

# ***Ballot Propositions: Steps to an Election***

From the Clark County Auditor's Office

2009

## **STEP #1: Decision to place a proposition on the ballot**

The council or board of a city, town or district decides to place a ballot proposition before the voters, after consulting with their attorney to confirm their authority to do so. When a ballot proposition is placed on the ballot, the election on that issue is called a special election.

## **STEP #2: Choose an election date**

An election date is chosen from the six special election dates available each year. These include one in February, March, April, May, August and November, as listed below:

- The first Tuesday after the first Monday in February (**February 3, 2009**)
- The second Tuesday in March (**March 10, 2009**)
- The fourth Tuesday in April (**April 21, 2009**)
- The third Tuesday in May (**May 19, 2009**)
- The third Tuesday in August (**August 18, 2009**)
- The first Tuesday after the first Monday in November (**November 3, 2009**)

## **STEP #3: Draft a resolution**

A resolution is drafted which includes the actual language to be placed on the ballot. If the ballot proposition concerns a property tax issue, the County Assessor's Office should be contacted for most current property assessment data.

## **STEP #4: Approve the resolution**

The resolution is placed on the jurisdiction's meeting agenda and is passed by the council or board of the jurisdiction. The resolution must be approved and submitted to the County Auditor's Office at least fifty-two (52) days before the day of the election for special elections held in February (December 12, 2008), March (January 16, 2009), April (February 27, 2009) and May (March 27, 2009). For any resolution requesting a special election to be held in conjunction with the Primary or General election, the resolution must be approved at least eighty-four (84) days before the day of the election. (See Step #2 above for election dates.)

Resolution submission deadlines for 2009 include:

- **May 26, 2009** for the August 18, 2009 Primary
- **August 11, 2009** for the November 3, 2009 General election

## **STEP #5: Transmit resolution to county auditor**

An original copy of the resolution is transmitted to the county auditor's office (Elections Department) at least fifty-two (52) days before the day of the election for special elections held in February, March, April and May. For any resolution requesting a special election to be held in

conjunction with the Primary or General election, the resolution must be transmitted to the county auditor's office (Elections Department) at least eighty-four (84) days before the day of the election. A return letter is sent to the city, town or district, acknowledging receipt of the resolution and confirming the date chosen for placing the issue on the ballot.

#### **STEP #6: Form a campaign committee (optional)**

If a campaign committee is formed to work for the passage or defeat of a ballot proposition, the committee will need to file a C-1 form (Campaign Committee Registration Form) within fourteen (14) of raising, spending or committing to spending money on a campaign.

#### **STEP #7: Committee to draft pro & con voters pamphlet statements (optional)**

If a city, town or district wishes to have information on a ballot proposition included in the local voters pamphlet, they must appoint a committee of three people to write a statement supporting passage of the ballot proposition and a committee of three people to write a statement against passage of the ballot proposition at least seventy-four (74) days before the Primary or General election. The committees must submit their statements of support or opposition at least sixty-seven (67) days before the Primary or General election. (No voters' pamphlet is produced for special elections in February, March, April or May.) The voter pamphlet deadlines for 2009 are:

- **August 18, 2009 Primary-**
  - June 5, 2009 to appoint committees
  - June 12, 2009 to submit supporting or opposing statements
  
- **November 3, 2009 General election-**
  - August 21, 2009 to appoint committees
  - August 28, 2009 to submit supporting or opposing statements

#### **STEP #8: Jurisdiction's voters pamphlet statement (optional)**

If a city, town or district wishes to have information on a ballot proposition included in the local voters' pamphlet, the attorney for the jurisdiction must submit a written explanatory statement about the proposition by sixty-seven (67) days before the Primary or General election. The voter pamphlet deadlines for 2009 are:

- **August 18, 2009 Primary-**
  - June 12, 2009 to submit explanatory statement
  
- **November 3, 2009 General election-**
  - August 28, 2009 to submit explanatory statement

#### **STEP #9: Election and certification of results**

An election on the ballot proposition is conducted and fifteen (15) days following the date of the election, the official election results are certified for all elections, except for the November General election. The General election results are certified twenty-one (21) days after the date of the election.