

JURISDICTION INFORMATION SHEET

(To be returned with Resolution)

DISTRICT NAME _____
CONTACT NAME/TITLE _____
ADDRESS _____
PHONE # _____
FAX # _____
EMAIL _____
HOURS OF OPERATION Days: _____ / Hours: _____

DISTRICT CHECKLIST

(Review Resolution and Complete Prior to Submitting to ROV)

DOES THE RESOLUTION INCLUDE THE REQUIRED INFORMATION?

- requests the Board of Supervisors to permit the ROV to render specified services to the jurisdiction relating to the conduct of their election (EC §10002)?
 - clearly states election code?
 - preference of order of measure(s) on ballot?
- clearly states election services for vote center election (conducted per Divisions 9, 10, 13 and 14)?
- clearly states election services for mail ballot election (conducted per Divisions 4, 9 and 13) N/A
 - IF calling by MAIL BALLOT, date requested is listed as mail ballot election date (EC §1500).
 - IS JURISDICTION ELIGIBLE for MAIL BALLOT election? It is very important to double check IF the election can be held by mail, per EC §4000. Restrictions apply.
- specify date of election and permit consolidation, per Part 3 of Division 10 (starting with §10400 and including §10418? See also §10002 in Division 10).
- IF calling for ADVISORY VOTE, see EC §9603 for specifications. Restrictions apply. N/A
- clearly states exact form of measure/question (EC §§10403, 13119, 13120)?
 - maximum 75-words (EC §9051(b))
 - IS HEADER TO BE INCLUDED IN THE 75-WORD COUNT? Yes No
 - specifies required approval?
 - Majority 55% 2/3 (66.67%)

- "full text" is included in the resolution?
 - does resolution require "full text" to be printed in the County's Voter Information Guide (CVIG)?
 - indicates beginning and ending of "full text" marked with " *****Start Here*****" and " *****End Here*****"
 - includes a TIFF, JPG or modifiable PDF of any image(s), such as maps, graphics or images, contained in the "full text"
- if school bond, will State Matching Funds apply/require statement printed? (Ed. Code §15122.5)
 - Yes No NA
- Tax Rate Statement included in the Resolution? (EC §§9400 – 9405)
 - indicates beginning and ending of "Tax Rate Statement" marked with " *****Start Here*****" and " *****End Here*****"
 - Tax Rate Statement specifies both gender and spelling of signer's name and title, regardless of legibility.

MISCELLANEOUS REQUIREMENTS

Newspaper specification for required legal publication:

- _____
- San Jose Post Record (ROV will post here if none given above)

Letter Justification Form:

- Attached letter requesting ballot measure letter assignment. **DUE: 5:00 P.M. on E-88**

DATE _____
PRINT NAME _____
SIGNATURE _____

GENERAL INFORMATION

Due Dates:

Calling Ballot Measure Election: **88th day prior** to date of election (Elections Code §§1400 - 1415, and §10403, and education Code §§5322 and ***5325 - *note this code section**. School District should be aware that this section *MAY* require the notice of **tax** measure to go through County Superintendent by E-120)

Amending: **83rd day prior** to date of election (Elections Code §9605)

Withdraw: **88th day prior** to date of election (Elections Code Section1§9118.5, Section2§9215.5, Section3§9311)

Submittal of Resolutions to be Filed:

Original: Santa Clara County Board of Supervisors
Clerk of the Boards Office
70 West Hedding Street
East Wing, 10th Floor
San Jose, CA 95110
Office: (408) 299-5001
Fax: (408) 938-4525
Email: cobreception@cob.sccgov.org

Certified Copy: Santa Clara County Registrar of Voters
1555 Berger Drive, Building 2
San Jose, CA 95112
Office: (408) 299-8639
Email: email-rov-nom@rov.sccgov.org