

Ballot Propositions: Steps to an Election

From the Clark County Auditor's Office

2015 Summer and Fall / 2016 Winter and Spring

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 four special election dates available each year. These include the date of the Primary and General election in August and November and two special election dates in February and April, as listed below:

- The first Tuesday in August **(August 4, 2015)**
- The first Tuesday after the first Monday in November **(November 3, 2015)**
- The second Tuesday in February **(February 9, 2016)**
- The fourth Tuesday in April **(April 26, 2016)**

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. For any resolution requesting a special election to be held in conjunction with the Primary or General election, the resolution must be approved and submitted to the County Auditor by the dates listed below. For the two special election dates it must be approved and submitted at least forty-six (46) days before the day of the election.

Resolution submission deadlines for the 2015 Primary and General election are:

- **May 8, 2015** for the August 4, 2015 Primary
- **August 4, 2015** for the November 3, 2015 General election

Resolution submission deadlines for the two 2016 special election dates are:

- **December 25, 2015** for the February 9, 2016 special election date
- **March 11, 2016** for the April 26, 2016 special election date

STEP #5: Transmit resolution to county auditor

An original copy of the resolution is transmitted to the County Auditor's office (Elections Department). 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) days 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 Primary or General election 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. The voter pamphlet deadlines for 2015 are:

- **August 4, 2015 Primary-**
 - May 12, 2015 to appoint committees
 - May 21, 2015 to submit supporting or opposing statements

- **November 3, 2015 General election-**
 - August 6, 2015 to appoint committees
 - August 13, 2015 to submit supporting or opposing statements

No local voters' pamphlet is published for February or April special elections.

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 for the Primary or General election. The voter pamphlet deadlines for explanatory statements in 2015 are:

- **August 4, 2015 Primary-**
 - May 15, 2015 to submit explanatory statement

- **November 3, 2015 General election-**
 - August 14, 2015 to submit explanatory statement

STEP #9: Election and certification of results

An election on the ballot proposition is conducted and fourteen (14) 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.