March 4, 2008

Mayor Frank Scotto
And Members of the City Council
City Hall
Torrance CA

SUPPLEMENTAL MATERIAL

SUBJECT: Placement of a Measure on the June 3, 2008 General Municipal Election regarding the Utility Users' Tax Ordinance.
RESOLUTIONS, ORDINANCE

CORRECTED RESOLUTION
The resolution attached to the item incorrectly reflected a charter amendment. The words in the second paragraph *"and a Charter Amendment related to Vacancies in elective office"* are to be deleted.

Recommendation:
The City Council needs to give direction on the following:

Attachment A	Resolution calling Election for Measure
Attachment B	Ordinance Allowing Seven Signatures (optional)
Attachment C	Resolution Setting Priorities for Arguments and Impartial Analysis
Attachment D	Resolution Allowing Rebuttal Arguments (Optional)

This supplemental material is prepared to assist you in taking the required actions to place a ballot measure on the June 3, 200 ballot.

DEADLINES
All action to call an election for a ballot measure must be completed no later than Friday, March, 7.

The City Clerk has a deadline of no later than Tuesday, March 18 at 5:00 p.m. to have arguments for and against the measure to be published in the Official Sample Ballot Pamphlet to the Los Angeles County Registrar.

BALLOT ARGUMENTS

Ballot arguments may not exceed 300 words.

Under the Elections Code a ballot argument may not be accepted unless accompanied by the printed name and signature or printed names and signatures of the author or authors 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 who is the author of the argument. No more than five signatures shall appear with any argument submitted. In case any argument is signed by more than five authors, the signatures of the first five shall be printed.

As the City Council is placing this measure on the ballot, they may delegate the writing the ballot argument to a member, any three members or the body as a whole. The members signing an argument crafted by a designated member or committee may do so at any time. If the body as a whole is chosen the argument would be crafted at a public meeting.

If any member of the City Council is in opposition to the suggested measure then that member will have the choice of preparing and signing the argument against.

As Torrance is a Charter City with a seven member body, if the City Council wishes to allow more than five members for or against the measure the ordinance attached will allow for the use of more than five names. This ordinance is optional but must be adopted at this meeting. The ordinance will be become effective immediately as allowed by law as it relates to an election.

There is no regular meeting scheduled prior to the deadline date. If the City Council feels that a meeting is required to take any further action on the argument this meeting can be adjourned to Monday, March 17 at 4:00 p.m. or Thursday, March 13 at 7:00 p.m. in City Council Chambers solely for that issue.

WRITING ARGUMENTS
There are specific word count guidelines required by the Los Angels County Registrar. They are attached and must be strictly followed. Any words over the count will be deleted.

A form must be used similar to that attached.

CHOOSING ARGUMENTS
Elections Code §9287 provides for a method of choosing arguments for and against measures placed on the ballot as follows:

> E C §9287. If more than one argument for or more than one argument against any city measure is submitted to the city elections official within the time prescribed, he or she shall select one of the arguments in favor and one of the arguments against the measure for printing and distribution to the voters. In selecting the argument the city elections official shall give preference and priority, in the order named, to the arguments of the following:
> (a) The legislative body, or member or members of the legislative body authorized by that body.
> (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 associations of citizens.
> (d) Individual voters who are eligible to vote on the measure.

REBUTTAL ARGUMENTS
The City Council may permit rebuttal arguments to be filed. Rebuttals are limited to 250 words and again follow the same word count restrictions. If this option is chosen the resolution must be adopted at this meeting. The same preferences for choosing the

arguments will be given as for the preparation of the arguments FOR and AGAINST. Again a specific form is required.

REVIEW PERIOD(S)
The City Clerk will make available for public examination, a copy of the ballot measure text, impartial analysis (if ordered) and arguments for a measure. During this ten day period any person may file a writ of mandate or an injunction to require any or all of the data/material to be amended or deleted.

The same ten day review period will be made for the rebuttal arguments if authorized. The City Clerk will give copies of "Argument in Favor" and the "Argument Against" to the authors as soon as the direct arguments are known.

REQUEST A SPECIFIC BALLOT MEASURE LETTER
City Council also has the option of requesting a particular ballot measure letter. A request must be made in writing with an alternate in the event that the chosen letter is already used. If no request is made the letter will be automatically assigned.

PRINTING OF ORDINANCE
The City Clerk will have the County print the ordinance in its entirety in the Official Sample Ballot Pamphlet.

NOTICE TO THE PUBLIC
The City Clerk will print a Notice of Election in the Daily Breeze. A copy of the information will also be place on the City Clerk website along with directions on how to submit arguments to the City Clerk.

A mailing will be sent giving homeowner associations and other interested parties the information to allow for input from the public.

Respectfully submitted,

Sue Herbers
City Clerk

CONCUR:

LeRoy J. Jackson
City Manager

Attachments:
1. Deadlines – Placing Measure on Ballot
2. Ballot Inserts – excerpt - Los Angeles County Handbook

EXHIBIT 1

LOS ANGLES COUNTY DIRECTIONS FOR PLACEMENT OF MEASURES Page 1

DEADLINE		MEASURE
March 7		**CONSOLIDATION OF ELECTIONS** Last day the City Clerk can file a resolution with Board of Supervisors and Los Angeles County Registrar-Recorder/County Clerk and Board of Supervisors requesting consolidation with the election. A resolution placing a measure on the ballot shall contain the ballot wording which cannot exceed 75 words. (EC 10402, 10403 and 13247)
March 12		**AMENDMENT OR WITHDRAWAL OF MEASURE** Last day for County Elections Official to receive a resolution from a legislative body requesting to withdraw or amend any measure previously submitted for placement on the ballot. (EC9605) **MEASURE LETTER DESIGNATION** Last day for City Clerk to request a specific letter designation in writing for appearing on the ballot. An alternate choice should be submitted incase the requested designation has already been assigned.
March 14		**MEASURES – LETTER DESIGNATION** Scheduled date for County Elections Official to notify the City Clerk of letter assigned to ballot measure.
March 17		**IMPARTIAL ANALYSIS** Last day for the City Attorney to submit an impartial analysis (EC9280) **ARGUMENTS** Last day to submit to City Clerk. Recommended last day to submit arguments "FOR" or "AGAINST" any city measure to the City Clerk. Arguments may not exceed 300 words in length. (EC 9282 and 9286)
March 18		**PUBLIC EXAMINATION PERIOD FOR BALLOT MEASURE MATERIALS** Recommended period for the City Clerk to make available for public examination, a copy of the ballot measure text, impartial analysis and arguments for a measure. During this period any person may file a writ of mandate or an injunction to require any or all of the data/material to be amended or deleted. (EC9295) **MEASURE ENCLOSURES** – No later than **March 18, 2008** the City Clerk shall deliver a copy of each argument, ordinance text, analysis and any other ballot/date material to the County Elections Official for inclusion in the Official Sample Ballot Booklet.

LOS ANGLES COUNTY DIRECTIONS FOR PLACEMENT OF MEASURES Page 2

March 27		**REBUTTALS – LAST DAY TO SUBMIT TO CITY CLERK** Recommended last day for the City Clerk to submit rebuttals to the County Elections Official for inclusion in the Official Sample Ballot Booklet. A rebuttal may not exceed **250 words**.
March 28		**REBUTTALS** Recommended last day for the City Clerk to submit rebuttals to the County elections Official for inclusion in the official Sample Ballot Pamphlet. **PUBLIC EXAMINATION PERIOD FOR REBUTTALS** Recommended period of the City Clerk to make available rebuttals for public examination. A fee may be charged to any candidate/person obtaining a copy of the data/material. During this period any person may file a writ of mandate or an injunction to require any or all of the data/material to be amended or deleted. (EC9285)

While the word "recommended" is used, the Los Angeles County Registrar indicated that they will be holding firm to the deadlines so they will be able to mail the Official Sample Ballot Pamphlets in a timely manner.

EXHIBIT 2

CHAPTER 5

BALLOT ENCLOSURES

BALLOT ENCLOSURES

TEXT AND TITLES — Ballot Enclosures for Arguments, Rebuttals, etc. are printed in the voter information portion of the Official Sample Ballot Booklet immediately behind candidate and measure contest pages. Copies of Ballot Enclosures to be printed in the Official Sample Ballot Booklet should be submitted as attachments to the "Resolution Calling the Election" or as a separate mailing. Submitted attachments should be clearly identified by appropriate **Ballot Enclosure Titles refer to the Chart on page 28.**

FORMAT AND STYLE — Please type Enclosure Text in upper and lower case letters. It is acceptable for some words or phrases to be **bold**, <u>underlined</u>, CAPITALIZED. Hyphens/dashes (-) are allowed. Enclosures will be typeset in the Official Sample Ballot Booklet using DUTCH801 Rm BT font in 10 point size. However, Enclosures may be submitted using any standard font. Title Headings are shown in the samples on **page 27.**

ARGUMENTS AND REBUTTALS — Argument and/or Rebuttal Enclosures Text is printed in "block" paragraphs, which means each paragraph will start on the left and the right margin will be justified. A double space will appear between paragraphs.

BALLOT ENCLOSURES (continued)

The Argument/Rebuttals (Samples below) show how the layout will appear in the Official Sample Ballot Booklet. **(A) Argument In Favor, (B) Rebuttal To Argument In Favor, (C) Argument Against and (D) Rebuttal To Argument Against.**

A

ARGUMENT IN FAVOR OF MEASURE J

Election Districts

Our City of is 102 square miles in size and would be divided into four equally populated districts. All council candidates would have to reside in one of these districts to be elected to our city council. All voters would vote for every city council member elected. Our mayor could live in any district they choose and would also be elected by all of the voters.

District elections will promote a better defined improvement plan, that is more specific to our neighborhood needs and give our residents a point of contact that would live in their geographic part of the City. Any expenditure of funds would have to be approved by the entire city council.

would be better served if all parts of our city in our development and decision making on our city miles more and much more diverse than our present

JAMES

B

REBUTTAL TO ARGUMENT IN FAVOR OF MEASURE J

This measure does NOT create district representation. If these were truly district elections, only the people of that district would be allowed to vote for their candidate.

In addition, under this measure:

- **Proposed districts are not equal!**
- This measure **will divide** the city into eastsi
- One district **may outvote** the
- Politi

of the er e mu alified lea the city may live in one distric t wan erve hiry. With a districting plan, they may be e to d Th e will require candidates to live in a given ribe d or m un at all.

ponents of districting feel that at 102 square miles, is not large enough in population to slice and divide into competing neighborhoods. Political maneuvering will occur. We all see the problems districting has brought to the City of Los Angeles - the inefficiency, the power struggles. **Do we want that for**

VOTE NO ON DISTRICTS
VOTE NO ON MEASURE J

RICHARD H.
City Councilmember

FORM AND STYLE ONLY

ARGUMENT AGAINST MEASURE J

DISTRICTS

The proposal to split the City into districts is a sham. The efforts of the new Council over the last two years have been to heal not divide, provide new services not polarize our community. This proposal divides and splits the City. Cities of 500,000 or more require district representation. a population of 125,000, does not need to be divided and quartered.

This sham proposal does not create real districts in which a Councilmember is elected by and represents that district. This proposal merely requires a candidate to reside in the district. Others would determine the representation of that district. For example, a district could support a candidate yet the voters from another district could still prevent his election. The only real proposal would be one in which their districts alone elect Councilmembers. This would do nothing to diversify representation on the Council.

"Turf" would be created by "deals made" with other district Councilmembers who decide which district gets their improvements first. A Councilperson out of favor with the Council Majority will be forced to negotiate from a position of weakness in order to gain the Council's attention to address the needs of their district. People could move from district to district to increase their chances of election. They would be no more representative of the district expert than anyone else.

This proposal creates one district of 35,000 and three of 25,000 when less than 15% of the voters cast their ballot in every election. Which district controls? Individuals from the Eastside could be overwhelmingly defeated by Westside voters or vice versa.

The current system, which allows a Councilmember to act on behalf of and be held accountable to **ALL** the citizens of Palmdale, is the best system.

PLEASE VOTE NO ON SPLITTING

PLEASE VOTE NO ON **DISTRICTS**!

RICHARD
City Councilmember

C

REBUTTAL TO ARGUMENT AGAINST MEASURE J

Do you believe in smaller government, that which is closest to the people? Do you believe that our city would be best served if councilmembers resided in different parts of our city not just one exclusive neighborhood?

Then I ask for your YES VOTE FOR DISTRICTING.

In recent history, 60%-80% of the members of our City Council have resided in far westside neighborhoods. Our city has grown in those years to become one of the largest cities in California at 102 square miles. We have become a progressive city with vision. Many cities like already have districting in place because they realize that different neighborhoods have different needs.

If we are to truly represent the needs of all our residents, we must have COUNCILMEMBERS WHO KNOW THOSE NEEDS AND CONCERNS FIRST HAND, who live and breathe them everyday.

There are naysayers who will say that districting will divide our city, but I submit to you that DISTRICTING WILL UNITE OUR GREAT CITY because all of our residents will know that they have a voice at the table where decisions are made.

Vote YES ON DISTRICTING to provide balanced representation on our city council.

JAMES
Mayor

D

BALLOT ENCLOSURES (continued)

BALLOT ENCLOSURE TITLES AND WORD LIMITATION CHART — Use this chart in submitting correct titles and word counts for Ballot Argument Enclosures. **For Word Counting Guidelines refer to page 34.**

CITY ENCLOSURE TITLE TYPES

GENERAL/SPECIAL MUNICIPAL ELECTIONS CONSOLIDATED WITH COUNTY ELECTIONS

TITLE	WORD LIMITATION / ELECTION CODE	⚑ ENHANCED WORDS
PROPOSED ORDINANCE - MEASURE _____	NO LIMIT	N/A
FULL TEXT OF BALLOT MEASURE _____	NO LIMIT	N/A
PROPOSED CHARTER AMENDMENT - MEASURE _____	NO LIMIT	N/A
IMPARTIAL ANALYSIS OF MEASURE _____	500 (E. C. 9280)	50
ARGUMENT IN FAVOR OF MEASURE _____	300 (E. C. 9282)	30
REBUTTAL TO ARGUMENT IN FAVOR OF MEASURE _____	250 (E. C. 9285)	25
ARGUMENT AGAINST MEASURE _____	300 (E. C. 9282)	30
REBUTTAL TO ARGUMENT AGAINST MEASURE _____	250 (E. C. 9285)	25
MEASURE _____ EXHIBIT	NO LIMIT	N/A
STATEMENT IN COMPLIANCE - MEASURE _____	NO LIMIT	N/A
_____ CITY SPECIAL MUNICIPAL ELECTION - MEASURE _____	N/A	N/A

⚑ Enhanced Words: **bold**, <u>underlined</u> and/or CAPITALIZED

BALLOT ENCLOSURES (continued)

ARGUMENT AND REBUTTAL FORM (Sample below) — Will be used by authors for submitting Measure "FOR or AGAINST" opinions. Ballot Argument Text shall not exceed **300 words** in length including title. **Rebuttals** shall not exceed **250 words** including title.

See Chart on page 28 for City Enclosure Title Types.

All authors for submitted Ballot Arguments must sign the declaration on the reverse side of the Argument and Rebuttal Form. **See page 30 for sample of the declaration.**

ARGUMENT AND REBUTTAL FORM

ELECTION DATE: _____ MEASURE I.D. (if any): _____

JURISDICTION: _____

(Please mark (x) in the appropriate box)

☐ Argument in Favor ☐ Rebuttal to Argument Against	☐ Argument Against ☐ Rebuttal to Argument in Favor

Statements will be printed in uniform type, style and spacing. Use block paragraphs and single space format. Text submitted indented or centered will be typeset in block paragraph form. **Entire statements in all capital letters are not acceptable. Indentations, circles, stars, dots, italics and/or bullets cannot be accommodated.** However, you may use dashes/hyphens. Words to be printed in **boldface type**, underscored and/or CAPITALIZED are to be clearly indicated. Any combinations of enhanced words are counted as one word. The number of words/acronyms that are in **boldface type**, underscored and/or CAPITALIZED shall not exceed 30 words per document. All statements should be checked by the authors for spelling and punctuation as the elections official is not permitted to edit any material contained therein.

ALL AUTHORS MUST SIGN ON THE REVERSE SIDE

Please type statements below in upper and lower case letters. Statement will be typeset in the Official Sample Ballot Booklet using DUTCH801 Rm BT font in 10 point size. However, statement can be submitted using any standard font.

BALLOT ENCLOSURES (continued)

DECLARATION BY AUTHOR(S) OF ARGUMENTS OR REBUTTALS (Sample below) — Are to be completed by proponents or opponents for Ballot Measures.

This form includes a statement (to be signed by each proponent/author) declaring that the submitted Argument and/or Rebuttal is true and correct to the best of his/her knowledge and belief.

Fill in the appropriate fields and provide information as indicated on the form.

No more than **five** author signatures shall appear on any Argument and/or Rebuttal.

LOS ANGELES COUNTY
REGISTRAR-RECORDER/COUNTY CLERK

ELECTION PLANNING SECTION
(562) 462-2317

DECLARATION BY AUTHOR(S) OF ARGUMENTS OR REBUTTALS
(Elections Code Section 9600)

All arguments concerning measures filed pursuant to Division 9 of the Elections Code shall be accompanied by the following declaration to be signed by each author of the argument/rebuttal. Names and titles listed will be printed in the Voter Information portion of the Official Sample Ballot Booklet in the order provided below.

The undersigned author(s) of the:

☐ Argument in Favor	☐ Rebuttal to Argument Against
☐ Argument Against	☐ Rebuttal to Argument in Favor

of ballot measure _____ at the _____
(name and/or letter) (title of election)
election for the _____ to be held on
_____ hereby state that such argument is true and correct to the
(date)
best of his/her/their knowledge and belief.

1.	Printed Name / Title to Appear on Argument	Signature / Date
2.	Printed Name / Title to Appear on Argument	Signature / Date
3.	Printed Name / Title to Appear on Argument	Signature / Date
4.	Printed Name / Title to Appear on Argument	Signature / Date
5.	Printed Name / Title to Appear on Argument	Signature / Date

IMPORTANT FILING INFORMATION: I, _____ am the designated filer of the above titled argument/rebuttal. Please notify me of any questions pertaining to this filing. Below is my contact information.
Mailing Address: _____ E-Mail Address: _____
Contact Numbers: _____ _____ _____
Daytime Evening Fax

OFFICE USE ONLY Time Stamp

	Word Counts
NUMBER OF WORDS:	
NUMBER OF WORDS WITH BOLD FACE, ETC:	
PROJECT CODE NUMBER:	
ELECTION DEPUTY	

BALLOT ENCLOSURES (continued)

AUTHORIZATION FOR ANOTHER PERSON TO SIGN REBUTTAL ARGUMENT FORM (Sample below) — Authors of an **Argument In "Favor" or "Against"** a ballot measure may prepare and submit rebuttal arguments, or may authorize, in writing, another person to sign the rebuttal by completing the following form.

Fill in the appropriate fields and provide information as indicated on the form.

COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK

ELECTION PLANNING SECTION

AUTHORIZATION FOR ANOTHER PERSON TO SIGN REBUTTAL ARGUMENT
(Elections Code Section 9167, 9317 & 9504)

I, _____ authorize the person listed below to
(Print name of **AUTHOR** of the Argument)

sign the rebuttal to the argument ☐ in favor ☐ against (Check one) Measure _____
(Letter)

for the _____
election to be
(Jurisdiction)

held on _____.
(Date)

Any Author of the Argument may be replaced with another author to sign the Rebuttal.

Form must include the printed name and signature of the Author of Ballot Argument and the person authorized to sign as Rebuttal Author.

_____
(**Print** name of Rebuttal Author)

_____
(**Signature** of Rebuttal Author)

_____
(**Title** to appear on Rebuttal)

Signature of Argument Author: _____
Date: _____

Attach this form to the "Declaration by Authors Form" submitted with the Rebuttal Argument.

Attach completed Authorization Form to Declaration By Author(s) of Arguments or Rebuttals submitted with Rebuttal Argument text.

BALLOT ENCLOSURES (continued)

AVAILABLE FORMS — Copies of forms for submitting Ballot Measure Arguments and Rebuttals, referenced in this Chapter, may be obtained by calling the Election Planning Section at (562) 462-2317 or accessing the RR/CC website at www.lavote.net.

WITHDRAWAL OF ARGUMENTS — Ballot Arguments "FOR" or "AGAINST" any Measure may be withdrawn by proponents at any time prior to and including the final date fixed for filing arguments.

PUBLIC EXAMINATION — Public Examination Period is allowed for reviewing submitted Arguments and Rebuttal Arguments during the **ten (10) calendar day period** immediately following the filing deadline for such documents. Throughout this period, any person may seek a writ of mandate or an injunction to require any or all of the material to be amended or deleted. The writ of mandate or injunction request shall be filed no later than the end of the ten (10) calendar day Public Examination Period.

ORIGINAL FORMS/SIGNATURES — Faxed copies of Arguments and/or Rebuttals may be sent to the Registrar-Recorder/County-Clerk's office; however, forms with **original signatures must be received by the RR/CC office within 48 hours of the fax transmission.**

RESTRICTIONS — If the City plans to include **maps and/or graphics,** the Registrar-Recorder/County Clerk's office must be notified prior to the resolution adoption to ensure there are no space limitation problems and to find out if the City request will require special arrangements and possibly result in additional cost.

LITIGATION —The Registrar-Recorder/County Clerk must be notified of any pending litigation involving Ballot Enclosures. This includes action taken by the court if amendments or deletions are required on any Ballot Enclosures. This could potentially cause a delay in meeting established deadlines and/or printing of the Official Sample Ballot Booklets.

ORDINANCE/CHARTER AMENDMENTS — Pursuant to Elections Code Sections 9223 and 9280, the City may print a notice in the Official Sample Ballot advising voters of the availability of a free copy of the Ordinance/Charter Amendment Text. Information on "how to" obtain a copy of Ballot Enclosures or access Ballot Measure Text, including Enclosures, is posted on both RR/CC and City websites and can also be printed in a Voter Advisory Notice immediately below the Impartial Analysis. The City should provide the desired notice text to the RR/CC by **(E-77).**

BALLOT ENCLOSURES (continued)

NOTICES PRINTED WITH IMPARTIAL ANALYSIS — Below are three **(3)** choices of notices that can be printed in the Official Sample Ballot Booklet below the Impartial Analysis **advising voters of the availability of additional ballot information.**

Choice One:

"The above statement is an Impartial Analysis of Measure A. If you desire a copy of the Measure, please contact the City Clerk's office at (562) 999-9999 and a copy will be mailed at no cost to you."

Choice Two:

"The above statement is an Impartial Analysis. Copies of the Charter are available at the Library and on the City's Home Page at **www.xxx.xxx.com**. If you have any questions, please contact the City Clerk's Office at (562) 999-9999. "

Choice Three:

"The above statement is an Impartial Analysis of Measure FF. If you desire a copy of the Charter Amendment Text, please contact the City Clerk's Office at (562) 999-9999 and a copy will be mailed at no cost to you, or you may access the text from the Internet **www.xxx.xxx.com**. "

VOTER NOTICES — If a City cannot meet the established deadlines or if the total Ballot Enclosure will **exceed** the **30 page print limit**, the City should make arrangements with an election supplier to process a Supplemental Mailing of material for voters. Upon mutual agreement between the RR/CC and the City, the RR/CC will print a **Voter Notice** in the Official Sample Ballot Booklet advising voter of the Supplemental Mailings.

SUPPLEMENTAL MAILING NOTICE(S) — Below are samples of two **(2)** choices of notices that can be printed in the Voter Information portion of the Official Sample Ballot Booklet, advising voters that a Supplemental Mailing will be sent by the City.

CHOICE ONE

_____ CITY
SPECIAL MUNICIPAL ELECTION

Information concerning the City of _____ Measure is being mailed in a separate Voter Information Pamphlet. Please call the City Clerk's Office at (562) xxx-xxxx, if you have any questions regarding the City Measures.

CHOICE TWO

_____ CITY
SPECIAL MUNICIPAL ELECTION

The City of _____ will be mailing a Supplemental Voter Information Pamphlet regarding Measure E containing the City Attorney's Impartial Analysis, Argument in Favor of Measure E [No Argument Against Measure E was filed], and the Proposed Charter text. You may also access these documents from the Internet at www.ci.xxx.ca.us/cityclerk/election

WORD COUNTING GUIDELINES
FOR
CANDIDATE STATEMENT/ARGUMENTS / REBUTTALS & OTHER ENCLOSURES
(Elections Code Chapter 1. General Provisions, § 9)

The following guidelines are used by the Registrar-Recorder/County Clerk's Office for counting words on candidate statements, ballot measure text, arguments, rebuttals and other ballot enclosures. If the text exceeds the specified word limit, the author will be asked to delete words or change text until the statement/enclosure conforms with the following requirements.

1. **PUNCTUATION MARKS** are not counted. Symbols such as "&" (and), and "#" (number/pound) are not considered punctuation and each symbol is counted as one (1) word.

2. **THE WORDS** "I", "a", "the", "and", "an" are counted as individual words.

3. **GEOGRAPHICAL NAMES** such as countries, states, counties, cities, towns, or jurisdictions are counted as one (1) word.
   EXAMPLE: "City of Los Angeles" = 1 word
   "City and County of San Francisco" = 1 word

4. **ABBREVIATIONS** each acronym or abbreviation for a word, phrase, or expression is counted as one (1) word.
   EXAMPLE : UCLA, PTA, USMC, LAPD, U.S.M.C.

5. **HYPHENATED WORDS** that appear in any generally available standard reference dictionary published in the U.S. at any time within the last 10 calendar years immediately preceding the election are counted as one (1) word.
   EXAMPLE : Attorney-at-law

6. **DATES** consisting of a combination of digits are counted as one (1) word.
   EXAMPLE : 3/18 7/21/89

7. **DATES** consisting of a combination of words and digits are counted as two (2) words.
   EXAMPLE : July 21, 1983 18 June, 1987

8. **NUMERIC COMBINATIONS** are counted as one (1) word.
   EXAMPLE : 1973 13 1/2 1971-73 5% 8/3/73 #14

9. **MONETARY AMOUNTS**
   EXAMPLE : $1,000.00 are counted as one (1) word
   EXAMPLE : $4 million are counted as two (2) words

10. **NAMES OF PERSONS AND THINGS** are counted as individual words.
    EXAMPLE : Gus Wright (2 words)
    L. A. Basketball Team (3 words)

11. **TELEPHONE/FAX NUMBERS** are counted as one (1) word.
    EXAMPLE : 1 (800) 815-2666 1-562-462-2317

12. **INTERNET WEB SITES/E-MAIL ADDRESSES** are counted as one (1) word.
    EXAMPLE : 1) http://www.co.la.ca.us 2) www.lavote.net 3) http://www.lacounty.Info