

# PETITIONS PROCESS



**Process once submitted to the  
Registrar of Voters**

**THIS PETITION PROCESS INFORMATIONAL PRESENTATION IS INTENDED TO PROVIDE GENERAL INFORMATION AND DOES NOT HAVE THE FORCE AND EFFECT OF LAW.**

**IT IS DISTRIBUTED WITH THE UNDERSTANDING THAT THE SAN DIEGO COUNTY REGISTRAR OF VOTERS IS NOT RENDERING LEGAL ADVICE AND, THEREFORE, THIS INFORMATIONAL PRESENTATION IS NOT TO BE A SUBSTITUTE FOR LEGAL COUNSEL FOR THE INDIVIDUAL OR ORGANIZATION USING IT.**

**IT IS THE RESPONSIBILITY OF THE READER OF THIS DOCUMENT TO OBTAIN THE MOST UP-TO-DATE INFORMATION AVAILABLE, REFLECTING CHANGES IN LAWS OR PROCEDURE SUBSEQUENT TO THE PUBLICATION OF THIS INFORMATIONAL PRESENTATION.**

# PETITIONING YOUR GOVERNMENT

The freedom of petition is the right to ask your government to do something or to refrain from doing something. The freedom of petition gives you the right to write to your elected representatives and request them to work for the passage of laws you favor, or it could be as detailed as a statewide petition seeking the passage of new laws. The right of petition also helps government officials to know what citizens think and what actions they want the government to take.

Under the right of petition, individuals and groups of citizens may seek a new law (initiative process) or seek to overturn a law (referendum process). There are different requirements depending on the type of petition. The Registrar's office is the filing office for countywide, school district and special district petitions. The Secretary of State is the filing office for statewide petitions while your local city clerk is the filing office for local petitions. Recall petitions have different requirements than initiative and referendum petitions.

# PETITIONING YOUR GOVERNMENT

- **This powerful tool can be used by citizens to adopt or change laws and constitutional amendments or to recall an elected official.**
- **Generally, any issue that is subject to legislation can become an initiative measure.**
- **Each initiative may have only one subject matter.**

# WHAT ARE PETITIONS USED FOR?



- **Initiative = changes laws and can amend the California Constitution**
- **Referendum = repeals laws**
- **Recall = removes elected officials**

# For preliminary information contact:

- **Statewide petitions:**  
**California Secretary of State**  
**<https://www.sos.ca.gov/elections/ballot-measures>**
- **Countywide petitions, School and Special Districts:**  
**San Diego County Registrar of Voters**
- **Municipal District petitions:**  
**City Clerk**

*It is strongly recommended that you seek your own legal advice before filing your notice of intent.*

Once guidelines  
are received &  
legal advice is  
sought



Proponent  
submits notice of  
intent to the  
appropriate entity



Proponent works  
to gather  
signatures



**Statewide,  
County, School  
& Special  
District Petitions**

**Go to**

**Registrar of  
Voters**

**May go**

**Municipal  
Petitions**

**Go to**

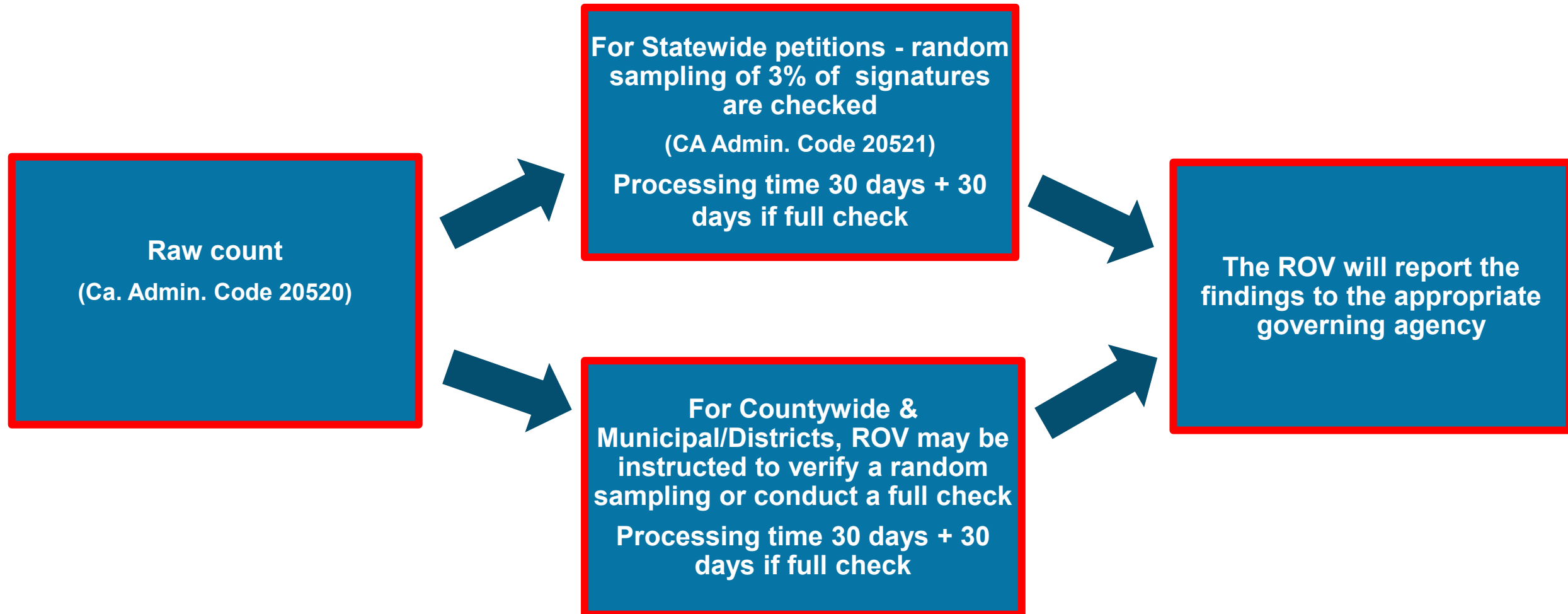
**City Clerk**



# Process of a petition once submitted to the Registrar of Voters (ROV)



# Petition Received by Registrar's Office (ROV)



**To review the petition processing and signature verification regulation visit the following link:**

**<https://www.sos.ca.gov/administration/regulations/current-regulations/elections/petition-processing-signature-verification-ballot-processing-and-ballot-counting>**

**These are the California Secretary of State's regulations for processing and verifying signatures for initiative, referendum, recall, nomination, and signature in lieu of filing fee petitions.**

# Signatures excluded from raw count total:

- Cross outs (clearly and completely crossed out)
- Section is missing or has detached pages (this will invalidate all signatures in that section)

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**INITIATIVE MEASURE TO BE SUBMITTED DIRECTLY TO THE VOTERS**

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

**(00-1212.) UNLIMITED COFFEE AND DOUGHNUTS FOR REGISTRAR OF VOTERS EMPLOYEES DURING AN ELECTION CYCLE.** Requires the Registrar of Voters Office to provide unlimited, freshly brewed coffee, using beans of Columbian or Arabic origin, to be readily available at 7:00 a.m. daily until 5:00 p.m. during an election cycle commencing no later than E-60 ("ee minus sixty"). Requires the Registrar of Voters Office to maintain a replenished supply of baked fresh daily doughnuts. The doughnuts shall be of a varied type, having no less than fifty-percent glazed and no less than ten-percent jelly-filled. The doughnuts shall be strategically placed around the office in such a way that allows employees to supply themselves as often as they wish without being subject to criticism. Fiscal impact: minimal if coffee is purchased at Costco Warehouse and doughnuts at the corner doughnut shop.

**NOTICE TO THE PUBLIC:**  
**THIS PETITION MAY BE CIRCULATED BY A PAID SIGNATURE GATHERER OR A VOUNTEER. YOU HAVE THE RIGHT TO ASK.**

All signers of this petition must be registered in San Diego County. Official Use Only

	To Vote:	City:	
3. Print your Name: <u>Lily M. Voter</u>	Residence Address ONLY: <u>5454 1st St</u>		<b>101012</b>
Sign As Registered To Vote: <u>Lily M Voter</u>	City: <u>San Diego</u> Zip: <u>92123</u>		
4. Print your Name: <u>Java Joe Jackson</u>	Residence Address ONLY: <u>333 Caffeinated Dr.</u>		<b>101013</b>
Sign As Registered To Vote: <u>Java Joe Jackson</u>	City: <u>Carlsbad</u> Zip: <u>92008</u>		
5. Print your Name: <u>Eddie Eclair</u>	Residence Address ONLY: <u>999 Calorie Ct</u>		<b>101014</b>
Sign As Registered To Vote: <u>Eddie Eclair</u>	City: <u>Carlsbad</u> Zip: <u>92008</u>		
6. Print your Name: <u>Pam Fritz</u>	Residence Address ONLY: <u>325 Degraas St</u>		<b>101015</b>
Sign As Registered To Vote: <u>Pam Fritz</u>	City: <u>San Diego</u> Zip: <u>92123</u>		
7. Print your Name: <u>Ben Yeigh</u>	Residence Address ONLY: <u>65 Curds Ann Wy</u>		<b>101016</b>
Sign As Registered To Vote: <u>Ben Yeigh</u>	City: <u>Ramona</u> Zip: <u>92065</u>		
8. Print your Name: <u>Min T. Julip</u>	Residence Address ONLY: <u>1313 S Harbor Blvd</u>		<b>101017</b>
Sign As Registered To Vote: <u>Min T Julip</u>	City: <u>Oceanside</u> Zip: <u>92003</u>		

**DECLARATION OF CIRCULATOR**  
(to be completed in circulator's own hand after above signatures have been obtained)

I, Jerry Littres am registered to vote in the county (or City and County) of San Diego or am qualified to register to vote in California. My residence is 7676 High Street Hwy, SD.

I circulated this section of the petition and witnessed each of the appended signatures being written. Each signature of 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 June 7, 2016 and Nov 8, 2016.

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

Executed on Nov 8<sup>th</sup>, 2016, at San Diego (place of signing).

Jerry Littres  
(complete signature indicating full name)

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✓ ✓ edm



# Signatures excluded from raw count total:

- Whiteout used to change signer's information
- If a signature is crossed out, everything on that line must be completely crossed out or a number will be assigned to it, and it will affect the validity rate of the signatures. It will not be excluded.

3	Print your Name: <u>Lily M. Voter</u> Sign As Registered To Vote: <u>Lily M. Voter</u>	Residence Address ONLY: <u>5454 1st St</u> City: <u>San Diego</u> Zip: <u>92123</u>
4	Print your Name: <u>Java Joe Jackson</u> Sign As Registered To Vote: <u>[Signature]</u>	Residence Address ONLY: <u>123 54th St</u> City: <u>Carlsbad</u> Zip: <u>92123</u>
5	Print your Name: <u>Eddie Eclair</u> Sign As Registered To Vote: <u>Eddie Eclair</u>	Residence Address ONLY: <u>999 Calaveras Ct</u> City: <u>Carlsbad</u> Zip: <u>92008</u>
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7	Print your Name: <u>[Redacted]</u> Sign As Registered To Vote: <u>[Redacted]</u>	Residence Address ONLY: <u>65 Curds Ann Wy</u> City: <u>Ramona</u> Zip: <u>92065</u>
8	Print your Name: <u>M.W.T. Julip</u> Sign As Registered To Vote: <u>[Signature]</u>	Residence Address ONLY: <u>1313 S Harbor Blvd</u> City: <u>Oceanside</u> Zip: <u>92003</u>



### DECLARATION OF CIRCULATOR

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Executed on NOV 8<sup>TH</sup>, 2016 at San Diego (place of signir

[Signature]  
(complete signature indicating full ne

# Common mistakes that invalidate signatures:

- Incorrectly spelled street names
- Missing city and zip
- Circulator fills in names and addresses instead of the voters personally affixing their information (EC 100(b))



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All signers of this petition must be registered in San Diego County. Official Use Only

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
3. Print your Name: <u>Lily M. Voter</u> Sign As Registered: <u>Lily M Voter</u> To Vote: <u>Lily M Voter</u>	Residence Address ONLY: <u>5454 1st St</u> City: <u>San Diego</u> Zip: <u>92123</u>		<b>101012</b>
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Jerry Littres  
(complete signature indicating full name)

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✓ ✓ edm

**How does the Registrar's office determine whether each signature is valid?**

**We verify that the signer....**

**is a registered voter and signature compares to what is on file?**

**is registered at address written down at the time petition was signed?**

**is registered in appropriate county, city or district and eligible to sign petition?**



# Petition Snapshot

- **The following slide provides a sample snapshot of a petition report and depicts different reasons why a signature may be challenged.**
- **Many of these could be caught by the circulator and corrected while the voter is still present such as no address, no signature, city and zip code missing, not registered, etc.**



# Petition Snapshot

## Petition Statistics

<b>Total Sigs Required</b>	<b>46,447</b>
<b>Total Sigs Submitted</b>	<b>60,015</b>
<b>Total Sample Size</b>	<b>60,015</b>
<b>Total Sigs Verified</b>	<b>58,561</b>

## Challenged

<b>Circulator Issue</b>	<b>161</b>
<b>City and Zip Code Missing</b>	<b>45</b>
<b>Max Number of Times Signed</b>	<b>65</b>
<b>Ditto Marks</b>	<b>2</b>
<b>No Sig./Not His/Her Signature</b>	<b>76</b>
<b>No Address</b>	<b>27</b>
<b>Registered at Different Address</b>	<b>5019</b>
<b>Not Registered</b>	<b>5896</b>
<b>Underage at Signing</b>	<b>7</b>
<b>Out of County/State</b>	<b>19</b>
<b>Po Box</b>	<b>16</b>
<b>Wrong District</b>	<b>131</b>
<b>Wrong Registration Date</b>	<b>650</b>
<b><u>Total Challenged</u></b>	<b>12,114</b>
<b><u>Total Valid</u></b>	<b>46,447</b>

## 3% Random Sampling

- Done if raw count signatures = 100% or more of total number of signatures required to qualify (Elections Code 9030)
- Computer generated random 3% or 500 signatures
- Results used to project if enough verified signatures
- If projected less than 95% petition fails
- If projected to be more than 110% petition successful, made eligible to appear on election ballot
- If count is between 95%-110% a full check is triggered

**Vs.**

## Full Check

- Must be used if random sample number of valid signatures fall between 95% - 110 %
- Every signature will be counted and verified until number of valid signatures reaches total number needed
- Will add an additional 30 days to processing
- If upon completion of full check required number of valid signatures met- then eligible to appear on election ballot (Elections Code 9031)

- **Duplicate signatures have a large negative impact on a petition because of the weighted average assigned**
- **Crossing out any duplicate and invalid signatures will help the validity rate of a petition**
- **Clearly and completely cross out any duplicate and invalid signatures.**
- **Invalid signatures require research and documentation, adding to the processing time (invalid signatures decrease the validity rate of a petition)**

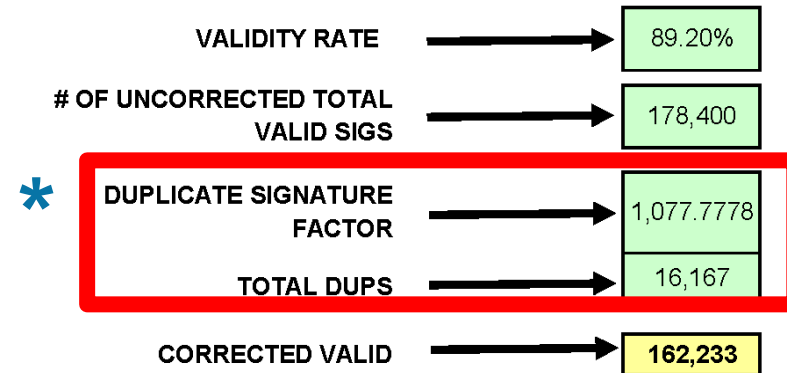


P247 - County of San Diego - Coffee and Donuts

- For a random sample, the totals are applied to this formula to determine the projected valid signatures (CA. Admin. Code 20530, 20532)

\*Notice the Duplicate Signature Factor (CA. Admin. Code 20531)

Sigs Submitted	200,000	
Reg Voters	1,500,000	
Valid Sigs req'd	150,000	
Random Sample	6,000	(3% of Sigs Submitted)
Valid	5,352	} ← Stats from Report
Not Valid	648	
Dups	15	



Out of the 200,000 initiative signatures submitted to the elections official, 162,233 signatures were projected to be valid based on the random sample of signatures.

This petition is projected to be:



150,000	x	95%	=	142,500	Below - FAILED
Between 95% & 110% = 100% VERIFICATION					
150,000	x	110%	=	165,000	Above - QUALIFIED

# Petition Process FAQs:

- **Once a petition is submitted to the Registrar's office for processing, can the proponent or any individual get an update on how a particular petition is doing?**

No. The Registrar's office cannot disclose any information while the petition is being processed.

- **What is considered a section of a petition?**

A section of a petition may be a single page or multiple pages that are securely bound together with one declaration of circulator.

# Petition Process FAQs:

- **Are there key things I should consider when circulating a petition?**

Yes. Here are some important considerations for any signature gatherer:

- If a voter is not sure if they are registered at their current residence address, have the voter check their registration status and if needed re-register by completing a new registration form on or before the date they sign the petition. It's easy! They can check their registration status and if needed re-register to vote online at [Check Your Registration \(sdvote.com\)](https://sdvote.com).
- Registration forms should be turned in immediately. The Registrar's office compares the signature date on the registration form (or the date the registration form is received if the signature date is missing) to the date the petition was signed.
- The declaration of circulator section must be accurately filled out by the circulator with their name, signature, and most importantly the circulation dates otherwise the signatures in that section could be invalidated.

# Petition Process FAQs:

- **Are there key things to avoid when circulating a petition?**

Yes. There are three critical errors any signature gather should avoid:

1. Never fill in anything for a signer,
2. Never allow a signer to sign a petition more than once, and
3. Never tamper with the petition by removing staples, removing copies, or by using whiteout to make a correction.

If a signer needs assistance due to a disability, the circulator may offer to assist. The signer must provide their own mark or signature and the circulator must make a note of the assistance provided and sign as a witness.

# Petition Process FAQs:

- **Can petition signatures be turned in at different times to the Registrar's office?**

No. Petition signatures must be turned in all at the same time. Exception would be statewide recall petitions.

- **Can anyone turn in petition signatures to the Registrar's office?**

No. Only proponents or someone authorized by the proponent may deliver petition signatures.

- **Can a signer withdraw their signature from a petition?**

Yes. A signer may request to withdraw their signature prior to the day the petition is filed.



# Petition Process FAQs:

- **Can a signer of a petition sign the petition more than once?**

No. Duplicate signatures have a large negative impact on a petition because of the weighted average assigned (on a random sampling).

- **Can the proponent of a petition check for duplicate signers before turning in the petition to the Registrar of Voters office?**

Yes. Crossing out any duplicate and invalid signatures will help the validity rate of a petition.

# Petition Process FAQs:

- **Does the Registrar's office prioritize the processing of petitions submitted?**

No. Petitions are processed in the order that they are received by the Registrar's office.



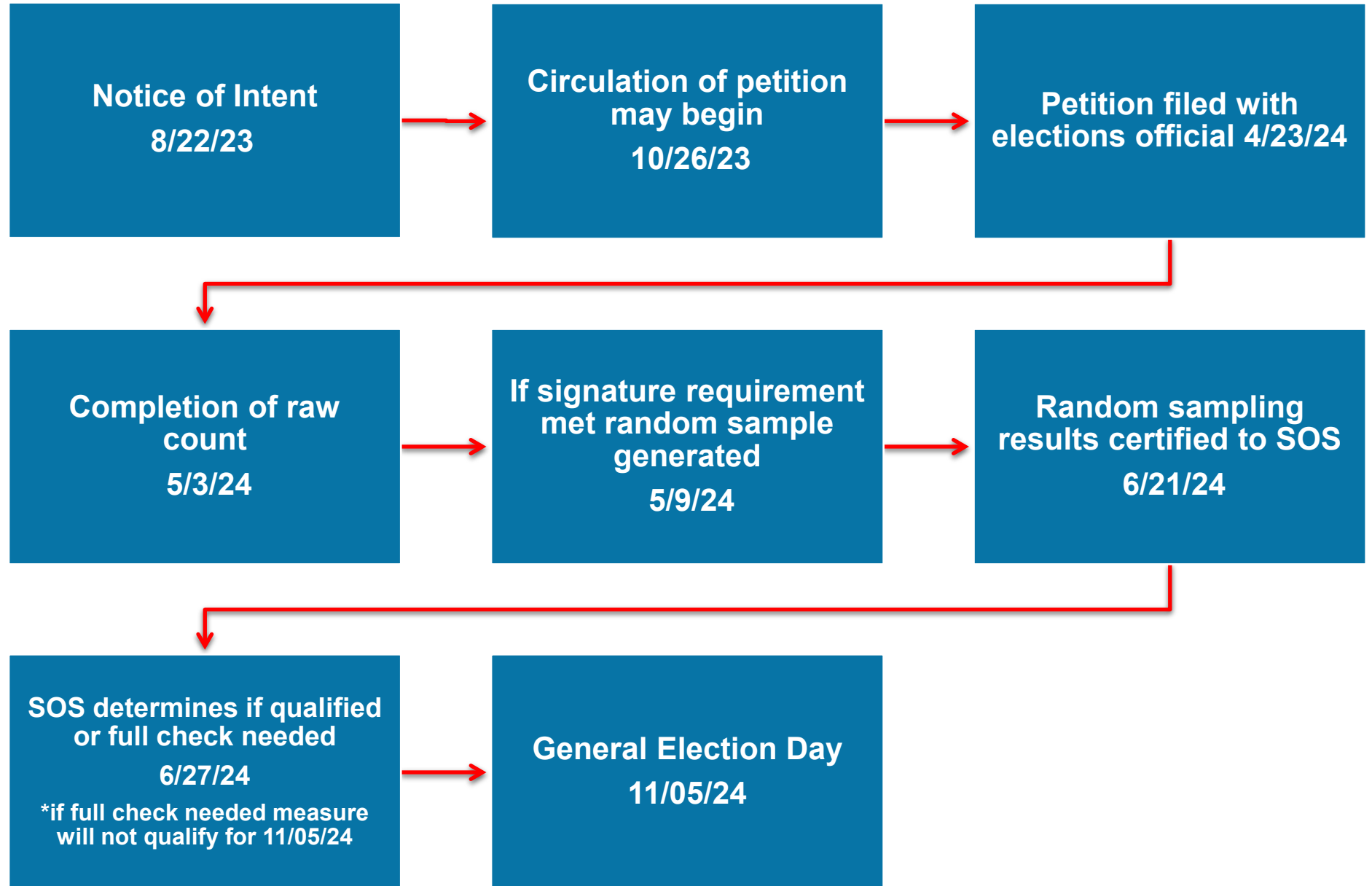
# Petition Process FAQs:

- **What happens when the Registrar's office completes the processing of a petition?**

The Registrar's office will report the findings to the appropriate governing body or agency:

- ✓ Findings for countywide petitions go to the County Board of Supervisors.
- ✓ Findings for city petitions will be presented to the appropriate city clerk.
- ✓ Findings for district petitions will be presented to the appropriate agency.
- ✓ In a statewide initiative, referendum or recall petition, the Registrar's office presents findings to the California Secretary of State. Once findings are gathered, the Secretary of State will determine if the petition had sufficient signatures statewide.

# Timeline of Petition



# Petition Statistics: General Election Years

Year	Number of State/Local Petitions	Number of Candidates	Signatures Submitted	Signatures Verified
2008	14	402	1,214,984	147,879
2010	17	496	1,092,775	161,936
2012	18	427	926,486	136,465
2014	12	270	658,662	195,658
2016	27	459	1,257,341	150,174
2018	34	306	2,050,140	226,362
2020	14	83	1,274,017	90,201
2022	16	262	1,438,040	323,032

**Thank you!**