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

Each word shall be counted as one word except as specified.

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

🕮 Dictionary words………………. ....one word
(the words "a," "the," "and," & "an" are counted as individual words)

🕮 Geographical locations as appropriately capitalized ....one word
Examples are: City of Laguna Hills................................one word
                                       County of Orange ....one word

🕮 Abbreviations (such as UCLA, PTA, USMC, L.A.P.D.)............................one word

🕮 Hyphenated words..one word
(Regularly hyphenated words appearing 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 word
Words and digits (November 3, 1998)... two words

🕮 Whole numbers:
Digits (such as 1, 10, 100) ....one word
Spelled out (one, ten, hundred)...one for each word

🕮 Numeric combinations (such as 1973, 18 ½, 1971-73. 5%)...................one word

🕮 Names of persons and things...one for each word
Gus Enright = two words; L.A. Basketball Team = three words

🕮 Monetary amounts:
Dollar sign with figures ($1,000,000) ....one word
Spelled out (one million dollars)...one for each word

🕮 Telephone/fax numbers..one word

🕮 Email and website address..one word

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 a sentence, to put the statement within the required word limit **before** the statement is officially filed. The candidate should also correct any misspellings **before** the statement is officially filed. **Other than formatting requirements, your statement will be printed as 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 costs of translating, printing, and handling their Candidate's Statement as determined by the Registrar of Voters. The cost for printing the 200-word statement for the 2020 election is $523.36 and must be paid at the time nomination papers are filed.

A Candidate can also elect to file an Electronic Candidate's Statement (§13307(c)) that shall be posted on the Internet Web site of the elections official, and may be included in a voter's pamphlet that is electronically distributed by the elections office pursuant to Section 13300.7, but shall not be included in a voter's pamphlet that is printed and mailed to voters pursuant to §13307(b). The cost for an Electronic Candidate's Statement for the 2020 election is $301.29. [See the attached copy of the City Council Resolution regulating Candidates' Statements.]

> **Note: Submission/Withdrawal**
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> **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.**
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> **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 7, 2020, or until 5:00 p.m., of the next working day after the close of the extended nomination period, August 12, 2020. (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, Farsi, 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, Farsi, and Korean languages. These materials will be provided to voters who have requested Spanish, Chinese, Farsi, 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.