

Initiative Petition Process Sample Timeline

#	Action	Responsible	Timeframe	References
1	Proponent files Notice of Intent to Circulate Petition which includes: <ul style="list-style-type: none"> • Notice of intention consisting of written text of the initiative, signed by at least one (no more than three) proponent(s) • Written statement setting forth reasons for initiative (optional) • Request for ballot title and summary, including address of person proposing measure • \$200 filing fee (cash, check or money order made out to the City of Sacramento) • A signed statement acknowledging that the proponent knows it is a misdemeanor to allow the signatures on an initiative petition to be used for any purpose other than qualification of the proposed measure for the ballot 	Proponent		EC 9202 EC 9203 CC 1.16.080 EC 9608 EC 18650
2	Clerk submits proposed measure to Attorney requesting ballot title and summary	Clerk	Immediately	EC 9203
3	Attorney prepares ballot title and summary and submits to Clerk	Attorney	Within 15 days after notice of intention filed	EC 9203
4	Clerk provides copy of ballot title and summary to proponents	Clerk	Upon receipt from Attorney	EC 9203
5	Proponent publishes notice of intention, ballot title and summary in an adjudicated newspaper of general circulation	Proponent	After receipt from Clerk	EC 9205 GC 6000-6008
6	Proponent files affidavit of publication with the Clerk	Proponent	Within 10 days of date of publication	EC 9206

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7	Circulation of petition (only after publication)	Proponent	After publication	EC 9205(b) EC 9207-9209 EC 9257-9264 EC 100-108
8	Proponent presents signed petition to the Clerk for filing	Proponent	No later than 180 days after Proponent receives ballot title and summary	EC 9208 EC 9210
9	<p>Clerk conducts prima facie review and determines petition accepted (filed) or rejected:</p> <ul style="list-style-type: none"> • If accepted, petition deemed filed and forwarded to ROV for validation. Clerk provides copy of GC 84305 to proponents. • If not accepted for filing, Clerk notifies the proponent and no further action shall be taken. Proponent (and representative of proponent) may review insufficient petition. The petition is not a public record. 	Clerk	ASAP (no more than 3 business days)	EC 9210 EC 9211 EC 16 GC 84305 GC 7924.110
10	ROV confirms sufficiency and provides certificate to Clerk	ROV	Within 30 business days of petition filing date	EC 9211 EC 9114 EC 9115

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11	<p>Upon receipt of certificate from the ROV:</p> <ul style="list-style-type: none"> • If sufficient, Clerk agendizes report for Council approval of the certificate of sufficiency and notifies proponent sufficiency • If insufficient, Clerk notifies the proponent, and no further action shall be taken. Proponent (and representative of proponent) may review insufficient petition. The petition is not a public record. 	Clerk	Next regular council meeting	Charter 161 EC 9215 GC 7924.110
12	<p>Council must take one of following actions once presented with the certification of petition:</p> <ul style="list-style-type: none"> • Adopt the ordinance without amendment at the regular meeting at which the certification of the petition is presented (certain exceptions, i.e. tax) • Submit the ordinance, without alteration, to the voters • Order a report on the effect of the initiative (must be ordered at the same regular meeting that the certification of the petition is presented or during circulation) 	Council	No later than 10 days after petition certification presented to council	Charter 161 EC 1405 EC 9212 EC 9215
13	Responsible Council Appointive Officer presents report to Council (if ordered)	Responsible Council Appointive Officer	No later than 30 days after petition certification presented	EC 9212
14	<p>Council must take one of the following actions upon receipt of the report (if ordered):</p> <ul style="list-style-type: none"> • Adopt the ordinance without amendment or • Submit the ordinance, without alteration, to the voters 		No later than 10 days after report presented	EC 9212 EC 9215
15	If Council orders an election to be called, the Clerk agendizes the required administrative election reports	Clerk	No later than next regular meeting	EC 1405 EC 1415(b) EC 10403

#	Action	Responsible	Timeframe	References
16	Publish notice of measures to be voted on in an adjudicated newspaper of general circulation	Clerk	1 week prior to election day	EC 12111 GC 6000-6008
17	Post at City Hall the date after which no arguments for or against a measure may be submitted	Clerk	Day after placed on ballot	EC 9295
18	Proponents may withdraw initiative at any time prior to E-88	Proponent	Prior to E-88	EC 9215.5
19	Argument/rebuttal timelines as outlined in city council staff reports, Elections Code, and/or County of Sacramento established deadlines			

Key:

Charter = City of Sacramento Charter

EC = California Elections Code

GC = Government Code

E- = Days prior to election

Attorney = Sacramento City Attorney

Clerk = Sacramento City Clerk/Elections Official

Council = Sacramento City Council

Proponent = Individual(s) proposing initiative

ROV = Sacramento County Registrar of Voters

The City is not responsible for guidance, interpretation, or explanation of election-related regulations. This information is not legal advice and is not to be a substitute for legal counsel. Individuals are urged to review appropriate laws and regulations for detailed information and seek legal counsel.