

COUNTY OF SAN LUIS OBISPO
VOTER-NOMINATED AND NON-PARTISAN OFFICES
CANDIDATE FILING GUIDELINES



STATEWIDE DIRECT PRIMARY ELECTION

JUNE 7, 2022

Office of the County Clerk-Recorder
1055 Monterey Street, Ste D-120
San Luis Obispo, CA 93408
805-781-5228
www.slovote.com

Revised: February 2022

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IMPORTANT NOTICE:

These guidelines are intended to provide general information concerning the nomination and election of candidates and does not have the force and effect of law, regulation, or rule. In addition, these guidelines are not considered final, and are subject to additional updates and revisions.

It is distributed with the understanding that neither the Secretary of State, the County Elections Official or their staff is rendering legal advice, and, therefore, this information is not to be a substitute for legal counsel for the individual, organization, or candidate using it.

No duty is imposed upon the County Elections Official or their staff to determine whether a candidate meets the requirements for holding office. The Declaration of Candidacy, which each candidate must sign under penalty of perjury, states that the candidate meets the statutory and/or constitutional qualifications for office (including, but not limited to, citizenship, residency, etc.).

In the case of a conflict or amendments to law, the law, regulation, or rule that takes effect after publication of this document, the law, regulation, or rule will apply.

All references contained in this guide are to the [California Elections Code \(EC\)](#), [California Government Code \(GC\)](#) or [California State Constitution \(CaCONS\)](#).

Due to California State and Local redistricting, voter registration data requests that reflect new precinct and district information will not be available until after February 15, 2022. Map data that reflects new precinct and district information will not be available until after March 1, 2022.

Voter Registration Data, Walking Lists, and/or Vote by Mail Extracts for candidates are available for purchase from the County of San Luis Obispo Elections Office. All applicants must complete and submit an Application for Confidential Voter Registration Information, which is subject to review prior to approval. The Application for Confidential Voter Registration Information is available online at: <https://www.slocounty.ca.gov/Departments/Clerk-Recorder/All-Services/Elections-and-Voting/Voter-Information-Data-File.aspx>

Precinct and District maps and reference reports are available online at: [Precinct Maps - County of San Luis Obispo \(ca.gov\)](#)

For additional information or questions regarding available voter, precinct, and district data, please call (805) 781-5228.

Message from San Luis Obispo County Elections

Congratulations on your decision to run for office!

This is undoubtedly one of the most significant and meaningful decisions one can make. We trust this will be a positive experience for you and those involved in your campaign. This informational guide provides an overview of important forms and campaign deadlines related to the June 7, 2022, Statewide Direct Primary Election. Please take the time to review the information; it may answer many questions you have regarding the rules and guidelines for running for public office.

Prospective Candidates' participation and compliance with the timelines and filing requirements are the keys to success in the candidate nomination process.

Although this office is precluded from providing legal advice on matters of campaign and candidate filing, we certainly can offer simple tips that will expedite the process:

- ✓ Make an appointment
- ✓ File early
- ✓ Review this guide in its entirety

I wish you the best of luck!

Sincerely,

Elaina Cano

County Clerk-Recorder
Registrar of Voters

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ELECTION CONTACT INFORMATION

County of San Luis Obispo – Registrar of Voters
1055 Monterey Street, Ste. D-120
San Luis Obispo, CA 93405

Election information is also available at www.slovote.com

For further information or questions regarding these Candidate Filing Guidelines, please call (805) 781-5228 or email elections@co.slo.ca.us.

ADDITIONAL RESOURCES

State and Local Campaign Filing Information

Fair Political Practices Commission (FPPC) www.fppc.ca.gov (866) 275-3772

Federal Campaign Filing Information

Federal Elections Commission (FEC) www.fec.gov (800) 424-9530

State Election Information

Secretary of State – Elections www.sos.ca.gov (916) 657-2166

State Franchise Tax Board

Elections www.ftb.ca.gov (800) 852-5711

INCOMPATIBILITY OF OFFICES

A person is not allowed to hold two public offices simultaneously if:

- Either of the offices may audit, overrule, remove members of, dismiss employees of, or exercise supervisory powers over the other office or body.
- Based on the powers and jurisdiction of the offices, there is a possibility of a significant clash of duties or loyalties between the offices.
- Public policy considerations make it improper for one person to hold both offices.

The Attorney General's office has given numerous opinions on the subject of incompatible offices. If you have any questions about whether two public offices would be considered incompatible offices, contact your attorney, or the Attorney General's office (<http://caag.state.ca.us>).

Some examples as provided by the State Attorney General include:

1. The offices of city councilman and school district board member where the city and the school district have common territory.
2. Fire chief of a county fire protection district and a member of the board of supervisors of the same county.
3. Water district director and school district trustee having territory in common.

The San Luis Obispo County Election Official does not have the authority to determine incompatible offices. Pursuant to Elections Code §10510, nomination documents may be issued to one candidate for separate offices provided those offices are in separate districts. In no way does this imply a determination to the compatibility of offices. Please contact the district offices for the offices of interest.

SETTING CANDIDATE APPOINTMENT

Prospective candidates must schedule a nomination appointment prior to/during the nomination period.

To make candidate appointments efficient for everyone, candidates **must** call the Clerk Recorder's office at 805-781-5228 ahead of time and be prepared to provide the following information:

- District name*
- Office Sought*
- Name as Registered
- Residence Address
- Mailing Address
- Confidential Phone #
- Daytime Phone #
- Evening Phone #
- Fax #
- Email
- Website
- Name to Appear on Ballot
- Ballot Designation

Candidates will then be emailed a packet of forms to be completed and presented at their first appointment.

Certain candidates for a Non-Partisan office need to provide evidence of meeting the qualifications for the office they choose to file papers.

EC 13.5

(b) This section shall be applicable to the following offices and qualifications therefor:

(1) For the office of **County Auditor**, the qualifications set forth in Sections 26945 and 26946 of the Government Code.

(2) For the office of **County District Attorney**, the qualifications set forth in Sections 24001 and 24002 of the Government Code.

(3) For the office of **County Sheriff**, the qualifications set forth in Section 24004.3 of the Government Code.

(4) For the office of **County Superintendent of Schools**, the qualifications set forth in Sections 1205 to 1208, inclusive, of the Education Code.

(5) For the office of **Judge of the Superior Court**, the qualifications set forth in Section 15 of Article VI of the California Constitution.

(6) For the office of **County Treasurer, County Tax Collector, or County Treasurer-Tax Collector**, the qualifications set forth in Section 27000.7 of the Government Code, provided that the board of supervisors has adopted the provisions of that section pursuant to Section 27000.6 of the Government Code.

(Amended by Stats. 2002, Ch. 784, Sec. 92. Effective January 1, 2003.)

IMPORTANT DATES FOR CANDIDATES

June 7, 2022, Statewide Direct Primary Election

<u>DATE</u>	<u>EVENT</u>
Jan 3, – Feb 9, 2022 (E-173 – E-118) §§8061, 8106, 8160-8163	Petition in Lieu of Filing Fee period for <u>State, Countywide, Judicial Offices, and 3rd District Supervisor</u> Please call the Elections Division at 805-781-5228 to make an appointment.
Jan 13*, - Feb 9, 2022 (E-147 – E-118) §21501(a)(2)	Petition in Lieu of Filing Fee period for <u>County Board of Supervisor's Districts 2 & 4.</u> Please call the Elections Division at 805-781-5228 to make an appointment
Jan 27 – Feb 16, 2022 GC §85601(a)	Statewide Voter Nominated Offices Candidate Statement Period for State Voter Information Guide (US Senate and Constitutional Offices) Contact the Secretary of State.
Jan 31 – Feb 9, 2022 (E-127 – E-118) §8023	Declaration of Intention period for Judicial Candidates Only. <u>Filing fee must be paid at this time.</u> EC §8023. Incumbents must file within this time period.
Jan 31, 2022 GC §84200, §84218	Semi-Annual Campaign Statement Filing Deadline. GC §84200, 84218 (for: 7/1/21 thru 12/31/21)
Feb 10 – Feb 14, 2022 (E-117 – E-113) §8023(b)	Extension of Declaration of Intention period for Judicial Candidates (Non-Incumbents only.)
Feb 14 – Mar 11, 2022 E-113 to E-88 §8020	Declaration of Candidacy and Nomination Period. Incumbents must file by March 11 th at 5:00 PM. Please call the Elections Division at 805-781-5228 to make an appointment.
Mar 11, 2022 (E-88) §8902	Income Tax Return Disclosure requirement for Governor. Notwithstanding any other law, the name of a candidate for Governor shall not be printed on the direct primary election ballot, unless the candidate, at least 98 days before the direct election, files with the SOS copies of every income tax return the candidate filed with the IRS in the 5 most recent taxable years.
Mar 12 - Mar 16, 2022 (E-87 – E-83) §8022, §8024	Extension of Nomination Period (Non-Incumbents Only) Does not apply to Judicial Candidates or where there is no Incumbent due to vacancy or term limits.
Mar 12, 2022** (E-87) §13307(a)(3)	Last Day to withdraw Candidate Statement of Qualifications by 5:00PM for races closing March 11 th
Mar 17, 2022 (E-82) §13111, §13122(b)(1)(B)	Random Alphabet Drawing

Mar 31, 2022 (E-68) §§8120-8125	Certified list of Candidates
April 8 - April 23, 2022 (E-60 – E-45)	Military and Overseas Voter Mailing of Official Ballots Period
April 11–May 24, 2022 (E-57 – E-14) §8600-8606	Write-In Candidate Period
April 28, 2022 GC §84200.5, §84200.7(a)	1st Pre-Election Campaign Statement Due. (1/1/22 thru 4/22/22)
April 28–May 17, 2022 (E-40 – E-21) §9094(a)	State Voter Information Guide mailing period
May 9, 2022 (E-29) §3001, §3003, §13303(a)	Mailing of Official Ballots – Mailed no later than May 9, 2022, but may be mailed earlier - Last day to register to vote in order to receive a State Voter Information Guide and County Sample Ballot booklet. EC §§3001, 3003, 13303(a)
May 23, 2022 (E-15) §2102, §13303(c)	Close of Registration - Voters registering February 4th-17th will receive notification of their polling place only and will not receive any other voter information. EC §2102, §13303(c)
May 24 – June 7, 2022 (E-14 – Election Day) §2170	Conditional Voter Registration Period
May 26, 2022 GC §84200.5, §84200.8,	2nd Pre-Election Campaign Statement Due (4/23/22 thru 5/21/22)
May 27, 2022 (E-11)	Certified List of Write-in Candidates
May 31, 2022 (E-7) EC §3001	Last day for Elections Office to mail Vote-by-Mail Ballots to voters.
June 7, 2022 §1000(d), §14212	Election Day. Polls open 7:00AM-8:00PM
June 9, 2022 (E+2)	1% Manual Tally Drawing
June 14, 2022 (E+7)	Postmarked Vote by Mail Ballot Deadline
Must be received two days prior to Certification	Unsigned and Non-Matching Signature Statement Deadline
July 7, 2022 (E+30)	Complete Official Canvass
July 31, 2022** GC§84200, 84218	Semi-Annual Campaign Statement Due (For: 1/1/22-6/30/22 or 5/22/22-6/30/22)

* The first day petition in lieu forms may be obtained for County Supervisorial Districts is 28 days after adoption of a final map as part of redistricting.

** If a filing deadline falls on a weekend or a holiday, it is moved to the next business day

GENERAL QUALIFICATIONS EC §§13.5, 20, 201 and GC §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 IN THE TOP-TWO PRIMARY

On June 8, 2010, California voters approved Proposition 14, which created the “Top Two Open Primary Act.”

This act established federal and state Voter-Nominated offices and changed the way candidates advance to the next general election.

Under the Top Two Open Primary Act, voters may vote for any candidate regardless of the voter’s party affiliation. The top two vote-getters from the primary election advance to the next general election.

This act does not affect Non-Partisan offices.

VOTER-NOMINATED OFFICES

Office	Term	Term Begins	Qualifications
United States Representative in Congress, 19th District	2 Years	1/3/23	At least 25 years of age. registered voter; U.S. citizen for at least 7 years; resident of the state when elected.
United States Representative in Congress, 24th District	2 Years	1/3/23 12:00PM	At least 25 years of age. registered voter; U.S. citizen for at least 7 years; resident of the state when elected.
United States Senator	6 Years	1/3/23	At least 30 years of age. U.S. citizen for at least 9 years, resident of the state when elected.
Governor	4 Years	1/2/23	U.S. citizen; resident of California: The Governor may not hold another office; may not serve for more than two terms.
Lieutenant Governor	4 Years	1/2/23	U.S. citizen; resident of California: The Governor may not hold another office; may not serve for more than two terms.
Secretary of State	4 Years	1/2/23	U.S. citizen; resident of California; may not serve for more than two terms.
Controller	4 Years	1/2/23	U.S. citizen; resident of California; may not serve for more than two terms.
Treasurer	4 Years	1/2/23	U.S. citizen; resident of California; may not serve for more than two terms.
Attorney General	4 Years	1/2/23	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	1/2/23	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, 2 nd District	4 Years	1/2/23	U.S. citizen; resident of the district; may not serve for more than two terms.
Member of the Assembly, 30th District - Formerly 35 th District	2 Years	12/5/22	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.
Member of the Assembly, 37th District -	2 Years	12/5/22	U.S. citizen; resident of California: registered voter in the district at the time nomination papers are issued.

VOTER-NOMINATED FILING FEES, SIGNATURES IN-LIEU, AND NOMINATION SIGNATURES

EC §§8061, 8062(a), 8103, 8105, 8106(a)

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.

Office	Filing Fee (% of salary provided by the SOS)	# of In-Lieu Signatures	Value of Each Signature	# of Nomination Signatures
Representative in Congress	\$1,740.00 (1%)	1,358	\$1.281296024	40-60
United States Senator	\$3480.00 (2%)	4,750	\$0.732631579	65-100
Governor	\$4,371.12 (2%)	4,750	\$0.920235789	65-100
Lieutenant Governor	\$3,278.34 (2%)	4,750	\$0.690176842	65-100
Secretary of State	\$3,278.34 (2%)	4,750	\$0.690176842	65-100
Controller	\$3,496.86 (2%)	4,750	\$0.736181053	65-100
Treasurer	\$3,496.86 (2%)	4,750	\$0.736181053	65-100
Attorney General	\$3,796.82 (2%)	4,750	\$0.799330526	65-100
Insurance Commissioner	\$3,496.86 (2%)	4,750	\$0.736181053	65-100
Member, State Board of Equalization	\$1,639.17 (1%)	3,338	\$0.491063511	40-60
Member of the State Senate	\$1,197.02 (1%)	1,358	\$0.881458	40-60
Member of the Assembly	\$1,197.02 (1%)	679	\$1.762916053	40-60

WHEN FILING FEES ARE DUE

Federal, State and Local Candidates must pay the filing fee at the time of pulling out the Nomination Petition. EC §8105

Judicial Candidates must pay their filing fee at the time of filing their Notice of Intention.

Federal and State candidate filing fees are made payable to the Secretary of State. Local Candidate filing fees are to be made payable to San Luis Obispo County Clerk-Recorder.

All filing fees for above offices must be paid by check made payable to "Secretary of State."

If the candidate is submitting signatures in-lieu of filing fees, the amount shall state "Not to Exceed (The Filing Fee)" in the memo line. 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-Recorder are non-refundable.

NON-PARTISAN OFFICES

Office	Term	Term Begins	Qualifications
Superintendent of Public Instruction	4 Years	1/2/23	U.S. citizen; resident of California, may not serve more than two terms.
Superior Court Judge	6 Years	1/2/23	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.
Board of Supervisors Districts 2 and 4	4 Years	1/2/23	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.
Board of Supervisors District 3	2 Years Short Term	1/2/23	

Assessor	4 Years	1/2/23	Click here for the Assessor Declaration of Qualifications , plus Govt Code §24002.5
Auditor- Controller- Treasurer-Tax Collector-Public Administrator	4 Years	1/2/23	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	1/2/23	Click here for the Clerk-Recorder Declaration of Qualifications
County Superintendent of Schools	4 Years	1/2/23	Click here for the County Superintendent of Schools Declaration of Qualifications , plus Education Code §1205-1208
District Attorney	4 Years	1/2/23	Click here for the District Attorney Declaration of Qualifications , plus Govt Code §24002
Sheriff-Coroner	4 Years	1/2/23	Click here for the Sheriff-Coroner Declaration of Qualifications , plus Govt Code §24004.3

NON-PARTISAN 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.

Office	Salary	Filing Fee/ Percentage	# of In- Lieu Signatures	Value of Each Signature	# of Nomination Signatures
State Superintendent of Public Instruction	\$170,080	\$3,796.82 (2%)	4,750	\$0.80	65-100
Superior Court Judge	\$225,074	\$2,250.74 (1%)	6,001	\$0.33	20-40
Board of Supervisors	\$90,417.60	\$904.17 (1%)	2,739	\$0.33	20-40
Assessor	\$193,440	\$1,934.40 (1%)	5,861	\$0.33	20-40
Auditor-Controller-Treasurer-Tax Collector-Public Administrator	\$209,331.24	\$2,093.31 (1%)	6343	\$0.33	20-40
Clerk-Recorder	\$162,427.20	\$1,624.27 (1%)	4,922	\$0.33	20-40
County Superintendent of Schools	\$219,272	\$2,192.72 (1%)	6644	\$0.33	20-40
District Attorney	\$237,598.44	\$2,375.98 (1%)	7200	\$0.33	20-40
Sheriff-Coroner	\$237,432	\$2,374.32 (1%)	7194	\$0.33	20-40
Supreme Court (Associate Justice)	\$288,100	\$5,762.00 (2%)	7,000	\$0.70	None
Courts of Appeal	\$257,562	\$2,575.62(1%)	6,868	\$0.33	None

FREQUENTLY ASKED QUESTIONS

Q: MAY I FILE FOR MORE THAN ONE OFFICE AT THE SAME ELECTION?

A: 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(b) 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.

Q: IF I AM ELECTED, MAY I HOLD MORE THAN ONE OFFICE AT THE SAME TIME?

A: 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 January 3, 2022, to February 9, 2022, for all offices; 2nd and 4th District Supervisor January 13, 2022, to February 9, 2022.

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 noted 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 election's 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 31 and February 9, 2022. 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 9, 2022, persons other than the incumbent may file the Declaration of Intention through February 14, 2022.

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 §8020, §8028, §8040, §8041, §8060, §8105

File between the dates of February 14, 2022, to March 11, 2022.

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 election's official in the county of the candidate's residence no later than **5:00 p.m., Friday, March 11, 2022.**

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 election's 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 11, 2022, the filing period will be extended until March 16, 2022, 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

File between the dates of April 11, 2022, and May 24, 2022.

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 21, 2022

EC §8203(a)

In any county in which only the incumbent has filed nomination papers for the office of superior court judge, his or her name shall not appear on the ballot unless there is filed with the elections official, within 10 days after the final date for filing nomination papers for the office, a petition indicating that a write-in campaign will be conducted for the office and signed by at least 0.1 percent of the registered voters qualified to vote with respect to the office, provided that the petition shall contain at least 100 signatures but need not contain more than 600 signatures.

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.
EC §13106

RULES FOR PRINTING CANDIDATE’S NAME 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 EC §13111(f), §13112
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 EC §13112 for the 1st 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. EC §13111(g)

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 EC §13107 and Secretary of State Regulations. All candidates may choose a ballot designation to appear immediately under their name on the ballot. EC §13107, CA Code of Regulations §20710-20719

BALLOT DESIGNATION WORKSHEET

A Ballot Designation Worksheet must be completed and filed with the election’s official **at the same time** 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. EC §13107.3

The ballot designation must be chosen from one of the four categories below:

(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/she was elected by vote of the people, or to which he/she was appointed, in the case of a superior court judge.

Example 1: An acceptable ballot designation for an assembly representative from the 35th Assembly District, would be “Member of the Assembly, 35th 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” may be used if the candidate is a candidate for the same office which he/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 Assembly Member, 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” may be used 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.”

- 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 EC §13107(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/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 more than one profession, vocation or occupation is listed, it shall be separated by a slash ("/"). **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). 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 published in the ten calendar years preceding the election.
- 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.
 - o Examples "Ret. Army General," "Navy Admiral, Retired" and "City Attorney, Retired" are not permissible
 - o 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.”
 - o Examples: “Former Congressman,” “Ex-Senator,” and “Former Educator” are not permissible.
- Retired cannot be used in conjunction with another principal profession, occupation, or vocation.
 - o Example: Retired Educator/Salesperson is not permissible.
- It uses the name of any **political party**, whether or not it has qualified for the ballot.
 - o 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.
 - o Examples: “Indian Sculptor,” “Latino Notary,” “African-American Firefighter,” “Christian Physician,” and “Caucasian Policeman” are not permissible.
 - o 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.

It is important for the candidate to include a correct telephone number, facsimile number (if available) email, 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 EC §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.

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 EC §13112. 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 Worksheet

The following Ballot Designation Worksheet is for candidates for the following offices:

- **United States Senator, Full Term**
- **United States Representative in Congress**
- **Lieutenant Governor**
- **Attorney General**
- **Board of Equalization**
- **Controller**
- **Insurance Commissioner**
- **Secretary of State**
- **State Assembly**
- **Treasurer**
- **Judge of the Superior Court**
- **County Supervisor**
- **County Auditor-Controller**
- **County Clerk-Recorder-Assessor**
- **County District Attorney**
- **County Sheriff-Coroner**
- **County Treasurer-Tax Collector-Public Administrator**
- **County Superintendent of Schools**

For Office of the Governor, please visit [Qualifications for Running for Office in 2022 :: California Secretary of State](#) for the Ballot Designation Worksheet.



**California Secretary of State
BALLOT DESIGNATION WORKSHEET**

June 7, 2022, Statewide Direct Primary Election (Elections Code §§ 8168, 13107, 13107.3, 13107.5; California Code of Regulations § 20711)

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 DOCUMENT.**

Candidate Information

1

Candidate Name: _____ Gender (optional, for translation use only): _____

Office: _____ Email: _____

Home Address: _____

Mailing Address: _____

Business Address: _____

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

Attorney Information

2

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

Address: _____

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

You may select as your ballot designation one of the following designations:

- (a) Your current principal profession(s), vocation(s), or occupation(s) [maximum total of three words, separated by a slash ("/")].
- (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 the same office or to some other office.
- (d) "Incumbent" if you were elected (or, if you are a Superior Court Judge, you are a candidate for the same office that you hold) to your current public office and seek election to the same office. **NOTE: A candidate for the office of Representative in Congress, Member of the State Board of Equalization, State Senator, or Member of the Assembly shall not choose the word "incumbent" as a designation to appear on the ballot.**
- (e) "Appointed Incumbent" if you were appointed to your current elective public office and seek election to the same office.

Proposed Ballot Designation(s)

3

Proposed Ballot Designation(s): _____

Alternate Ballot Designation(s) 1: _____

Alternate Ballot Designation(s) 2: _____

In the spaces provided on the next page(s):

- (a) Describe why you believe you are entitled to use the proposed ballot designation.
- (b) If your proposed ballot designation contains one or more slashes ("/") separating words in your ballot designation for separate principal profession(s), vocation(s), or occupation(s) (collectively known as "PVOs"), complete a justification section for each separate PVO.
- (c) Attach any documents or exhibits that you believe support your proposed ballot designation.
- (d) If using the title of an elective office, attach a copy of your certificate of election or appointment.
- (e) Any supporting documents will not be returned to you. **Do not submit originals.**

It is your responsibility to justify your proposed ballot designation and to provide all requested details.

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.

If your proposed ballot designation contains **one or more slashes** (“/”) separating multiple principal profession(s), vocation(s), or occupation(s) (collectively known as “PVOs”), **complete a justification section for each separate PVO.**

Justification for use of Proposed Ballot Designation(s)
 If you are proposing alternate ballot designations, please provide justification for use of those on **Page 3.**

4	Justification for use of 1st PVO:		
	Current or most recent job title:		Start/End Dates:
	Employer Name or Business:		
	Person who can verify this information:		
	Name:	Phone Number(s):	Email:
	Justification for use of 2nd PVO:		
	Current or most recent job title:		Start/End Dates:
	Employer Name or Business:		
	Person who can verify this information:		
	Name:	Phone Number(s):	Email:
	Justification for use of 3rd PVO:		
	Current or most recent job title:		Start/End Dates:
Employer Name or Business:			
Person who can verify this information:			
Name:	Phone Number(s):	Email:	

Before signing below, answer/initial the following questions. Does your proposed ballot designation:

- | | | | |
|-----|---|--|---------------|
| 1) | Use only a portion of the title of your current elected office? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 2) | Non-judicial candidates: Use only the word “Incumbent” for an elective office to which you were appointed? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 3) | Use more than three total words for your principal professions, vocations, or occupations? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 4) | Suggest an evaluation of you, such as outstanding, leading, expert, virtuous, or eminent? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 5) | Refer to a status (Veteran, Activist, Founder, Scholar), rather than a profession, vocation, or occupations? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 6) | Abbreviate the word “retired”? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 7) | Place the word “retired” after the words it modifies? Example: Accountant, retired | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 8) | Use a word or prefix (except “retired”) such as “former” or “ex-” to refer to a former profession, vocation, or occupation? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 9) | Use the word “retired” along with a current profession, vocation, or occupation? Example: Retired Firefighter/Teacher | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 10) | Use the name of a political party or political body? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 11) | Refer to a racial, religious, or ethnic group? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 12) | Refer to any activity prohibited by law? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |

If the answer to any of these questions is “yes,” your proposed ballot designation is likely to be rejected.

Candidate’s Signature	/	/	Date Signed:
	Month	Day	Year

For your reference, attached are **Elections Code sections 13107, 13107.3, and 13107.5**, and **California Code of Regulations (CCR), title 2, section 20711**. You also may wish to consult **CCR, title 2, sections, 20712-20719** (found at www.sos.ca.gov).

Justification for
Alternate Ballot
Designation(s) 1

A

Justification for use of 1st PVO:		
Current or most recent job title:		Start/End Dates:
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:
Justification for use of 2nd PVO:		
Current or most recent job title:		Start/End Dates:
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:
Justification for use of 3rd PVO:		
Current or most recent job title:		Start/End Dates:
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:

Justification for
Alternate Ballot
Designation(s) 2

B

Justification for use of 1st PVO:		
Current or most recent job title:		Start/End Dates:
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:
Justification for use of 2nd PVO:		
Current or most recent job title:		Start/End Dates:
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:
Justification for use of 3rd PVO:		
Current or most recent job title:		Start/End Dates:
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:

For your reference, the relevant provisions of Elections Code section 8168 are reproduced below:

(a) Notwithstanding paragraph (2) of subdivision (a) of Section 13107, a candidate for the office of Representative in Congress, Member of the State Board of Equalization, State Senator, or Member of the Assembly shall not choose the word “incumbent” as a designation to appear on the ballot. This subdivision shall not be construed to prevent a candidate from choosing a designation of the elective office which the candidate holds at the time of filing the nomination documents, to which the candidate was elected by vote of the people in accordance with paragraph (1) of subdivision (a) of Section 13107.

(b) (1) Section 8022, as it pertains to the offices of Representative in Congress, Member of the State Board of Equalization, State Senator, or Member of the Assembly, shall not be operative.

(2) Notwithstanding Section 8020 or any other law, a person shall have until 5 p.m. on the 83rd day before the direct primary election to file nomination documents for an elective office if the office is one of the following:

(A) Representative in Congress, and no person who currently holds the office of Representative in Congress delivered nomination documents for that district by 5 p.m. on the 88th day before the direct primary election.

(B) Member of the State Board of Equalization, and no person who currently holds the office of Member of the State Board of Equalization delivered nomination documents for that district by 5 p.m. on the 88th day before the direct primary election.

(C) State Senator, and no person who currently holds the office of State Senator delivered nomination documents for that district by 5 p.m. on the 88th day before the direct primary election.

(D) Member of the Assembly, and no person who currently holds the office of Member of the Assembly delivered nomination documents for that district by 5 p.m. on the 88th day before the direct primary election.

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

(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.

(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.

(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.

(4) The phrase “appointed incumbent” if the candidate holds an 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) (1) Except as specified in paragraph (2), for candidates for judicial office, immediately under the name of each candidate, and not separated from the name by any line, only one of the following designations may appear at the option of the candidate:

(A) Words designating the city, county, district, state, or federal office held by the candidate at the time of filing the nomination documents.

(B) The word “incumbent” if the candidate is a candidate for the same office that he or she holds at the time of filing the nomination papers.

(C) 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.

(2) For a candidate for judicial office who is an active member of the State Bar employed by a city, county, district, state, or by the United States, the designation shall appear as one of the following:

- (A) Words designating the actual job title, as defined by statute, charter, or other governing instrument.
- (B) One of the following ballot designations: "Attorney," "Attorney at Law," "Lawyer," or "Counselor at Law." The designations "Attorney" and "Lawyer" may be used in combination with one other current principal profession, vocation, or occupation of the candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.
- (3) A designation made pursuant to subparagraph (A) of paragraph (1) or paragraph (2) shall also contain relevant qualifiers, as follows:
- (A) If the candidate is an official or employee of a city, the name of the city shall appear preceded by the words "City of."
- (B) If the candidate is an official or employee of a county, the name of the county shall appear preceded by the words "County of."
- (C) If the candidate is an official or employee of a city and county, the name of the city and county shall appear preceded by the words "City and County."
- (D) If the candidate performs quasi-judicial functions for a governmental agency, the full name of the agency shall be included.
- (c) A candidate for superior court judge who is an active member of the State Bar and practices law as one of his or her principal professions shall use one of the following ballot designations as his or her ballot designation: "Attorney," "Attorney at Law," "Lawyer," or "Counselor at Law." The designations "Attorney" and "Lawyer" may be used in combination with one other current principal profession, vocation, or occupation of the candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.
- (d) 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.
- (e) The Secretary of State and any other elections official shall not 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.
- (f) 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) or (b).
- (2) If a candidate fails to provide a designation that complies with subdivision (a) or (b) within the three-day period specified in paragraph (1), a designation shall not appear after the candidate's name.
- (g) A designation given by a candidate shall not 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 (f) or as provided in subdivision (h). 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.
- (h) The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days before 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:

- (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:

- (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, California Code of Regulations section 20711 is reproduced below:

- (a) In order to facilitate review of a candidate's proposed ballot designation by the Secretary of State pursuant to Elections Code § 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 § 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 § 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 § 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 § 20714, subdivision (b).
- (D) If the candidate submits a ballot designation pursuant to Elections Code § 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 § 13107(e), that request shall be accompanied by a Ballot Designation Worksheet.

CANDIDATE'S STATEMENT OF QUALIFICATIONS

EC §13307, §13311, §13313

Filing a Candidate Statement of Qualifications (candidate statement) is **optional**. Candidates for United States Representative in Congress, state legislative offices (State Senate and State Assembly), and county offices may file a candidate statement to be printed and mailed to voters in the County Voter Information Guide. However, in order to be eligible to file a candidate statement to be printed in the County Voter Information Guide, candidates for state legislative offices must accept the state voluntary expenditure limits in accordance with Proposition 34 when filing a Fair Political Practices Commission (FPPC) Candidate Intention Statement Form 501.

If the congressional or legislative district to be voted on is shared with multiple counties, the candidate must contact each county to file a candidate statement in the respective county's County Voter Information Guide.

Filed candidate statements may be withdrawn, but not changed, up until 5:00 p.m. of the following business day after the close of the candidate filing period, March 11, 2022. In the event a qualified incumbent does not file by the candidate filing deadline, the extension deadline to file Nomination Documents and other filing forms including the candidate statement is 5:00 p.m. on March 16, 2022.

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)

CANDIDATE'S STATEMENT WORD COUNTING GUIDELINES

For purposes of this code, the following shall apply to the counting of words (EC §9.) This section shall not apply to counting words for Ballot Designations under EC §13107:

1.	Title and Signature and punctuation.	Not Counted
2.	Each word shall be counted as one word except as specified in this section.	One Word
3.	All proper nouns, including geographical names such as, "County of San Luis Obispo"	One Word
4.	Abbreviations for a word, phrase, or expression, such as UCLA, PTA, U.S.M.C., etc.	One Word
5.	Hyphenated words that appear in any generally available dictionary, published in the US in the last 10 yrs. All other hyphenated words shall be counted as a separate word.	One Word
6.	Dates.	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.	One Word One for each Word Two Words One Word
8.	Telephone numbers.	One word
9.	Internet web site address	One Word
Example	Numbers: Digits, such as 1, 10, 100 Spelled out – one, ten, one hundred Numerical Combinations – 2002, 5%, 2001-2002 Telephone Number/Email address	One Word One for each Word One Word One Word
Example	Monetary Amounts: Dollar Sign and Figures - \$500,000.00 Spelled Out – Five Hundred thousand dollars	One Word Four Words

ESTIMATED COSTS OF CANDIDATE STATEMENTS

This estimate is for San Luis Obispo County only. If the office is multi-county jurisdictional, please contact that county for information to have a candidate statement published in their sample ballot.

OFFICE	ESTIMATED COST: ENGLISH ONLY	ESTIMATED COST: ENGLISH AND SPANISH
US Congress EC §13307.5	19 th Dist \$515.00	\$1,120.00
	24 th Dist \$810.00	\$1,720.00
State Senator	17 th Dist \$985.00	\$2,065.00
	21 st Dist \$340.00	\$775.00
State Assembly	30 th Dist \$1,095.00	\$2,285.00
	37 th Dist \$230.00	\$550.00
Countywide Offices	\$1,220.00	\$2,540.00
Board of Supervisors 2 nd District	\$335.00	\$770.00
Board of Supervisors 3 rd District	\$340.00	\$780.00
Board of Supervisors 4 th District	\$355.00	\$800.00

SAMPLE STATEMENT OF QUALIFICATIONS

It is recommended the candidate's statement contain no more than twenty-five (25) lines and carriage returns. The Elections Official is not responsible for the correct typesetting of statements that must be reconfigured to comply with these guidelines.

Although "Occupation" is not restricted by ballot designation limitations and may be more descriptive, words exceeding one line will be shortened.

NOTE: In order to ensure that submitted text will fit in the limited half-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.

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

STATEMENT OF CANDIDATE FOR OFFICE
Jurisdiction/District

CANDIDATE NAME

Age: (Optional)

Occupation: Incumbent, Former Member Chamber of Commerce, Businessman,
Former Chair of the County Area Advisory Community

Education and Qualifications: Community Colleges provide educational opportunities for all students.

Over the past four years we have been forced to make some very difficult decisions.

- I have always made decisions based on how we can best serve our students and District during this time of economic uncertainty. It has been my privilege to serve on the Cuesta College Board.

- I ask for your vote on June 5th so that I can continue to support our faculty, staff and administration to meet the needs of our students and business community of our District.

Since 1972 I have served at various times, the following SLO County and State organizations.

Playhouse Nursery School

PTA & Classroom Aid

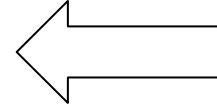
SLO County Civil Service Commission

4H Leader

SLO County Board of Education

SLO County School Boards Association, Atascadero State Hospital Advisory Board, Friday Night Live Board, Partnership for the Children Board, State Advisory Group on Juvenile Justice, Grizzly Youth Academy. I have lobbied for public education at both the State and National level.

Thank you for your continued support of Cuesta College.



**INCORRECT
FORMAT**

**STATEMENT OF CANDIDATE
FOR OFFICE**
Jurisdiction/District

CANDIDATE NAME

Age: (Optional)

Occupation: Incumbent, Former Member Chamber of Commerce, Businessman

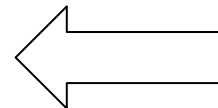
Education and Qualifications: Community Colleges provide educational opportunities for all students. Over the past four years we have been forced to make some very difficult decisions. I have always made decisions based on how we can best serve our students and District during this time of economic uncertainty.

It has been my privilege to serve on the Cuesta College Board. I ask for your vote on June 5th so that I can continue to support our faculty, staff and administration to meet the needs of our students and business community of our District.

1972, I have served at various times, the following SLO County and State organizations.

Playhouse Nursery School, PTA & classroom aid, SLO County Civil Service Commission, 4H Leader, SLO County Board of Education, SLO County School Boards Association, Atascadero State Hospital Advisory Board, Friday Night Live Board, Partnership for the Children Board, State Advisory Group on Juvenile Justice, Grizzly Youth Since Academy. I have lobbied for public education at both the State and National level.

Thank you for your continued support of Cuesta College.



**CORRECT
FORMAT**