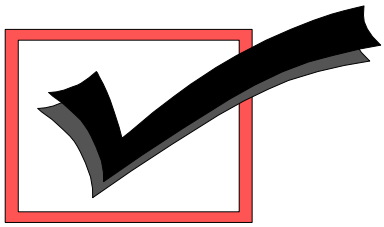
COUNTY
of
SAN LUIS OBISPO

DIRECT PRIMARY ELECTION
JUNE 3, 2014

CANDIDATE INFORMATION BOOKLET
VOTER- NOMINATED & NON-PARTISAN OFFICES

VOTE



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ATTENTION CANDIDATES

THE COUNTY CLERK-RECORDER'S OFFICE WOULD LIKE TO MAKE CANDIDATE FILING MORE EFFICIENT AND LESS HECTIC BY SETTING UP APPOINTMENTS FOR CANDIDATES TO TAKE OUT AND FILE NOMINATION DOCUMENTS.

PLEASE CALL OUR OFFICE AT 781-5228 TO SET UP YOUR APPOINTMENT. AT THAT TIME WE WILL ASK YOU THE FOLLOWING QUESTIONS REGARDING YOUR CANDIDACY WHICH WILL ALLOW US TO HAVE MOST OF YOUR PAPERWORK COMPLETED WHEN YOU ARRIVE:

Name as Registered

Name to Appear on Ballot- see page 13

Residence Address

Mailing Address

Confidential Phone #

Daytime Phone #

Evening Phone #

Fax #

Email Address

Ballot Designation - see pages 13 - 23 for information

Office Sought

NON-PARTISAN CANDIDATES: YOU WILL NEED TO PROVIDE EVIDENCE THAT YOU MEET THE QUALIFICATIONS FOR THE OFFICE FOR WHICH YOU ARE APPLYING. See page 8 for qualifications.

THANK YOU!

JUNE 3, 2014 DIRECT PRIMARY ELECTION
IMPORTANT DATES FOR CANDIDATES

DATE	EVENT
Dec 27- Feb 20	Petition in lieu of filing fee period- Judicial Candidates- see deadline below (EC 8106)
Jan 31	Semi Annual Campaign Statement Filing Deadline (Gov Code 84200, 84218)
Jan 27 – Feb 5	Declaration of Intention period for Judicial Candidates (EC8023) Signature in lieu filings are due at the same time as Declaration of Intention.
Feb 6- Feb 10	Extension of Declaration of Intention period for Judicial Candidates **(Non-Incumbents only.)** (EC8023)
Feb 12	Deadline for Statement of Qualifications to be submitted to the Secretary of State– Statewide offices
Feb 10 – Mar 7	Nomination Period. Incumbents must file by March 7th at 5:00 PM. (EC 8070, 8082) **Please call the Elections Division at 781-5228 to make an appointment.**
Mar 8 - Mar 12	Extension of Nomination Period (**Non-Incumbents Only**) (EC 8022 & 8024) DOES NOT APPLY TO JUDICIAL CANDIDATES OR WHERE THERE IS NO INCUMBENT DUE TO VACANCY OR TERM LIMITS (EC 8022)
Mar 10	Last Day to withdraw Candidate Statement of Qualifications by 5:00PM for races closing March 7th (EC 13307(a)(3))
Mar 13	Last Day to withdraw Candidate Statement of Qualifications by 5:00PM for races closing March 12th (EC 13307(a)(3)). Random Alphabet Drawing
Mar 20	Pre-Election Campaign Statement Due (Gov Code 84200.5, 84200.7(a))
Apr 7 – May 20	Write-In Candidate Period (EC 8601)
May 5	29 Day Close of Registration - First day Vote by Mail Ballots are available - Last day to register to vote in order to receive a Sample Ballot & State Ballot Pamphlet (EC 3001, 3003)
May 19	15 Day Close of Registration - Voters registering between May 6th & 19th will receive notification of their polling place, but will **not** receive any other voter information. (EC 2102, 2107)
May 22	Pre-Election Campaign Statement Due (Gov Code 84200.5, 84200.7(a))
May 27	Last day for Elections Office to mail Vote by Mail Ballots to voters. (EC 3001)
June 3	**Election Day. Polls open at 7:00am and close at 8:00pm**.
July 1	Complete Official Canvass.
July 31	Semi-Annual Campaign Statement Due

GENERAL QUALIFICATIONS E.C. §13.5, 20 & 201 COUNTY OFFICES Govt Code §24001	The California Elections Code requires all candidates for public office to be registered voters and otherwise qualified to vote for the office they are seeking at the time their nomination papers are issued, unless specified differently below. In addition, a person cannot be considered a candidate for, and is not eligible to be elected to, any state or local elective office if the person has been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury or conspiracy to commit any of these crimes. Beyond these general qualifications, some offices require more specific qualifications, and proof that candidates meet these qualifications.

VOTER-NOMINATED OFFICES, TERMS AND QUALIFICATIONS
Information effective November 1, 2013 (may be subject to change)

OFFICE	TERM	TERM BEGINS	INCUMBENT/PARTY PREFERENCE	QUALIFICATIONS
FEDERAL				
United States Representative in Congress	2 Years	January 5, 2015 12:00 Noon	24th District Lois Capps (Democratic)	At least 25 years of age; registered voter; U.S. citizen for at least 7 years; resident of the state when elected.
STATE				
Governor Lieutenant Governor	4 Years	January 5, 2015	Edmund G. Brown Jr. (Democratic) Gavin Newsom (Democratic)	U.S. citizen; resident of California;; The Governor may not hold another office; may not serve for more than two terms.
Secretary of State Controller Treasurer	4 Years	January 5, 2015	Debra Bowen * (Democratic) John Chiang* (Democratic) Bill Lockyer* (Democratic)	U.S. citizen; resident of California; may not serve for more than two terms.
Attorney General	4 Years	January 5, 2015	Kamala D. Harris (Democratic)	U.S. citizen; resident of California; may not serve for more than two terms; shall have been admitted to practice before the California Supreme Court for at least 5 years immediately preceding the election.

Insurance Commissioner	4 Years	January 5, 2015	Dave Jones (Democratic)	U.S. citizen; resident of California; , may not serve for more than two terms; during office tenure may not be an officer, agent, or employee of an insurer or directly or indirectly interested in any insurer or licensee under the California Insurance Code, except as a policyholder or by virtue of relationship by blood or marriage to any person interested in any insurer or licensee. ;
Member, State Board of Equalization 1st District	4 Years	January 5, 2015	Betty Yee * (Democratic)	U.S. citizen; resident of the district; may not serve for more than two terms.
Member of the Assembly 35th District	2 Years	December 5, 2014	K. H. "Katcho" Achadjian (Republican)	U.S. citizen; resident of California; registered voter in the district at the time nomination papers are issued; Members of the Assembly who were elected before June 2012 may not serve more than three terms in the State Assembly, for all others, may not serve more than 12 years in the Senate, the Assembly, or both, in any combination of terms.

* DENOTES INCUMBENTS WHO CANNOT SEEK RE-ELECTION DUE TO TERM LIMITS.

CHANGES TO VOTER-NOMINATED OFFICES IN THE TOP-TWO PRIMARY - Proposition 14 and SB6 (2010)

- Only the two candidates who receive the highest and second-highest number of votes cast at the primary shall appear on the ballots as candidates in the general election.
- Political parties are no longer entitled to formally nominated candidates for voter-nominated offices at the primary election.
- A candidate for a voter-nominated office shall designate his or her party preference, or lack of party preference, as indicated on the candidate's most recent affidavit of registration. The designation shall not be changed between the primary and general election .
- A candidate nominated for a voter-nominated office at the primary election is not the official nominee of any party at the ensuing general election.
- No party is entitled to have a candidate with its party preference designation in the general election unless such candidates is one of the two candidates receiving the highest and second highest votes at the primary election.

FILING FEES, SIGNATURES IN-LIEU AND NOMINATION SIGNATURES

Filing fees are calculated based on the annual salary for the office in effect on the first day to circulate petitions to gather signatures in lieu of filing fees.

Information effective December 11, 2013 (may be subject to change)

OFFICE	SALARY	FILING FEE/ Percentage	IN-LIEU SIGNATURES	VALUE OF EACH SIGNATURE	NOMINATION SIGNATURES (EC 8062)
Representative in Congress	$174,000	$1,740 (1%)	3,000	$ 0.58	40 - 60
Governor	$173,987	$3,479.74 (2%)	10,000	$ 0.347974	65 – 100
Lieutenant Governor	$130,490	$2,609.80 (2%)	10,000	$ 0.26098	65 – 100
Secretary of State	$130,490	$2,609.80 (2%)	10,000	$ 0.26098	65 – 100
Controller	$139,189	$2,783.78 (2%)	10,000	$ 0.278378	65 – 100
Treasurer	$139,189	$2,783.78 (2%)	10,000	$ 0.278378	65 – 100
Attorney General	$151,127	$3,022.54 (2%)	10,000	$ 0.302254	65 – 100
Insurance Commissioner	$139,189	$2,783.78 (2%)	10,000	$ 0.278378	65 – 100
Member, State Board of Equalization	$130,490	$1304.90 (1%)	5,220	$ 0.24998	40 – 60
Member of the Assembly	$95,291	$952.91 (1%)	1,500	$ 0.635273	40 - 60

ALL FILING FEES FOR US CONGRESS, STATEWIDE OFFICES, BOARD OF EQUALIZATION AND ASSEMBLY MUST BE PAID BY CHECK MADE PAYABLE TO THE SECRETARY OF STATE. IF THE CANDIDATE IS SUBMITTING SIGNATURES IN LIEU OF FILING FEES, THE AMOUNT SHALL STATE "NOT TO EXCEED (THE FILING FEE)". THE CORRECT AMOUNT WILL BE COMPLETED BY THE SECRETARY OF STATE ONCE THE FEE IS CALCULATED.

ALL FILING FEES RECEIVED BY THE SECRETARY OF STATE AND THE COUNTY CLERK ARE NON-REFUNDABLE

NON-PARTISAN OFFICES, TERMS AND QUALIFICATIONS
Information effective December 11, 2013 (may be subject to change)

OFFICE	TERM	TERM BEGINS	INCUMBENT	QUALIFICATIONS
STATE				
Superintendent of Public Instruction	4 Years	January 5, 2015	Tom Torlakson	U.S. citizen; resident of California; may not serve more than two terms.
SUPERIOR COURT				
Superior Court Judge	6 Years	January 5, 2015	Office No. 3 Rita Federman Office No. 5 Ginger E. Garrett Office No.8 Jac Arthur Crawford Office No. 9 Martin J. Tangeman Office No. 11 John Trice	Click here for the **Superior Court Judge** Declaration of Qualifications,U.S. citizen; registered voter; member of the State Bar for 10 years or served as a Judge of a California Court of Record for 10 years immediately preceding the election.

COUNTY	TERM	TERM BEGINS	INCUMBENT	QUALIFICATIONS
Board of Supervisors	4 Years	January 5, 2015	**2nd District** Bruce Gibson **4th District** Caren Ray , appointed	Click here for the **Board of Supervisors** Declaration of Qualifications, plus Govt Code §25041- must be a Registered voter in the District for at least 30 days before the deadline to file nomination papers and reside in the District during incumbency.
Assessor	4 Years	January 5, 2015	Tom Bordonaro	Click here for the **Assessor** Declaration of Qualifications, plus Govt Code §24002.5

Auditor-Controller-Treasurer-Tax Collector-Public Administrator	4 Years	January 5, 2015	James P. Erb, appointed	Click here for the **Auditor – Controller – Treasurer Tax Collector – Public Administrator** Declaration of Qualifications, plus Govt Code § 26945, 26945.1 & 27000.7
Clerk-Recorder	4 Years	January 5, 2015	Julie L. Rodewald	Click here for the **Clerk-Recorder** Declaration of Qualifications
County Superintendent of Schools	4 Years	January 5, 2015	Julian Crocker	Click here for the **County Superintendent of Schools** Declaration of Qualifications, plus Education Code §1205-1208
District Attorney	4 Years	January 5, 2015	Gerald T. Shea	Click here for the **District Attorney** Declaration of Qualifications, plus Govt Code §24002
Sheriff-Coroner	4 Years	January 5, 2015	Ian Parkinson	Click here for the **Sheriff-Coroner** Declaration of Qualifications, plus Govt Code §24004.3

FILING FEES, SIGNATURES IN-LIEU AND NOMINATION SIGNATURES
NON- PARTISAN OFFICES

Filing fees are calculated based on the annual salary for the office in effect on the first day to circulate petitions to gather signatures in lieu of filing fees.

Information effective December 11, 2013 (may be subject to change)

OFFICE	SALARY	FILING FEE (1% of Salary)	IN-LIEU SIGNATURES (Full Offset of filing fee.)	VALUE OF EACH SIGNATURE	NOMINATION SIGNATURES
State Superintendent of Public Instruction	$151,126.82	$3022.54 (2%)	10,000	$ 0.302254	65-100
Superior Court Judge	$181,292	$1,812.92 (1%)	7,252	$ 0.25	20 – 40
Board of Supervisors	$84,032	$840.32 (1%)	3, 362	$ 0.25	20 – 40
Assessor	$156,041	$1,560.41 (1%)	6,242	$ 0.25	20 – 40
Auditor-Controller - Treasurer - Tax Collector- Public Administrator	$156,041	$1,560.41 (1%)	6,242	$ 0.25	20 – 40
Clerk-Recorder	$ 135,657	$1,356.57 (1%)	5,427	$ 0.25	20 – 40
County Superintendent of Schools	$ 144,765	$1,447.65 (1%)	5,790	$ 0.25	20 – 40
District Attorney	$ 190,964	$1,909.64 (1%)	7,639	$ 0.25	20 – 40
Sheriff-Coroner	$ 182,104	$1,821.04(1%)	7,284	$ 0.25	20 – 40

Morro Bay City Offices, contact Morro Bay City Clerk at 772-6200 to take out papers.

CAN I FILE NOMINATION PAPERS FOR MORE THAN ONE OFFICE AT THE SAME ELECTION?

Yes, with three exceptions:

1. **Primary Elections** - Elections Code §8003(b) prohibits filing nomination papers in the direct primary for a party nomination and an independent nomination for the same office, or for more than one office at the same election. This prohibition does not apply to a party central committee. (Moore vs. Panish - California Supreme Court)

2. **School District Elections** - Elections Code §10603(c)(d) prohibits a person from filing nomination papers for more than one district office, including a county board of education office, at the same election. Except, if there is a proposal to form a unified school district on the same ballot as the election of governing board members of that district, any candidate for a position on the existing governing board may also file nomination papers for a position on the governing board for the proposed district.

3. **District Offices** - Elections Code §10510 prohibits a person from filing nomination papers for more than one district office or term of office for the same district at the same election.

IF I AM ELECTED, CAN I HOLD MORE THAN ONE OFFICE AT THE SAME TIME?

This is a legal question which the County Clerk-Recorder cannot answer. The County Clerk-Recorder cannot refuse to issue nomination papers unless it is prohibited as stated in the first question above. A person's legal right to hold more than one office at the same time is governed by common law doctrine of incompatible offices. Government Code §1099 was added January 1, 2006 to codify this common law rule. This new section states: a) that an officer shall not simultaneously hold two public offices that are incompatible, as defined, and 2) when two public offices are incompatible, a public officer shall be deemed to have forfeited the first office upon acceding to the second.

There are numerous court cases and attorney general opinions which address specific situations of incompatible offices. There is a list of case cites and copies of several of the opinions in the County Clerk-Recorder's Office that you may request; however, this is not an exhaustive list of all available information and you are advised to seek legal counsel to determine the incompatibility of the offices.

CANDIDATE FILING REQUIREMENTS

Petition In-Lieu of Filing Fee - EC § 8061, 8105, 8106

File between the dates of December 27, 2013 and February 20, 2014
A candidate may submit a petition containing signatures of registered voters in-lieu of paying the filing fee in order to run for office. The signatures submitted may cover all or a portion of the filing fee and shall be submitted by the deadline note above or at the same time as the Declaration of Intention (Judicial Candidates only) or the Nomination Petition and Declaration of Candidacy- whichever occurs earlier.

Circulators of petitions in-lieu shall be registered voters in the jurisdiction in which the candidate is to be voted upon. The circulator shall only serve in the county in which he or she resides. The circulator(s) shall complete the Affidavit of Circulator portion in their own hand. Petition in-lieu of signatures sections will not be accepted for filing unless the Affidavit of Circulator section is filled in completely.

No additional signatures may be filed after the filing date, but supplemental signatures may be filed to replace signatures in the original filing that were found to be invalid.

That portion of the filing fee not covered by the signatures must be paid in full before the nomination documents may be filed.

Signers must fill in the required information in their own hand.

Petitions in-lieu shall be filed with the elections official of the county in which the petitions were circulated.

Petition In-Lieu of Filing Fee and/or Nomination Paper - EC § 8020, 8040-8041, 8061-8062

If a candidate submits a petition in-lieu of filing fee, the candidate may request that all valid signatures appearing on the petition be counted toward the number of signatures required on the nomination paper. If the petition in-lieu of filing fee contains the requisite number of valid signatures required for the nomination paper, the candidate is not required to circulate and file a nomination paper. If the petition in-lieu of filing fee does not contain the requisite number of valid signatures required for the nomination paper the candidate may still circulate and file a nomination paper to be signed by qualified registered voters during the nomination period.

Declaration of Intention Period for Judicial Candidates EC§8023, 8105
Candidates for Judicial Office must file a Declaration of Intention with the county elections official between the dates of January 27 and February 5, 2014. No person may be a candidate nor have his/her name printed upon any ballot as a candidate for judicial office unless he/she has filed the Declaration of Intention. If the incumbent of a judicial office fails to file the Declaration of Intention by February 5, 2014, persons other than the incumbent may file the Declaration of Intention through February 10, 2014.

The **non-refundable** filing fee, signatures in-lieu, or any prorated combination of fee and signatures, must be presented at the time of filing the Declaration of Intention.

If signatures in-lieu are presented to cover the filing fee or a portion thereof, the candidate shall also leave a check payable in an amount not to exceed the amount of the filing fee. The correct amount will be completed by the elections official once the number of valid signatures is determined and the fee is calculated.

Declaration of Candidacy and Nomination Papers - EC Sec 8020, 8028, 8040, 8041, 8060, 8105

File between the dates of February 10, 2014 to March 7, 2014.

All candidates for offices at the primary election must file a Declaration of Candidacy and Nomination Papers with the elections official. Candidates may file a Declaration of Candidacy for only one office. If the candidate is out of the county during the Declaration of Candidacy period and is not able to be present in the elections official's office, the candidate may, in a written statement signed and dated by the candidate, designate a person to pick up the Declaration of Candidacy form and deliver it to the candidate. The statement shall include language explaining that the candidate is aware that the Declaration of Candidacy must be properly executed and delivered to the elections official in the county of the candidate's residence no later than **5:00 p.m., Friday, March 7, 2014.**

Circulators of Nomination Papers shall be voters in the district or political subdivision in which the candidate is to be voted upon and shall complete the Affidavit of Circulator in their own hand. A nomination paper will not be accepted for filing unless the Affidavit of Circulator section is completed.

No more signers shall be secured for any candidate than the maximum number allowed. The nomination paper shall be filed with the elections official of the county in which the signers reside and are registered voters.

Except for Judicial Candidates, if the incumbent of the office does not file by March 7, 2014, the filing period will be extended until March 12, 2014, for any person **other than the incumbent** to file nomination documents. There shall be no extension of the filing period if the incumbent has already served the maximum number of terms permitted for that office or if there is a vacancy in the office.

Write-In Candidates - EC §8600 - 8605

For all offices - File between the dates of April 7, 2014 and May 20, 2014

To be a write-in candidate, a person must file a Statement of Write-In Candidacy and Nomination Papers with the requisite number of signatures as required for the office. Signers on the nomination papers shall be voters in the district or political subdivision in which the candidate is to be voted on.

There is no filing fee to be a write-in candidate.

For Judicial Office - Submit petition by March 17, 2014

If only the incumbent files nomination papers for a judicial office, the office shall not appear on the ballot unless a petition indicating that a write-in campaign will be conducted is filed within 10 days after the deadline for filing nomination papers. The petition must be signed by 100 registered voters qualified to vote with respect to the office. If such a petition is filed, the contest will appear on the ballot and write-in candidates must file nomination and candidacy papers as specified above.

BALLOT NAMES AND DESIGNATIONS

NAME ON BALLOT

The candidate indicates on the Declaration of Candidacy how his/her name should appear on the ballot. This notation should be recognizable as the name under which the candidate is registered, though the two need not be identical. (Example: A candidate registered as "Jonathan William Smith" may use such variations as "John W. Smith", "John Smith", or "J. William (Bud) Smith".)

No title or degree may appear on the same line on a ballot as a candidate's name. §13106 E.C.

RULES FOR PRINTING CANDIDATE'S NAMES ON BALLOTS

Names of candidates shall be printed on the ballot in accordance with the following rules:

Local Candidates

(1) If the office is to be voted upon wholly within, but not throughout, one county, as in the case of Municipal, District, County Supervisor, and County Central Committee offices, the official responsible for conducting the election shall determine the order of names in accordance with the randomized alphabet as provided for in §13112. §13111(f) E.C.

(2) If the office is to be voted on throughout a single county and there are not more than four Assembly Districts wholly or partly in the county, the County Elections Official shall determine the order of names in accordance with the randomized alphabet as provided for in §13112 for the First Supervisorial District. Thereafter, for each succeeding Supervisorial District, the name appearing first for each office in the last preceding Supervisorial District shall be placed last and the order of the other names will remain unchanged. §13111(g) E.C.

RANDOMIZED ALPHABET DRAWING

For each election, the Secretary of State shall conduct a drawing of the letters of the alphabet pursuant to the procedures set forth in Elections Code §13112. For the Primary election, this drawing will be conducted on March 13, 2014. The result of this drawing shall be known as the randomized alphabet and will be used to determine the order of candidates as specified above.

BALLOT DESIGNATION

The ballot designation is the word or group of words that will appear on the ballot under the candidate's name, designating the principal profession, vocation, or occupation of the candidate. Acceptable ballot designations are governed by Elections Code Section 13107 and Secretary of State Regulations. All candidates may choose a ballot designation to appear immediately under their name on the ballot. §13107 E.C. §20710-20719 Cal. Code of Regulations

BALLOT DESIGNATION WORKSHEET: A Ballot Designation Worksheet must be completed and filed with the elections official ***at the same time*** that the candidate files his/her Declaration of Candidacy. The statute mandates that no designation will appear under the candidate's name on the ballot if the candidate fails to file the required worksheet. §13107.3 E.C.

The ballot designation must be chosen from one of the four categories below and are governed by Elections Code §13107 and Secretary of State Regulations 20712-20716

(1) **ELECTIVE OFFICE**: EC §13107 (a)(1), SOS Reg. §20712. Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which he or she was elected by vote of the people, or to which he or she was appointed, in the case of a superior court judge.

Example 1: An acceptable ballot designation for an assembly representative from the 33rd Assembly District, would be "Member of the Assembly, 33rd District."

Example 2: For local offices, a candidate who is currently in office as mayor may use the designation "Mayor, City of San Luis Obispo."

Example 3: Proposed ballot designations indicating a position of legislative leadership or leadership in another elected body, such as "Majority Leader of the California Senate," Speaker of the California State Assembly," or City of San Luis Obispo Mayor Pro Tem are not elective offices and therefore not allowed. However, they may, subject to the three-word limit, be considered as an occupation- see (4) below.

(2) **INCUMBENT:** EC §13107 (a)(2)., SOS Reg. §20713- The word "incumbent" if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination papers, and was elected to that office by a vote of the people, or, in the case of a superior or municipal court judge, was appointed to that office.

- The term "incumbent" must be used as a noun. It shall not be used in conjunction with any other words, including any accompanying adjectives or modifiers. For example, "Incumbent Assemblymember, 33rd Assembly District" or "Incumbent City Councilmember" would be impermissible designations.
- Incumbent cannot be combined with any other designation and must stand alone. For example: Incumbent/Rancher is not permissible.

(3) **APPOINTED INCUMBENT**: EC §13107 (a)(4)., SOS Reg. §20715- The phrase "appointed incumbent" if the candidate holds an office other than a judicial office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word "appointed" and the title of the office. n either instance, the candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed."

- If an incumbent was appointed in lieu of an election because the number of candidates did not exceed the number required to be elected at the last election for that office, the candidate is not required to use "appointed".

(4) **3-WORD PROFESSION/OCCUPATION/VOCATION:** EC §13107 (a)(3)., SOS Reg. §20714- No more than three words designating either the current principal professions, vocations, and/or occupations of the candidate, or the principal professions, vocations, and/or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.

DEFINITIONS of some of the above terms as they are used in Elections Code §13107, subdivision (a)(3), are defined as follows:

"Profession" means a field of employment requiring special education or skill and requiring knowledge of a particular discipline. Examples of an acceptable designation of a "profession," as defined in this subdivision, include, but are not limited to, "attorney," "physician," "accountant," "architect," and

"teacher."

"Occupation" means the employment in which one regularly engages or follows as the means of making a livelihood. Examples of an acceptable designation of an "occupation," as defined in this subdivision include, but are not limited to, "rancher," "restaurateur," "retail salesperson," "manual laborer," "construction worker," "computer manufacturing executive," "military pilot," "secretary," and "police officer."

"Vocation" means a trade, a religious calling, or the work upon which a person, in most but not all cases, relies for his or her livelihood and spends a major portion of his or her time. Examples of an acceptable designation of a "vocation," as defined in this subdivision include, but are not limited to, "minister," "priest," "mother," "father," "parent", "homemaker," "dependent care provider," "carpenter," "plumber," "electrician," and "cabinetmaker."

"Principal" as that term is used in this subdivision, means a substantial involvement of time and effort such that the activity is one of the primary, main or leading professional, vocational or occupational endeavors of the candidate. Involvement that is only nominal, pro forma, or titular in character does not meet the requirements of the statute.

• If a candidate holds a current and active license from the State of California to engage in a profession, vocation or occupation, the candidate is entitled to consider it one of his or her "**principal**" professions, vocations or occupations.

> • A candidate may not claim such profession, vocation or occupation as one of his or her "**principal**" professions, vocations or occupations if (i) the candidate's licensure status is "inactive" at the time the candidate files his or her nomination document, or (ii) the candidate's license has been suspended or revoked by the agency issuing the license at the time the candidate files his or her nomination documents.

• A candidate may designate **multiple principal professions**, vocations and/or occupations. If <u>more than one</u> profession, vocation or occupation is listed, it shall be <u>separated by a slash</u> ("/"). **Example**: An Assembly representative who happens to be a lawyer and rancher can use the designation "Legislator/Lawyer/Rancher".

> • If a candidate proposes a ballot designation including multiple principal professions, vocations or occupations, the proposed ballot designation must comply with the following: Each such proposed profession, vocation or occupation must independently qualify as a "**principal**" profession, vocation or occupation, as that term is defined above.

"Community Volunteer" means a person who engages in an activity or performs a service for or on behalf of, without profiting monetarily, one of more of the following:

1) A charitable, educational, or religious organization as defined by the United States Internal Revenue Code §501(c)(3);
2) A governmental agency; or
3) An educational institution.

The activity or service must constitute substantial involvement of the candidate's time and effort such that the activity or service is the sole, primary, main or leading professional, vocational or occupational endeavor of the candidate, who is not engaged concurrently in another principal profession, vocation or

occupation. Community Volunteer cannot be used in conjunction with any other Profession, Occupation or Vocation.

OTHER RULES

• The proposed ballot designation shall be grammatically correct, generic, and all words must be spelled correctly.

• 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.

• Punctuation shall be limited to the use of a comma (e.g., District Attorney, San Luis Obispo County) and a slash (e.g., Legislator/Rancher/Physician), pursuant to subdivision (e) of this section. A hyphen may be used if, and only if, the use of a hyphen is called for in the spelling of a word as it appears in a standard reference dictionary of the English language.

• All California geographical names shall be considered to be one word and shall be limited to the names of cities, counties and states. The names of special districts and political subdivisions are not "geographical names." If the candidate desires, the geographical name may be used in the form of "City of…..." "County of……," or "….County."

• An acronym shall be counted as one word.

• A ballot designation may not comprise or include commercial identification information such as a trademark, service mark, trade name, or the specific name of a business, partnership, corporation, company, foundation, or organization.

Examples of an improper use of commercial identification information include, but are not limited to, "Acme Company President," "Smith Foundation Director," and "UCLA Professor."

• **A candidate who does not want a ballot designation should indicate this in the space provided for ballot designation on the Declaration of Candidacy, by writing "NONE".**

DESIGNATIONS NOT ACCEPTED

Neither the Secretary of State nor any other election official shall accept a designation of which any of the following would be true:

It would **mislead** the voter.

It would **suggest an evaluation** of a candidate: A laudatory adjective that would suggest an evaluation of the candidate's qualifications shall not be permitted. Examples of ballot designations usually considered to suggest an evaluation of a candidate, may include but are not limited to, "outstanding", "leading", "expert", "virtuous", "eminent", "senior," "emeritus," "specialist," "magnate," "best," "famous," "respected," "honest," and "prominent," .

- It would suggest a **Status**: A status is a state, condition, social position or legal relation of the candidate to another person, persons, or the community as a whole. Examples of a status include, but are not limited to, "veteran," proponent," "reformer," "scholar," "founder,"

"philosopher," "philanthropist," "activist," "taxpayer," "husband," "wife," "patriot", "citizen", "appointee" and "advocate."

- It abbreviates the word "**retired**" or places it following any word or words that it modifies.
  - Examples "Ret. Army General," "Navy Admiral, Retired" and "City Attorney, Retired." are not permissible

  - Generally, a **retired** status may be allowed if the candidate can demonstrate retirement. The following are examples of evidence supporting retired status:
    - Served in the position being requested to be listed as retired from for more than 5 years;
    - Is collecting or eligible to collect retirement benefits/pension;
    - Is 55 or more years old;
    - Left the position voluntarily after serving a minimum of 5 years;
    - If requesting the use of a retired public office designation, was not recalled from or did not fail to win that office or surrender it to run for another office in a previous election campaign;
    - Has not had another more recent occupation;
    - Retirement benefits are providing a principal source of income.

- It uses a word or prefix, such as "former" or "ex-," which means a **prior status**. The only exception is the use of the word "retired."
  - Examples: "Former Congressman," "Ex-Senator," and "Former Educator" are not permissible

- Retired cannot be used in conjunction with another principal profession, occupation or vocation.
  - Example: Retired Educator/Salesperson is not permissible.

- It uses the name of any **political party**, whether or not it has qualified for the ballot.
  - Example: "Democratic Party Chair", "Republican Central Committeemember", and "Socialist" are not permissible.

- It uses a word or words referring to a **racial, religious, or ethnic** group.
  - Examples: "Indian Sculptor," "Latino Notary," "African-American Firefighter," "Christian Physician," and "Caucasian Policeman" are not permissible.

  - If the candidate is a member of the clergy, the candidate may not make reference to his or her specific denomination. However, the candidate may use his or her clerical title as a ballot designation: for example, "Rabbi," "Pastor," "Minister," "Priest," "Bishop," "Deacon," "Monk," and "Nun."

- It refers to any activity **prohibited by law**.

DESIGNATION REJECTED

If upon checking the ballot designation worksheet and accompanying nomination documents, the election official finds the designation to be in violation of any of the restrictions set forth in this section, the candidate shall be notified by registered or certified mail, return receipt requested, addressed to the mailing address appearing on the candidate's nomination documents.

Note: It is important for the candidate to include a correct telephone number, facsimile number (if available) and mailing address on the ballot designation worksheet in order to expedite communication in the event the ballot designation is rejected.

1. The candidate shall, within three days from the date of receipt of the notice, appear before the election officer or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide an alternate designation.
2. In the event the candidate fails to provide an alternate designation, no designation shall appear after the candidate's name.

FORMAT, CHANGES, ETC.

1. No designation given by a candidate shall be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the election official.
2. The designation shall remain the same for all purposes of both Primary and General Election, unless the candidate, at least 98 days prior to the General Election, requests in writing a different designation which the candidate is entitled to use at the time of the request.
3. In all cases, words shall be printed on the ballot in 8-point Roman uppercase and lowercase type **except** that, if the designation selected is so long that it would conflict with the space requirements of Sections 13207 and 13211, the election official shall use a type size for the designation for each candidate for that office sufficiently smaller to meet these requirements.

BALLOT DESIGNATION BASIC TEST

These questions will help determine if a ballot designation will be accepted:

1. Is it true?
2. Is it accurate?
3. If it is true and accurate, does it mislead?
4. Is it generic? (This means "IBM" is out, "Computer Company" is okay.)
5. Is it neutral? (This means not for or against.)
6. Is it how this person makes a living?

Ballot Designation Worksheet

Pursuant to California Elections Code Section 13107.3 and Section 20711 of the California Code of Regulations, this entire form **must be completed**, or it will not be accepted and you will **not** be entitled to a ballot designation. **DO NOT LEAVE ANY RESPONSE SPACES BLANK**. If information requested is not applicable, please write N/A in the space provided. Otherwise the information MUST be provided. Upon filing, this worksheet will be a public record.

Candidate Information

Candidate Name: _____

Office: _____

Home Address: _____ E-Mail: _____

Business Address: _____

Mailing Address: _____

Phone Number(s) Business: _____ Home/Mobile: _____ Fax: _____

Attorney Information

Attorney Name (or other person authorized to act in your behalf): _____

Address: _____

Home Address: _____ E-Mail: _____

Business Address: _____

Mailing Address: _____

Phone Number(s) Business: _____ Home/Mobile: _____ Fax: _____

Proposed Ballot Designation: _____

1st Alternative: _____

2nd Alternative: _____

You may select as your ballot designation:

(a) Your current principal profession(s), vocation(s), or occupation(s) [maximum total of three words, separated by a "/"]
(b) The full title of the public office you currently occupy and to which you were elected
(c) "Appointed [full title of public office]" if you currently serve by appointment in an elective public office and are seeking election to a different office
(d) "Incumbent" if you were elected (or, if you are a Superior Court Judge, appointed) to your current public office and seek election to a new term
(e) "Appointed Incumbent" if you were appointed to your current elective public office (other than Superior Court Judge) and seek election to a new term

In the space provided on the next page or on an attachment sheet, describe why you believe you are entitled to use the proposed ballot designation. Attach any documents or exhibits that you believe support your proposed ballot designation. If using the title of an elective office, attach a copy of your certificate of election or appointment. These documents will not be returned to you. **Do not submit originals**.

If your proposed ballot designation includes the word "volunteer," indicate the title of your volunteer position and the name of the entity for which you volunteer along with a brief description of the type of volunteer work you do and the approximate amount of time involved. You may only use the ballot designation "community volunteer" if you

volunteer for a 501(c)(3) charitable, educational, or religious organization, a governmental agency or an educational institution. You may not use "community volunteer" together with another designation.

Remember, it is your responsibility to justify your proposed ballot designation and to provide all requested details. For your reference, attached are Elections Code Sections 13107 and 13107.3, and 2 California Code of Regulations (CCR) Section 20711. You may also wish to consult Elections Code Section 11307.5 ("community volunteer") and 2 CCR Sections 20712 - 20719 (found at www.sos.ca.gov).

Justification for use of proposed ballot designation: _____

_____

_____

Current or Most Recent Job Title: _____ Start/End Dates: _____

Employer Name or Business: _____

Person(s) who can verify this information:

Name(s)_____ Phone Number: _____

E-Mail: _____

Name(s)_____ Phone Number: _____

E-Mail: _____

Before signing below, answer the following questions.

Does your proposed ballot designation:

- Use only a portion of the title of your current elected office? Yes☐ No☐
- Use only the word "Incumbent" for an elective office (other than Superior Court Judge) to which you were appointed? Yes☐ No☐
- Use more than three total words for your principal professions, vocations or occupations? Yes☐ No☐
- Suggest an evaluation of you, such as outstanding, leading, expert, virtuous, or eminent? Yes☐ No☐
- Refer to a status (Veteran, Activist, Founder, Scholar), rather than a profession, vocation or occupation? Yes☐ No☐
- Abbreviate the word "retired"? Yes☐ No☐
- Place the word "retired" after the words it modifies? Example: Accountant, retired Yes☐ No☐
- Use any word or prefix (except "retired") such as "former" or "ex-" to refer to a former profession, vocation or occupation? Yes☐ No☐
- Use the word "retired" along with a current profession, vocation, or occupation? Example: Retired Firefighter/Teacher Yes☐ No☐
- Use the name of a political party or political body? Yes☐ No☐
- Refer to a racial, religious, or ethnic group? Yes☐ No☐
- Refer to any activity prohibited by law? Yes☐ No☐

If the answer to any of these questions is "Yes," your proposed ballot designation is likely to be rejected.

Candidate's Signature _____ Date _____

For your reference, the relevant provisions of Elections Code section 13107 are reproduced below:

13107.

(a) With the exception of candidates for Justice of the State Supreme Court or Court of Appeal, immediately under the name of each candidate, and not separated from the name by any line, unless the designation made by the candidate pursuant to Section 8002.5 must be listed immediately below the name of the candidate pursuant to Section 13105, and in that case immediately under the designation, may appear at the option of the candidate only one of the following designations:

(1) Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which he or she was elected by vote of the people, or to which he or she was appointed, in the case of a superior court judge.

(2) The word "incumbent" if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination papers, and was elected to that office by a vote of the people, or, in the case of a superior court judge, was appointed to that office.

(3) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. For purposes of this section, all California geographical names shall be considered to be one word. 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.

(4) The phrase "appointed incumbent" if the candidate holds an office other than a judicial office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word "appointed" and the title of the office. In either instance, the candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed." However, the phrase "appointed incumbent" shall not be required of a candidate who seeks reelection to an office which he or she holds and to which he or she was appointed, as a nominated candidate, in lieu of an election, pursuant to Sections 5326 and 5328 of the Education Code or Section 7228, 7423, 7673, 10229, or 10515 of this code.

(b) Neither the Secretary of State nor any other elections official shall accept a designation of which any of the following would be true:

(1) It would mislead the voter.

(2) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.

(3) It abbreviates the word "retired" or places it following any word or words which it modifies.

(4) It uses a word or prefix, such as "former" or "ex-," which means a prior status. The only exception is the use of the word "retired."

(5) It uses the name of any political party, whether or not it has qualified for the ballot.

(6) It uses a word or words referring to a racial, religious, or ethnic group.

(7) It refers to any activity prohibited by law.

(c) If, upon checking the nomination documents and the ballot designation worksheet described in Section 13107.3, the elections official finds the designation to be in violation of any of the restrictions set forth in this section, the elections official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address provided on the candidate's ballot designation worksheet.

(1) The candidate shall, within three days, excluding Saturday, Sunday, and state holidays, from the date he or she receives notice by registered or certified mail, or from the date the candidate receives actual notice of the violation, whichever occurs first, appear before the elections official or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide a designation that complies with subdivision (a).

(2) In the event the candidate fails to provide a designation that complies with subdivision (a) within the three-day period specified in paragraph (1), no designation shall appear after the candidate's name.

(d) No designation given by a candidate shall be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the elections official as specified in subdivision (c) or as provided in subdivision (e). The elections official shall maintain a copy of the ballot designation worksheet for each candidate that appears on the ballot in the county for the same period of time as applied to nomination documents pursuant to Section 17100.

(e) The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days prior to the general election, requests in writing a different designation which the candidate is entitled to use at the time of the request.

For your reference, Elections Code section 13107.3 is reproduced below:

13107.3.

(a) A candidate who submits a ballot designation pursuant to subdivision (a) of Section 13107 shall file a ballot designation worksheet that supports the use of that ballot designation by the candidate, in a format prescribed by the Secretary of State.

(b) The ballot designation worksheet shall be filed with the elections official at the same time that the candidate files his or her declaration of candidacy.

(c) In the event that a candidate fails to file a ballot designation worksheet in accordance with subdivision (a), no designation shall appear under the candidate's name on the ballot.

For your reference, Elections Code section 13107.5 is reproduced below:

13107.5.

(a) A candidate's ballot designation as "community volunteer" shall constitute a valid principal vocation or occupation for purposes of subdivision (a) of Section 13107, if not otherwise in violation of any of the restrictions set forth in that section, and subject to the following conditions:

(1) A candidate's community volunteer activities constitute his or her principal profession, vocation, or occupation.

(2) A candidate is not engaged concurrently in another principal profession, vocation, or occupation.

(3) A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation, or occupation designation.

(b) The Secretary of State shall by regulation define what constitutes a community volunteer for purposes of this section.

For your reference, 2 CCR 20711 is reproduced below:

20711. ***Ballot Designation Worksheet.***

(a) In order to facilitate review of a candidate's proposed ballot designation by the Secretary of State pursuant to Elections Code Section 13107, the candidate shall submit, at the time of filing his or her proposed ballot designation on the Declaration of Candidacy, a completed Ballot Designation Worksheet on a form provided by the Secretary of State.

(b) All Ballot Designation Worksheets filed with the Office of the Secretary of State or the county elections officials pursuant to this section shall be public records and shall be available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, Fifth Floor, 1500 11th Street, Sacramento, California 95814, or at the office of the applicable county elections official.

(c) The Secretary of State shall provide a master copy or copies of the Ballot Designation Worksheet to all elections officials responsible for providing and accepting the nomination documents for candidates in elections for offices certified by the Secretary of State. The Ballot Designation Worksheet shall request that the candidate proposing the ballot designation provide the following information:

(1) The candidate's name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number;

(2) A designation of the office for which the candidate is seeking election;

(3) The name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number of the attorney representing the candidate or for any other person to be contacted in the event the Secretary of State requires further information regarding the proposed ballot designation;

(4) The proposed ballot designation submitted by the candidate;

(5) The candidate may submit one or more proposed alternate ballot designations ranked in order of the candidate's preference;

(6) A brief statement identifying the factual basis upon which the candidate claims the proposed ballot designation and each proposed alternate ballot designation, including the following:

(A) If the candidate holds elected office and is submitting his or her proposed ballot designation pursuant to Elections Code Section 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently occupies and may attach a copy of his or her Certificate of Election;

(B) If the candidate is a judicial officer and is submitting his or her proposed ballot designation pursuant to Elections Code Section 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office

he or she currently holds and may attach either (A) a copy of his or her Certificate of Election or (B) a copy of his or her commission or certificate of appointment, issued at the time the candidate was appointed to the judicial office which he or she currently occupies;

(C) If the candidate submits a ballot designation pursuant to Elections Code Section 13107, subdivision (a)(3), the candidate shall indicate:

(i) The title of the position or positions which he or she claims supports the proposed ballot designation;

(ii) The dates during which the candidate held such position;

(iii) A description of the work he or she performs in the position;

(iv) The name of the candidate's business or employer;

(v) The name and telephone number of a person or persons who could verify such information; and

(vi) A statement that the professions, vocations or occupations relied upon to support the proposed ballot designation constitute the primary, main or leading professions, vocations or occupations of the candidate, in accordance with the definition of the term "principal" as set forth at Section 20714, subdivision (b).

(D) If the candidate submits a ballot designation pursuant to Elections Code Section 13107, subdivision (a)(4), the candidate shall indicate the date on which he or she was appointed to the office for which he or she is an appointed incumbent.

(d) The candidate may attach or append any supporting documents or other exhibits to his or her Ballot Designation Worksheet which he or she believes support his or her proposed ballot designation. Such attached documents or other exhibits shall be deemed to be incorporated by reference as part of the candidate's Ballot Designation Worksheet and shall be considered as such by the Secretary of State.

(e) If a candidate requests a change of his or her ballot designation pursuant to Elections Code Section 13107(e), that request shall be accompanied by a Ballot Designation Worksheet.

CANDIDATE'S STATEMENT OF QUALIFICATIONS

Proposition 34, Elections Code Sections 13307, 13311, 13313

Federal voter-nominated- Congressional Representative candidates may prepare a statement of qualifications to be included in the County Sample Ballot Booklet. Each county within the district must be contacted separately. U.S. Senator candidates may prepare a statement of qualification to be include in the State Voter Information Guide. See Secretary of State for information, cost and deadline.
State voter-nominated (State Senate and Member of the Assembly). Candidates who accept the expenditure limits will be allowed to have a Statement of Qualifications printed in the County Sample Ballot Booklet. Each county must be contacted separately.
Statewide candidates (Governor, etc) Candidates that have agreed to the voluntary spending limits may have a Statement of Qualifications printed in the State Voter Information Guide. See Secretary of State for information, cost and deadline.
Non-Partisan (Judicial and County offices) Candidates may prepare a statement of qualification to be included in the County Sample Ballot Booklet.
The statement is optional and not a requirement for filing for the office.

Statements shall be filed in the County Clerk-Recorder's Office. If the territory of an office encompasses more than one county, a statement must be filed in each County for the statement to be printed in each county's sample ballot booklet. Candidates for a position requiring nomination papers shall file their statement at the time their nomination papers are filed.

The statement **MAY** include:

- Name, Age, Occupation of the Candidate
- A brief description (no more than 250 words (Voter Nominated offices) or no more than 200 words (Non-Partisan offices)) of the candidate's education and qualifications expressed by the candidate in his/her own words (first person singular).

The statement **MAY NOT** include:

- The party affiliation of the candidate.
- Membership or activity in any partisan political organizations.
- References to other candidates for that office or to another candidate's qualifications, character, or activities. The elections official shall not cause to be printed or circulated any statement that the elections official determines is not so limited or that includes any reference prohibited in this section. (EC §13308)

The statement must be **typed** and follow the format on the form. Boldface type, bullets, boxes, arrowheads, diamonds, asterisks, all capital letters, or underlining are not allowed.

Candidates must file a hard copy of the statement as well as submit the statement electronically. The statement should be set out in block style paragraphs in type of uniform size and darkness and with uniform spacing.

Obvious spelling errors will be corrected; however the candidate should proof the statement very carefully for spelling, punctuation and grammar, as it will be printed as submitted.

The statement may be **WITHDRAWN**, by the candidate in writing, **BUT NOT CHANGED**, during the nomination period or the extension of the nomination period for non-incumbents only - and until 5:00 p.m., on the next working day after the close of the nomination period or the next working day after the close of the extension of the close of the nomination period for non-incumbents only.

Each candidate who files a statement of qualification will be required to pay an estimated deposit at the time the statement is filed to cover the cost of the printing and handling. The estimated deposit amount is an approximation of the actual cost and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. **Accordingly, the elections official is not bound by the estimate and will bill the candidate for additional actual expense or refund any excess amount paid depending on the final actual cost.**

The Candidate's Statement of Qualifications shall remain **confidential** until after the close of the nomination period and will be available for public examination for 10 days after the close of nominations. Any challenges to a statement must be made during this 10 day period. (EC§13313)

ESTIMATED COSTS OF CANDIDATE STATEMENTS

OFFICE	ESTIMATED COST ENGLISH	ESTIMATED COST SPANISH
COUNTYWIDE OFFICES	**$1050.00**	**$1145.00**
BOARD OF SUPERVISORS	**$310.00**	**$410.00**

CANDIDATES STATEMENT WORD COUNTING GUIDELINES

Elections Code § 9

(a) For purposes of this code, the following shall apply to the counting of words:

1. Title and Signature.....**Not Counted**

2. Punctuation Characters.....**Not Counted**

3. Each word shall be counted as **one word** except as specified in this section.

4. All geographical names such as, "County of San Luis Obispo".....**One Word**

5. Abbreviations for a word, phrase, or expression, such as UCLA, PTA, U.S.M.C., etc.....**One Word**

6. Hyphenated words that appear in any generally available dictionary.....**One Word**

7. Dates consisting of a combination of words and digits - May 2, 2002.....**Two Words**

   Dates consisting only of a combination of digits - 05/02/2002.....**One Word**

8. Numbers:
   - Digits, such as 1, 10, 100..... **One Word**
   - Spelled out - one, ten, one hundred..... **One for Each Word**
   - Numerical Combinations - 2002, 5%,-, 2001-02..... **One Word**
   - Telephone Number/Email Address.....**One Word**

9. Monetary Amounts:
   - Dollar Sign and Figures - $500,000.00..... **One Word**
   - Spelled Out - Five hundred thousand dollars.....**Four Words**

10. Internet web site address..... **One Word**

(b) **THIS SECTION SHALL NOT APPLY TO COUNTING WORDS FOR BALLOT DESIGNATIONS UNDER ELECTIONS CODE §13107**

STATEMENT OF CANDIDATE FOR OFFICE
Jurisdiction/District

CANDIDATE NAME **AGE: 40**
Occupation: Incumbent, College Trustee Board Member, Former Member Chamber of Commerce, Businesswoman.

Education and Qualifications: My goal is to continue to be your advocate on the College Board of Trustees.
With your support, I am committed to:
-Ensure responsible spending of taxpayers' dollars
-Maintain accessible and affordable education for all students
-Provide needed resources for classrooms
-Expand vocational training
-Maintain high academic standards
-Promote collaboration with other governmental agencies and private businesses
Currently, as your trustee, my experience includes:
-On the Local Level:
President
Vice-President
Chair, Audit Committee
Representative: County School Board Association
Planning and Budget Committee
Accreditation Steering Committee
District's Interest-based Bargaining Team
Student Housing Task Force
-On the State Level:
Member: CA Community College Trustees' Board of Directors
Commission on Educational Policy
Commission on the Future of CA Community Colleges
Advocate: CA Legislative Conferences
Participant: Community College Leadership Seminar
-On the National Level:
Delegate: Association of Community College Trustees
League for Innovation
Advocate: National Legislative Seminar
I take seriously the trust placed in me and will continue to work hard to be your voice on the College Board of Trustees.

Your vote for Candidate Name will be appreciated.

SAMPLE STATEMENT OF QUALIFICATIONS

Be aware that the number of carriage returns you use in the "Education and Qualifications" section of your statement will affect the layout of your text.

In past elections, this statement required reducing the font size from as well as reducing the line spacing to allow the candidate's text to fit into the prescribed template.

(INCORRECT FORMAT)

NOTE: In order to ensure that submitted text will fit in the limited quarter-page space, the following may occur: 1) Lists and enumerations will be wrapped as a single paragraph; 2) Multiple single sentence paragraphs will be wrapped; 3) Indented text will be run together as a sentence. The elections official is not responsible for the correct typesetting of statements that must be reconfigured to comply with these guidelines.

It is recommended that candidate statements contain no more than twenty-five (25) lines and carriage returns.

Note: Although "Occupation" is not restricted by ballot designation limitations and can be more descriptive, "Occupations" exceeding one line will be shortened.

STATEMENT OF CANDIDATE FOR OFFICE
Jurisdiction/District

CANDIDATE NAME **AGE: 40**
Occupation: Incumbent, College Trustee Board Member

Education and Qualifications: My goal is to continue to be your advocate on the College Board of Trustees.

With your support, I am committed to: ensure responsible spending of taxpayers' dollars, maintain accessible and affordable education for all students, provide needed resources for classrooms, expand vocational training, maintain high academic standards, and promote collaboration with other governmental agencies and private businesses.

Currently, as your trustee, my experience includes:

On the Local Level: President, Vice-President, Chair, Audit Committee; Representative: County School Board Association, Planning and Budget Committee, Accreditation Steering Committee, District's Interest-based Bargaining Team, Student Housing Task Force

On the State Level: Member: CA Community College Trustees' Board of Directors; Commission on Educational Policy; Commission on the Future of CA Community Colleges; Advocate: CA Legislative Conferences; Participant: Community College Leadership Seminar

On the National Level: Delegate: Association of Community College Trustees, League for Innovation; Advocate: National Legislative Seminar

I take seriously the trust placed in me and will continue to work hard to be your voice on the College Board of Trustees. Your vote for Candidate Name will be appreciated.

REVISED STATEMENT OF QUALIFICATIONS

Statements of Qualifications submitted in the manner above will now be reformatted to reflect the block paragraph format with uniform size and spacing originally requested.

In this example, "Occupation" was reduced to one line, dashes were removed, lists were wrapped as a single paragraph, titles and indented text were wrapped as a single paragraph.

(CORRECT FORMAT)

Candidates utilizing the guidelines and suggestions will make their candidate statements uniform, fair, and legible.