

2024 Steps of Process & Timeline

This applies to initiatives and/or referenda where submissions of petition signatures are required.

Steps of Process:

Preliminary meeting with Auditor to discuss process and requirements, including:

- Recommend consultation with private legal counsel
- Consult Charter Article 5 and WCC 1.08 regarding Initiatives and Referenda
- Refer to Assessor for (would they have any implications or taxing questions; legal description if creating a district)
- Timeline
- Number of signatures needed to sign petitions and passage requirements
- Proponent submits proposed petition format; discuss any changes needed
- Within five (5) days, meets with Auditor who will transmit proposal to Prosecutor
- Within ten (10) days, Prosecutor reviews, writes ballot title, recommends any other changes, including valid subject matter and other limitations; discussion with proponent if needed. See page 4 of Handbook
- Proponent submits final version
- Auditor reviews and accepts final version
- Collection of signatures can begin (up to 120 days in most instances*)
- If Proponent is dissatisfied with the ballot title, 10 days to appeal to the Superior Court
- Proponent presents signed petitions to Auditor for signature verification
- Up to 30 days is allowed for signature verification
- If sufficient, Auditor submits petition to County Council.
- When Auditor received resolution from County Council, submits ballot measure at the next general election that is not less than 120 days after the signed petitions are delivered to the Auditor for certification
- Council may adopt the proposal or Council may adopt a substitute proposal and both will be on the same ballot

2024 Timeline:

Submit Petition or Initiative to Auditor	1/19/2024
Approval through Auditor and Prosecutor (up to 15 days)	2/5/2024
Gather signatures	2/5/2024 - 6/4/2024
Auditor Verifies Signatures on Petitions	6/4/2024 – 6/28/2024
Auditor sends certificate of sufficiency of petition to County Council	6/28/2024
If Council needs to approve resolution and accept petition;	7/3/2024
Council submits to Auditor adopted ordinance	7/23/2024
Resolution Deadline	8/6/2024
Ballot Development	8/26/2024
Ballots to Printer	9/6/2024
Election Day	11/5/2024