

PLEASE NOTE: This is only a brief outline, before starting you should thoroughly review the applicable codes and seek the advice of legal counsel specializing in Elections Code. The City Clerk's Department is prohibited from giving legal advice, per California Business and Professions Code 6125). It is strongly encouraged that you let the Clerk's Office know at least a day in advance of your intent to file a notice of intent to circulate a petition.

CITY INITIATIVE PROCESS

1. Proponents shall file a Notice of Intent to Circulate an Initiative Petition with the city elections official with a filing fee of \$200 – EC 9202. [See Form of Notice of Intention EC 9202 & 9203 – 500 word limit; at least one but no more than three proponents; shall include proponent(s) signature(s), printed name(s) and address(es); shall include written text of initiative; shall have a request that a ballot title and summary be prepared.]
2. City Attorney shall within 15 days provide an official ballot title and summary for the proposed measure. (EC 9203)
3. Proponents shall design the petition:
 - A. The Ballot Title and Summary prepared by City Attorney shall appear on each section of the petition above the text of the measure. (EC 9203b)
 - B. Each petition section shall also bear a copy of the notice of intention. (EC 9203b)
 - C. The petition design shall adhere to the requirements of Elections Code 100 & 101.
 - D. A Declaration of Circulator as required by Elections Code 9209 and 104 shall be attached to each petition section of the petition.
4. The proponents shall prior to circulation of the petition, publish the Notice of Intention and the ballot title and summary of the proposed measure in a newspaper of general circulation within the city, and file proof of publication with the city elections official as provided by EC 9206 within 10 days. (EC 9205 a & b)
5. The proponents shall have 180 days to circulate the petition for signatures from the date of receipt of the title and summary. (EC 9208)
6. The proponent(s) or person(s) authorized in writing by the proponent(s) shall file all sections of the petition at one time. (EC 9210)
7. At the time of filing the city elections official shall examine the petition to determine if the number of signatures affixed, prima facie, is equal to or greater than the number of signatures required. **If so**, the city elections official shall continue to the next step. **If not**, the petition will be returned to the proponents. (EC9210)
8. The City Elections Official has 30 days from the date of filing to check the signatures on the petition. (EC 9211; 9114 & 9115)
9. If the petition is sufficient the City Elections Official shall certify the results to the City Council at their next regular meeting after completion of signature checking. (EC 9211; 9114 & 9115)

Total registered voters of the city at the last report of registration by the county elections official pursuant to Elections Code 2187: _____ Voters _____ Report Date, effective at the time the Notice of Intention was published. (Elections Code 9215).

Election Code: 9215

If the initiative petition is signed by not less than 10 percent of the voters of the city, according to the last report of registration by the county elections official to the Secretary of State pursuant to Section 2187, effective at the time the notice specified in Section 9202 was published, or, in a city with 1,000 or less registered voters, by 25 percent of the voters or 100 voters of the city, whichever is the lesser number, the legislative body shall do one of the following:

- (a) Adopt the ordinance, without alteration, at the regular meeting at which the certification of the petition is presented, or within 10 days after it is presented.
- (b) Submit the ordinance, without alteration, to the voters pursuant to Section 1405.
- (c) Order a report pursuant to Section 9212 at the regular meeting at which the certification of the petition is presented. When the report is presented to the legislative body, the legislative body shall either adopt the ordinance within 10 days or order an election pursuant to subdivision (b).
(Amended by Stats. 2017, Ch. 748, Sec. 7. (AB 765) Effective January 1, 2018.)

Election Code: 9215.5

The proponent of an initiative may withdraw the initiative at any time before the 88th day before the election, whether or not the petition has already been found sufficient by the elections official.
(Added by Stats. 2018, Ch. 155, Sec. 2. (SB 1153) Effective January 1, 2019.)

For Charter Amendments: City or City and County Charters – refer to EC [9255 - 9269]