

CANDIDATE STATEMENT REQUIREMENTS

Check your statement for errors in spelling, punctuation and grammar. No responsibility or liability is assumed by Sacramento County Voter Registration and Elections for errors in spelling, punctuation or grammar, etc.; the statement is entirely the candidate's responsibility.

Candidate Statement Form

The Candidate Statement Form is available on our website and must be completed prior to filing. On this form, candidates will indicate whether or not they elect to file a candidate statement and will submit the printed text of the statement if they choose to file one. While the form provided is not mandatory, our office highly recommends that you use it as a template for your Candidate Statement if you want your statement published in our County Voter Information Guide.

Restrictions

The candidate statement shall not include the political party affiliation of the candidate nor membership or activity in partisan political organizations for nonpartisan offices. Candidate photographs are not permitted. Elections § Code 13307 Candidate statements should be about the candidate's own personal background and qualifications and shall not in any way make reference to other candidates or their qualifications, character or activities. Moreover, no statement shall contain any demonstrably false, slanderous or libelous statements or any obscene or profane language. Elections § Code 13308

Maximum Amount of Words and Paragraphs

Your candidate statement shall not exceed the maximum amount of words and paragraphs as specified on the previous page. If your statement exceeds the maximum amount of words, the elections official will remove words starting at the end of the statement until the word count is correct. If your statement exceeds the maximum amount of paragraphs, the elections official will combine paragraphs starting at the end of the statement until the paragraph count is correct.

Permission

If you use someone else's name in your statement, you must file with your statement, an original letter from them stating they are giving you permission to use their name in this manner. Letters must be signed and dated.

Endorsements

Statements containing endorsements must be accompanied by a written authorization letter(s) from the person(s) and/or organization(s) offering the endorsement at the time your statement is submitted. Letters must be signed and dated.

- **Example A:** "I am endorsed by County Supervisor John Doe, Senator Jane Smith and the Sacramento League of Women Voters."

In Example A, the elections office would require an email, facsimile or copy of the letter of endorsement from Supervisor Doe, Senator Smith and the Sacramento League of Women Voters to allow these endorsements to be printed.

- **Example B:** "I am endorsed by Police, Firefighters, nurses and teachers throughout Sacramento County."

In Example B, the elections office would not require verification of the endorsement because the statement does not identify a specific individual or organization.

CANDIDATE STATEMENT GUIDELINES

Candidates are required to type their candidate statement. Your candidate statement will be printed as submitted and in the format prescribed by Elections Code § 13307. Candidate statements that are not in compliance with the printing requirements of the County Voter Information Guide as described in this Candidate Guide will be reformatted and set in uniform type by the elections official.

Occupation Field

The Occupation field on the Candidate Statement Form is optional and not restricted in the same manner as the ballot designation. However, there is a maximum character limitation of 50 characters, including spaces and punctuation.

Contents

The candidate statement may contain the name, and occupation of the candidate and a brief description, not to exceed the amount of maximum words and paragraphs for that office, of the candidate's education and qualifications expressed by the candidate. The candidate statement must be written in the first person.

Example: "My name is John Smith and I have lived in Sacramento for 40 years. I am a successful business owner, community volunteer"

Format

The statement should be typewritten, double-spaced and in standard paragraph style. Any candidate statement that is not in conformance with the guidelines will need to be retyped by the candidate or their authorized representative using the computer in our lobby. The format shall conform to the following guidelines:

DO NOT USE:

- Bullets, stars or asterisks
- Bolding
- Italics
- Underlining
- All capital letters (with the exception of acronyms or abbreviations)
- Tables
- Lists (a number of connected items or names written or printed consecutively, typically one below the other)
- Formatting requiring indentation

The California Elections Code intends for uniformity and appearance of the candidate statements. By preparing your candidate statement in accordance with the above guidelines, each candidate statement will be uniformly printed and allowed the same amount of space in the County Voter Information Guide. The elections official bears no responsibility for the correct typesetting of statements that must be reformatted due to not conforming to the requirements, guidelines or word and paragraph limit as stated in this guide.

CANDIDATE STATEMENT COUNTING OF WORDS

These are the guidelines utilized by the elections official in determining the number of words submitted on any document (such as the candidate statement) whose content is limited by statute.

Elections Code § 9

Punctuation:	Punctuation is not counted.
Proper Nouns:	All proper nouns shall be considered as one word. Example A: John Smith = one word
Geographical Names:	All geographical names shall be counted as one word. Areas that have political boundaries with an elected or appointed board are considered geographic areas by this office. Example A: County of Sacramento = one word Example B: Twin Rivers Unified School District = one word
Abbreviations:	Each abbreviation for a word, phrase, or expression shall be counted as one word. Example A: PTA = one word
Hyphenations:	Hyphenated words that appear in any generally available standard reference dictionary shall be considered as one word. Each part of all other hyphenated words shall be counted as separate words. Example A: Re-election = one word Example B: Re-elect = two words
Dates:	Numbers shall be counted as one word. Dates shall be counted as one word Example A: 01/01/2016 = one word Example B: January 1, 2020 = one word
Numbers:	Any number consisting of a digit or digits shall be counted as one word. Any number which is spelled shall be considered as a separate word or words. Example A: One = one word Example B: One hundred = two words Example C: 100 = one word
Telephone Numbers:	Telephone numbers shall be counted as one word. Example A: (916) 555-5555 = one word
Internet Websites:	Internet websites shall be counted as one word. Example A: tsmithpp@gmail.com = one word
Email Addresses:	Email addresses shall be counted as one word. Example A: www.tsmithpp.voteforme.com = one word

CANDIDATE STATEMENT CHECKLIST

The following checklist is provided to assist candidates with identifying errors that may prevent a statement from being printed as intended in the County Voter Information Guide:

1. Is your statement typed on the form provided by the elections office? Yes No
2. Is your statement written in the first person? Yes No
3. Does your statement contain equal to or less than the maximum amount of words and paragraphs as permitted? Yes No
4. Is your statement free of unusual spacing? Yes No
5. Is your statement free of any formatting requiring indentation? Yes No
6. Is your statement free of bullets, stars, asterisks, bolding, italics, underlining, tables, and/or lists? Yes No
7. Is your statement free of references, direct or implied, to any other candidate or officeholder, including their qualifications, character, or activities? Yes No
8. Is your statement free from any references that include your party affiliation, membership or activity in partisan political organizations.? * **Nonpartisan Offices Only** Yes No
9. Is your statement free of any false information or information that may be deemed as slanderous or libelous? Yes No
10. Is your statement limited to your own personal background, education, qualifications, and platform upon which you will run? Yes No
11. If your statement contains endorsements, do you have documentation to present from the individual(s) or specific organization(s) endorsing you? Yes No
12. If your statement references another person's name, do you have documentation to present from the individual(s) stating they gave you permission to use their name in this manner? Yes No

If you answered "No" to any of the questions above, your candidate statement may contain content that is prohibited by California Elections Code or election official's policy.