

Initiative Petition Process Time Line

Action	Who	Timeframe	References <small>E.C. = CA Elections Code Charter = City of Sacramento City Charter Elections Code Sections may vary if Charter Amendment</small>
File Notice of Intent Written text of the initiative Written statement setting forth reasons for petition not to exceed 500 words (may include) Signed by at least one, no more than three, proponents File \$200 filing fee File request for ballot title and summary of measure Address of proponent requesting title and summary	Proponent	Start	E.C. 9202
Transmit proposed measure to City Attorney.	City Clerk	Immediately	E.C. 9203(a)
Prepare ballot title and measure summary and return to City Clerk. - 500 words or less	Attorney	Within 15 days "after" proposed measure filed.	E.C. 9203(a)
Provide copy of ballot title and summary to proponents.	City Clerk	After receipt from City Attorney	E.C. 9203(b)
Publish notice of intent, ballot title, and measure summary in an adjudicated newspaper of general circulation.	Proponent	After receipt from City Clerk	E.C. 9205(a)
File a copy of the official affidavit of publication with the City Clerk.	Proponent	Within 10 days "after" date of publication.	E.C. 9206
Circulation of petitions may commence after publication.	Proponent	After publication	E.C. 9207
Petitions are filed 180 "after" receipt of ballot title and summary by proponents from the City Clerk.	Proponent	180 day count starts "after" proponents receipt of ballot title and summary	E.C. 9208

Signed petitions are filed with City Clerk.	Proponent	No later than 180 days	E.C. 9210
Prima facie review is conducted by the City Clerk and petition deemed accepted or rejected.	City Clerk	1 – 2 days	E.C. 9210
Petition forwarded to County Registrar for validation if accepted.	Registrar	30 business days	E.C. 9114 or E.C. 9115
Clerk receives certificate from County Registrar, and if sufficient, report agendized for Council approval of the certificate of sufficiency. Council either adopts; or Council orders placement of issue on ballot; or Council orders report of effect (consideration taken after report is received by Council).	City Clerk	7-14 days	E.C. 9214 or E.C. 9215 Charter 161
If ordered, Clerk agendizes reports calling election, requesting election services, establishing argument authors, and directing impartial analysis.	City Clerk	7 days after Council approval of sufficiency. May be longer if Council orders report on effect.	E.C. 1405 E.C. 10403