

**CHECKLIST FOR INITIATIVE PETITION**  
**For Use By The City Clerk – Not Legal Advice**

TOPIC OF PETITION: \_\_\_\_\_

PROPONENT(S):

Name	e-mail	Phone
Name	e-mail	Phone
Name	e-mail	Phone

INDIVIDUAL(S) AUTHORIZED IN WRITING TO SUBMIT PETITION:

Name	e-mail	Phone
Name	e-mail	Phone
Name	e-mail	Phone

# SIGNATURES REQUIRED:      10% = \_\_\_\_\_

ROV Report Date \_\_\_\_\_

*(ROV report as of date of publication of NOI/title/summary, EC9214, 9215)*

Check Resolutions for any Filing Fee required

If a Charter City, read Charter provisions

**IMPORTANT DATES**

#	Activity/Event	Deadline	Actual Date
1	Notice of Intent Filed		
2	City Attorney Ballot Title & Summary Provided	<i>(Ln 1 + 15)</i>	
3	Notice of Intent, Title, Summary Published in Newspaper		
4	Petition Filed	<i>(Ln 2 + 180)</i>	
5	Examination of Signatures	<i>(Ln 4 + 30 work days)</i>	
6	Certified Petition Submitted to Council	<i>(next regular mtg)</i>	

**CHECKLIST**

#	Activity/Event	Ref	Meets Code/ Completed		Fatal Flaw	
			YES	NO	YES	NO
<b>A. NOTICE OF INTENT (NOI)</b>						
A.1.	Notice of Intent to Circulate Filed <i>(insert date above)</i>	EC9202				
A.2.	Notice of Intent is substantially in the following form:  <div style="text-align: center;"><i>Notice of Intent to Circulate Petition</i></div> <p><i>Notice is hereby given by the persons whose names appear hereon of their intention to circulate the petition within the City of West Covina for the purpose of _____ . A statement of the reasons of the proposed action as contemplated in the petition is as follows: _____ (EC9202)</i></p> <p>[signed by at least one but not more than three proponents]</p>	EC9202				
A.3.	Notice of Intent signed by at least one, but not more than three, proponents.	EC9202				
A.4.	Proponent is an elector of the City (Charter City ONLY, if in the Charter) Called ROV and confirmed with: _____ on ____/____/____ at __:____ <div style="text-align: center;"><small>(NAME) (DATE) (TIME)</small></div>	Charter §				

Name of Petition: \_\_\_\_\_

Proponent: \_\_\_\_\_

#	Activity/Event	Ref	Meets Code/ Completed		Fatal Flaw	
			YES	NO	YES	NO
A.5.	Notice of Intent is accompanied by Written Text of Measure. <i>(Optional to proponents - It may also be accompanied by a written statement of 500 words or less setting forth the reasons for the proposed petition.)</i>	EC9202 EC9203				
A.6.	Written text of the measure is accompanied by request that a ballot title and summary be prepared.	EC9203				
A.7.	Request for ballot title and summary contained the address of the proponent.	EC9203				
A.8.	Request for ballot title and summary accompanied by following statement:  <i>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.</i>  _____ <i>(Signature of Proponent)</i>  <i>Dated this ____ day of _____, 20__</i>	EC9608			N/A –  <i>Failure to comply shall not invalidate any signatures [EC9608(c)]</i>	
A.9.	Filing Fee was submitted, only if provided by City Resolution	EC920				
A.10.	City Clerk immediately delivered the request to the City Attorney for preparation of ballot title and summary. <i>(Insert deadline on pg. 1)</i>	EC9203				
CITY CLERK FOLLOW-UP ACTIONS:						
<input type="checkbox"/> Date stamp all documents. <input type="checkbox"/> Create PDF with Notice of Intent and Written Text of Measure. Redact address or other contact information (do not redact proponent's name). <input type="checkbox"/> Notify Mayor, Council, City Manager, and City Clerk staff that notice was filed; include redacted copy of Notice of Intent and Written Text of Measure. <input type="checkbox"/> Set reminder to follow up with City Attorney for title and summary before deadline.						
<b>B. BALLOT TITLE AND SUMMARY</b>						
<b>Preparation</b>						
B.1.	City Attorney provided City Clerk with ballot title and summary within 15 days after request submitted.	EC9203				
B.2.	Ballot title expressed in 500 words or less the purpose of the proposed measure. <i>(See EC§ 9 &amp; Word Count standards)</i>	EC9203 EC9				
B.3.	City Clerk immediately furnished a copy of the ballot title and summary to the person filing the proposed measure. <i>(Send via Certified Mail and email, if available.)</i>	EC9203				
CITY CLERK FOLLOW-UP ACTIONS:						
<input type="checkbox"/> Provide Mayor, Council, City Manager, and City Clerk staff with ballot title and summary. <input type="checkbox"/> Post online as appropriate.						
<b>Publication</b>						
B.4.	Proponent filed the affidavit of publication of the notice of intention, ballot title, and summary within 10 days after publication? <i>(Request original affidavit of publication; Insert date &amp; enter # signatures required on pg. 1)</i>	EC9206				
B.5.	Publication was made in <i>The Newspaper</i> <i>(see also legal opinion re: adjudicated paper)</i>	EC9205				
<b>C. PETITION</b>						
<b>Filing</b>						
C.1.	Petition filed (brought in) by proponents or by any person or persons authorized in writing by the proponents. <i>(Check ID)</i>	EC9210				
C.2.	City Clerk furnished filer with a copy of Government Code 84305.	EC16				
C.3.	All sections of the petition were filed at one time.	EC9210				

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C.4.	Petition was filed <b>within 180 days</b> from the date of receipt of the ballot title and summary ( <i>see deadline on pg 1</i> ); or after termination of any action for a writ of mandate pursuant to EC9204, and, if applicable, after receipt of an amended title or summary or both, whichever occurs later	EC9208				
C.5.	Petition was filed in the City Clerk's Office during normal office hours as posted.	EC9208				
C.6.	Petition was circulated after publication of the Notice of Intent and ballot title and summary.	EC9207				
C.7.	City Clerk provided receipt that petition had been received for review. Ask filer for the following: - Approximate number of sections filed - Approximate number of signatures - If invalid signatures have been marked. If so, how (lined through or with x's)?					
<b>Review Content</b>						
C.8.	Each section bears a copy of the Notice of Intention, and the title and summary, including names of the proponents. ( <i>See also Chula Vista Citizens for Jobs and Fair Competition, et al, v. Donna Norris, et al.</i> )	EC9207				
C.9.	Each section has attached the affidavit of circulator.	EC9209				
C.10.	The circulator's declaration includes 1. The printed name of the circulator; 2. 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; 3. The dates between which all the signatures to the petition or paper were obtained; 4. Declaration that the circulator circulated that section and witnessed the appended signatures being written; 5. 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; 6. That the circulator is 18 years of age or older; 7. That the content of the declaration is true and correct, under penalty of perjury under the laws of the State of California; 8. The date and the place of execution on the declaration immediately preceding his or her signature. 9. The circulators signature.	EC9209 EC9022 EC104				
C.11.	The form of the petition complies with EC9020: Sections are designated so that each signer shall personally affix: 1. His/her signature 2. His/her printed name 3. His/her residence address (street and number, or if no street or number exists, adequate designation of residence so that the location may be readily ascertained. An incomplete or inaccurate apartment or unit number does not invalidate the signature) 4. Name of his or her incorporated city or unincorporated community.	EC9209 EC9020				
C.12	The first page of each section contains the title of the petition and the text of the measure.	EC9201				
C.13.	The ballot title and summary is: a. On each section located above the text of the proposed measure, and b. Across the top of each page of the petition on which signatures appear	EC9203				

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C.14.	The ballot title and summary is in <b>Roman, bold-faced type and no smaller than 12 point</b>	EC9203																
C.15.	The text of the measure is in type no smaller than 8 point.	EC9203																
C.16.	The heading of the proposed measure is substantially in the following form AND on each section:  Initiative Measure to be Submitted Directly to the Voters  The City Attorney has prepared the following title and summary of the chief purpose and points of the proposed measure: (Insert title and summary)	EC9203																
C.17.	Petition contains the following statement in - 12-point font - before the portion of the petition for voters' signatures, names, and residence addresses:  NOTICE TO THE PUBLIC  THIS PETITION MAY BE CIRCULATED BY A PAID SIGNATURE GATHERER OR A VOLUNTEER. YOU HAVE THE RIGHT TO ASK.	EC101																
<b>Signatures</b>																		
C.18.	There is a space at least one inch wide that is left blank after each name for the use of the elections official in verifying the petition.	EC100 (b)																
C.19.	Each signer at the time of signing the petition personally affixed his or her: - Signature - Printed name - Place of residence, including street and number, and if no street or number exists, then a designation of the place of residence that will enable the location to be readily identified. An incomplete or inaccurate apartment or unit number shall not invalidate the signature.	EC100 (b)																
C.20.	The part for signatures are numbered consecutively, commencing with the number one and continuing through the number of signature spaces allotted to each section.	EC100 (c)																
C.21.	The petition format is substantially in the following form:  <div style="text-align: right; margin-right: 20px;">Official Use Only</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">(Print Name)</td> <td style="width: 33%; text-align: center;">(Residence Address ONLY)</td> <td style="width: 33%;"></td> </tr> <tr> <td>1. _____ (Signature)</td> <td>_____</td> <td>(City)</td> </tr> <tr> <td style="text-align: center;">(Print Name)</td> <td style="text-align: center;">(Residence Address ONLY)</td> <td></td> </tr> <tr> <td>2. _____ (Signature)</td> <td>_____</td> <td>(City)</td> </tr> </table>	(Print Name)	(Residence Address ONLY)		1. _____ (Signature)	_____	(City)	(Print Name)	(Residence Address ONLY)		2. _____ (Signature)	_____	(City)	EC100 (c)				
(Print Name)	(Residence Address ONLY)																	
1. _____ (Signature)	_____	(City)																
(Print Name)	(Residence Address ONLY)																	
2. _____ (Signature)	_____	(City)																
C.22.	There are a sufficient number of signatures of Chula Vista residents to accept the petition and forward it to the Registrar of Voters for verification.  Minimum Signatures: 10% for initiative 15% for Charter amendment	EC9210 EC9214 EC9215																
C.23.	If there are a sufficient number of signatures on prima facie review, the petition is deemed filed on that date.	EC9210(b)																

Name of Petition: \_\_\_\_\_

Proponent: \_\_\_\_\_

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			YES	NO	YES	NO
CITY CLERK FOLLOW-UP ACTIONS: <input type="checkbox"/> Notify proponents whether or not the petition is <u>accepted</u> [EC9212(c)]. <input type="checkbox"/> Notify Mayor, Council, City Manager, City Attorney, City Clerk staff. <input type="checkbox"/> If accepted, forward the petition to the ROV for signature verification. <input type="checkbox"/> Any petition not accepted shall be returned to the proponents. [EC9210(b)]						
<b>IF CERTIFIED</b>						
C.24.	Schedule Council item to present certification of petition at <u>next regular</u> Council meeting	EC9214 EC9215				