



# Initiative Petition Reference Guide

The City Clerk serves as the Elections Official for the City of Beaumont (“City”). All initiative filings must be done during the City’s normal business hours which are Monday through Thursday from 8:00 a.m. to 5:00 p.m., and Fridays from 8:00 a.m. to 12:00 p.m. To satisfy the initiative process requirements, it is recommended the initiative process begin no later than approximately 180 days before the election.

Please note that this reference guide is for informational purposes only. The City is not advocating for or against any particular initiative. It is strongly recommended that proponents consult with an attorney on the initiative process requirements. The receipt of an initiative petition is not an indication that the petition meets all legal requirements.

## California Elections Code Sections 9200-9226

The initiative petition process affords the City’s constituents the opportunity to propose ordinances or amendments to the Beaumont Municipal Code. The State of California Elections Code §§ 9200 – 9226 sets forth the requirements proponents must satisfy to place an initiative on the ballot.

## Initiative Process Overview

Proponents of an initiative must file a Notice of Intent with the City Clerk. The Notice of Intent must include the written text of the initiative and a request that the Ballot Title and Summary be prepared by the City Attorney. Proponents may include a written statement setting forth the reasons for the proposed petition, not to exceed 500 words. The Notice of Intent must be signed by at least one, but not more than three, of the proponents.

The City Attorney has fifteen days (15) from the date of filing the Notice of Intent to prepare the Ballot Title and Summary.

Upon receipt of the Title and Summary from the City Attorney, proponents must publish the Notice of Intent and the Ballot Title and Summary, in conformance with Elections Code §9205, prior to circulating the petition. Proponents shall file a copy of the Notice and Ballot Title and Summary with the City Clerk, as published, together with an affidavit by a newspaper representative, certifying to the publication. Proponents have 180 days from the date they received the Ballot Title and Summary to file the petition, and all petition sections, with the City Clerk. The City Clerk will accept the petition for filing if, on its face, the petition includes signatures that equal or exceed the minimum number of signatures required. Any petition not accepted for filing shall be returned to the proponents.

From the date the petition is filed, the City Clerk has 30 business days for signature verification. If examination of the petition shows more than 500 signatures collected, random sampling may be conducted for signature verification pursuant to Elections Code §9115. If the statistical sampling results in sufficient valid signatures of qualified voters, the signatures are examined and verified within 60 business days from the date the petition is filed. The County of Riverside performs the function of signature verification for the City. If the petition is found sufficient, the City Clerk will certify the results to the City Council at the next

regular council meeting.

#### Regular Election Signature Requirement

The initiative may be submitted to the voters at a general statewide election if not less than 10% of the registered voters of the City, according to the last report of voter registration by the County Elections Official to the Secretary of State, effective at the time the Notice of Intent was published, sign the petition.

#### Special Election Signature Requirement

If not less than 15% of the registered voters of the City, according to the last report of voter registration by the County Elections Official to the Secretary of State, effective at the time the Notice of Intent was published, sign the petition and the petition contains a request that the ordinance be submitted immediately to a vote of the people at a special election, the City shall do one of the following:

- (a) Adopt the ordinance, without alteration, at the regular meeting at which the certification of the petition is presented, or within 10 days after it is presented.
- (b) Immediately order a special election at which the ordinance, without alteration, shall be submitted to a vote of the voters of the City.
- (c) Order a report pursuant to Elections Code §9212 at the regular meeting at which the certification of the petition is presented. When the report is presented to the City, the City shall either adopt the ordinance within 10 days or order a special election.

#### City Council Action

Upon receipt of a qualifying initiative by the City Clerk, the City Council shall do one of the following:

1. Adopt the ordinance, without alteration, at the regular meeting at which the petition is presented for certification, or within 10 days after it is presented.
2. Order a special election or submit for the next general statewide election, as applicable, the ordinance, without alteration, to a vote of the voters of the City.
3. Order a report pursuant to Elections Code §9212. Upon presentation of the report, the City Council shall either adopt the ordinance or submit it for special election or the next general statewide election, as applicable.

### Timeline Estimate for Initiative Petitions

It is recommended that the Notice of Intent be submitted to the City Clerk at least approximately 180 days before the election. All requisite actions for the initiative process should occur prior to the 90th day before the election, including verification of signatures and City Council action ordering an election.

1.	Proponents encouraged to meet with the Office of the City Clerk to discuss the initiative process and discuss timeline and deadlines for filings.
2.	Proponents develop the written text of the proposed initiative.
3. EC <sup>1</sup> §9202	Proponents schedule an appointment with the City Clerk to file the Notice of Intent to Circulate Initiative with the City Clerk's Office. Proponents may request a report of the registered voters and minimum number/percentage of registered voters needed to qualify for a ballot, and the deadline to file petitions with the City Clerk.
4. EC §§9203 – 9204	City Attorney drafts Ballot Title and Summary for the proposed ordinance.
5. EC §9205	Proponents shall publish the Notice of Intent to Circulate a Petition and the Ballot Title and Summary of the proposed measure.
6. EC §9206	Within 10 days of the publication date of the Notice of Intent and the Ballot Title and Summary of the proposed measure, the proponents shall file with the City Clerk a copy of the Notice of Intention and Ballot Title and Summary as published, together with an affidavit made by a representative of the newspaper in which the notice was published.
7. EC §9207	Proponents may begin circulating the petition after publication of the Notice of Intent and Ballot Title and Summary.
8. EC §9208	Proponents file all sections of the petition with signatures with the City Clerk. The 180 day-deadline for submitting completed petitions for signature examination commences from either the date which the proponents received the Ballot Title and Summary prepared by the City Attorney, or after termination of any action for a writ of mandate pursuant to EC §9204 (whichever first occurs).
9. EC §9210	City Clerk conducts a count of the signatures on the face of the petition and if it is determined the signatures equal or exceed the requirements set forth in EC §9210, the petition shall be deemed as filed on that date. If the petition is not filed, it will be returned to the proponents.
10. EC §9211	Within 30 days from the date the petition is filed, the County of Riverside, on behalf of the City, conducts an examination of the signatures. If more than 500 signatures are collected, random sampling may be used. If the sampling does not result in sufficient valid signatures, the County has 60 business days from the date the petition is filed to verify each signature.
11. EC §§9214-	City Clerk submits qualified petitions to the City Council with consideration of other required elections activities.
12.	Election Day

<sup>1</sup> The code sections provided herein refer to the California Elections Code ("EC").