UNDERSTANDING THE RECALL PROCESS FOR LOCAL OFFICERS

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This handbook, UNDERSTANDING THE RECALL PROCESS FOR LOCAL OFFICERS, is intended to provide general information and does not have the force and effect of law, regulation or rule. It is distributed with the understanding that the Registrar of Voters of the County of Fresno is not rendering legal advice and, therefore, the handbook is not to be a substitute for legal counsel for the individual or organization using it. It is the responsibility of proponents and subjects of a recall effort to obtain the most up-to-date information available, reflecting changes in laws or procedures subsequent to the publication of this guide.
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GENERAL INFORMATION

**NOTE:**
A recall is the power of the voters, provided in the State Constitution, to remove elected officials from office before their terms expire. It’s been a fundamental part of our governmental system since 1911, and has been used by voters to express their dissatisfaction with their elected officials.

Who Can Be Recalled

**Federal officers** are not subject to recall. The removal of U.S. Representatives or U.S. Senators is governed by the United States Constitution. "Each House may determine the rules of its proceedings, punish its members for disorderly behavior, and, with the concurrence of two-thirds, expel a member." The President, Vice President and all civil officers of the United States are removed through the process of "impeachment" which is governed by the United States Constitution.

United States Constitution, Article 1, Sec. 5 (2)

**State officers** may be recalled. These include the elected offices of Governor, Lieutenant Governor, Secretary of State, Treasurer, Controller, Attorney General, Superintendent of Public Instruction, Insurance Commissioner, Members of the State Board of Equalization, State Legislators, and Justices of Courts of Appeal and the State Supreme Court. A State officer appointed in lieu of election or to fill a vacancy in one of these offices may also be recalled. For further information on recalling a state officer, please see the “Procedure for Recalling State and Local Officials” at the Secretary of State’s website: [www.sos.ca.gov](http://www.sos.ca.gov).

Elections Code §§ 11001, 11006

**Local Officers** may be recalled. A "local officer" is defined as an elective officer of a county, city, school district, community college district, or special district, or a judge of a trial court.

EC §§ 11001, 11004
What Circumstances Justify a Recall?

A recall can be conducted for any reason that the proponent wishes. The California Constitution and the Election Code include no rules regarding the sufficiency of justification for recalls. The Elections Code, referring to the proponents’ statement of reasons for the recall and the incumbent’s answer, states "[t]he statement and answer are intended solely for the information of the voters. No insufficiency in form or substance thereof shall affect the validity of the election proceedings."

California Constitution Art. II, Sec. 14, EC §11024

When is a Recall Not Allowed?

A recall may not be commenced against an officer if one or more of the following conditions apply:

- The officer has not held office during his or her current term for more than 90 days.
- A recall election has been decided in the officer’s favor within the last six months.
- The officer’s term of office ends within six months or less.

However, these limitations do not apply to an officer appointed in lieu of an election due to no persons being nominated for the office.

EC §11007, 10229(a)2
Who is the responsible Election Official?
The election official with oversight of the recall depends upon the jurisdiction in which the recall is being sought.

The **Fresno County Clerk/Registrar of Voters** is the elections official in the case of the recall of elective officers of:

- A County Office
- A School District Office
- County Board of Education Office
- Community College District
- Most special districts
- Judges of Trial Courts

The **city clerk** is the elections official in the case of the recall of elective officers of a city office.

The **secretary of the governing board** is the elections official in the case of the recall of elective officers of:

- A Landowner Voting District
- Any district in which, at a regular election, candidates’ nomination papers are filed with the secretary of the governing board.

EC § 307, 311, 11002, 11003

Who Can Initiate a Recall?
Any qualified electors may initiate a recall. A qualified elector is defined as a registered voter of the jurisdiction who is eligible to vote for the officer he/she seeks to recall.

See page 9 for the minimum number of proponents required.

EC § 322, 11005, 11020
Steps to Initiate a Recall

Each recall is a separate process that requires successful completion of specific steps (described in a flowchart in Exhibit A).

Each recall effort will require the proponents to prepare the following documents:

- Notice of Intention
- Proof of Service of the Notice of Intention
- Affidavit of Publication (and/or Posting) of the Notice of Intention
- Set of two blank copies of the proposed Recall Petition
- Recall Petition

EC § 11021, 11044

If there is more than one official being recalled, each must be recalled separately, requiring a completely separate set of documents be prepared, i.e. if three separate officers are being recalled, three sets of the required documents must be produced, each set specific to a recalled officer.

Any error or discrepancy in following the steps in connection with a particular recall may require that some or all steps taken up to that point be re-initiated. Recall proponents may wish to consult an attorney to help them avoid such errors.
Who Pays for a Recall Effort?

The proponents pay for:
- Preparation and publication of Notice of Intention
- Preparing and printing petitions
- Collecting signatures for the petition

The electoral jurisdiction (Fresno County, city, school district, or special district) pays for:
- Verifying signatures
- Conducting the election

Campaign Finance Reporting

All parties to a recall (proponents, opponents, candidates), will have to meet the filing obligations and campaign disclosure requirements required by the state Political Reform Act, as well as any additional limitations or requirements established by local ordinance, if any.

It is imperative for all parties involved with a recall to check any and all applicable state and local laws in this regard.

Additional information about specific disclosure requirements is available by contacting the state Fair Political Practices Commission, at the fppc website (www.fppc.ca.gov) or (916) 322-5660. The address is 428 "J" Street, Suite 620, Sacramento 95814.
INITIATING THE RECALL PROCESS

The proponents begin the recall process by serving, filing and publishing a Notice of Intention to circulate a recall petition. This is a statement of why you want to recall the elected official and a list of the names and addresses of the proponents.

Please see Exhibit B on page 42 of this handbook for an example of the Notice of Intention format.

IMPORTANT

All parties involved in a recall are advised to seek legal counsel. It is incumbent upon recall proponents to follow the petition process as directed in the Election Code.

NOTE:

Except as otherwise specified, references to the number of days means calendar days. For example, “…the incumbent’s answer to the Notice of Intention to Recall is due within seven [calendar] days after the filing of the Notice of Intention by the proponents.”

Preparing the Notice of Intention

The Notice of Intention must consist of the following:

- The name and title of the officer to be recalled.
- A statement, not to exceed 200 words in length, expressing the reasons for the proposed recall.
- The printed name, signature, and residence address of each of the proponents of the recall. Note: If a proponent cannot receive mail at his or her residence address, an alternate mailing address must also be provided. An address must include the city, state, and zip.
- The language contained in EC § 11023 informing the officer of his or her right to file an answer.

EC § 11020

A Guide to Counting Words can be found in Exhibit C.

STOP If a Notice of Intention is found to be deficient by the Elections Official, the proponents will be required to prepare a new Notice of Intention, including the collection of signatures of the proponents and service to the person to be recalled.

Proponents are those voters who initiate the recall proceedings and have control of the circulation of and obtaining signatures to the recall petition. The number of proponents required to sign the Notice of Intention is at least ten (10) or equal to the number of signatures required to be filed on the nomination petition for the office of the incumbent whose recall is being sought, whichever is higher. All proponents must be registered to vote in the jurisdiction and eligible to vote for the officer they seek to recall.

EC § 11005, 11020

<table>
<thead>
<tr>
<th>Office</th>
<th>Nomination Signatures Required</th>
<th>Minimum Number of Proponents Required on Notice of Intention</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Officer</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>County Board of Education Member</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Judges of Trial Courts</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>City Elected Officer</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>EXCEPTION: City of Huron and City of San Joaquin</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>School Governing Board Members</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>Special District Board Members (Fire, Water, Community Service, etc.)</td>
<td>0</td>
<td>10</td>
</tr>
</tbody>
</table>
Serving the Officer to be Recalled
A copy of the Notice of Intention must be served by personal delivery or by certified mail on the officer sought to be recalled. After service, the proponents must complete and file the appropriate proof of service with the elections office.

EC § 11021

A separate Notice of Intention must be served and filed for each officer sought to be recalled.

EC § 11021

Publishing the Notice of Intention
A copy of the notice shall be published at the proponents' expense at least once in an adjudicated newspaper of general circulation. The published Notice of Intention need not include the Answer to the Notice of Intention from the officer sought to be recalled, nor the language of EC 11023.

GC §6000, et seq., EC §11022

A listing of adjudicated newspapers in Fresno County is available in Exhibit F on page 46 of this handbook.

The proof of this publication must be filed with the draft petition. Proof of publication is obtained from the newspaper publisher after the Notice of Intention was published. This is an originally signed affidavit stating the location and date the notice was published, and includes a clipping or an image of the notice as it appeared in print. A payment receipt or proof of purchase will not be accepted.
Filing the Notice of Intention

Within seven days of serving the officer sought to be recalled, the proponents are required to file with the elections official:

- The original Notice of Intention
- A copy of the proof of service

EC § 11021

At the time the proponents file the Notice of Intention, the Elections Official will verify:

- The name and title of the officer to be recalled is stated.
- The statement of reasons for the proposed recall does not exceed 200 words in length.
- The minimum number of proponents who signed are registered voters of the electoral jurisdiction and registered at the address on the Notice of Intention.
- The language contained in EC 11023 informing the officer of his or her right to file an answer is present.

If a Notice of Intention is found to be deficient by the Elections Official, the proponents will be required to prepare a new Notice of Intention, including the collection of signatures of the proponents and service to the person to be recalled.
Answer to the Notice of Intention

The officer to be recalled has the right to provide a response to the Statement of Reasons contained in the proponents’ Notice of Intention. Should the officer to be recalled choose to file an answer, the answer:

- Is limited to 200 words
- Must include the officer’s printed name and business or residence address.
- Must be signed by the officer
- Must be filed with the county elections official within seven (7) days after the filing of the Notice of Intention by the proponents.

Within that same seven (7) day period, the officer shall also serve a copy of his or her response on one of the proponents named in the Notice of Intention. Service is to be by personal delivery or certified mail. (There is no requirement that the officer file any proof of service with the elections official.)

EC §11023

In the event that the officer’s answer is not received by any proponent, contact the elections official as answer by the officer to be recalled must also be filed with the elections official by the same deadline. It is the proponents’ responsibility to verify with the elections official whether or not an answer has been filed, prior to proceeding to the next step in the recall process. Failure to include a filed Answer to the Notice of Intention in the draft petition will result in the rejection of the draft petition.
PREPARING, FILING, AND APPROVAL OF THE DRAFT PETITION

Before the circulation of any recall petition, proponents are required to submit their petition’s design and format to the elections official for its review and approval as to whether the petition conforms to the requirements of the Elections Code. Noncomplying petition forms will be rejected as invalid and any signatures attached to the noncomplying petition forms will not be counted.

Formatting the Petition

The recall petition format provided by the Secretary of State is mandatory and must be used.

Please see Exhibit G on page 47 of this handbook for the petition template.

This format is also available in the Secretary of State’s “Procedure for Recalling State and Local Officials” located at the Secretary of State's website (www.sos.ca.gov).

Heading

The recall petition must include a margin at least one inch wide across the top of each page and a margin at least one-half inch wide along the bottom of each page.

EC § 11043
Each side of a sheet of paper on which signatures appear must include, in no less than 8-point type:

A. A request that an election be called to elect a successor to the office.

B. A copy of the Notice of Intention, including the statement of reasons for recall, and the names (no addresses) of at least ten proponents.

Note: The name of the proponents must appear exactly as printed on the Notice of Intention. No signature mark is necessary (s/).

The text of Elections Code section 11023 does not need to be included as part of the language of the notice of intention on the petition.

C. The answer, if any, of the officer sought to be recalled. If the officer has not answered, the petition must so state.

EC § 11041

Signature Space

Each signer must personally place his or her own information on the petition and must personally sign it (unless prevented by disability, etc.). The petition must be designed so that each signer can personally affix his or her:

A. Printed name

B. Signature

C. Residence address, giving street and number, or if no street or number exists, an adequate designation of the residence so that its location may be readily determined

D. The name of the incorporated city or unincorporated community, state, and zip

EC §§ 100, 11043

Pursuant to the California Supreme Court's decision in Assembly v. Deukmejian (1982) 30 Cal.3d 638, 180 Cal.Rptr. 297, the petition form must direct signers to include their "residence address" rather than "address as registered" or other address.

Signature spaces must be consecutively numbered commencing with the number one for each petition section.

EC § 100
A space at least one inch wide must be left blank along the right margin of the page, after each name and address, for the use of the elections official in verifying the petition.

EC §§ 100, 11043

**Number of Sections**

A “section” of a petition is one that contains consecutively numbered signature lines and ends with the Declaration of Circulator. Each section may consist of any number of separate pages. Petitions to recall may consist of any number of separate sections which must be duplicates, except as to signatures and matters required to be affixed by signers and circulators. The number of signatures attached to each section is left up to the discretion of the person soliciting the signatures.

EC § 11040
Declaration of Circulator

Each section (which may be multiple consecutive pages) of the petition must have attached to it a declaration signed by the circulator (person soliciting signatures) of that section of the petition, setting forth in the circulator's own hand all of the following:

A. The printed name of the circulator.
B. The residence address of the circulator, giving street and number, or if no street or number exists, an adequate designation of the residence so that its location may be readily determined.
C. The dates between which all signatures to the petition section were obtained.
D. That the circulator circulated that section and witnessed the appended signatures being written.
E. That according to the best information and belief of the circulator, each signature is the genuine signature of the person whose name it purports to be.
F. That the circulator is 18 years of age or older.
G. That the circulator certifies to the content of the declaration as to its truth and correctness, under penalty of perjury. The circulator shall state the date and the place of execution on the declaration along with his or her signature.

Important: The circulator must personally affix his or her printed name and residence address and the specific dates of circulation of each petition section in the circulator's affidavit. Preprinted dates, or generalized dates other than the particular range of dates on which the petition section was circulated, are not authorized. Failure to complete or an incorrectly completed declaration may invalidate all signatures on that section.

EC §§ 104, 11046
Things to Consider

- Text of the filed Notice of Intention and Answer must appear on the draft petition exactly as it appeared on the original documents. It cannot be corrected for spelling, grammatical errors, punctuation, etc.

- All petition sections must be printed in uniform size and darkness with uniform spacing.
  
  EC §11041

- The petition can be printed on 8 ½” x 11” or 8 ½” x 14” or larger.

- The petition can be doubled-sided. If signature spaces are printed on both sides of a sheet of paper, the above information, except for the declaration of circulator must appear on each side of the paper. The circulator’s declaration must follow the last signature box.

- The petition can be printed on color paper; however, neon colors are not recommended.

Review Exhibit H for format rules for petitions.
Filing the Draft Petition and Proof of Publication

Within ten (10) days after the filing of the officer’s answer, or if no answer was filed, within ten (10) days after the deadline for the officer to file an answer, the proponents must file:

- Two blank copies of the draft recall petition
- Proof of publication or an affidavit of posting the Notice of Intention.

Proof of publication is obtained from the newspaper publisher after the Notice of Intention was published. This is an originally signed affidavit stating the location and date the notice was published, and includes a clipping or an image of the notice as it appeared in print. A payment receipt or proof of purchase will not be accepted.

EC §11042

An example Affidavit of Publication can be found in Exhibit I.
Review and Approval of the Draft Petition

The submitted blank copies of the petition will be carefully reviewed for uniformity and correctness by the elections official. It will be compared to the Notice of Intention and the Answer to the Notice of Intention to ensure accuracy in text, punctuation, capitalization, spelling, format, etc. DO NOT omit any words, change the case size, or remove any underlining or bullets. In addition, the recall petition must adhere to Elections Code § 11043.

The elections official shall have ten (10) days of its filing to review the petition format and notify the proponents in writing that the petition is either approved for circulation or requires modification.

If changes are necessary, the proponents shall, within ten (10) days of receiving notification from the county elections official, file two blank copies of the corrected petition with the elections official.

This 10-day period for notifying the proponents of corrections and 10-day filing period for proponents to submit corrected petitions shall be repeated until the elections official finds that no further alterations are necessary.

Once the petition is approved for circulation, no additional changes can be made to the petition. The Elections Official will compare each petition section to the approved format. If any section does not conform to the approved format, the entire section, including all of the signatures on the section, will be rejected.
CIRCULATING THE PETITION

Proponents may not begin collecting signatures until the form and wording of the recall petition has been approved by the elections official as meeting the requirements in the election code.

EC §11042(d)

Number of Days Allowed for Circulating the Petition

The time period available for circulating the petition is measured from the day the elections official notifies the proponents that the petition meets the form and wording requirements.

EC §11220(a)

The number of days allowed to circulate a recall petition depends on the number of registered voters within the district. Proponents must submit to the elections official, during normal posted business hours, a petition with the requisite number of signatures within the specified number of days.

<table>
<thead>
<tr>
<th>Number of Registered Voters in District</th>
<th>Number of Calendar Days to Circulate the Petition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less Than 1,000</td>
<td>40 Days</td>
</tr>
<tr>
<td>Less than 5,000 but at least 1,000</td>
<td>60 Days</td>
</tr>
<tr>
<td>Less than 10,000 but at least 5,000</td>
<td>90 Days</td>
</tr>
<tr>
<td>Less than 50,000 but at least 10,000</td>
<td>120 Days</td>
</tr>
<tr>
<td>50,000 or above</td>
<td>160 Days</td>
</tr>
</tbody>
</table>

EC § 11220
Who Can Circulate the Petition?
The recall petition can be circulated only by a person who is 18 years of age or older.

EC §§ 102, 11045

Who Can Sign the Petition
The recall petition can only be signed by registered voters who are qualified to vote for the officer sought to be recalled.

EC §§322, 11045

If a local jurisdiction includes portions of more than one county, each section of the petition must include the name of the county in which it is circulated, and only registered voters of the county may sign that petition section.

EC §11047

Helpful Information and Suggestions Concerning Signature Gathering

- The signers of a recall petition must sign the petition in their own handwriting. They must personally fill-in their name, address (with city and zip), and signature.
- Use a firm writing surface beneath the petition page being signed, as well as a ball point pen. Please do not use a felt tip marker.
- If circulating recall petitions against multiple officeholders, it is helpful to print the recall petitions on lightly-tinted colored paper with a different color for each office.
- Proponents are recommended to obtain an additional 50% of signatures above and beyond the amount that is required to compensate for invalid signatures.
- If eligible, a signer can register or re-register at the same time they sign the recall petition. The registration card must be completed and signed on or before the day they sign the petition. Please contact the County Elections Office for Voter Registration Cards.

The registration cards must be received by the County Elections Office by the time the petition is filed. Please indicate when returning these cards that they are part of the recall effort.
For a fee, proponents of a recall effort are eligible to obtain a list of registered voters in the district.

Every person requesting voter registration information must complete the “Application and Use Agreement” which can be located online at the Fresno County Clerk/Registrar of Voters’ Website (Application and Use Agreement). Please contact the Fresno County Elections Office for further information.

The circulator must personally affix, in their own handwriting, his or her printed name and residence address and the specific dates of circulation of each petition section in every circulator’s affidavit. Preprinted dates or generalized dates other than the particular range of dates on which the petition section was circulated are not allowed.

EC §§104, 11046

A voter physically unable to sign a petition may request someone else to print the voter’s name and residence address on the petition. The voter then must affix his or her mark in the appropriate space on the petition, and have one person witness the mark by signing their name on the same line next to the mark.

EC §100.5, Government Code 16

According to the Secretary of State’s legal counsel, witnesses do not have to be registered, and the circulator may serve as a witness.

If a recall petition is circulated in more than one county, a separate section should be used for each county. Each section of the petition must include the name of the county in which it is circulated, and only registered voters of that county may sign that section.

EC §11047
Number of Signatures Required on the Petition

If an officer of a county, city, school district, county board of education, or special district is sought to be recalled, the number of signatures must be at least equal in number to the following percent of registered voters in the electoral jurisdiction:

<table>
<thead>
<tr>
<th>Number of Registered Voters in District</th>
<th>Percentage of Registered Voters Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less Than 1,000</td>
<td>30%</td>
</tr>
<tr>
<td>Less than 10,000 but at least 1,000</td>
<td>25%</td>
</tr>
<tr>
<td>Less than 50,000 but at least 10,000</td>
<td>20%</td>
</tr>
<tr>
<td>Less than 100,000 but at least 50,000</td>
<td>15%</td>
</tr>
<tr>
<td>100,000 or above</td>
<td>10%</td>
</tr>
</tbody>
</table>

EC §11221

The number of registered voters is calculated as of the last report of registration submitted by the County Elections Official to the Secretary of State prior to the finding by the elections official that no alterations are required in the form of the recall petitions. This report is available online at the Fresno County Clerk/Registrar of Voters' website (fresnovote.com).

EC §2187

If a judge of a superior court is sought to be recalled, the number of valid signatures must be equal in number to at least the twenty percent (20%) of the last vote for the office. If the office has not appeared on the ballot since its creation or did not appear at its last regularly scheduled date, the number of signatures must be equal in number to at least twenty percent (20%) of the votes cast within the jurisdiction for the "countywide office" which had the least number of votes in the most recent general election in the county in which the judge holds his or her office.

California Constitution, Article 2, Section 14, Elec. Code §11221
Allowing a “Cushion” for Invalid Signatures

Signatures that appear on the petition may be determined to be invalid for a number of reasons. It is recommended that proponents include extra signatures above and beyond the minimum needed to qualify the petition.

Some of the most common reasons a signature is found to be invalid are:

- The signer is not eligible to vote for the officer whose recall is being sought.
- The signer has moved since last registering to vote and failed to re-register.
- The signer writes in a P.O. Box or business address as his or her address of residence.
- The signer did not include the city, state, or zip on the address.
- The signer signs the petition more than once. Only the first signature encountered during verification will count. Any duplicate signatures found in the "random sample" are penalized under the formula used to determine sufficiency.
- The residence address appearing on the petition was "pre-printed" and not written in personally by the signer.
- The signer's signature does not appear to match the signature on the voter registration card on file with the county elections official.
- The writing of the signer is illegible.
- A defect in the declaration of the circulator, such as failure of the circulator to sign the declaration, may invalidate all signatures appearing on that section.

Recall proponents should advise their circulators of the importance of fully and accurately completing the declaration. Circulators should be advised that under no circumstances should they make any changes or "corrections" to the signatures or addresses that the voters have written on the petition.

EC §100, 104, 105, 321, 359 and 11046
Circulating Petition on Private Property

**NOTE:**
Petition circulators often seek to circulate petitions at shopping centers and other private property. As shopping centers are private property, the courts have had to balance the private property rights of the shopping center owners against the free speech and petition rights of petition circulators. Both supporters and opponents of a recall are advised to contact the property manager or owner in advance of circulating petitions and to seek legal counsel when issues arise as to their speech and petitioning rights at shopping centers or private property.

Withdrawal of Signatures

Any voter who has signed a recall petition who wishes to have his or her signature withdrawn from the petition may file a written request with the Elections Official no later than the day before the petition is filed.

EC §103 and 11303

The written request must state:
- A request to withdraw their signature
- Which recall petition
- Their name
- Their residence address
- Their signature

The Elections Official will not know when the proponents will choose to file the recall petitions. Consequently, it is recommended any person wishing to withdraw their signature from the recall do so as soon as possible.
Penal Provisions

NOTE: The following are selected penal provisions relating to circulation of recall petitions. (See §§18600 et seq. for all the relevant code sections.)

Provisions Relating to Circulators

- It is a misdemeanor for anyone circulating a recall petition to intentionally misrepresent or make a false statement concerning the contents, purport, or effect of any petition to any person who signs, desires to sign, is requested to sign, or who makes inquiries with reference to it, or to whom it is presented for his or her signature. It is also a misdemeanor to willfully and knowingly circulate, publish, or exhibit any false statement or misrepresentation concerning the contents, purport, or effect of any recall petition for the purpose of obtaining any signature to, or persuading or influencing any person to sign, that petition.

  EC §18600

- Any person working for the proponents of a recall petition who refuses to allow a prospective signer to read the petition is guilty of a misdemeanor.

  EC §18601

- Every person who offers or gives money or other valuable consideration to another in exchange for his or her signature on a recall petition is guilty of a misdemeanor.

  EC §18603

- No one shall knowingly or willfully permit the list of signatures on a recall petition to be used for any purpose other than qualification of the recall question for the ballot. Violation is a misdemeanor.

  EC §18650
Provisions Relating to Fraudulent Signatures

- Every person who solicits any circulator to affix to a recall petition any false or forged signature, or causes or permits a false or forged signature to be affixed, is guilty of a misdemeanor.

  EC §18610

- Anyone who circulates or causes to be circulated a recall petition knowing it to contain false, forged, or fictitious names is punishable by a fine not exceeding $5,000, or by imprisonment in state prison for 16 months or two or three years, or incarceration in a county jail not exceeding one year, or by both fine and imprisonment.

  EC §18611

- Every person who knowingly signs his or her name more than once to a recall petition, or signs his or her name to that petition knowing himself or herself at the time of signing not to be qualified to sign it, is guilty of a misdemeanor.

  EC §18612

- Every person who subscribes to any recall petition a fictitious name, or who subscribes thereto the name of another, or who causes another to subscribe such a name to that petition, is guilty of a felony and is punishable by imprisonment in the state prison for two, three, or four years.

  EC §18613

- Every person who files with the county elections official any recall petition to which is attached any signature which the person filing the petition knows to be false or fraudulent or not the genuine signature of the person whose name it purports to be is punishable by a fine not exceeding $5,000, or by imprisonment in the state prison for 16 months or two or three years, or incarceration in a county jail not exceeding one year, or by both the fine and imprisonment.

  EC §18614
Threats to Prevent Petition Circulation or Filing

- Every person who threatens to commit an assault or battery on a person circulating a recall petition or on a relative of such a person or threatens to inflict damage on the property of the circulator or relative, with the intent to dissuade the circulator from circulating the petition or in retribution for the circulation, is guilty of a misdemeanor.

  EC §18630

- No one shall make any false affidavit concerning a petition or the signatures on a petition. No person, company, organization or officer of a company or organization shall do either of 1) knowingly direct an affiant to make a false affidavit or 2) know or reasonably know that an affidavit is false and submit a portion of a petition that contains the false affidavit.

  EC §18660
FILING THE PETITION

All sections of the recall petition circulated within a county must be filed at the same time with the appropriate Elections Official by the deadline date during normal business hours. No additional signatures may be filed or accepted after that time.

Petitions to recall local officers may consist of any number of separate sections. The format of the petition must be exactly the same as approved by the Elections Official. However, it is common and expected that not every signature line will have a signer.

EC §11040

Who Can File the Recall Petition?

The petition sections must be filed by the proponents or by any person or persons authorized in writing by a proponent. A copy of the written authorization must be included with the filing.

EC §11222(a)

“Prima Facie” Review

The Elections Official will ask the filer to provide the number of sections and number of signatures affixed to the petition.

It is recommended that the petition be separated into stacks reflecting the amount of signers on each section. For example, a stack of all sections with 10 signatures, a stack of all sections with 9 signatures, etc. This will assist the Elections Official to determine whether the number of signatures, on its face, is equal to or greater than the minimum number of signatures required.

EC § 11222(b)

If the prima facie count is equal to or greater than the minimum number of signatures required, the Elections Official shall accept the petition for filing. The petition shall be deemed as filed on that date. Any sections of the petition not so filed are void for all purposes.
Resignation of the Officer

If the officer whose recall is being sought resigns (or a vacancy occurs for any other reason) at any time following the filing of the recall petition, the recall process will nevertheless proceed.

Anyone appointed to fill the vacancy serves only until a successor is selected and qualifies for the office.

A person who was subject to a recall petition may not be appointed to fill the vacancy in the office that he or she vacated and that person may not be appointed to fill any other vacancy in office on the same governing board for the duration of the term of office of the seat that he or she vacated.

EC §11302
EXAMINATION OF SIGNATURES

NOTE:
The elections official has 30 days (excluding Saturdays, Sundays and holidays) from the date of filing of the petition to determine whether the petition is signed by the required number of voters, certify the results of the examination, and notify the proponents. This deadline applies for all methods of determining the sufficiency of signatures.

Complete Count

The elections official may verify all signatures attached to the filed petition. If the petition is found to have sufficient signatures, the elections official must certify the results to the governing board at its next regular meeting. If the petition is found to have insufficient signatures, the elections official must certify this result.

EC § 11224

Random Sample Method

If more than 500 signatures are submitted, then the elections official may choose to use random sampling signature verification. The random sampling shall include an examination of at least 500 or 5% of the signatures submitted, whichever is greater.

See Exhibit J for mathematical details on the random sample verification method.

Statistical Sampling Greater Than 110%

If the statistical sampling determines that the number of valid signatures is greater than one hundred ten percent (110%) of the required number, the petition is considered qualified without further verification, and the elections official must certify the results of the examination to the governing board at its next regular meeting.
Statistical Sampling Within 90% and 110%

If the statistical sampling shows that the number of valid signatures is within ninety to one hundred ten percent (90-110%) of the number of signatures needed, the elections official must examine and verify each signature filed. If the result of this complete examination shows that the petition has the required number of signatures, the elections official must certify the results of the examination to the governing body at its next regular meeting. If the number of valid signatures is less than the required number, the elections official shall certify the petition to be insufficient. If the petition is found insufficient, no action shall be taken on the petition. However, the failure to secure sufficient signatures shall not preclude the later filing of an entirely new petition to the same effect.

Statistical Sampling Less Than 90%

If the total number of valid signatures determined by the statistical sample is less than ninety percent (90%) of the number of signatures required to qualify the petition, the elections official shall certify the petition to be insufficient. If the petition is found insufficient, no action shall be taken on the petition. However, the failure to secure sufficient signatures shall not preclude the later filing of an entirely new petition to the same effect.

EC § 11225
Certification of the Results of the Examination

Once the number of valid signatures has been determined, the Elections Officials will prepare a certificate with the results.

**Number of Valid Signatures Found to be Insufficient**

If the petition is found to have an insufficient number of valid signatures, the Elections Official will certify the results by preparing a certificate and notifying the proponents and district of this result.

No further action will be taken on this petition. However, the failure to secure sufficient signatures shall not preclude the later filing of an entirely new petition to the same effect.

EC § 11225, 11226 and 11300

**NOTE:**

If a petition is found to be insufficient by the Elections Official, the proponents or representatives of the proponents designated by the proponents in writing, are allowed to examine the petition signatures. This examination must begin within 21 days of the petition being certified insufficient. If the proponents examine the petition in this manner, the petition will remain on file for one year from the date that the proponents last examined the petition.

Government Code § 6253.5, EC § 11301, 17200

The petition will remain on file for eight months (8) after the final examination of the petition by the Elections Official.

EC § 17400(a)
Number of Valid Signatures Found to be Sufficient

If the petition is found to have sufficient signatures, the Elections Official will certify the results by preparing a certificate. The Elections Official shall provide this certificate as to the sufficiency of the petition to the governing body at its next regular meeting and notify the proponents as to the sufficiency of the petition. The certificate shall contain:

A. The name of the officer whose recall is sought.
B. The title of his or her office.
C. The number of signatures required by law.
D. The total number of signatures on the petition.
E. The number of valid signatures on the petition.
F. The number of signatures which were disqualified.

EC § 11224, 11225 and 11227

If the petition was circulated in more than one county, the Elections Official of each county shall affix, with the certificate showing the results of his/her examination and the number of registered voters of the county residing within the electoral jurisdiction of the officer sought to be recalled.

EC § 11223

NOTE:
If a petition is found to be sufficient by the Elections Official, no one may examine the petition.

Government Code § 6253.5

The petition will remain on file for eight months (8) after the results of the election for which the petition is qualified.

EC § 17400(a)
RECALL ELECTION

NOTE: When a recall election is called, it shall be conducted, canvassed, and the results declared in substantially the manner provided by law for a regular election for the office.

EC §11328

Calling the Election

Within 14 days after the regular meeting at which the governing body receives the certificate of sufficiency received from the county elections official, the governing body is to issue an order calling for an election.

EC §11240

If the governing body fails to act within those 14 days, the county elections official shall call for the election within 5 days.

EC §11241

If the recall is to be voted on by voters in more than one county, the elections official of the county with the largest number of registered voters who will be voting in the election shall set the date in consultation with elections officials of the other counties.

EC §11241

One election is sufficient for the recall of several officers.

EC §11329
Date of the Election
The election must be held between 88 and 125 days from the date of the order.

EC §11242

No election shall be held on any day other than Tuesday or the day before, the day of, or the day after a state holiday.

EC §1100

If a regular or special election is to be held throughout the electoral jurisdiction of the officer sought to be recalled within this time period, the recall election shall be held on the same day.

EC §11242

Candidate Filing
For those wanting to succeed the recalled officer, the candidate filing period opens once the order of election is issued. The candidate filing period must close no later than 75 days before the date of the election. No person is permitted to file for candidacy before the order of election is issued.

If the county elections official is required to certify to the governing board the names of candidates to be placed on the ballot, it shall be done by the 71st day prior to the election

EC §11381

The officer whose recall is being sought may not be a candidate to succeed himself/herself or any other member of the same governing board that is also the subject of recall.

EC §11381

Candidate Qualifications
In order to become a qualified candidate, a person must file the nomination documents, such as a Declaration of Candidacy and Nomination Petition (if necessary) or statement of write-in candidacy. They may also be required to file documentation, including, but not necessarily limited to, certificates, declarations under penalty of perjury, diplomas, or official correspondence, sufficient to establish, in the determination of the official with whom the
declaration or statement is filed.

**Nomination Signatures**
Nomination petitions may or may not be required of candidates, depending on the office held by the incumbent. The number of nominating signatures, if any, will be the same as required of candidates seeking that particular office in a regular election

**Filing Fee**
The filing fee for county offices is 1% of the officer's annual salary. There is no filing fee for school or special district offices. Contact the Elections Official for municipal office filing fees.

**Signatures-in-Lieu**
If there is a filing fee, petitions in lieu of payment of that fee must be made available to candidates, who may circulate these petitions and gather signatures for credit to offset the fee.

**Candidate and Incumbent Statements**
Candidate statements for publication in the County Voter Information Guide are optional. The cost of statements in a recall election will be determined by the county elections official once the election has been called. For candidates, the statement is due at the time his or her nomination papers are filed.

The officer whose recall is being sought may also submit a statement for inclusion in the County Voter Information Guide. The statement must be filed no later than 5:00 p.m. on the last day of candidate filing.

All candidate and incumbent statements shall remain confidential until the close of the filing period at 5:00 p.m. on the last day of candidate filing.
Special Consideration
Although it is clear that superior court judges are subject to recall, Article VI, Section 16 of the California Constitution creates some legal uncertainty as to whether the successor to a recalled judge is elected by the voters or appointed by the Governor.

It is suggested that legal counsel be sought to clarify this issue, should it arise.

Recall Election Ballot Design
On the ballot for a recall election, voters will decide whether or not to recall the officer and, if there is a candidate, will also choose a successor if the recall is successful.

Recall Question
The following question shall be asked: "Shall [name of officer sought to be recalled] be recalled (removed) from the office of [title of office]?"

To the right of this question shall be the words “Yes” and “No” on separate lines with an enclosed voting space to the right of each.

EC § 11320

Candidates
Below the question will appear the names of the candidates who have filed to seek election to the office, in the event the recall is successful. Appropriately identified write-in spaces must also be provided.

EC §11322

Candidates will be listed in randomized alphabet order based upon a drawing of letters by the Secretary of State. In the case of candidates for countywide office, they will be listed in randomized alphabet order and then rotated in conformance with EC §§13111(g) and 13112.

If there are multiple recalls that have qualified for the ballot, the list of candidates to succeed to one office would be followed by the recall question for the next office.
County Voter Information Guide

The Elections Official shall, at least 10 days prior to the recall election, mail a County Voter Information Guide to each registered voter of the electoral jurisdiction of the officer sought to be recalled.

EC 11324

Notice of Intention and Answer

County Voter Information Guide shall include both the statement of reasons for the recall (from the Notice of Intention) and the officer’s answer, if one was filed. The statement and answer shall be printed on the same page or on facing pages and shall be of equal prominence.

EC §11325

If the recall of more than one officer is sought, the statement and answer for each shall be printed together and clearly distinguished from those of any other.

EC §11325

Candidate and Incumbent Statements

Candidate Statements and Incumbent Statements, which were filed during the candidate filing period, will be published in the County Voter Information Guide.

Results of the Election

Results of the Recall Question

If the majority vote is “Yes” on the question to recall, the officer shall be removed from office upon the qualification of his or her successor.

EC §11384

If one-half or more of the votes at a recall election are “No”, the officer sought to be recalled shall continue in office.

EC 11383
Result of Votes for Candidates
If the officer is recalled, the candidate receiving the greatest number of votes shall be elected to the remainder of the recalled officer's term. There will be no runoff election.

EC §11385

If the candidate with the highest number of votes fails to qualify within ten days after receiving his or her certificate of election, the office to which he or she was elected shall be vacant, and shall be filled according to law

EC §11386

Repeating a Recall if the Officer is Not Recalled
If the recall election is conducted and the officer is not recalled, a new recall may not be commenced against the officer within six months of that election nor during the last six months of the officer's term of office.

EC §11007

Right of the Recalled Officer to Run in Future Elections
A successful recall election applies only to the current term of that office. There is nothing in the law to prevent a public official recalled in one election from running for the same or any other office in an election for a subsequent term of office.
Recall Process Flowchart

Proponents serve the Incumbent by personal service or certified mail with:
- A copy of the Notice of Intention

Within 7 Days

Proponents file with the Elections Official:
- The original Notice of Intention
- Proof of Service of Notice of Intention

Within 7 Days

Incumbent files with Elections Official:
- The original Answer
And serves to the Proponents:
- A copy of the Answer

Within 10 Days

Proponents publish Notice of Intention in newspaper of general circulation
Or
If publication is not possible, post Notice of Intention in at least three places within the jurisdiction

After Obtaining Proof of Publication

Proponents file with the Elections Official:
- Two blank copies of the proposed petition format
- Proof of Publication or Affidavit of Posting

Within 10 Days

Elections Official notify Proponents of findings as to whether form and wording of petition meets requirements of the election code.

Within 10 Days

If corrections are needed, the Proponents file two corrected copies of the proposed petition format

This process will continue until no corrections are needed

Proponents, or Authorized Representative, file with the Elections Official:
- All sections of petition to recall. All must be filed at the same time

Elections Official performs a prima facie review of signatures (raw count).

After prima facie review, number of signatures meets required amount.

Within 30 Days

Election Officials check signatures and determines sufficiency.

After check, signatures found to be insufficient and Governing Body notified. Petition retained for 8 months after final exam of the petition.

Within 14 Days after Governing Body accepts notification

Governing Body calls the election

Between 88-125 Days

Recall election is held

Number of days to circulate depends on number of registered voters

If no corrections are needed, the Proponents may begin the examination of signatures which were insufficient.
NOTICE OF INTENTION TO CIRCULATE RECALL PETITION

TO THE HONORABLE __________ (see footnote 2) ____________________: Pursuant to Section 11020, California Elections Code, the undersigned registered qualified voters of ______ (see footnote 3) , in the State of California, hereby give notice that we are the proponents of a recall petition and that we intend to seek your recall and removal from the office of ______ (see footnote 4) , in ____ (see footnote 3), California, and to demand election of a successor in that office (see footnote 5).

The grounds for the recall are as follows:

(STATE GROUNDS, 200 WORDS OR LESS)

The printed names, signatures, and residence addresses of the proponents are as follows: (The least possible number of proponents is 10, however, more than 10 may be required by law.)

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
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<td>3.</td>
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<td>4.</td>
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<td>......</td>
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</tr>
<tr>
<td>10.</td>
<td>.... (or more. See footnote 6)</td>
<td></td>
</tr>
</tbody>
</table>

Telephone number to contact proponents (optional) ( ) _______ - _____________

A copy of this notice and proof of service will be filed with the ___ (see footnote 7) _____.

Elections Code section 11023. (a) Within seven days after the filing of the notice of intention, the officer sought to be recalled may file with the elections official, or in the case of a state officer, the Secretary of State, an answer, in not more than 200 words, to the statement of the proponents.

(b) If an answer is filed, the officer shall, within seven days after the filing of the notice of intention, also serve a copy of it, by personal delivery or by certified mail, on one of the proponents named in the notice of intention.

(c) The answer shall be signed and shall be accompanied by the printed name and business or residence address of the officer sought to be recalled.

1 Caution: The Notice of Intention must be published by proponents and proof of publication must be filed at the time of filing the two blank copies of the petition with the election official or, in the case of a recall of a state officer, with the Secretary of State. The Notice of Intention, publication and blank copies of the Petition will be compared and scrutinized for accuracy. Any deviation from the text of the Notice of Intention may result in rejection of the petition.

2 Insert here the name of the person whose recall is being sought.

3 Insert here the name of the county, city or district for the office.

4 Insert here the name of office held.

5 If it is the recall of an Appellate Court Justice the request shall be that the Governor appoint a successor to the office.

6 At least ten are required. In many cases more than ten are required. Check with your election official to determine the actual number.

7 Secretary of State, County Elections Official, City Clerk, Secretary of District, as appropriate.
Exhibit C – How to Count Words

The following guidelines are used by the County Elections Officials for counting words on the Notice of Intent (statement of reasons). If the text exceeds the specified word limit, the author will be asked to delete words or change text until the document conforms to requirements.

EC § 9

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
</table>
| **PUNCTUATION MARKS**     | Punctuation marks are not counted. However, symbols such as “&” (and), and “#” (number/pound) are not considered punctuation and each symbol is counted as one (1) word. | . , , ; , ‘“

| **ALL PROPER NOUNS**      | All proper nouns, including the names of individuals, things, and Geographical names (requiring a defined jurisdiction) are counted as one (1) word. | "City of San Joaquin", "City and County of San Francisco", "George Washington"

| **ABBREVIATIONS and ACRONYMS** | Acronyms or abbreviations for a word, phrase, or expression are counted as one (1) word. | CSUF, PTA, UCSF, U.S.M.C. |

| **HYPHENATED WORDS**      | Hyphenated words that appear in any generally available standard reference dictionary published in the U.S. at any time within the last 10 calendar years immediately preceding the election are counted as one (1) word. Be aware that many word processing programs will count a hyphenated word as one word even if it does not fit these criteria. | Attorney-at-law, full-time (as an adjective), in-law |

| **NUMERIC COMBINATIONS**  | Numeric combinations will be counted as one (1) word. Numeric combinations consisting of a combination of words and digits are counted as multiple words. | 15000, 13 1/2, 5%, 06/01/1995, $200,000 |

| **TELEPHONE and FAX NUMBERS** | Telephone and fax numbers are counted as (1) word. | (559)600-8683, 1-800-345-VOTE |

| **EMAIL ADDRESSES and WEBSITES** | Email addresses and websites are counted as (1) word. | www.co.fresno.ca.us/elections, myemail@co.fresno.ca.us |
EXHIBIT D

PROOF OF PERSONAL SERVICE

I, ___________________________________________, declare that:

(print full name)

At the time of service I was at least 18 years of age; My name, address and telephone number are as follows:

____________________________________________________________________
(print name)

____________________________________________________________________
(city, state, zip code)

(____)__________________________.
(telephone number)

I personally served to _____________________________________________
(name of person sought to be recalled)

a copy of the Notice of Intention to Recall him/her by delivering the copy of the Notice of Intention to him/her at:___________________________________________
(complete address)

____________________________________________________________________

on________________________________ at____________________________ am/pm;
(date)                                                         (time)

I have attached the original of the Notice of Intention to this Recall to this Proof of Personal Service.

I, ___________________________________________, declare under penalty of perjury
(print full name)

under the laws of the State of California that the foregoing is true and correct, and that I, ___________________________________________ executed this proof of personal service:

on____________________ at__________________________________________
(date)                   (place of signing, e.g., city or county)

__________________________________________
(complete signature)
EXHIBIT E

PROOF OF SERVICE BY CERTIFIED MAIL

I, ____________________________________________________________ declare that:

(print full name)

I am over the age of 18 years, and I ________________________________ in
(reside/am employed)

__________________________________ County at ________________________________
(complete address)

__________________________________

On ____________________________, 20__, I deposited in the mail at
(place, e.g., name of city or county)

__________________________________a copy of the

Notice of Intention to Recall ________________________________
(name of person sought to be recalled)

in a sealed envelope, with fully prepaid postage thereon for certified mail, addressed to:

__________________________________ at:
(name of officer sought to be recalled)

__________________________________

(mail address)

I have attached the original of the Notice of Intention to this Proof of Service.

I, __________________________________________, declare under penalty of
(print full name)

perjury under the laws of the State of California that the foregoing is true and correct,

and that I executed this Proof of Service: On ____________________________ at
(date)

__________________________________

(place of signing, e.g., city or county)

__________________________________

(complete signature)
Exhibit F – List of Adjudicated Newspapers in Fresno County

PUBLICATION DEADLINES VARY FOR EACH NEWSPAPER – PLEASE CONTACT NEWSPAPERS IN ADVANCE!

THE FRESNO BEE
1626 E Street
Fresno, CA 93786
(559) 441-6115

FRESNO BUSINESS JOURNAL
1315 Van Ness, #200
Fresno, Ca 93721
(559) 490-3400

SAN JOAQUIN-TRANQUILITY WEST SIDE ADVANCE
652 S. Madera Ave.
Kerman, CA 93630
(559) 846-6689

THE KERMAN NEWS
652 S. Madera Ave.
Kerman, CA 93630
(559) 846-6689

FIREBAUGH MENDOTA JOURNAL / THE MENDOTA TIMES
652 S. Madera Ave.
Kerman, CA 93630
(559) 846-6689

ENTERPRISE RECORDER
P.O. Box 9
Hanford, CA 93232
(559) 582-0471

SANGER HERALD
740 N Street
Sanger, CA 93657
(559) 875-2511

THE REEDLEY EXPONENT
P.O. Box 432
Reedley, CA 93654
(559) 638-2244

MOUNTAIN PRESS
P.O. Box 97
Prather, CA 93651
(559) 855-8100

Note: This list was compiled by the Fresno County Clerk’s office from the information on file as of January 22, 1980, Revised April 25, 2006 and August 14, 2017. This office makes no representations to the current status of any newspaper nor does the County Clerk’s office make any determination of the proper newspaper to be utilized for legal publications.
TO THE HONORABLE ____________________________ (See note 1),

Pursuant to the California Constitution and California election laws, we the undersigned registered and qualified electors of the _______________ (See note 2) of _______________ (See note 3), California, respectfully state that we seek the recall and removal of ____________________________ (See note 4), holding the office of ____________________________ (See note 5), in _______________ (See note 6), California. We demand an election of a successor to that office. (See note 6)

The following Notice of Intention to Circulate Recall Petition was served on _____(Date)_____ to ____________________________ (See note 4):

(Insert complete text of Notice of Intention here)

The answer of the officer sought to be recalled is as follows:

(Insert Officer’s Statement here—200 words or less) (If no statement, insert “No Answer was Filed”)

Each of the undersigned states for himself/herself that he or she is a registered and qualified elector of the _______________ (See note 2) of _______________ (See note 3), California.

<table>
<thead>
<tr>
<th>PRINT YOUR NAME</th>
<th>RESIDENCE ADDRESS ONLY</th>
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<tbody>
<tr>
<td>1.</td>
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<tr>
<td>YOUR SIGNATURE AS REGISTERED TO VOTE CITY ZIP</td>
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<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>YOUR SIGNATURE AS REGISTERED TO VOTE CITY ZIP</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>YOUR SIGNATURE AS REGISTERED TO VOTE CITY ZIP</td>
<td></td>
</tr>
</tbody>
</table>

DECLARATION OF PERSON CIRCULATING SECTION OF RECALL PETITION
(MUST BE IN CIRCULATOR’S OWN HANDWRITING)

I, ____________________________ (See note 7), solemnly swear (or affirm) all of the following:

1. That I am 18 years of age or older.
2. That my residence address, including street and number, is ____________________________.
   (If no street or number exists, a designation of my residence adequate to readily ascertain its location is ____________________________.)
3. That the signatures on this section of the petition form were obtained between ____________________________ , 20_____, and ____________________________ , 20_____; that I circulated the petition and I witnessed the signatures on this section of the petition form being written; and that, to the best of my information and belief, each signature is the genuine signature of the person whose name it purports to be.

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

Executed on _____(Date)_____ at _____(City or Community Where Signed)_____, California. 8

______________________________ ____________________________
Circulator’s Signature Date

1 Insert here – Secretary of State of California if for a state officer, or name of the appropriate governing body if local. The authority which orders or “calls” elections for that office, or the governing authority for that jurisdiction should be named.
2 Insert Electoral Jurisdiction here – County, City, District name, as appropriate.
3 Insert geographical location here – City, County, etc., as appropriate.
4 Insert here – name of person whose recall is being sought.
5 Insert here – name of office.
6 In case of Supreme Court or Appellate Court Justice, request shall be that the Governor appoint a successor.
7 Insert here – Printed full name of person who gathered signatures.
8 The petition must be set in at least 8 point type. If signature spaces are printed on both sides of a sheet of paper, the above information, except for the declaration of circulator must appear on each side of the paper. The circulator’s declaration must follow the last signature box. It is suggested that petition be printed on 8 ½” x 14” paper in order to maximize the number of signatures spaces printed on a sheet of paper.
Exhibit H – FORMAT RULES FOR PETITIONS

All petition sections must be printed in uniform size and darkness with uniform spacing.

EC §11041

In an effort to ensure that the proponents’ Notice of Intent and the Answer filed by the person whose recall is being sought are equally featured on the petition, the following format rules will apply:

1. To ensure uniformity of size, darkness, and spacing, do not use bullets, CAPITALIZATION, **bolding**, or **underlining** in the Notice of Intention and the Answer.

2. Use of any attributes must be applied equally to the Notice of Intent and the Answer when printed on the petition. Attributes used in the filed Notice of Intention or the Answer may be removed on the petition to ensure uniformity.

3. Each side of a sheet of paper on which signatures appear must include, in no less than 8-point type:
   (a) A request that an election be called to elect a successor to the office.
   (b) A copy of the Notice of intention, including the statement of reasons for recall, and the names (no addresses) of at least ten proponents. The text of Elections Code section 11023 does not need to be included as part of the language of the Notice of intention on the petition.
   (c) The answer, if any, of the officer sought to be recalled. If the officer has not answered, the petition must so state.

4. When printing the proponent’s names on the petition, the names must be typed, following the format of the **printed** name on the Notice of Intent. For example, if no period is provided after the middle initial, then do not print a period on the petition. Names may be separated by a semi-colon and no signature mark (s/) is necessary since the line that precedes the names announces them as proponents.

5. No additional verbiage may be added to the petition that is not explicitly authorized on the Draft Petition.

6. Grammatical errors, punctuation, and spelling errors on the filed Notice of Intent and Answer, will NOT be corrected. Such statements must be printed as filed.

7. Corrections will be made to the opening paragraph, signature spaces, and affidavit of circulator to meet the requirements of law.

8. The election official reserves the right to enact other rules that would ensure the equal presentation of both sides of the recall question and any attempts to draw special attention to one area of the petition over others will not be permitted.
STATE OF CALIFORNIA
County of Fresno,

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the principal clerk of the printer of the West Side Advance, a newspaper of general circulation, printed and published weekly in the City of Kerman, County of Fresno, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Fresno, State of California, under the date of February 9, 1956, Case Number 45745; that the notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following date, to-wit:

April 15,

all in the year 2015. I Certify (or declare) under penalty of perjury that the foregoing is true and correct.

Dated at Kerman, California

this _______________ 15th
day of _______________ April , 2015

___________________________________________
Signature Of Affiant
___________________________________________
Signature
Exhibit J – Statistical Sampling Formula for Random Sample

The following formula will be used to calculate the percentage of valid signatures if a random sample has been used:

\[
V = \text{Number of Valid Signatures}
\]
\[
A = \text{Value of Each Signature}
\]
\[
B = \text{Extra Value of Each Duplicate Signature}
\]
\[
C = B \times \text{The Number of Duplicates}
\]

Here is the Calculation:
1. **CALCULATE** – (Raw Count) x (Sufficient in Sample / Sample Amount or 500, Whichever Is Greater) = V
2. **DIVIDE** – Raw Count / Sample Amount = A
3. **MULTIPLY** - A x (A – 1) = B
4. **MULTIPLY** – B x Number of duplicates = C
5. **SUBTRACT** – V – C = Corrected Valid

For Example:
- Raw Count: 25,000
- Sample (5%): 1,250
- Sufficient in Sample: 900
- Number of Duplicates: 1

1. **CALCULATE** – 25,000 x (900 / 1,250) = 18,000
2. **DIVIDE** – 25,000 / 1250 = 20
3. **MULTIPLY** – 20 x (20 – 1) = 380
4. **MULTIPLY** – 380 x 1 = 380
5. **SUBTRACT** – 18,000 – 380 = 17,620

17,620 is the corrected valid signatures for this petition