Statewide Initiative Guide

Preface

The Secretary of State has prepared this Statewide Initiative Guide, as required by Elections Code section 9018, to provide an understanding of the procedures and requirements for preparing and circulating initiatives, for filing sections of the petition, and describing the procedure of verifying signatures on the petition. This Guide is for general information only and does not have the force and effect of law, regulation, or rule. In case of conflict, the law, regulation, or rule will apply. Interested persons should obtain the most up-to-date information available because of possible changes in law or procedure since the publication of this Guide.

Background and History of the Initiative Process

In a special election held on October 10, 1911, California became the 10th state to adopt the initiative process. That year, Governor Hiram Johnson began his term by promising to give citizens a tool they could use to adopt laws and constitutional amendments without the support of the Governor or the Legislature. The new Legislature put a package of constitutional amendments on the ballot that placed more control of California politics directly into the hands of the people. This package included the ability to recall elected officials, the right to repeal laws by referendum, and the ability to enact state laws by initiative.

The initiative is the power of the people of California to propose statutes and to propose amendments to the California Constitution. (Cal. Const., art. II, § 8(a).) Generally, any matter that is a proper subject of legislation can become an initiative measure; however, no initiative measure addressing more than one subject area may be submitted to the voters or have any effect. (Cal. Const., art. II, § 8(d).) An initiative measure is placed on the ballot after its proponents successfully satisfy the requirements described in this Guide, and it is qualified by the Secretary of State on the 131st day before a statewide general election.

For historical information regarding initiative measures, please refer to The History of California Initiatives, which is produced by the Secretary of State, and can be found on our website at https://www.sos.ca.gov/elections/ballot-measures/resources-and-historical-information/history-california-initiatives. For current information about proposed initiative measures that are in circulation or initiative measures eligible for the next statewide ballot, please refer to our website at http://www.sos.ca.gov/elections/ballot-measures/initiative-and-referendum-status/ contact the Elections Division at (916) 657-2166.

Please note: This Guide is intended for statewide initiative measures only. For information regarding the qualification of local initiative measures, please contact your local elections official.

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Chapter I
The Initiative Process

Step One - Writing the Proposed Initiative Measure

The first step in the process of qualifying an initiative measure is to write the text of the proposed law.

Proponent(s) may seek the assistance of their own private counsel to help draft the text of the proposed law, or they may choose to write the text themselves. The proposed initiative measure’s proponent(s) may also obtain assistance from the Office of Legislative Counsel in drafting the language of the proposed law. Proponent(s) must submit a written request signed by 25 or more electors.¹ If the Legislative Counsel determines that there is a reasonable probability the proposed initiative measure will eventually be submitted to the voters, the Legislative Counsel will draft the proposed law. (Government Code § 10243.)

Additionally, the proponent(s) can request the Secretary of State to review the provisions of the proposed initiative measure after it is prepared and prior to its circulation. Upon this request, the Secretary of State will review the measure with respect to form and language clarity and will request and obtain a statement of fiscal impact from the Legislative Analyst’s Office. (Government Code § 12172.)

For more information contact:
Office of Legislative Counsel
1021 O Street, Suite 3210
Sacramento, CA 95814
(916) 341-8000 / www.legislativecounsel.ca.gov

Secretary of State
Elections Division
1500 11th Street, 5th Floor
Sacramento, CA 95814
(916) 657-2166 / www.sos.ca.gov

Step Two - Request for Circulating Title and Summary

Written Request, Fee, Statement, and Certificate

Once the proposed initiative measure has been written, the proponent(s) must submit a printed copy of the text of the proposed initiative measure to the Attorney General with a written request that a circulating title and summary of the chief purpose and points of the proposed initiative measure be prepared. (Elections Code § 9001(a),(d).) A facsimile or email will not be accepted. At the time of submitting the text of the proposed measure to the Attorney General, the proponent(s) must pay a fee of $2,000. The $2,000 fee is placed in a trust fund in the Office of the State Treasurer and is refunded if the initiative measure qualifies for the ballot within two years after the summary has been issued to the proponent(s). If the proposed initiative measure fails to qualify within that period, the fee is put into the General Fund of the State. (Elections Code § 9001(c).)

¹An elector is a person who is a U.S. Citizen 18 years of age or older and is a resident of an election precinct in California on or before the day of an election. (Elections Code § 321.)
At the time the request for a circulating title and summary is submitted, each and every proponent must provide public contact information and an original signed certification that reads as follows (Elections Code § 9001(b)):

I, ____________, declare under penalty of perjury that I am a citizen of the United States, 18 years of age or older, and a resident of ____________ County, California.

Additionally, at the time the request for a circulating title and summary is submitted, the proponent(s) must also execute and submit a signed statement that reads as follows (Elections Code § 9608):

I, ____________, acknowledge that it is a misdemeanor under state law (Section 18650 of the Elections Code) to knowingly or willfully allow the signatures on an initiative petition to be used for any purpose other than qualification of the proposed measure for the ballot. I certify that I will not knowingly or willfully allow the signatures for this initiative to be used for any purpose other than qualification of the measure for the ballot.

(Signature of Proponent)

Dated this ____________ day

of ________________ 20

This statement shall be kept on file at the Attorney General's Office for not less than eight months after the certification of the results of the election for which the measure qualified or, if the measure did not qualify, eight months after the deadline for submission of the petition to elections officials. (Elections Code § 9608(b).)

Once a request for a circulating title and summary has been submitted, the Attorney General's Office will post the text of the proposed initiative measure on their website and facilitate a 30-day public review process during which any member of the public may submit written public comments to the Attorney General's Office via their website. The Attorney General's Office will provide any written public comments received during the public review period to the proponent(s). (Elections Code § 9002(a).)

During the public review period, amendments signed by all of the proponent(s) may be submitted to the Attorney General's Office. Any amendments to the proposed initiative measure must be reasonably germane to the theme, purpose, or subject of the initiative measure as originally proposed. An amendment shall not be accepted more than five days after the public review period is concluded. (Elections Code § 9002(b).)

For more information contact:
Office of the Attorney General
ATTN: Initiative Coordinator
P.O. Box 944255
Sacramento, CA 94244-2550
(916) 210-6062 / www.oag.ca.gov
Circulating Title and Summary and Fiscal Estimate or Opinion

Upon receipt of the fee and request, and after the public review period, the Attorney General will prepare a circulating title and summary, which will be the official summary of the proposed initiative measure. (Elections Code § 9004(a).)

The Attorney General, in preparing a circulating title and summary, shall, in boldface print, include either the estimate of the amount of any increase or decrease in revenues or costs to the state or local government or an opinion as to whether or not a substantial net change in state or local finances would result. (Elections Code § 9005(a).) The Department of Finance and the Legislative Analyst are required to jointly prepare this estimate within 50 days of the date of receipt of the proposed initiative measure by the Attorney General. If, in the opinion of both the Department of Finance and the Legislative Analyst, a reasonable estimate of the net impact of the proposed initiative measure cannot be prepared within the 50-day period, the Department of Finance and the Legislative Analyst shall, within the 50-day period, give the Attorney General their opinion as to whether or not a substantial net change in state or local finances would result if the proposed initiative measure is adopted. (Elections Code § 9005(b), (c).)

The Attorney General shall provide a copy of the circulating title and summary and its unique numeric identifier to the Secretary of State and the proponent(s) within 15 days after receipt of the fiscal estimate or opinion prepared by the Department of Finance and the Legislative Analyst. (Elections Code § 9004(b).) The date the copy is delivered or mailed to the proponent(s) is the “official summary date.” (Elections Code §§ 336, 9004(b).)

When the official circulating title and summary is complete, the Attorney General will send it and the text of the measure to the Senate and the Assembly. The Legislature may conduct public hearings on the proposed initiative measure but cannot amend it or prevent it from appearing on the ballot. (Elections Code § 9007.)

Official Summary Date

The official summary date, the date the circulating title and summary is sent to the proponent(s) by the Attorney General, is the date the Secretary of State uses to calculate calendar deadlines provided to the proponent(s) and elections officials. (Elections Code §§ 336, 9004.) No petition may be circulated prior to the official summary date. (Elections Code § 9014.)

Step Three – Format of Petitions

The format for the initiative petition is specified by law. County elections officials shall not receive or file petitions which do not comply with the Elections Code. (Elections Code § 9015.) A petition may have several sections. Each section of the petition must contain the Attorney General’s circulating title and summary and the full text of the proposed initiative measure. (Elections Code § 9012.) The Attorney General’s circulating title and summary shall be in at least 11-point roman type, and the full text of the proposed initiative measure shall be in at least 8-point type. Each page on which signatures are to appear must contain a copy of the Attorney General’s circulating title and summary and the unique numeric identifier provided by the Attorney General. (Elections Code §§ 9008, 9009, 9012.)
**Official Top Funders Disclosure Requirements**

For any initiative or referendum petition for which the circulation is paid for by a committee formed pursuant to Government Code § 82013, an Official Top Funders disclosure shall be included on the petition or in a separate document presented to a prospective signer of the petition.

County elections officials are not required to verify the accuracy of the information or to re-approve the petition upon any updates the committee makes. (Elections Code § 107(g).)

**Official Top Funders Disclosure as a Separate Document**

The Official Top Funders Sheet must be in 14-point black roman type on a plain, contrasting background, centered horizontally, except as described. The text shall not be condensed or have spacing between characters reduced to be narrower than a normal roman type. (Elections Code § 107(a)(1).)

The top of the sheet shall have the text “OFFICIAL TOP FUNDERS. Valid only for”, followed by a month and year that starts at most seven days after the date the top contributors as defined in Government Code § 84501(c) were last confirmed. (Elections Code §107(a)(2).) This information shall be boldface and at least 16-point type. Next, separated by a blank horizontal line, shall be the title of the initiative or referendum as it appears on the petition, in all capital letters. (Elections Code § 107(a)(3).)

Next, separated by a blank horizontal line, shall appear a disclosure statement in a printed or drawn box with a black border. At the top of the disclosure statement shall appear, “Petition circulation paid for by” in boldface text. Next, on a separate horizontal line, shall appear the name of the committee as it appears on the most recent Statement of Organization filed pursuant to Government Code § 84101. If the committee has any top contributors as defined in Government Code § 84501(c), it shall be followed by a blank horizontal line and then the underlined text “Committee major funding from:”. The top contributors, as defined in Government Code § 84501(c), if any, shall be disclosed in boldface text on a separate horizontal line separate from any other text in descending order beginning with the top contributor who made the largest cumulative contributions. (Elections Code § 107(a)(4)(A)-(D).)

The committee, in its discretion, may include, in underlined text, “Endorsed by:” followed by a list, not underlined, of up to three endorsers. The text pursuant to this subparagraph shall be separated from the text above and below it by a blank horizontal line. (Elections Code § 107(a)(4)(E).)

The following line shall include the text “Latest Official Top Funders:” followed by either the internet web page on the Secretary of State’s internet website that lists the “Official Top Funders” statements that are reported pursuant to Elections Code § 107(f), or the internet web page on the internet website for any committee formed pursuant to Government Code § 82013 that pays for the circulation of an initiative or referendum petition. (Elections Code § 107(a)(4)(F).) The committee’s web page must include a prominent link to the most recent Official Top Funders sheet in a format that allows it to be viewed on an internet website and printed out on a single page of paper and a prominent link to the full text of the initiative or referendum. (Elections Code § 107(c).)

Next, separated by at least two blank horizontal lines shall appear the text “OFFICIAL TITLE AND SUMMARY (SAME AS ON PETITION)”, in boldface text in all capital letters. (Elections Code § 107(a)(5).) Starting on a separate horizontal line shall appear the text “The Attorney
General of California has prepared the following circulating title and summary of the chief purpose and points of the proposed measure:”, in boldface text with a type size of 11 point. (Elections Code § 107(a)(6).)

Lastly, starting on a separate horizontal line shall appear the Attorney General summary of the initiative as it appears on the initiative petition, in plain text with a type size of 11 point. (Elections Code § 107(a)(7).)

The Official Top Funders sheet, and any updates, must be submitted to the Secretary of State’s office and posted on the Secretary of State’s website. (Elections Code § 107(f).)

**Official Top Funders Disclosure on the Petition**

If the committee chooses to include the disclosure statement on the petition, the requirements are as follows:

The disclosure statement shall have a solid white background and shall be in a printed or drawn box with a black border and shall appear before that portion of the petition for voters’ signatures, printed names, and residence addresses. The text in the disclosure area shall be in a black Arial equivalent type with a type size of at least 10 point, with all lines centered horizontally in the disclosure area. (Elections Code § 107(b)(1).)

The top of the disclosure shall include the text “OFFICIAL TOP FUNDERS. Valid only for”, followed by a month and year that starts at most seven days after the date the top contributors as defined in Government Code § 84501(c) were last confirmed. The text of this paragraph shall be boldface. (Elections Code § 107(b)(2).)

Next shall appear, on a separate horizontal line, the text “Petition circulation paid for by”, followed by the name of the committee as it appears on the most recent Statement of Organization filed pursuant to Government Code § 84101. If the committee has any top contributors as defined in Government Code § 84501(c), it shall be followed by, on a separate horizontal line, the underlined text “Committee major funding from:”. (Elections Code § 107(b)(3).)

The top contributors as defined in Government Code § 84501(c), if any, shall each be disclosed in boldface text on a separate horizontal line separate from any other text, in descending order, beginning with the top contributor who made the largest cumulative contributions, as defined in Government Code § 84501(b), on the first line. (Elections Code § 107(b)(4).)

The committee, in its discretion, may include the underlined text “Endorsed by:”, followed by a list, not underlined, of up to three endorsers. The text in this paragraph shall be separated from the text above and below it by a blank horizontal line. (Elections Code § 107(b)(5).) The following line shall include the text “Latest info:” followed by the URL for either the internet web page on the Secretary of State’s internet website that lists the “Official Top Funders” statements and any updates provided by the committee to the Secretary of State, or the internet website of any committee formed pursuant to Government Code § 82013 that pays for the circulation of an initiative petition. The text specified in this paragraph shall be underlined. (Elections Code § 107(b)(6).) The committee’s web page must include a prominent link to the most recent Official Top Funders sheet in a format that allows it to be viewed on an internet website and printed out on a single page of paper. It must also include a prominent link to the full text of the initiative. (Elections Code § 107(c).)
Heading

The heading of each section of a proposed initiative petition shall be in the following form and must be printed in 11-point or larger roman boldface type (Elections Code §§ 9008, 9009):

“INITIATIVE MEASURE TO BE SUBMITTED DIRECTLY TO THE VOTERS”

Circulating Title and Summary

Immediately after the heading on a separate line, insert the following statement in 11-point or larger boldface type:

“The Attorney General of California has prepared the following circulating title and summary of the chief purpose and points of the proposed measure:”

Next, include the unique numeric identifier provided by the Attorney General followed by the circulating title and summary prepared by the Attorney General. The circulating title shall appear in all capital letters. The unique numeric identifier and title and summary must also be printed in 11-point or larger roman type across the top of each page of the petition upon which signatures are to appear. (Elections Code §§ 9008, 9009.)

Text of the Proposed Initiative Measure

The text of the proposed initiative measure must be inserted immediately following the unique numeric identifier and circulating title and summary prepared by the Attorney General, which is preceded by the following statement (Elections Code §§ 9008, 9009):

“To the Honorable Secretary of State of California

We, the undersigned, registered, qualified voters of California, residents of __________ County (or City and County), hereby propose amendments to [(the Constitution of California) (the ____ Code, relating to ____________________________)] and petition the Secretary of State to submit the same to the voters of California for their adoption or rejection at the next succeeding general election or at any special statewide election held prior to that general election or as otherwise provided by law. The proposed [(constitutional) (statutory)] amendments read as follows:"

[Insert full circulating title and summary and text of the measure.]

Signature Section

Above the portion of the petition where voters are to sign, a notice in 11-point boldface type must appear containing the following statement (Elections Code § 101):

“NOTICE TO THE PUBLIC:"

If the petition includes the Official Top Funders disclosure statement, the following text must appear next in 11-point boldface type:

“SIGN ONLY IF IT IS THE SAME MONTH SHOWN IN THE OFFICIAL TOP FUNDERS OR YOU SAW AN “OFFICIAL TOP FUNDERS” SHEET FOR THIS MONTH.”
Next must appear on all petitions the following in 11-point non-boldface type:

“THIS PETITION MAY BE CIRCULATED BY A PAID SIGNATURE GATHERER OR A VOLUNTEER. YOU HAVE THE RIGHT TO ASK.

THE PROPONENTS OF THIS PROPOSED INITIATIVE MEASURE HAVE THE RIGHT TO WITHDRAW THIS PETITION AT ANY TIME BEFORE THE MEASURE QUALIFIES FOR THE BALLOT.”

If the petition does not include the disclosure statement described in Elections Code § 107(b), the following text shall appear on a separate horizontal line below the signer’s printed name and above the signer’s signature (Elections Code §§ 9020):

“DO NOT SIGN UNLESS you have seen Official Top Funders sheet and its month is still valid.”

The text “DO NOT SIGN UNLESS” must be in all capitals and in boldface. The other text shall be capitalized as shown and not bolded.

The petition must have room for the signature of each petition signer as well as the signer’s printed name, residence address, and city or unincorporated community name. Signature spaces must be consecutively numbered commencing with the number 1 for each petition section. A minimum one-inch space shall be left at the top of each page and after the name of each voter who has signed the petition for use by the county elections official. (Elections Code §§ 100, 9013.)

Pursuant to the California Supreme Court’s decision in Assembly v. Deukmejian (1982) 30 Cal.3d 638, 180 Cal. Rptr. 297, the petition form must direct signers to include their “residence address” rather than “address as registered” or other address. Each section of the petition must also contain the name of the county (or city and county) in which it was circulated. Each section shall be circulated among voters of only one county. See Appendix D for a sample petition.

**Step Four – Circulating Petitions and Gathering Signatures**

**Calendar**

Based on the official summary date, the Secretary of State will prepare a calendar of filing deadlines. The Secretary of State will send a copy of the calendar to the proponent(s) and the county elections officials within one business day of receiving the circulating title and summary from the Attorney General’s Office. (Elections Code § 9004(c).)

**Circulation Period**

Proponents are allowed a maximum of 180 days from the official summary date to circulate petitions, collect signatures, and file petitions with county elections officials. (Elections Code § 9014.) If the petition reaches the number of valid signatures required, it will be eligible for the next statewide general election held at least 131 days after it qualifies or at any special statewide election held prior to that general election. (Elections Code §§ 9016, 9033; Cal. Const., art. II, § 8(c).) Should proponent(s) wish to qualify for a particular election, they may want to shorten the 180-day circulation period in order to ensure that the proposed initiative measure is certified at least 131 days before that particular election.
**Required Number of Signatures**

In order to qualify for the ballot, the initiative petition must be signed by a specified number of registered voters depending on the type of proposed initiative measure submitted.

**Initiative Statute:** Petitions proposing initiative statutes must be signed by registered voters. The number of signatures must be equal to at least 5% of the total votes cast for the office of Governor at the last gubernatorial election. (Cal. Const., art. II, § 8(b); Elections Code § 9035.)

The total number of signatures required for initiative statutes is **546,651**.

**Initiative Constitutional Amendment:** Petitions proposing initiative constitutional amendments must be signed by registered voters. The number of signatures must be equal to at least 8% of the total votes cast for the office of Governor at the last gubernatorial election. (Cal. Const., art. II, § 8(b); Elections Code § 9035.)

The total number of signatures required for such petitions is **874,641**.

Once proponents have gathered 25% of the number of signatures required (136,663 for an initiative statute and 218,661 for an initiative constitutional amendment), proponents(s) must immediately certify they have done so under penalty of perjury to the Secretary of State. (Elections Code § 9034(a).) Upon receipt of the certification, the Secretary of State will provide copies of the proposed initiative measure and the circulating title and summary to the State Senate and Assembly. Each house is required to assign the proposed initiative measure to its appropriate committees and hold joint public hearings at least 131 days before the date of the election at which the measure is to be voted on. (Elections Code § 9034(b).) However, the Legislature cannot amend the proposed initiative measure or prevent it from appearing on the ballot. (Elections Code § 9034(c).) See Appendix F for an example of the certification to be sent by proponent(s) to the Secretary of State.

**Referendum**

Pursuant to article II, section 9, of the California Constitution, the referendum is the power of the electors to approve or reject statutes enacted by the Legislature. However, the referendum cannot be used on urgency statutes, statutes calling elections, or statutes providing for tax levies or appropriations for current expenses of the State.

Referenda on the ballot are not as common as initiative measures. The signature requirements are the same for a referendum as an initiative statute—at least 5% of the total votes cast for the office of Governor at the last gubernatorial election. (Cal. Const., art. II, § 9(b).)

The total number of signatures required to qualify a referendum is **546,651**.

However, the referendum circulation calendar, verification, timing, and form of the petition have different requirements. For example, a proponent only has 90 days from the date of the enactment of a bill (or in the case of a redistricting map, the date a final map is certified to the Secretary of State) to request and receive a circulating title and summary from the Attorney General (Elections Code § 9006(b) allows 10 days for the preparation of the circulating title and summary), circulate petitions, gather the required number of valid signatures, and file the petitions with the county elections officials.

For more referendum information, you can go to the following page entitled, Referendum: [www.sos.ca.gov/elections/ballot-measures/referendum/](http://www.sos.ca.gov/elections/ballot-measures/referendum/).
Summary of Initiative and Referendum Signature Requirements for Statewide General Elections 2024-2026:

<table>
<thead>
<tr>
<th>Total Votes Cast for Governor in 2022</th>
<th>Initiative Statute: 5%</th>
<th>Initiative Constitutional Amendment: 8%</th>
<th>Referendum: 5%</th>
</tr>
</thead>
<tbody>
<tr>
<td>10,933,018</td>
<td>546,651</td>
<td>874,641</td>
<td>546,651</td>
</tr>
</tbody>
</table>

Declaration of Circulator

A circulator of a state initiative must be 18 years of age or older. Each section shall have attached thereto a declaration by the circulator of the petition setting forth, in the circulator's own hand, the following (Elections Code §§ 102,104, 9022):

- The printed name of the circulator.
- The residence address of the circulator, giving street and number, or if no street or number exists, adequate designation of residence so that the location may be readily ascertained.
- The dates between which all the signatures affixed to the petition were obtained. Preprinted dates or generalized dates, other than the particular range of dates during which the petition section was actually circulated, are not allowed. (Assembly v. Deukmejian (1982) 30 Cal.3d 638, 180 Cal.Rptr. 297.)

Each declaration submitted pursuant to this section shall also set forth the following (Elections Code §§ 104, 9022):

- That the circulator is 18 years of age or older.
- That the circulator circulated the petition section and witnessed the appended signatures being written.
- That according to the best information and belief of the circulator, each signature is the genuine signature of the person whose name it purports to be.
- That the declaration is true and correct under penalty of perjury under the laws of the State of California.
- If the petition does not include the Official Top Funders disclosure statement, that the circulator showed each signer a valid and unfalsified “Official Top Funders” sheet.

The declaration must be signed under penalty of perjury. The declaration does not need to be sworn before a notary public or other officer authorized to administer oaths, but must include the circulator's signature, date, and place of signing preceding the circulator’s signature. (Elections Code §§ 104, 9022; Code Civ. Proc. § 2015.5.)

Petition Circulators

The proponent(s) of a proposed initiative measure are required to ensure that any person, company, or other organization who solicits signatures to qualify the initiative measure, whether they are paid or volunteer, receives instruction on the requirements and prohibitions imposed by state law with respect to the circulation of petitions and the gathering of signatures. Such instructions must emphasize the prohibition of the use of signatures on an initiative petition for a purpose other than qualification of the proposed measure for the ballot. (Elections Code § 9607.)
The petition may be circulated by a number of individuals carrying separate, identical parts of the petition called sections. Each petition circulator who obtains signatures must complete the attached declaration to the petition.

Prior to allowing a person to circulate an initiative petition for signatures, the person, company official, or other organizational officer who is in charge of signature gathering shall execute and submit to the proponent(s) a signed statement that reads as follows (Elections Code § 9609):

I, ___________, acknowledge that it is a misdemeanor under state law (Section 18650 of the Elections Code) to knowingly or willfully allow the signatures on an initiative petition to be used for any purpose other than qualification of the proposed measure for the ballot. I certify that I will not knowingly or willfully allow the signatures for this initiative to be used for any purpose other than qualification of the measure for the ballot.

(Signature of Official)

Dated this ______ day of

____________________, 20____

This statement shall be kept on file by the proponent(s) for not less than eight months after the certification of the results of the election for which the petition qualified or, if the measure did not qualify, eight months after the deadline for submission of the petition to elections officials. (Elections Code § 9609(b).)

In addition, all paid circulators shall execute and submit to the person, company official, or other organizational officer who is in charge of signature gathering a signed statement, prior to soliciting signatures on an initiative petition, that reads as follows (Elections Code § 9610):

I, ___________, acknowledge that it is a misdemeanor under state law (Section 18650 of the Elections Code) to knowingly or willfully allow the signatures on an initiative petition to be used for any purpose other than qualification of the proposed measure for the ballot. I certify that I will not knowingly or willfully allow the signatures for this initiative to be used for any purpose other than qualification of the measure for the ballot.

(Signature of Circulator)

Dated this ______ day of

____________________, 20____

This statement shall be kept on file by the person, company official, or other organizational officer who is in charge of signature gathering for not less than eight months after the certification of the results of the election for which the petition qualified or, if the measure did not
qualify, eight months after the deadline for submission of the petition to elections officials. Unpaid circulators do not need to provide a signed statement. (Elections Code §§ 9610(b), (c).)

Petition Signatures

Only persons who are registered, qualified voters at the time of signing are entitled to sign the petition. A person can only sign a petition that is being circulated in their county of registration. If a petition circulator is a registered voter, the person may sign the petition the person is circulating. (Elections Code §§ 106, 9020, 9021.) Each signer must personally place on the petition the person’s signature, printed name, residence address (or physical description of the location if there is no street address), and the name of the incorporated city or unincorporated community. (Elections Code § 100.) None of the above may be preprinted on the petition. Each signer may sign an initiative petition only once. (Elections Code § 18612.)

 Withdrawal of Signatures

Any voter who has signed an initiative petition may withdraw their name by filing a written request for the withdrawal with the appropriate county elections official prior to the date the petition is filed by the proponent(s). This written request must include the name or title of the petition and the voter’s name, residence address, and signature. (Elections Code §§ 103, 9602.)

Withdrawal of Initiative Measure

The proponent(s) of an initiative may withdraw their measure at any time before the initiative qualifies for the ballot on the 131st day before the statewide general election. (Elections Code §§ 9033, 9604.)

Criminal Penalties

The Elections Code imposes certain criminal penalties for abuses related to the circulation of initiative petitions. It prohibits circulators from intentionally misrepresenting or intentionally making any false statement concerning the contents, purport, or effect of the petition, or the petition’s Official Top Funders disclosure, to potential petition signers; intentionally making a false statement in response to a voter's inquiry as to whether the circulator is a paid signature gatherer or a volunteer; and from refusing to allow prospective signers to read the proposed initiative measure or petition or Attorney General's summary. (Elections Code §§ 18600 - 18602.) No person may offer or give payment or anything of value to another in exchange for signing an initiative petition. (Elections Code § 18603.) The Code also makes circulators, signers, and others criminally liable for signing or soliciting to sign false, forged, fictitious, or ineligible signatures and names. (Elections Code §§ 18610 - 18614.) The law provides criminal penalties for persons, including public officials, companies, organizations, or organizational officers, who make false affidavits concerning an initiative, referendum, or recall petition. Criminal penalties may be issued if one knowingly directs an affiant to make a false affidavit or if one knows or reasonably should have known that an affiant has made a false affidavit. (Elections Code §§ 18660, 18661.)

Circulating petitions is prohibited within 100 feet of a polling place, an elections official's office on election day, or at any time that a voter is casting a ballot. (Elections Code § 18370(a).) The law prohibits any person from soliciting or obtaining money or anything of value to aid in unlawfully stopping circulation or the filing of a proposed initiative measure or for withdrawing a proposed initiative measure after filing it with an elections official. (Elections Code §§ 18620 - 18622.) The law also prohibits any person from threatening petition circulators or circulators' relatives with the intent to dissuade them from circulating the petition.
Any person who is paid by the proponent(s) to obtain signatures on any initiative petition is subject to severe penalties for failing to surrender the petition to the proponent(s) for filing. (Elections Code § 18640.)

The petition or list of signatures may be used for no purpose other than the qualification of the initiative measure. (Elections Code § 18650.) This requirement prohibits using the names and addresses on petition sections for a mailing list for fundraising or other purposes.

**Step Five – Turning in Signatures**

Once the requisite number of signatures has been collected, the petition is filed with the appropriate county elections official(s). Petitions may be submitted in sections; however, all the sections submitted in a single county must be filed at the same time and must contain signatures of registered voters in that particular county. Once filed, petitions may not be amended except by order of a court of competent jurisdiction. (Elections Code § 9030.)

To prevent unauthorized petitions from circulating and unauthorized persons from filing petitions, only the proponent(s) of a proposed initiative measure, and persons authorized in writing by one or more of the proponents, may file initiative petitions. Any other petitions submitted will be disregarded by the county elections official of the county (or city and county) in which it was circulated. (Elections Code § 9032.)

**Recommendations**

In previous years, some proponents have experienced problems in submitting initiative petitions by the statutory deadline to qualify the initiative measure for a particular election. The proponent(s) are encouraged to begin the process as early as possible to ensure that all deadlines are met. The following points, previously mentioned in this Guide, should be emphasized:

- In addition to statutory deadlines, allowances must be made for transmittal of information since many of the time limitations begin when the proposed initiative measure is received by the office and not when sent. Therefore, transmittal time could add several days to the process.

- The Legislative Analyst and the Department of Finance are allowed a total of 50 days from the date of receipt by the Attorney General of the proposed initiative measure in order to prepare a fiscal estimate or opinion.

- The Attorney General is then allowed 15 days after receipt of the fiscal estimate or opinion prepared by the Legislative Analyst and the Department of Finance to transmit a copy of the circulating title and summary.

- Proponent(s) have a maximum of 180 days from the official summary date to file the completed and signed petition sections with the appropriate county elections officials.

- Should proponent(s) wish to qualify for a particular election, they may want to shorten the 180-day circulation period in order to ensure that the proposed initiative measure is certified at least 131 days before that particular election.

- An eligible initiative measure will be qualified by the Secretary of State on the 131st day prior to the next statewide general election unless the proposed initiative measure is withdrawn by the proponent(s) prior to qualification.
Please see Appendix A – Suggested Deadlines to Qualify Initiatives, for an overview of suggested timelines and dates involved in qualifying an initiative for the November 5, 2024, Statewide General Election.
Chapter II
Verification of Signatures

Raw Count
Within eight working days (excluding weekends and holidays) after the filing of the petition, the county elections officials will determine the total number of signatures on the petition sections submitted in their county and report the total to the Secretary of State. If the Secretary of State determines that the raw count of signatures on petitions submitted throughout the state lacks 100 percent of the signatures required*, the Secretary of State shall notify the proponent(s) and the county elections officials of the failure of the proposed initiative measure, and no further action will be taken on that petition. If the raw count equals 100 percent or more of the total number of signatures needed to qualify the initiative measure, the Secretary of State will immediately notify the county elections officials that a random sample will be necessary. (Elections Code § 9030(b),(c).)

Random Sample
If a random sample is necessary, within 30 working days of receipt of the Secretary of State’s random sample notification, the county elections officials will verify the validity of the signatures filed with their office using a random sampling technique of verification. (Cal. Code Regs., tit. 2, § 20521.) The elections official is required to verify at least 500 signatures or three percent of the number of signatures filed in their county, whichever is greater. Counties receiving less than 500 petition signatures are required to verify all the signatures filed in their county. (Elections Code § 9030(d).)

Upon completion of a random sample, the county elections officials will immediately certify to the Secretary of State the number of valid signatures appearing on the petitions that were filed in their counties. (Elections Code § 9030(e).) The Secretary of State then applies a formula to determine the projected statewide total of valid signatures. (Elections Code § 9030; Cal. Code Regs., tit. 2, §§ 20530-20532, 20540.)

Under 95 Percent
If the total number of valid signatures is less than 95 percent of the number of signatures required to qualify the initiative measure, the proposed initiative measure fails to qualify for the ballot. The Secretary of State will generate a failure notice and mail a copy to the proponent(s) and county elections officials. (Elections Code § 9030(f).)

Over 110 Percent
If the number of valid signatures is greater than 110 percent of the required number of signatures, the Secretary of State will be able to certify that the initiative measure is eligible for the next statewide general election held at least 131 days later. (Elections Code §§ 9030(g), 9033.) Once the proposed initiative measure is eligible for qualification, the Secretary of State will immediately notify the proponents and county elections officials that signature verification be terminated. (Elections Code § 9033(a).)

*See signature requirements on pages 8-9.
Between 95 Percent and 110 Percent

If the result of the random sample indicates that the number of valid signatures represents between 95 percent and 110 percent of the required number of signatures to qualify the initiative measure for the ballot, the Secretary of State directs the county elections officials to verify every signature on the petition. This process is referred to as a “full check.” (Elections Code § 9031(a).)

Full Check

If a full check of signatures is necessary, within 30 working days of receipt of the Secretary of State’s full check notification, the county elections officials determine the total number of qualified signatures and transmit this information to the Secretary of State. If the proposed initiative measure fails to reach the required amount of valid signatures, the initiative fails to qualify for the ballot, and the Secretary of State must so notify the proponent(s) and county elections officials. (Elections Code § 9031.) If it is determined that the proposed initiative measure has the required amount of valid signatures, it is eligible for the next statewide general election ballot held at least 131 days later. (Elections Code § 9031(e).) For more information about the Full Check signature verification method, see Appendix A of the Guide.

Signature Verification Process

Information regarding the signature verification process can be found in California Code of Regulations section 20960 and is available on the Secretary of State’s website at: https://www.sos.ca.gov/administration/regulations/current-regulations/elections/signature-verification-ballot-processing-and-ballot-counting-emergency-regulations#20960.

Note: Signatures are not invalid solely because the Top Funders information was missing or inaccurate.
Chapter III
Qualification

Qualifying for the Ballot: Eligible vs. Qualified

Eligible for the Ballot

The proposed initiative measure is eligible for the ballot on the date the Secretary of State receives certificates from one or more of the county elections officials showing the petition has been signed by the requisite number of voters. (Elections Code § 9033(a).)

Once the proposed initiative measure is eligible for the ballot, the Secretary of State will notify the proponent(s) and each county elections official that the signature requirement has been met and signature verification be terminated. (Elections Code § 9033(a).)

Proponents may withdraw the proposed initiative measure at any time prior to its qualification for the ballot on the 131st day before the next statewide general election. (Elections Code §§ 9033, 9604.)

Qualified for the Ballot

Once the petition signatures have been verified and the initiative is eligible for the ballot, the Secretary of State will issue a certificate of qualification on the 131st day before the next statewide general election certifying that the initiative measure, as of that date, is qualified for the ballot. (Elections Code § 9033(b).)
Chapter IV
Additional Information

Initiative Effective Date if Approved by Voters

An initiative measure approved by a majority vote takes effect the fifth day after the Secretary of State certifies the election results, unless the initiative measure provides otherwise. (Cal. Const., art. II, § 10(a).) If the provisions of two or more measures approved at the same election conflict, those of the measure receiving the highest affirmative vote shall prevail. (Cal. Const., art. II, § 10(b).) The Legislature may amend or repeal an initiative statute by another statute; however, any proposed statute becomes effective only when approved by the voters, unless the initiative statute permits amendment or repeal without voter approval. (Cal. Const., art. II, § 10(c).)

Preservation of Signatures

The county elections officials must preserve initiative petitions until eight months after the certification of the results of the election for which the initiative measure qualified or, if the measure was not submitted to the voters, eight months after the final examination of the petition by the elections official. (Elections Code § 17200.) The petitions shall then be destroyed unless any of the following conditions are present: 1) the petition is evidence in a pending legal action or legal proceeding, 2) the elections official receives a written request from a governmental agency that the petition be preserved for use in an investigation regarding the petition, or 3) the proponents have commenced an examination of the petition in which case the petition shall be preserved for one year from the date the proponents last examined the petition. (Elections Code § 17200; Government Code § 7924.110.) As a general rule, initiative petitions, once filed with the county elections officials, are not public records and are not open to the general public for inspection. (Government Code § 7924.110.)
Chapter V
Political Reform Act, Forming Committees and Reporting Requirements

Recipient Committees

Any person or combination of persons is considered to be a “recipient committee” if contributions totaling $2,000 or more have been received in a calendar year. (Government Code § 82013(a).) A recipient committee becomes “qualified” and must file the original Statement of Organization (Form 410) with the Secretary of State’s Political Reform Division within ten days of reaching the $2,000 threshold. (Government Code § 84101(a).) In addition, recipient committees must also file a copy of the Statement of Organization with the local filing officer, if any, with whom it is required to file the originals of its campaign reports.

Qualified recipient committees are subject to a $50 annual fee, payable within 15 days of filing the Statement of Organization (Form 410). After paying the initial fee, the committee must pay the fee, thereafter, on or before January 15 of each year, in every year that the committee remains active until the committee terminates. (Government Code § 84101.5.)

Use of Measure Committee Funds

Persons or committees receiving money for promoting or defeating an initiative or referendum petition, or any measure that has qualified for the ballot, must hold the money in trust and may spend the money only for the purpose for which it was entrusted to them. (Elections Code § 18680.)

Official Top Funders Sheet

Committees formed pursuant to Government Code § 82013 that pay for the circulation of a state initiative or referendum petition are required to create an Official Top Funders sheet and provide it to the Secretary of State’s office for posting on the Secretary of State’s website, as defined in Elections Code § 107. The sheet must be added to the petition above the signature section or accompany the petition. (Elections Code § 9020(a)(5).) A sample of the Official Top Funders disclosure on the petition is located in Appendix D, and a sample of an Official Top Funders Disclosure sheet is located in Appendix E.

Campaign Disclosure Form 460

The Recipient Committee Campaign Disclosure Statement (Form 460) is the proper disclosure form for use by all ballot measure committees in disclosing most of their financial activities.

Measure Committee Reporting Duties

Committees formed or existing primarily to support or oppose the qualification, passage, or defeat of a ballot measure and proponent(s) of a state ballot measure who control a committee formed to support the qualification, passage, or defeat of a state ballot measure must file semi-annual statements, pre-election statements, quarterly ballot measure statements, and 24-hour online reports of contributions totaling $1,000 or more, as well as 10-business-day reports of
contributions totaling $5,000 or more, when required. (Government Code §§ 84202.3, 84203, 84204, and 85309(d).) Semi-annual Statements Committees must file semi-annual statements for each half of every year, regardless of the amount of contributions or level of activity. The closing dates for reporting activity on such semi-annual statements are June 30 (with the report due July 31) and December 31 (with the report due January 31). (Government Code § 84200(a).)

Note: All state filers whose cumulative receipts or expenditures total $25,000 or more are subject to electronic filing requirements. The period for calculating whether the committee has reached the cumulative $25,000 electronic filing threshold began on January 1, 2000. For a committee that is subject to this title after January 1, 2000, the beginning date for calculating cumulative totals is the date that the committee is first subject to this title. (Government Code § 84605(a)(2).)

Pre-election Statements

Two pre-election statements must be filed during the six-month period prior to the election at which the measure will appear on the ballot. Reporting periods correspond to activity occurring from the ending date of the last reporting period (usually a semi-annual report) through 45 days before an election (with the report due 40 days before the election), and activity occurring from the ending date of the last reporting period (usually the first pre-election report) through 17 days before the election (with reports due 12 days before the election). (Government Code §§ 84200.5(a), 84200.8.)

Quarterly Ballot Measure Statements

Committees primarily formed to support or oppose the qualification, passage, or defeat of a ballot measure and proponents of a state ballot measure who control a committee formed to support the qualification, passage, or defeat of a state ballot measure are required to file quarterly ballot measure statements. However, quarterly statements are not required during any semi-annual period in which the committee is required to file pre-election statements. Following the election at which the measure is voted upon, such committees that do not terminate are only required to file semi-annual statements, unless they make contributions or expenditures to support or oppose the qualification or passage of another ballot measure, in which case they would have to file quarterly statements. (Government Code § 84202.3.)

10-Business Day and 24-Hour Reports

There are two types of expedited contribution reports that must be filed. Both must be filed electronically only. No paper copy of these electronic reports must be filed.

Each report is triggered by a distinct threshold of total contributions ($5,000 or $1,000) given and/or received during a distinct period of time (before or during the 90-day period before or on Election Day), and each has a distinct deadline for filing the report (10 business days, or 24 hours).

The first type of expedited contribution report (Form 497), required to be filed by electronic filers only (filers who have reached the $25,000 threshold of activity requiring electronic filing of other reports), must be filed within 10 business days of the date on which a committee receives contributions totaling $5,000 or more from a single source at any time during the year, unless the contribution or contributions are received during the 90 days before or on the Election Day when the measure appears on the ballot. During the 90-day period before or on Election Day, the second type of expedited reporting is required. (Government Code § 85309(d).)

The second type of expedited contribution report (also using the Form 497), required to be filed by all ballot measure committees listed on the upcoming election ballot, must be filed by the
next business day of the date on which a committee receives contributions totaling $1,000 or more from a single source 90 days before or on Election Day, unless the contribution is received on the Friday or weekend day before the Election Day, in which case it must be reported within 24 hours of the date on which a committee receives the contribution.

Contributions of $1,000 or more in the aggregate that are made in connection with a candidate or another ballot measure being voted on in the upcoming election or that are made to a political party committee, also require the above second type of expedited report. Independent expenditures fall under the above second type of expedited report. (Government Code §§ 84203, 84204.)

**Paid Spokesperson Reports**

Committees are required to file Paid Spokesperson reports (Form 511) within 10 days of making payments to individuals to appear in advertisements that support or oppose the qualification, passage or defeat of a ballot measure, if the individual is paid $5,000 or more to appear in the ad, or the individual is paid any amount of money to appear in an ad that states or suggests the individual is a member of an occupation that requires licensure, certification, or other specialized, documented training as a prerequisite to engage in the occupation represented in the ad. (Government Code § 84511.)

**Termination Requirements**

The Statement of Organization (Form 410) is used to terminate recipient committees. The original and one copy must be filed with the Secretary of State's Political Reform Division. In addition, a copy of the Form 410 must be filed with each filing officer who received a copy of the committee's last campaign statement as contained in California Code of Regulations, title 2, section 18404(c).

The committee is also required to file a final, terminating campaign disclosure statement (Form 460).

**For more information contact:**

Secretary of State  
Political Reform Division  
1500 11th Street, Fourth Floor, Room 495  
Sacramento, CA 95814  
(916) 653-6224  
Fax: (916) 653-5045  
Website: [www.sos.ca.gov/campaign-lobbying/contact-us/](http://www.sos.ca.gov/campaign-lobbying/contact-us/)

Fair Political Practices Commission  
1102 Q Street, Suite 3000  
Sacramento, CA 95811  
General Contact Line: : (916) 322-5660  
Advice Line: : (866) 275-3772  
Fax: (916) 322-0886  
Website: [www.fppc.ca.gov](http://www.fppc.ca.gov)

For further reference regarding all filing requirements, the Fair Political Practices Commission publishes online filing schedules specific to each election cycle and specific to each type of committee at [www.fppc.ca.gov](http://www.fppc.ca.gov) under “Campaign Rules, Forms & Manuals.”
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APPENDIX A

Suggested Deadlines to Qualify Initiatives
Appendix A: Suggested Deadlines to Qualify Initiatives

The calendar of suggested deadlines included below serves as a guide for proponent(s). The calendar sets forth required action items and associated dates in the initiative process. Please note that the following calendar is not a substitute for California election laws, regulations, or policy. Proponent(s) are responsible for ensuring that all required documents are submitted in accordance to established statutory deadlines and dates. Other factors, such as amending the proposed initiative measure before circulation or the length of time for circulation, will affect the time it takes to complete the process.

Please note that initiative and referendum measures can only qualify to appear on the ballot at a general election or a special statewide election. (Cal. Const., art. II, §§ 8(c), 9(c); Elections Code § 9016(a).)

Overview of Qualification Methods: Verification of Signatures by Random Sample vs Full Check

Random Sample Method
A random sampling technique of signature verification is required once the Secretary of State determines that the raw count of signatures equals 100 percent or more of the total number of signatures required to qualify the initiative measure. In conducting a random sample, each elections official is required to verify at least 500 signatures or three percent of the number of signatures filed in their office, whichever is greater. If an elections official receives fewer than 500 petition signatures they are required to verify all the signatures filed in their office. (Elections Code § 9030.)

If upon completion of the random sample, the Secretary of State determines that the number of valid signatures has exceeded 110 percent or more of the total number of signatures needed to qualify, the Secretary of State will notify the counties and proponent(s) that the initiative is eligible to appear on the next statewide general election ballot at least 131 days later, and signature verification will terminate.

Full Check Method
The “full check” signature verification method must be used if, following the random sample, the number of valid signatures falls between 95 percent and 110 percent. The Secretary of State will then direct county elections officials to verify every signature on the petition filed with their office. The full check will add an additional 30 business days to the initiative process, as county elections officials determine the total number of qualified signatures and transmit this information to the Secretary of State within this allotted time period. If, upon completion of the full check, it is determined that the proposed initiative has the required number of valid signatures, the initiative is eligible for the next statewide general election at least 131 days later. (Elections Code § 9031.)

The time frames for both qualification methods are provided on the following pages.
November 5, 2024, General Election
Qualifying Using the Random Sample Method

Tuesday, August 22, 2023 – Suggested last day for proponent(s) to submit proposed measure to the Attorney General and request a circulating title and summary.

Thursday, October 26, 2023 – Last day for Attorney General to prepare and issue the circulating title and summary (includes time allotted for fiscal estimate); proponent(s) may begin circulation of the petition.

Tuesday, April 23, 2024 – Last day for proponent(s) to file the petition with county elections officials.

Friday, May 3, 2024 – Last day for county elections officials to complete raw count totals and certify raw numbers to the Secretary of State.

Thursday, May 9, 2024 – Last day for Secretary of State to determine whether the initiative petition meets the minimum signature requirement and, if the minimum signature requirement has been met, to notify counties to verify a random sampling of signatures.

Friday, June 21, 2024 – Last day for county elections officials to verify and certify results of the random sampling of signatures to the Secretary of State.

Thursday, June 27, 2024 (E-131) – Last day for Secretary of State to determine that the measure qualifies for the ballot or a full check is necessary. At this point, if a full check is necessary, the measure would not be eligible for the November 5, 2024, General Election ballot.

Tuesday, November 5, 2024 – General Election Day
November 5, 2024, General Election
Qualifying Using the Full Check Method

Monday, July 3, 2023 – Suggested last day for proponent(s) to submit proposed measure to the Attorney General and request a circulating title and summary.

Thursday, September 7, 2023 – Last day for Attorney General to prepare and issue the circulating title and summary (includes time allotted for fiscal estimate); proponent(s) may begin circulation of the petition.

Tuesday, March 5, 2024 – Last day for proponent(s) to file the petition with county elections officials.

Friday, March 15, 2024 – Last day for county elections officials to complete raw count totals and certify raw numbers to the Secretary of State.

Thursday, March 21, 2024 – Last day for Secretary of State to determine whether the initiative petition meets the minimum signature requirement and, if the minimum signature requirement has been met, to notify counties to verify a random sampling of signatures.

Friday, May 3, 2024 – Last day for county elections officials to verify and certify results of the random sampling of signatures to the Secretary of State.

Thursday, May 9, 2024 – Last day for Secretary of State to determine whether the measure qualifies for the ballot or a full check is necessary.

Friday, June 21, 2024 – If 100% signature verification is necessary, last day for county elections officials to certify to the Secretary of State the results of the 100% signature verification.

Thursday, June 27, 2024 (E-131) – Last day for Secretary of State to determine that the measure is eligible and qualified for the ballot.

Tuesday, November 5, 2024 – General Election Day
APPENDIX B

Further Contact Information
SECRETARY OF STATE
Dr. Shirley N. Weber, Secretary of State
1500 11th Street
Sacramento, CA 95814
Elections Division: (916) 657-2166
www.sos.ca.gov/elections
Political Reform Division: (916) 653-6224
www.sos.ca.gov/campaign-lobbying/

FAIR POLITICAL PRACTICES COMMISSION
Fair Political Practices Commission (FPPC)
1102 Q Street, Suite 3000
Sacramento, CA 95811
(916) 322-5660
www.fppc.ca.gov

LEGISLATIVE COUNSEL
Cara L. Jenkins, Legislative Counsel
1021 O Street, Room 3210
Sacramento, CA 95814
(916) 341-8000
www.legislativecounsel.ca.gov

LEGISLATIVE ANALYST
Gabriel Petek, Legislative Analyst
925 L Street, Suite 1000
Sacramento, CA 95814
(916) 445-4656
www.lao.ca.gov

ATTORNEY GENERAL
Rob Bonta, Attorney General
ATTN: Initiative Coordinator
P.O. Box 944255
Sacramento, CA 94244-2550
(916) 210-6062
www.oag.ca.gov
APPENDIX C

County Elections Officials
Additional contact information for county elections officials is available on the Secretary of State’s website at: https://www.sos.ca.gov/elections/voting-resources/county-elections-offices.

**Alameda (01)**
1225 Fallon Street, Room G-1
Oakland, CA 94612
Website: https://www.acvote.org

**Alpine (02)**
99 Water St. (Federal Express Only)
Markleeville, CA 96120
*Mailing Address:*
P.O. Box 158
Markleeville, CA 96120
Website: http://www.alpinecountyca.gov/179/County-Clerk

**Amador (03)**
810 Court Street
Jackson, CA 95642-2132
Website: https://www.amadorgov.org/government/elections

**Butte (04)**
155 Nelson Ave.
Oroville, CA 95965-3411
Website: https://buttevotes.net/

**Calaveras (05)**
Elections Department
891 Mountain Ranch Road
San Andreas, CA 95249
Website: http://elections.calaverasgov.us/

**Colusa (06)**
546 Jay Street, Suite 200
Colusa, CA 95932
Website: https://www.countyofcolusa.org/197/Elections

**Contra Costa (07)**
555 Escobar Street
*Mailing Address:*
P.O. Box 271
Martinez, CA 94553
Website: https://www.contracostavote.gov/

**Del Norte (08)**
981 H Street, Room 160
Crescent City, CA 95531
Website: https://www.co.del-norte.ca.us/departments/Elections
El Dorado (09)
2850 Fairlane Court
Placerville, CA 95667
_Mailing Address:_
P.O. Box 678001
Placerville, CA 95667
Website: [https://www.edcgov.us/Government/Elections](https://www.edcgov.us/Government/Elections)

Fresno (10)
2221 Kern Street
Fresno, CA 93721
Website: [https://www.co.fresno.ca.us/departments/county-clerk-registrar-of-voters](https://www.co.fresno.ca.us/departments/county-clerk-registrar-of-voters)

Glenn (11)
516 W. Sycamore Street, 2nd Floor
Willows, CA 95988
Website: [https://countyofglenn.net/dept/elections/welcome](https://countyofglenn.net/dept/elections/welcome)

Humboldt (12)
2426 6th Street
Eureka, CA 95501
Website: [https://humboldtgov.org/890/Elections-Voter-Registration](https://humboldtgov.org/890/Elections-Voter-Registration)

Imperial (13)
940 W. Main Street, Suite 206
El Centro, CA 92243-2839
Website: [https://elections.imperialcounty.org/](https://elections.imperialcounty.org/)

Inyo (14)
168 N. Edwards Street
Independence, CA 93526
_Mailing Address:_
P.O. Drawer F
Independence, CA 93526
Website: [http://elections.inyocounty.us/](http://elections.inyocounty.us/)

Kern (15)
Elections Office
1115 Truxtun Avenue, 1st Floor
Bakersfield, CA 93301-4639
Website: [https://kernvote.com/](https://kernvote.com/)

Kings (16)
Government Center
1400 W. Lacey Blvd., Bldg. #7
Hanford, CA 93230
Website: [https://www.countyofkings.com/departments/administration/elections](https://www.countyofkings.com/departments/administration/elections)

Lake (17)
325 N. Forbes Street
Lakeport, CA 95453
Website: [https://www.lakecountyca.gov/818/Registrar-of-Voters](https://www.lakecountyca.gov/818/Registrar-of-Voters)
Lassen (18)
220 S. Lassen Street, Annex
Susanville, CA 96130
Website: http://www.lassencounty.org/dept/county-clerk-recorder/elections/

Los Angeles (19)
12400 Imperial Hwy.
Norwalk, CA 90650
Mailing Address:
P.O. Box 1024
Norwalk, CA 90651-1024
Website: https://www.lavote.gov/

Madera (20)
200 W. 4th Street
Madera, CA 93637
Website: https://votemadera.com/

Marin (21)
3501 Civic Center Drive, Room 121
San Rafael, CA 94903
Mailing Address:
P.O. Box E
San Rafael, CA 94913-3904
Website: https://www.marincounty.org/depts/rv

Mariposa (22)
4982 10th Street
Mariposa, CA 95338
Mailing Address:
P.O. Box 247
Mariposa, CA 95338
Website: http://www.mariposacounty.org/87/Elections

Mendocino (23)
501 Low Gap Rd., Room 1020
Ukiah, CA 95482
Website: https://www.mendocinocounty.org/government/assessor-county-clerk-recorder-elections/elections

Merced (24)
2222 M Street
Merced, CA 95340
Website: http://www.co.merced.ca.us/2379/elections/

Modoc (25)
108 E. Modoc Street
Alturas, CA 96101
Website: http://www.co.modoc.ca.us/departments/elections
Mono (26)
74 N. School Street, Annex I
Bridgeport, CA 93517
Mailing Address:
P.O. Box 237
Bridgeport, CA 93517
Website: https://www.monocounty.ca.gov/elections

Monterey (27)
1441 Schilling Place – North Building
Salinas, CA 93901
Mailing Address:
P.O. Box 4400
Salinas, CA 93912
Website: www.monereycountyelections.us

Napa (28)
1127 1st Street, Suite E
Napa, CA 94559
Website: https://www.countyofnapa.org/396/Elections

Nevada (29)
950 Maidu Avenue, Suite 250
Nevada City, CA 95959
Website: http://www.mynevadacounty.com/1847/Elections-Voting

Orange (30)
1300 South Grand Ave., Bldg. C
Santa Ana, CA 92705
Mailing Address:
P.O. Box 11298
Santa Ana, CA 92711
Website: https://ocvote.gov/

Placer (31)
2956 Richardson Drive
Auburn, CA 95603
Mailing Address:
P.O. Box 5278
Auburn, CA 95604
Website: https://www.placercountyelections.gov/

Plumas (32)
520 Main Street, Room 102
Quincy, CA 95971
Website: https://www.plumascounty.us/142/Elections-Division-Home

Riverside (33)
2720 Gateway Drive
Riverside, CA 92507
Mailing Address:
2724 Gateway Drive
Riverside, CA 92507-0918
Website: https://www.voteinfo.net/
Sacramento (34)
7000 65th Street, Suite A
Sacramento, CA 95823-2315
Website: http://www.elections.saccounty.net/Pages/default.aspx

San Benito (35)
440 Fifth Street, 2nd Floor, Room 205
Hollister, CA 95023-3843
Website: http://sbcvote.us/registrar-of-voters/

San Bernardino (36)
777 East Rialto Avenue
San Bernardino, CA 92415-0770
Website: https://sbcountyelections.com/

San Diego (37)
5600 Overland Avenue
San Diego, CA 92123
Mailing Address:
P.O. Box 85656
San Diego, CA 92186-5656
Website: https://www.sdvote.com

San Francisco (38)
1 Dr. Carlton B Goodlett Place
City Hall - Room 48
San Francisco, CA 94102-4635
Website: https://sfelections.sfgov.org/

San Joaquin (39)
44 N. San Joaquin Street, 3rd Floor, Suite 350
Stockton, CA 95202
Mailing Address:
P.O. Box 810
Stockton, CA 95201
Website: https://www.sjgov.org/department/rov/

San Luis Obispo (40)
1055 Monterey Street, Room D120
San Luis Obispo, CA 93408
Website: https://www.slocounty.ca.gov/Departments/Clerk-Recorder/Elections-and-Voting.aspx

San Mateo (41)
40 Tower Road
San Mateo, CA 94402
Website: https://www.smcacre.org

Santa Barbara (42)
4440-A Calle Real
Santa Barbara, CA 93110
Mailing Address:
P.O. Box 61510
Santa Barbara, CA 93160-1510
Website: https://www.countyofsfb.org/164/Elections
Santa Clara (43)
1555 Berger Drive, Bldg. 2
San Jose, CA 95112
Mailing Address:
P.O. Box 611360
San Jose, CA 95161-1360
Website: https://sccvote.sccgov.org/

Santa Cruz (44)
701 Ocean Street, Room 310
Santa Cruz, CA 95060-4076
Website: https://www.votescount.us/

Shasta (45)
1643 Market Street
Redding, CA 96001
Mailing Address:
P.O. Box 990880
Redding, CA 96099-0880
Website: https://www.elections.co.shasta.ca.us/

Sierra (46)
100 Courthouse Square, Room 11
Downieville, CA 95936-0398
Mailing Address:
P.O. Drawer D
Downieville, CA 95936-0398
Website: https://www.sierracounty.ca.gov/214/Elections

Siskiyou (47)
311 Fourth Street, Room 201
Yreka, CA 96097-9910
Website: https://www.co.siskiyou.ca.us/elections

Solano (48)
675 Texas St, Ste 2600
Fairfield, CA 94533
Website: http://www.solanocounty.com/depts/rov/default.asp

Sonoma (49)
435 Fiscal Drive
Santa Rosa, CA 95403
Mailing Address:
P.O. Box 11485
Santa Rosa, CA 95406-1485
Website: http://vote.sonoma-county.org

Stanislaus (50)
1021 I Street, Suite 101
Modesto, CA 95354-2331
Website: https://www.stanvote.com/
Sutter (51)
1435 Veterans Memorial Circle
Yuba City, CA 95993
Website: https://www.suttercounty.org/doc/government/depts/cr/elections/cr_elections_home

Tehama (52)
633 Washington Street, Room 17
Red Bluff, CA 96080
Mailing Address:
P.O. Box 250
Red Bluff, CA 96080-0250
Website: https://www.co.tehama.ca.us/government/departments/elections/

Trinity (53)
11 Court Street
Weaverville, CA 96093
Mailing Address:
P.O. Box 1215
Weaverville, CA 96093-1258
Website: http://www.trinitycounty.org/elections

Tulare (54)
5951 S. Mooney Blvd.
Visalia, CA 93277
Website: https://tularecoelections.org/elections/

Tuolumne (55)
2 S. Green Street
Sonora, CA 95370
Website: https://www.tuolumnecounty.ca.gov/194/Election-Information

Ventura (56)
Hall of Administration, Lower Plaza
800 S. Victoria Avenue
Ventura, CA 93009-1200
Website: https://recorder.countyofventura.org/elections/elections/

Yolo (57)
625 Court Street, Room B05
Woodland, CA 95695
Mailing Address:
P.O. Box 1820
Woodland, CA 95776-1820
Website: https://www.yoloelections.org/

Yuba (58)
915 8th Street, Suite 107
Marysville, CA 95901-5273
Website: https://www.yuba.org/departments/elections/
APPENDIX D

Sample Petitions
REGISTERED

VO

ETERS

ONLY

[11-point non-boldface type (§ 101)]

Notice to the public:

This petition may be circulated by a paid signature gatherer or a volunteer. You have the right to ask.

The proponents of this proposed initiative measure have the right to withdraw this petition at any time before the measure qualifies for the ballot. [11-point non-boldface type (§ 101)]

DECLARATION OF CIRCULATOR

(to be completed after above signatures have been obtained)

I, ________________________________, am 18 years of age or older. My residence address is ________________________________

(address, city, state, zip) I circulated this section of the petition and witnessed each of the appended signatures being written. Each signature on this petition is, to the best of my information and belief, the genuine signature of the person whose name it purports to be. All signatures on this document were obtained between the dates of ________________________________ and ________________________________

(month/day/year) (month/day/year) I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that I showed each signer a valid and unfalsified "Official Top Funders" sheet.

Executed on ________________________________ at ________________________________

(month/day) (year) (place of signing)

(Date of circulation, printed name, and residence address must be in circulator’s own hand.)
A one-inch blank space must be left at the top of each page of the petition. §100, 9013

Initiative Petition (Including Official Top Funders)

INITIATIVE MEASURE TO BE SUBMITTED DIRECTLY TO THE VOTERS. [§ 9008(d)]

The Attorney General of California has prepared the following circulating title and summary of the chief purposes and points of the proposed measure:

[Here set forth the unique numeric identifier followed by the circulating title and summary prepared by the Attorney General. This unique numeric identifier and circulating title and summary must also be printed across the top of each page of the petition whereon signatures are to appear, in roman non-boldface type not smaller than 11-point. (§ 9008)]

OFFICIAL TOP FUNDERS. Valid only for [Month, Year1] [at least 10-point boldface type (§ 107(b)(2)] Petition circulation paid for by [name of the committee as it appears on the most recent Statement of Organization filed pursuant to Government Code section 84101]

Committee major funding from:

[Largest contributor]
[Second largest contributor]
[Third largest contributor]

[OPTIONAL] Endorsed by:

[First endorser]
[Second endorser]
[Third endorser]

Latest info: [link to Secretary of State Top Funders website or committee website]

NOTICE TO THE PUBLIC:
SIGN ONLY IF IT IS THE SAME MONTH SHOWN IN THE OFFICIAL TOP FUNDERS OR YOU SAW AN “OFFICIAL TOP FUNDERS” SHEET FOR THIS MONTH. [11-point boldface type. EC § 101(a)]

THIS PETITION MAY BE CIRCULATED BY A PAID SIGNATURE GATHERER OR A VOLUNTEER. YOU HAVE THE RIGHT TO ASK. [11-point non-boldface type (EC § 101(a))]

THE PROPONENTS OF THIS PROPOSED INITIATIVE MEASURE HAVE THE RIGHT TO WITHDRAW THIS PETITION AT ANY TIME BEFORE THE MEASURE QUALIFIES FOR THE BALLOT. [11-point non-boldface type (EC § 101(b)]

DECLARATION OF CIRCULATOR
(to be completed after above signatures have been obtained)

I, ___________________________ am 18 years of age or older. My residence address is ___________________________ ___________________________. I circulated ___________________________ this section of the petition and witnessed each of the appended signatures being written. Each signature on this petition is, to the best of my information and belief, the genuine signature of the person whose name it purports to be. All signatures on this document were obtained between the dates of ___________________________ and ___________________________.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed on ___________________________ ___________________________.

(place of signing)

(complete signature indicating full name of circulator)

[Dates of circulation, printed name, and residence address must be in circulator’s own hand.]

[NOTE: It is recommended that a space approximately 1/2 inch wide be left along the left margin opposite the signatures, as shown, for the clerks’ use in verifying signatures.

1 The month and year must start at most seven days after the date the top contributors as defined in Government Code § 84501(c) were last confirmed.
INITIATIVE MEASURE TO BE SUBMITTED DIRECTLY TO THE VOTERS.

[This heading must be printed in 11-point or larger roman boldface type. (§9008)]

The Attorney General of California has prepared the following circulating title and summary of the chief purpose and points of the proposed measure:

[INSERT ATTORNEY GENERAL’S UNIQUE NUMERIC IDENTIFIER FOLLOWED BY THE CIRCULATING TITLE AND SUMMARY PREPARED BY THE ATTORNEY GENERAL.]

[Roman non-boldface type not smaller than 11-point. (§ 9008)]

To the Honorable Secretary of State of California

We, the undersigned, registered, qualified voters of California, residents of ____________________________ County (or City and County), hereby propose amendments to [(the Constitution of California) (the_____Code, relating to __________)] and petition the Secretary of State to submit the same to the voters of California for their adoption or rejection at the next succeeding general election or at any special statewide election held prior to that general election or as otherwise provided by law. The proposed [(constitutional) (statutory)] amendments read as follows:

[NOTE: Within each set of brackets in the text above, the proponent must select the information within one set of parentheses for printing on the petition. (§ 9009)]

[Insert full title and text of measure. The text of the proposed measure shall be printed in type not smaller than 8 point. (§ 9012)]
OFFICIAL TOP FUNDERS. Valid only for [Month, Year]¹
[at least 16-point boldface type § 107(a)(2)]

[TITLE OF INITIATIVE OR REFERENDUM AS IT APPEARS ON THE PETITION] [14-point font § 107(a)(1)]

Petition circulation paid for by [14-point font § 107(a)(1)]
[Name of the committee as it appears on the most recent Statement of Organization filed pursuant to Gov. Code §84101]

Committee major funding from:
[Largest contributor]
[Second largest contributor]
[Third largest contributor]

[OPTIONAL] Endorsed by:
[First endorser]
[Second endorser]
[Third endorser]

Latest Official Top Funders: [link to Secretary of State Top Funders website or committee website]

[FOR A STATE INITIATIVE PETITION ONLY]
OFFICIAL TITLE AND SUMMARY
(SAME AS ON PETITION) [14-point font § 107(a)(1)]
The Attorney General of California has prepared the following circulating title and summary of the chief purpose and points of the proposed measure:
[11-point font § 107(a)(6)]
[Attorney General summary of the initiative as it appears on the initiative petition in 11-point type.]

¹ The month and year must start at most seven days after the date the top contributors as defined in Government Code § 84501(c) were last confirmed.
APPENDIX F

25% Signature Threshold Certification
Sample of 25% Signature Threshold Certification

Date

Dr. Shirley N. Weber, Ph.D.
Secretary of State
1500 11th Street, Fifth Floor
Sacramento, CA 95814

Dear Secretary Weber:

In accordance with California Elections Code section 9034, I/we, [name of proponent(s)], proponent(s) of Secretary of State Initiative Number [####], entitled [circulating title and summary], hereby certify that at least 25 percent of the [number of required signatures] required number of signatures to qualify the initiative measure for the ballot has been obtained.

I certify under penalty of perjury under the laws of the State of California that the foregoing paragraph is true and correct.

________________________________________________________________________
Signature of Proponent(s)

________________________________________________________________________
Date

________________________________________________________________________
Place of Execution