

CANDIDATE'S STATEMENT INFORMATION SHEET

Complete the top portion of this form, then on the Candidate Statement Form, please **type in regular lower case letters (do not use all caps)** a brief description of no more than 200 words, of the candidate's education and qualifications. Be sure to include the official title of the office you are a candidate for, your name, age, and occupation. **(see bottom of reverse side for sample format)**

↓ Enter the jurisdictions' name and the candidates' name in all CAPS.

↓ Check the box of the title of Office for which the person is a candidate.

(↑ Jurisdiction's name in CAPS)

- MAYOR
- MEMBER OF THE CITY COUNCIL (District _____)
- Office Title: _____
- Office Title: _____

(↑ Candidate's name in CAPS)
 Male Female

I DO WANT my Candidate Statement to appear in the following languages in the Sample Ballot Voter Pamphlet: <input type="checkbox"/> Spanish / Colloquial (informal) <input type="checkbox"/> Chinese / Traditional <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Tagalog <input type="checkbox"/> English <input type="checkbox"/> Spanish / Castillian (formal) <input type="checkbox"/> Chinese / Simplified <input type="checkbox"/> Vietnamese <input type="checkbox"/> _____	
<input type="checkbox"/> I DO NOT WANT to file a candidate statement.	
Signature of candidate: _____	

STATE LAW PROVIDES:

1. A Candidate Statement is optional and available to all candidates for nonpartisan offices only.
2. The statement may include candidate's age, occupation and a brief description of education and qualifications.
3. Each local jurisdiction determines:
 - a. the maximum number of words allowed, usually 200 words
 - b. responsibility for payment, the candidate or the jurisdiction
 - c. whether the costs are to be paid in advance.
4. Reference to political party affiliation or mention of any partisan political membership or activity is not permitted.
5. Reference to other candidates for that office or to another candidate's qualifications, character, or activities are prohibited.
6. **No changes of any kind are allowed AFTER the statement is filed.**
7. The statement may be withdrawn (in writing) up to 5:00 pm of the next working day after the close of the nomination period.
8. Statements are confidential until after the close of the nomination period.
9. A candidate may request that the statement also be printed in other languages and included in the Sample Ballot Voter Information Pamphlet mailed to all voters in the election area. An additional fee may be required to print the additional languages.

STATEMENTS MUST BE FILED AT THE TIME NOMINATION PAPERS ARE FILED.

COST INFORMATION:

The estimated cost is determined prior to all information being available, therefore, it is an approximation of the actual cost that varies from election to election and may be significantly more or less depending on the actual number of candidates filing statements.

For Election Official's use only: Estimated Cost of Printing Candidate's Statement in:	
English: \$ _____	Spanish: \$ _____: \$ _____: \$ _____: \$ _____: \$ _____: \$ _____
If applicable, the below estimated cost is for Translations and Typesetting (and formatting if translation is provided by the candidate) and this cost does not include printing, which cost is noted above:	
Spanish: \$ _____: \$ _____: \$ _____: \$ _____: \$ _____: \$ _____	

- Election Official:
- a. Send one copy of this page and the candidate statement to the vendor/printer
 - b. keep original set for your files
 - c. make one copy for the candidate
 - d. make one or more copies for the translator(s) if necessary.

(more information on reverse side) →

CANDIDATE'S STATEMENT GUIDELINES

**Please type using regular lowercase letters, do not use all CAPS.
Type your statement clearly and legibly as it will be scanned by a scanner
that can not read handwriting or printing.**

Section 13307 of the Elections Code of the State of California sets forth guidelines for candidate's statements.

Please follow them:

1. The statement of each candidate shall be printed in type of uniform size and darkness and with uniform spacing.
2. The statement shall not include any party affiliation or membership or activity in partisan political organizations.
3. Reference to other candidates for that office or to another candidate's qualifications, character, or activities are prohibited.
4. Your statement will be printed as submitted; therefore you are advised to carefully check for errors in punctuation and grammar. Spelling however, will be corrected by the computer automatically.
5. Remember to sign this form and any supplemental sheets if used and attach them to your statement. If you wish to have a Foreign language translation of your statement prepared for printing in the Voter's Pamphlet, be sure to check the space(s) provided on the front of this form.

WORD COUNT STANDARDS

As stated in Section 9 of the Elections Code.

- (a) Counting of words, for purposes of this code, shall be as follows:
 - (1) Punctuation is not counted.
 - (2) Each word shall be counted as one word except as specified in this section.
 - (3) All geographical names shall be considered as one word; for example, "City and County of San Francisco" shall be counted as one word.
 - (4) Each abbreviation for a word, phrase, or expression shall be counted as one word. *E.G. UCLA, PTA, L.A.P.D.*
 - (5) Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
 - (6) Dates consisting of a combination of words and digits shall be counted as two words. *E.G. April 10, 1990.* Dates consisting only of a combination of digits shall be counted as one word. *E.G. 4/10/90.*
 - (7) Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as "one," shall be considered as a separate word or words. "One" shall be counted as one word whereas "one hundred" shall be counted as two words. "100" shall be counted as one word.
 - (8) Telephone numbers shall be counted as one word.
 - (9) Internet web site and email addresses shall be counted as one word.
- (b) This section shall not apply to counting words for ballot designations under Sections 13107 and 13107.5.

FOR MEMBER OF THE CITY COUNCIL

JOHN SMITH **Age: 45**
Occupation: Businessman

I have been a 30 year resident of this City and thoroughly enjoy living here. I would like to increase citizen education and police resources to stop the gang and graffiti activity that are overtaking our city.

I would like to implement environmental standards for cleaner water and air quality.

I respectfully ask for your support and thank those of you who cast your vote for me. A vote for me is a vote for a better City Council.

/s/ John Smith

SAMPLE OF STATEMENT FORMAT



**PLEASE USE A
3 3/8 " WIDE
BODY OF TEXT –**

Set margins at
 Top 2.15 Bottom .75
 Left .5 Right 4.5
 Please use Helvetica 10 pt type.

CANDIDATE'S STATEMENT OF QUALIFICATIONS FORMATTING GUIDELINES

The Registrar of Voters' office has a semi-automated system for Sample Ballot Pamphlet input/layout of a Candidate's Statement of Qualifications. Due to the volume of statements and printing deadlines, it is necessary to have a standardized format for a Candidate's Statement of Qualifications. We have prepared the following guidelines to assist candidates in the preparation of their statements.

1. The following paragraph styles are acceptable with this system.

INDENTED PARAGRAPHS:

Xxxxx xxxxx xxxxxxxxxxx xxxxx xxxxx. X xxxx xx xxxxxxxxxxx xxxxxxxxxxx
xxxxxxxxxxxx xxxxxxx xxxxxxxxxxx xx xxx xxxxx. Xxx xxxxx xxxxxxx xxxxx xx xx
Xxxx xxxxxxx xx x x xxxxxxxxxxx x xxxxxx xxxxx. Xxx xxxxxx xxxxxx xxxxx xx
xxx xxxxx xxx xxxxxx. Xx xxxxx xxx.

BLOCK PARAGRAPHS:

Xxxxx xxxxxxx xxxxx. Xxxx x xx xxxx xxxxxxxxxxx xxx. Xxxx xxx xxx xxxxxxxxxxx
xxxx. X xxx xxxxx xxx x xx xxx. Xxx xxx xxx xxxxxxx xxxxx xxx.

Xxx xxxxxx xxx. Xx xxx xxxxxxx xxxxxxx xxxxx. X xxx xxxxx xxxxxx xxxxx xxx
x xx xxx xxx. Xxx xxxxx xxxxxxx xxxxx xxx. Xxx xxxxx xxxxxx xxxxxx xxxxx.

DO NOT USE ANY PARAGRAPH/FORMAT STYLE OTHER THAN THOSE LISTED ABOVE.

2. All statements may be submitted on our template or typed and printed by automated equipment. **DO NOT PRINT ANY STATEMENT ON LINED PAPER.**



3. NOTE: Name, age and occupation at the top of the statement are not included in the word count. In addition, for voter-nominated candidates, the party preference at the top of the statement will not be included in the word count if they desire to have it included in the statement. **The words reflected in the "occupation" field must follow the Ballot Designation Guidelines listed on pages 47-52.**

4. Do not underline or **bold** WORDS. § 13307

5. Words may NOT be all CAPITAL letters.

6. Do not use *italics* or type styles to highlight portions of the statement. § 13307

7. Do not use different type sizes. § 13307

8. A 200-word statement must fit on one quarter of a Sample Ballot Pamphlet page. A 250-word statement must fit on one quarter of a Sample Ballot Pamphlet page. A 400-word statement must fit on a half page of a Sample Ballot Pamphlet page. If your statement exceeds this limitation, we will be forced to adjust your format to fit in the space allowed.

9. You may block indent within a paragraph. However, you MAY NOT use bullet points, stars, asterisks, or numbers that function as bullet points to off-set the paragraphs.

10. All statements are printed in the Sample Ballot Pamphlet with the following titles which are not included in the word count:

**NAME OF DISTRICT
TITLE OF OFFICE**

Use these general guidelines to assist you in the preparation of your statement. There are other requirements regarding the content of your statement that are outlined in this Candidate's Handbook.

CHECK YOUR STATEMENT CAREFULLY FOR ERRORS IN SPELLING, PUNCTUATION, AND GRAMMAR BEFORE FILING. WITH THE EXCEPTION OF THE FORMATTING REQUIREMENTS, YOUR STATEMENT WILL BE PRINTED EXACTLY AS SUBMITTED.

**WORD COUNT STANDARD FOR CANDIDATE'S STATEMENT OF QUALIFICATIONS
(§9 – entire page)**

Each word shall be counted as one word except as specified on this page.

The following are the guidelines for computing the word count:



The title of the office, name, district, age, and occupation lines are not included in the word count –only the text is counted. For voter-nominated offices, the party preference line is also not included in the word count.

Punctuation marks are not included in the word count.

Symbols such as "&" (and), and "#" (number/pound) are not considered punctuation..... each symbol is counted as one word

Dictionary words.....one word
The words "a", "the", "and", and "an" are counted as individual words.

Geographical names -- limited to cities, counties, and states.....one word
Examples: County of Orange, Orange County, San Juan Capistrano, City of Brea

Abbreviations - UCLA, U.C.L.A., PTA, P.T.A., USMC, U.S.M.C.....one word

Acronyms.....one word

Regularly hyphenated words appearing in any generally available standard reference dictionary published in the United States within 10 years preceding the election. Each part of all other hyphenated words shall be counted as a separate word.....one word

Dates - all digits (4/8/98).....one word
Words and digits (April 8,1998).....two words

Whole numbers - Digits (1 or 10 or 100, etc.).....one word
Spelled out (one or ten or one hundred).....each word counts as one word

Names of persons and things.....each word counts as one word
Gus Enright (two words); L.A. Basketball Team (three words)

Numeric combinations (1973, 18 1/2, 1971-73, 5%).....one word

Monetary amounts (if the dollar sign is used with figures - \$1,000).....one word
Spelled out (one thousand dollars).....each word counts as one word

Telephone/fax numbers.....one word

E-mail and web site addresses.....one word

If the text exceeds the word limit, the candidate must delete or change a sufficient number of words, or a sentence, to put the statement within the required word limit before the statement is filed. The candidate should correct any misspellings before the statement is filed. **Other than formatting requirements, your statement will be printed as filed.**

The submitted statement must be typed. No word will be printed in "ALL CAPS", bolding or underlining. Do not use bullet points, stars, asterisks, or numbers that function as bullet points to block-indent paragraphs. However, you may block-indent within the paragraph without using bullets, etc. See "Candidate's Statement Formatting Guidelines" for more information. The scanning equipment used by the Registrar of Voters' office to produce camera ready copy for Sample Ballot Pamphlet printing has some limitations; therefore, the style of a Candidate's Statement of Qualifications must conform to the sample you are given.

The Candidate's Statement of Qualifications may make no reference to another candidate. The statement may include a description of the candidate's education and qualifications expressed by the candidate himself/herself.

THE PRECEDING INFORMATION SHALL NOT APPLY TO COUNTING WORDS FOR BALLOT DESIGNATIONS UNDER SECTION 13107

The candidate must sign and date the statement before it is filed. **All statements are confidential until the expiration of the filing deadline.** The candidate is required to pay the estimated cost of the statement and sign a Deposit Agreement at the time the statement is filed. When the statement is filed, a copy of the signed statement and the signed Deposit Agreement will be given to the candidate.

The statement must be filed at the same time that the Declaration of Candidacy is filed. The statement **may be withdrawn, but not changed**, during the period for filing nomination documents and until **5:00 p.m.** of the next working day after the close of the nomination period.

NOTE: A nomination period may be extended because an incumbent, eligible to be elected, failed to file a Declaration of Candidacy. Candidates' Statements of Qualifications for that particular office filed by either candidates prior to the 88th day before the election or during the extended period, may be withdrawn, but not changed, until **August 10, 2012, at 5:00 p.m.**