



Candidates' Statement

Each candidate may prepare a Candidate's Statement (of qualifications) that includes the candidate's name and a brief description, of no more than 200 words, of the candidate's education and other qualifications. If the candidate wishes to include age and occupation in the Candidate's Statement, it will not be included in the 200 word count (EC §13307). The Candidate's Statement form, if filed, **must be filed with the nomination papers**.

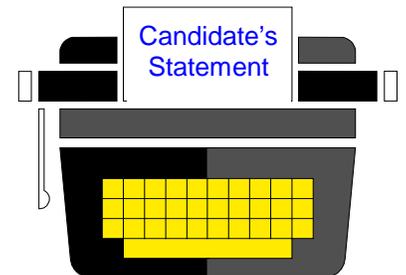
The statements shall **not** include the party affiliation of the candidate, **nor** the membership or activity in any partisan political organizations. The statements are published in the voter's pamphlet sent to each registered voter.

Candidates' Statements are subject to certain rules on format, word count, confidentiality, cost, submission/withdrawal, and minority language provisions as outlined in the following pages.

Format

Candidates' Statements must be submitted in WORD on a flash drive and will be printed **exactly as submitted**. Candidates are advised to carefully check statements for errors in spelling, punctuation, and grammar.

Pursuant to the *Elections Code*, Candidates' Statements shall be printed in type of uniform size and darkness and with uniform spacing. No word will be printed in "ALL UPPERCASE (CAPS)" or underlined.



[See attached Guidelines prepared by the Registrar of Voters and sample statements.]

Confidentiality

All Candidates' Statements remain confidential until the expiration of the filing deadline. (EC §13311)

Copies of all Candidates' Statements will be available for public inspection in the City Clerk's Office after the close of nominations. (EC §13313)

Word Count

The Title of Office and Name lines and the signature are not included in the word count.

The following are the guidelines for computing the word count (EC §9):

- ☞ Punctuation is not counted
- ☞ Dictionary words one
(the words "a," "the," "and," "an" are counted as individual words)
- ☞ Geographical locations as appropriately capitalized one
Examples are: City of Laguna Hills one
County of Orange one
- ☞ Abbreviations (such as UCLA, PTA, USMC, L.A.P.D.) one
- ☞ Hyphenated words one
(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.)
- ☞ Dates:
All digits (11/3/98) one
Words and digits (November 3, 1998) two
- ☞ Whole numbers:
Digits (such as 1, 10, 100) one
Spelled out (one, ten, hundred) one for each word
- ☞ Numeric combinations (such as 1973, 18 ½, 1971-73) one

- ⌘ Monetary amounts:
 - Dollar sign with figures (\$1,000,000)..... one
 - Spelled out (one million dollars).....one for each word
- ⌘ Telephone numbers..... one
- ⌘ Internet web site address..... one

Note: ⌘ This section does not apply to counting words for ballot designations under EC §13107.

If the text exceeds the 200-word limit, the candidate must delete or change a sufficient number of words or sentences to meet the required word limit **before** the statement is officially filed. The candidate should also correct any misspellings **before** the statement is officially filed.

After the statement is officially filed, if the text exceeds the word limit, the City Clerk shall delete a sufficient number of words, or sentences, to put it within the required limit.

Elections Code §13307 allows "a brief description of no more than 200 words, of the candidate's education and qualifications expressed by the candidate himself..." but prohibits wording that includes "... the party affiliation of the candidate, nor membership or activity in partisan political organizations." The Election Official should make sure that the statement complies with these criteria before accepting it for filing. Elections Code wording regarding "obscene, vulgar, profane, scandalous, libelous or defamatory matter" has been removed. However, the law still makes candidates liable for civil or criminal action or penalty for false, slanderous or libelous statements offered for printing or contained in the voter's pamphlet.

Elections Code §13308 provides that a candidate's statement shall be limited to a recitation of the candidate's own personal background and qualifications, and shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities.

Cost

Candidates who elect to file a Candidate's Statement must pay the actual costs of translating, printing, and handling their Candidate's Statement. Each candidate filing a statement must pay a deposit in advance as a condition of having his or her statement included in the voter's pamphlet. The cost is estimated to be \$900. In the event of overpayment, the City Clerk will refund the excess amount paid following the election. In the event of underpayment, candidates will be billed for the balance due. Costs for the Candidate's Statement are paid at the time nomination papers are filed.

[See the attached copy of the City Council Resolution regulating Candidates' Statements.]

Note: Submission/Withdrawal

The Candidate's Statement must be signed and dated by the candidate before it is filed with the City Clerk. The statement must be filed at the time that the nomination papers are filed.

The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period, August 15, 2016, or until 5:00 p.m., of the next working day after the close of the extended nomination period, August 18, 2016. (EC §13307)

Minority Language Provisions

Due to minority language provisions of the Federal Voting Rights Act, Orange County Cities are required to provide election materials in the Spanish, Chinese, Vietnamese, and Korean languages in addition to

English. The materials covered by this Act include Candidates' Statements. Therefore, all estimated costs include translating and printing Candidates' Statements into the Spanish, Chinese, Vietnamese, and Korean languages. These materials will be provided to voters who have requested Spanish, Chinese, Vietnamese, and Korean language election materials.

Public Review Period

Elections Code §13313 provides that the Election Official shall allow a 10-calendar-day public examination period for Candidates' Statements, after the close of the nomination period.

CANDIDATE STATEMENT FORMATTING GUIDELINES

The Registrar of Voters office has a semi-automated system for Sample Ballot input/layout of Candidate's Statement of Qualifications. Due to the volume of statements and printing deadlines, it is necessary to have a standardized format for candidate statements. 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 xxxxxxxxxxx xxxxxxx xxxxxxxxxxx xxx xxxxxx. Xxx xxxxx xxxxxxx xxxxx xx xx.

Xxxx xxxxxxx xx 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. Xxxxxxx xx x xxxxxxx xx xx xxxx. X xxx xxxxx xxx x xx xxxx. Xxx xxx xxx xxxxxxx xxxxx xxx.

Xxx xxxxxxx xxx. Xx xxx xxxxxxx xxxxxxx xxxxx. X xxx xxxxx xxxxxx xxxxx xxx. Xxxxx xxxxxxxxxxxxxxxxxxx xxx xx x xx xxx xxx. Xxx xxxxx xxxxxxxxxxx xxxxx xxx. Xxx xxxxxx xxxxxxx xxxxxxx xxxxx.

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

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

3. NOTE: Name, age, and occupation lines are not included in the word count. Only the text is counted. **The words reflected in the "Occupation" field must follow the ballot designation guidelines.**

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.

7. Do not use different type sizes. §13307

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

9. Do not use bullet points, stars, asterisks, or numbers that function as bullet points to off-set paragraphs.

10. You may block indent a paragraph as long as you do not use bullet points, stars, asterisks or numbers.

11. 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 your 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.