

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 9214 & 9215).

10% Rule – If after signatures are checked the petition contains at least _____ qualified signatures (10% of the registered voters of the city per the county elections official's last report pursuant to Elections Code 2187 report).

The City Council shall either:

- 1) Adopt the ordinance without alteration; either at the meeting it is presented, or within 10 days after it is presented.
- 2) Submit the measure to the voters at the jurisdiction's next regular election occurring not less than 88 days nor more than 103 days after the date of the order unless the ordinance is required to be submitted at a special election pursuant to Elections Code 1405a. (EC 9215)
- 3) Order a report pursuant to Elections Code 9212 to be presented to the Board within 30 days of the meeting when the Board was notified of the sufficiency of the petition. When the report is presented, the board shall either adopt the ordinance within 10 days without alteration or order an election. (EC 9215)

15% Rule – If after signatures are checked the petition contains at least _____ qualified signatures (15% of the registered voters of the city per the county elections official's report pursuant to Elections Code 2187 report) **and** the petition contains a request that the ordinance be submitted immediately to a vote of the people at a special election -

The City Council shall either:

- 1) Pass the ordinance without alteration; either at the meeting it is presented, or within 10 days after it is presented.
- 2) Immediately call a special election. (EC 9214)
- 3) Order a report pursuant to Elections Code 9212 to be presented to the Board within 30 days of the meeting when the Board was notified of the sufficiency of the petition. When the report is presented, the board shall either adopt the ordinance within 10 days without alteration or order a special election. (EC 9215)

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

And follow instructions (*Article 3 enacted by Stats. 1994, Ch. 920, Sec. 2. n*)