

Candidate's Statement of Qualifications Voter-Nominated Offices' Guidelines and Costs

A candidate for U.S. Representative in Congressional office may elect to have a candidate statement printed in the County Voter Information Guide (CVIG) that does not exceed 250 words and follows the guidelines as set forth in the section.

Elections Code § 13307.5

Following the passage of Proposition 34, candidates for state legislative elective offices (State Senate and Assembly) became eligible to submit a candidate's statement for the CVIG. **Only candidates who have adopted the voluntary expenditure limits, as stipulated in the legislation, are eligible to submit a statement.** The Registrar of Voters shall determine, based on information provided by the Secretary of State's Office, whether the candidate has accepted (and has not exceeded) the expenditure limit.

A state legislative candidate must indicate whether they wish to accept the expenditure limit on their Candidate Statement of Intention (Form 501). This form must be filed prior to a candidate receiving contributions or making expenditures in connection with a campaign. The original Form 501 is filed with the Secretary of State while a copy is filed with the local elections office. Candidate statements for legislative office are submitted and printed pursuant to **Government Code § 85601**.

Candidates for Congressional and state legislative offices shall submit statements in accordance with the timeframes and procedures set forth in the elections code for the preparation of the CVIG. Statements may be filed with each county elections office in the jurisdiction that encompasses the office for which the candidate is pursuing. The statement that is filed in each county is not required to be the same version and the candidate is not obligated to file a statement with each county elections office.

Important notice to candidates in districts that encompass more than one county. *Procedures, requirements, fees, and formats for candidates' statements may vary between counties. It is the responsibility of the candidate to contact each county (in which he or she wishes to have a statement printed) in which the district falls to obtain the appropriate information from each county. Failure to do so may jeopardize the printing of the candidate's statement.*

Candidate Information

The text of the statement shall not exceed 250 words. For more information, refer to the "Rules for Counting Words" in this guide. All statements must be submitted with the form provided by the county elections official of the county in which the candidate wishes to have his or her statement printed. Statements must be formatted pursuant to the guidelines provided by each county.

Content

The statement contains the candidate's name, occupation of the candidate, age, and a brief description of no more than 250 words. Statements shall not, in any way, make reference to other candidates for office or to another candidate's qualifications, character, or activities. Moreover, no statement shall contain any demonstrably false, slanderous, or libelous statements, nor any obscene or profane language.

Elections Code §§ 13307, 13308, Gov't. Code § 85601

The use of jargon, colloquialisms, slang, or other such expressions is **strongly discouraged** as they are difficult to translate appropriately into other languages and the meanings are often misinterpreted or lost. For example, "monster home," a local term for a home that is much larger than the other homes in the neighborhood, may be incorrectly translated as a "home of monsters." Candidates are encouraged to keep the translation process in mind when developing their statements and to use unambiguous and straightforward vocabulary.

Format

Candidate statements are printed in the County Voter Information Guide (CVIG) in block paragraph format. In order to ensure uniformity of candidate statements, the candidate must prepare the statement as follows:

- Type the statement in single-spaced **paragraph format** and upper- and lower-case letters. Statement must be typewritten, or computer printed.
- Typeface of statement must be of uniform size and darkness with no unusual spacing. The following will not be permitted: (•) bullets, (1., 2., 3.) numbered bullets, (#@&) special characters as bullets, all CAPITALS, underlining, bold face or italics.
- Check statement for errors in spelling, punctuation, and grammar. Statements will appear in the CVIG **exactly as submitted by the candidate**. **NO** corrections or changes to content, format or spacing will be allowed after the statement has been filed unless ordered by a court.
- Statements **must be** confined to the maximum number of words, the maximum lines allowed and the maximum character positions in a line. Blank lines are included in the line maximum count and punctuation and spaces are included in the character position maximum count. A 250-word statement has a maximum of 44 lines with approximately 72-character positions per line. Using a computer to determine a statement's word count **is not recommended**. Please refer to "Rules for Counting Words" for guidelines on computing word counts.

ALL STATEMENTS MUST BE IN PARAGRAPH FORMAT

When candidate statements are translated into other languages the amount of text increases. Some of the translated candidate statements grow about 30% in size from the size of the original statement. The 44-line limit per 250-word candidate statement is an estimated number and may vary depending on the length of words and characters in a line. Therefore, it may be necessary for the Office of the Registrar of Voters to contact a candidate so that they reduce the number of lines in their candidate statement, which is usually complied with by combining paragraphs.

**STATEMENTS WILL NOT BE ACCEPTED UNLESS
THEY MEET FORMAT GUIDELINES**

Filing Information

Candidate statements shall be filed together with all other nomination documents in the office of the elections official of each county within the district for which the candidate wishes a statement to be printed, not later than 5:00 p.m. on the 88th day (March 11, 2022) prior to the election or in the event that the nomination period has been extended, until 5:00 p.m. on the 83rd day (March 16, 2022) prior to the election whichever is applicable.

Elections Code §§ 8024, 13307

It is strongly recommended that the statement be filed personally by the candidate. If the statement is filed by someone other than the candidate, that person should have the authority to make any needed corrections or deletions to the statement in the event that errors or an excess number of words are contained in the statement. Statements may not be changed after filing, except with a court order.

Liability

Nothing in this section shall be deemed to make any such statement or the authors thereof free or exempt from any civil or criminal action or penalty because of any false, slanderous or libelous statements offered for printing electronic distribution or contained in the county voter guide.

Elections Code § 13307

Confidentiality

The candidate statements shall remain confidential until the close of the nomination period for the office sought. You may view or purchase copies of any candidate statement beginning the day after the close of the nomination period.

Elections Code § 13311

Challenge of Contents

There is a 10-calendar day public examination period immediately following the filing deadline of candidate statements when the statements may be reviewed. During this examination period, any voter of the jurisdiction in which the election is being held or any candidate may take legal action to challenge the contents of the statement.

Elections Code § 13313

Anyone wishing to pursue a legal challenge to amend or delete any portion of a candidate's statement should file a writ of mandate immediately. Refer to the "Legal Examination and Writs of Mandate" section in this guide for more information.

Withdrawal

The statement may be withdrawn, but **NOT** changed, until 5:00 p.m. of the next business day after the close of the nomination period for the office sought.

Elections Code § 13307

Translations of Statements

If a candidate wishes for the candidate statement to be translated and printed in a different language in addition to English, they must provide the candidate statement in the preferred language, and will pay an additional amount for the additional statement.

Costs

Required costs of providing statements (including translated statements) to voters shall be borne by the candidates, and payment must be made at the time of filing. The county elections official shall estimate the cost of providing the statement, based on current estimates of actual costs of printing and distributing candidate statements (including printing, handling, translating, and mailing.) **No statement will be accepted that is not accompanied by payment of the estimated cost at the time of filing.**

If a candidate alleges to be indigent, the elections official will follow the procedures set forth in elections code §13309 to determine indigence. Even if a candidate is determined to be indigent, he/she is still required to pay the actual cost of providing the statement after the election.

If the actual cost of printing the statement exceeds the deposited amount, the candidate will be invoiced for the remainder of the cost. If the actual cost of printing the statement is less than the deposited amount, the candidate will receive a refund of the overpayment. The actual cost will not be determined until after the election.

If district boundaries encompass multiple counties, and a candidate would like to have the candidate statement to appear on all of the CVIGs, the candidate must go to each county and file a candidate statement and make any applicable payment.

PLEASE NOTE: Statement costs are estimated deposits only. Due to redistricting efforts voter registration totals have not yet been updated; consequently, this candidate guide will be updated later to reflect more accurate deposit totals. The Registrar of Voters office will determine if a candidate receives a refund or owes over the amount of the estimated cost, approximately 30-60 days following the election. Please inquire with an Election Specialist if you have questions.

Candidate's Statement of Qualifications Nonpartisan Offices' Guidelines and Costs

(Elections Code Sections 13307, 13308, 13309, 13311, 18351)

Candidate Information

Each candidate for a **nonpartisan** elective office may submit a candidate statement for the County Voter Information Guide (CVIG) at the time that he or she files nomination papers. The purpose of the voluntary candidate statement is to acquaint voters with the candidate's qualifications for the office they seek. The candidate statement is incorporated into the CVIG pamphlet and is mailed to all registered voters eligible to vote for the candidate.

Content

A candidate's statement may contain the candidate's name, occupation, age, and a brief description of their education and qualifications as expressed by the candidate. Statements shall not, in any way, refer to another candidate for office or to another candidate's qualifications, character, or activities. The occupation listed on a candidate statement is not mandated to be the same occupation listed as your ballot designation on the Declaration of Candidacy. The occupation on the statement is not limited to the laws that apply to your ballot designation. In general, statements are limited in length to not more than 200 words.

The use of jargon, colloquialisms, slang, or other such expressions is strongly discouraged. Common phrases can be difficult to translate appropriately into other languages resulting in misinterpretation. For example, "monster home," a term for a new house that is much larger than the other homes in the neighborhood, may be incorrectly translated as a "home of monsters." Candidates are encouraged to keep the translation process in mind when developing their statements and to use unambiguous and straightforward vocabulary.

Format

Candidate statements are printed in the CVIG in block paragraph format. In order to ensure uniformity of candidate statements, the candidate must prepare the statement as follows:

- Type the statement in single-spaced paragraph format with upper- and lower-case letters. Statement must be typewritten, or computer printed.
- Typeface of statement must be of uniform size and darkness with no unusual spacing. The following **will not be permitted**: (•) bullets, (1,2,3) numbered bullets, (#@&) special characters as bullets, all CAPITALS, underlining, **bold face** or *italics*.
- Check the statement for errors in spelling, punctuation and grammar. Statements will appear in the CVIG exactly as submitted by the candidate.
- **Corrections/changes to content, format or spacing will not be allowed** after the statement has been filed unless ordered by a court.

- Statements must be confined to the maximum number of words, lines and character positions allowed on a line. If blank lines between paragraphs are contained in the statement, the blank lines will be included in the line maximum count. Punctuation and spaces are included in the character maximum count. A 200-word statement has a maximum of 22-lines with approximately 72-character positions per line. If the occupation you place on that line requires more than one line, each additional line will be counted towards the maximum line count for the statement. Using a computer to determine a statement's word count is not recommended. Please refer to "Rules for Counting Words" for guidelines on computing word counts.

Statements Must Follow Format Guidelines to be included in the CVIG Pamphlet

When candidate statements are translated into other languages, the amount of text increases. Translated candidate statements can grow up to 30 percent in size from the size of the original statement. The 22-lines limit per 200 words candidate statement is an estimated number and may vary depending on the length of words and characters in a line. Therefore, it may be necessary for the Office of the Registrar of Voters to contact a candidate so that they may reduce the number of lines in their candidate statement.

Statements Are Printed in Accordance with the Office of the Registrar of Voters' Standards

Restrictions

The candidate statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations. Photographs of candidates are not permitted in the local CVIG.

Elections Code §§ 13307, 13308

Liability

Nothing in this section shall be deemed to make any such statement, or the authors of any statement, free or exempt from any civil or criminal action or penalty because of any false, slanderous or libelous statements offered for printing or contained in the CVIG.

Any candidate who knowingly makes a false statement of material fact in a candidate statement, with the intent to mislead the voters in connection with his or her campaign for nomination of election to a nonpartisan office, is punishable by a fine not to exceed \$1,000.

Elections Code §§ 13307, 18351

Confidentiality

The candidate statements shall remain confidential through the close of the nomination period for the office sought. You may view or purchase copies of any candidate's statement beginning the business day after the close of the nomination period.

Elections Code § 13311

Challenge of Contents

There is a 10-calendar day public examination period immediately following the filing deadline of candidate statements when the statements may be reviewed for potential legal action. During this 10-calendar day examination period, any voter of the jurisdiction in which the election is being held, or any candidate may take legal action to challenge the contents of the statement.

Elections Code § 13313

Anyone wishing to pursue a legal challenge to amend or delete any portion of a candidate's statement should file a writ of mandate immediately. Refer to the "Legal Examination and Writs of Mandate" section in this guide for more information.

Withdrawal

The statement may be withdrawn, but **not** changed, until 5:00 p.m. of the next business day after the close of the nomination period for the office sought. If a candidate statement is withdrawn, a new statement **cannot** be filed.

Elections Code § 13307

Translations of Statements

Federal and state law require voting materials be translated and available for voters. Therefore, all candidate statements will be translated and printed in the following languages, in addition to English: Chinese, Spanish, Tagalog and Vietnamese. The Registrar of Voters prepares all CVIGs in these languages.

Costs

The county elections official shall estimate the cost of providing the statement, based on current estimates of actual costs of printing and distributing candidate statements (including printing, handling, translating, and mailing). **No statement will be accepted that is not accompanied by payment of the estimated cost(s) unless there is no deposit required, as determined by the jurisdiction.** The actual cost of statement will be available after the election when expenses incurred are calculated. If actual costs are less than the pre-paid estimates, candidates will receive a refund. If the actual costs are more than the estimated costs, the district will be billed for the additional charges.

If a candidate alleges to be indigent, procedures established in the state elections code shall be used to determine indigence. Even if a candidate is determined to be indigent, he/she may still be required to pay the actual cost to translate, print and distribute the statement after the election.

Elections Code § 13309

Schedule of Costs – Estimate:

Printing of Candidate’s Statement of Qualifications in sample ballot: English \$250.00; Spanish \$250.00

Candidate Statement Fee Check

The Office of Registrar of Voters will shred the candidate statement fee check for contests that do not appear on the ballot due to insufficient filings. Candidates who prefer to retrieve their check instead may do so by notifying staff of their preference.

November Run-Off Candidates

Candidates listed on the ballot for the November general election may choose to change the ballot designation used during the primary election. To do so, candidates must submit a written request to the Registrar of Voters’ Office no later than 98 days prior to the November election. If a candidate chooses to use a different ballot designation, they must first complete and file a new *Ballot Designation Worksheet* form no later than 5:00 p.m. on August 12, 2022.

Candidates may also choose to submit a statement to be printed in the CVIG for the November election. The statement must be filed and payment made to the Registrar of Voters Office no later than 5:00 p.m. on August 12, 2022.

Elections Code §13107

Rules for Counting Words

The heading includes the candidate’s name (required), age (optional), and occupation (optional). The words, however, do not count toward the number of words allowed for the statement. All statements will begin with the words: **“Education and Qualifications:”** followed by the text filed by the candidate.

The **“Occupation”** field in the candidate’s statement is NOT governed by the same laws pertaining to the ballot designation; therefore, it may be different. However, if its length exceeds one line, the additional words will be counted towards the final word limit.

Pursuant to Division 0.5, §9 of the Elections Code, words will be counted as follows:

(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 proper nouns, including 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.
- (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. Examples: "mother-in-law", "first-rate", "one-time" will be counted as one word; "one-half," "local-area," and "home-page" will be counted as two words.
- (6) Dates shall be counted as one word.
- (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 addresses shall be counted as one word.

(b) This section shall not apply to counting words for ballot designations under Section 13107.

(Amended by Stats. 2014, Ch. 697, Sec. 3. (SB 1253) Effective January 1, 2015.)

Additionally:

- Characters used in place of a word or number and that stand alone, such as "&", "\$", "%", or "#" shall be counted as one word. [see (a)(4) above].
Examples: \$ (for "dollar") = one word, # (for "number" or "pound") = one word
- Characters used in conjunction with a number and necessary to combine, such as "\$100" or "100%" are not counted.
Examples: \$100 = one word, #voteforme = three words (# not counted)
- If the text exceeds the word or line limit, the author will be asked to rewrite the text in order to bring the total number of words within the required word or line limit.