

Ballot Propositions: Steps to an Election

From the Clark County Auditor's Office

2010

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 five special election dates available each year. These include one in February, April, May, August and November, as listed below:

- The second Tuesday in February (**February 9, 2010**)
- The fourth Tuesday in April (**April 27, 2010**)
- The third Tuesday in May (**May 18, 2010**)
- The third Tuesday in August (**August 17, 2010**)
- The first Tuesday after the first Monday in November (**November 2, 2010**)

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 forty-five (45) days before the day of the election for special elections held in February (December 24, 2009), April (March 12, 2010) and May (April 2, 2010). 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 2010 include:

- **May 25, 2010** for the August 17, 2010 Primary
- **August 10, 2010** for the November 2, 2010 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 forty-five (45) days before the day of the election for special elections held in February 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 sixty-eight (68) days before the Primary or seventy-five (75) days before General election. The committees must submit their statements of support or opposition at least sixty-one (61) days before the Primary or sixty-eight (68) days before the General election. (No voters' pamphlet is produced for special elections in February, April or May.) The voter pamphlet deadlines for 2010 are:

- **August 17, 2010 Primary-**
 - June 10, 2010 to appoint committees
 - June 17, 2010 to submit supporting or opposing statements

- **November 2, 2010 General election-**
 - August 19, 2010 to appoint committees
 - August 26, 2010 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-one (61) days before the Primary or sixty-eight (68) days before the General election. The voter pamphlet deadlines for 2010 are:

- **August 17, 2010 Primary-**
 - June 17, 2010 to submit explanatory statement

- **November 2, 2010 General election-**
 - August 26, 2010 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 primary or special election, the official election results are certified, except for the November General election. The General election results are certified twenty-one (21) days after the date of the election.