?
  - indicates beginning and ending of "full text" marked with " **\*\*\*Start Here\*\*\***" and " **\*\*\*End Here\*\*\***"
  - includes a TIFF, JPG or modifiable PDF of any image(s), such as maps, graphics or images, contained in the "full text"
- if school bond, will State Matching Funds apply/require statement printed? (Ed. Code §15122.5)
  - Yes  No  NA
- Tax Rate Statement included in the Resolution? (EC §§9400 – 9405)
  - indicates beginning and ending of "Tax Rate Statement" marked with " **\*\*\*Start Here\*\*\***" and " **\*\*\*End Here\*\*\***"
  - Tax Rate Statement specifies both gender and spelling of signer's name and title, regardless of legibility.

### MISCELLANEOUS REQUIREMENTS

#### Newspaper specification for required legal publication:

- \_\_\_\_\_
- San Jose Post Record (ROV will post here if none given above)

#### Letter Justification Form:

- Attached letter requesting ballot measure letter assignment. **DUE: 5:00 P.M. on E-88**

DATE \_\_\_\_\_  
PRINT NAME \_\_\_\_\_  
SIGNATURE \_\_\_\_\_

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## GENERAL INFORMATION

### Due Dates:

Calling Ballot Measure Election: **88<sup>th</sup> day prior** to date of election (Elections Code §§1400 - 1415, and §10403, and education Code §§5322 and **\*5325 - \*note this code section**. School District should be aware that this section *MAY* require the notice of *tax* measure to go through County Superintendent by E-120)

Amending: **83<sup>rd</sup> day prior** to date of election (Elections Code §9605)

Withdraw: **88<sup>th</sup> day prior** to date of election (Elections Code Section1§9118.5, Section2§9215.5, Section3§9311)

### Submittal of Resolutions to be Filed:

Original: Santa Clara County Board of Supervisors  
Clerk of the Boards Office  
70 West Hedding Street  
East Wing, 10th Floor  
San Jose, CA 95110  
Office: (408) 299-5001  
Fax: (408) 938-4525  
Email: [cobreception@cob.sccgov.org](mailto:cobreception@cob.sccgov.org)

Certified Copy: Santa Clara County Registrar of Voters  
1555 Berger Drive, Building 2  
San Jose, CA 95112  
Office: (408) 299-8639  
Email: [email-rov-nom@rov.sccgov.org](mailto:email-rov-nom@rov.sccgov.org)