

WORD COUNTING STANDARDS

(E.C. Section 9)

The standards below are used by the Registrar of Voters Office for counting words.

1. The title (i.e. argument in favor of measure x) at the **TOP** of the form are not counted – only the text. No other titles shall be printed.
2. Punctuation is not counted.
3. Each word shall be counted as one word except as specified below.

- a) **Proper Nouns/Geographical Names** – shall be counted as one (1) word.

EXAMPLES:

“City and County of San Francisco”

“City of Santa Rosa”

- b) **Abbreviations** – each abbreviation for a word, phrase, or expression is counted as one (1) word. (i.e., S.R.J.C., etc., CPA are counted as **ONE** word).
 - c) **Hyphenated Words** – found in any generally available dictionary are counted as one (1) word.
 - d) **Dates** – shall be counted as one word.
 - e) **Dates** – consisting of only digits are counted as one (1) word. (i.e. 6/2/94 is counted as one word).
 - f) **Digital Numbers** – are counted as one (1) word (i.e. 100 is counted as one word).
 - g) **Written Numbers** – are counted as one (1) word **EACH** (i.e. one hundred is counted as two (2) words).
 - h) **Telephone Numbers** – are counted as one (1) word.
 - i) **Internet Web Site Addresses** – are counted as one (1) word.
4. Lists or enumerations must be wrapped as a single block paragraph with items separated by semi colons or periods. If not wrapped when submitted wrapping will be done during the process of typesetting. Multiple single line paragraphs that do not fit in the space allotted will be wrapped.
 5. **PLEASE PROOFREAD YOUR ARGUMENT/REBUTTAL.** This office will not be responsible for the accurate printing of any re-formatted argument/rebuttal, nor will we correct any misspellings, grammar or punctuation. Words in ALL CAPITALS, **bold**, *italics*, underlines, *****stars*****, or ...dots..., are not allowed.
 6. Although we prefer that arguments/rebuttals be submitted on our form, we do accept statements which are typewritten (or computer generated) and attached to our form; however, it is extremely important that all pertinent information be included.

BALLOT ARGUMENTS

GENERAL INFORMATION

1. A ballot argument for any county, district or school district measure shall not exceed 300 words in length.
E.C. §§9162, 9315, 9501
Exception: Ballot arguments to reorganize a school or community college district shall not exceed 500 words.
Ed. C. §35758
2. No more than five signatures shall appear with any argument.
E.C. §§9164, 9501
3. No rebuttal argument shall exceed 250 words in length.
E.C. §§9167, 9317, 9504
4. Each argument/rebuttal argument shall be accompanied by a statement, to be signed by each author declaring that the argument/rebuttal argument is true and correct to the best of his/her knowledge and belief.
E.C. §9600
5. Whenever any ballot arguments/rebuttal arguments are submitted, such arguments/rebuttal arguments may be withdrawn by the authors at any time prior to and including the final date fixed for filing arguments/rebuttal arguments.
E.C. §9601
6. Not less than 10 calendar days before the county elections official submits the official election materials for printing, the county elections official shall make a copy of the materials available for public examination in the county elections official's office.
E.C. §§9190, 9380

CAMPAIGN STATEMENT FILING REQUIREMENTS

California's Political Reform Act was adopted by voter initiative in 1974 and has been periodically amended by legislation and initiatives. The Act requires that campaign disclosure reports provide the public with the identity of contributors and the amounts they give and the amount and purpose of expenditures made by officeholders, candidates, and committees.

Proponents and all committees primarily formed to support or oppose a ballot measure in any election must comply with the campaign statement filing requirements if the committee receives contributions or makes independent expenditures that total \$1,000 or more. Monetary penalties may be assessed for failure to file required statements.

Call the Campaign Reporting Section of the Registrar of Voters Office at (707) 565-6804 or the Fair Political Practices Commission at (916) 322-5660 if you have questions relating to filing requirements or if you need campaign statement forms.