

## INSTRUCTIONS FOR SIGNATURE GATHERERS

### Successful signature gatherers will:

- Be friendly—a smile goes a long way.
- Identify yourself as a volunteer with \_\_\_\_\_. (If you are unpaid.)
- Approach everyone. Don't hesitate. Establish eye contact.
- Explain that this initiative will reduce the amount of office and R&D development allowed in the City.
- You must not make false statements or misrepresent the contents, purpose or effect of the initiative. If people have any substantive questions, have them read the petition.
- Maintain high energy and a sense of humor.
- Reassure them their signature is not a vote. It only helps qualify the initiative for the ballot.
- Either get the signature or move on. Don't waste time arguing while other signatures walk away.
- Have your family members and neighbors sign it; take it with you to events.

### State law requirements for valid signatures:

- The signer must *currently* be registered to vote in the City of Palo Alto.  
**Ask: "Are you registered to vote in the City of Palo Alto?"**
- The signer must be registered to vote at his or her *current* residence address.  
**Ask: "Have you moved since the last time you registered to vote?"**  
If so, encourage them to re-register at their new address and then sign the petition.
- Make certain all the information is filled out completely and the printed name and address is legible. Addresses must include a number, street, City and should also include the state and zip code. A P.O. box is *not* a valid *residence* address.
- The signer must *personally* fill out *all* the information; neither you nor anyone else may fill out information for signer (this includes spouses, parents, etc.).<sup>1</sup>
- A voter may sign the petition only once. If the signer makes a mistake, just tell them to cross it out and have them fill out the next signature block. Do not cross out any signatures or information yourself for any reason.

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<sup>1</sup> If a voter is unable to personally fill out the petition, he or she may request that another person write the printed name and address, but the voter must still personally sign or place his or her mark on the petition. Then, a witness must sign next to the voter's signature.

- Keep all of the pages of the petition together at all times. **Do not separate the signature pages from the attachments.** If any pages are removed or modified, the City could declare all the signatures in that petition packet invalid.

**State law requirements for signature gatherers:**

- You must witness the signing of every signature in your petition. Do not leave the petition on your porch for people to stop by and sign.
- You may not share a petition with another signature gatherer. Do not lend the petition to a friend to pass it around. Do not lose possession of the petition.
- You yourself do not need to be a registered voter in Palo Alto, but you must be at least 18 years old.
- *After* you have finished collecting signatures on a petition, you must fill out and sign the DECLARATION OF CIRCULATOR located at the end of the petition. No one else may fill out any of this information for you. If you do not complete this correctly, the entire petition may be invalid.
- You may not use the signatures on the petition for any purpose other than qualifying the measure for the ballot. Do not make a copy of the petition.

**Your legal rights as a signature gatherer:**

- You have a constitutional right to circulate petitions on public sidewalks, in parks and public spaces, as long as you do not obstruct the flow of traffic. You may also circulate petitions door-to-door in public streets and sidewalks, unless householders express their desire not to be disturbed.
- You have a constitutional right to collect signatures in privately-owned shopping malls that are like “public forums,” but not necessarily inside of or in the area immediately surrounding the entrance of an individual retail store or grocery store. Stores that do not have plazas, courtyards, walkways, or other spaces designed to encourage people to spend time together, congregate, or be entertained are NOT “public forums” where you can collect signatures. If a store owner does not allow signature gathering in front of its store, contact the initiative organizers.
- This petition is authorized by State Law.

Return petitions by When filled, but not later than May 19th

To petition coordinator from whom you received the packet

**Call if you have any questions! Contact information for Petition sponsors:**

Name: Becky Sanders

Name: Mary Gallagher

Telephone: (650) 269-4194

Telephone: (650) 380-8708