

## 2018 General Municipal Election

### CANDIDATE STATEMENT

(Optional)

Candidates may file a Statement of Qualifications (Candidate Statement) at the time nomination papers are filed. This statement will be printed within the sample ballot. The candidate statement is filed with the City Clerk.

#### 1. Word Count

The City of Orange has, by Resolution No. 11097 determined that the maximum number of words permitted in the Candidate's Statement is 200. Guidelines for computing the word count are included in this packet.

#### 2. Cost

The estimated cost of the statement is **\$1,123.00** which must be paid at the time the nomination paper is filed. The actual cost of a candidate statement is determined by the County Registrar of Voters at the close of the election. The cost is based on the number of registered voters in the City and the number of actual candidates requesting statements on the ballot. Candidates may be required to pay an additional sum if the actual cost is higher than the estimate, or the City Clerk will issue a refund if the actual cost is lower than the estimate.

#### 3. Content

Each statement includes the name and office title of the candidate and a brief description (200 words) of the Candidate's education and qualifications expressed by the candidate.

Such statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.

**Candidates may be held liable for civil or criminal action or penalty because of any false, slanderous or libelous statements offered for printing or contained in the voter's pamphlet. (E.C. 13307d)**

**NOTES:** Words may NOT be in all CAPITAL letters, underlined or **bolded**.

The Words reflected in the OCCUPATION field must follow the ballot designation guidelines.

## CANDIDATE STATEMENT (Continued)

### 4. Filing of Candidate's Statement

The Candidate Statement must be typed on the disc/flash drive provided by the City Clerk; or provided in a typed form if you do not have access to a computer. Handwritten statements will not be allowed.

**Please do not sign the Candidate Statement until nomination papers are returned for filing.**

The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period. (E.C. 13307(3))

**Candidate Statements shall remain confidential until the expiration of the filing deadline.** (E. C. 13311)

If a statement is not filed, a waiver form is required to be filed with your nomination papers.

After the filing period closes, there is a 10-day public inspection period for Candidates Statements (see election calendar). During the 10-day public inspection period, any voter of the jurisdiction, or the City Clerk may seek court action to require any or all of the material in a candidates' statement to be amended or deleted.

**WORD COUNT STANDARD FOR CANDIDATE'S STATEMENT OF QUALIFICATIONS**  
**(§9 – entire page)**

Each word shall be counted as one word except as specified on this page.

The following are the guidelines for computing the word count:

The title of the office, name, district, age, and occupation lines are not included in the word count –only the text is counted. For voter-nominated offices, the party preference line is also not included in the word count.

Punctuation marks are not included in the word count.

Symbols such as “&” (and), and “#” (number/pound) are not considered punctuation..... each symbol is counted as one word

Dictionary words.....one word  
The words "a", "the", "and", and "an" are counted as individual words.



All proper nouns including geographical names .....one word  
Examples: County of Orange, Orange County, San Juan Capistrano, City of Brea

Abbreviations - UCLA, U.C.L.A., PTA, P.T.A., USMC, U.S.M.C.....one word

Acronyms.....one word

Regularly hyphenated words appearing in any generally available standard reference dictionary published in the United States within 10 years preceding the election. (Each part of all other hyphenated words shall be counted as a separate word).....one word

Dates - all digits (4/8/98).....one word  
Words and digits (April 8,1998).....two words

Whole numbers - Digits (1 or 10 or 100, etc.).....one word  
Spelled out (one or ten or one hundred).....each word counts as one word

Proper names of persons and things..... one word  
Gus Enright (one word); L.A. Basketball Team (one word)

Numeric combinations (1973, 18 1/2, 1971-73, 5%).....one word

Monetary amounts (if the dollar sign is used with figures - \$1,000).....one word  
Spelled out (one thousand dollars).....each word counts as one word

Telephone/fax numbers.....one word

E-mail and website addresses.....one word

If the text exceeds the word limit, the candidate must delete or change a sufficient number of words, or a sentence, to put the statement within the required word limit before the statement is filed. The candidate should correct any misspellings before the statement is filed. **Other than formatting requirements, your statement will be printed as filed.**

**The submitted statement must be typed. No word will be printed in "ALL CAPS", bolding or underlining. Do not use bullet points, stars, asterisks, or numbers that function as bullet points to block-indent paragraphs. However, you may block-indent within the paragraph without using bullets, etc. See “Candidate’s Statement Formatting Guidelines” for more information.** The scanning equipment used by the Registrar of Voters’ office to produce camera ready copy for Voter’s Pamphlet printing

has some limitations; therefore, the style of a Candidate's Statement of Qualifications must conform to the sample you are given.

**IMPORTANT:** The Candidate's Statement of Qualifications may make no reference to another candidate. The statement may include a description of the candidate's education and qualifications expressed by the candidate himself/herself. § 13308

**THE PRECEDING INFORMATION SHALL NOT APPLY TO COUNTING WORDS FOR BALLOT DESIGNATIONS UNDER SECTION 13107**

The candidate must sign and date the statement before it is filed. **All statements are confidential until the expiration of the filing deadline.** The candidate is required to pay the estimated cost of the statement and sign a Deposit Agreement at the time the statement is filed. When the statement is filed, a copy of the signed statement and the signed Deposit Agreement will be given to the candidate. § 13311

**The statement must be filed at the same time that the Declaration of Candidacy is filed.** The statement **may be withdrawn, but not changed**, during the period for filing nomination documents and until **5:00 p.m.** of the next working day after the close of the nomination period. § 13307(a)(2)

**NOTE:** A nomination period may be extended because an incumbent, eligible to be elected, failed to file a Declaration of Candidacy. Candidates' Statements of Qualifications for that particular office filed by either candidate prior to the 88<sup>th</sup> day before the election or during the extended period, may be withdrawn, but not changed, until **August 15, 2018, 5:00 p.m.** § 8022

## CANDIDATE'S STATEMENT FORMATTING GUIDELINES

The Registrar of Voters office has a semi-automated system for the Voter Information Guide input/layout of Candidate's Statement of Qualifications. Due to the volume of statements and printing deadlines, it is necessary to have a standardized format for candidates' statements. We have prepared the following guidelines to assist candidates in the preparation of their statements.

1. The following paragraph styles are acceptable with this system.

### INDENTED PARAGRAPHS:

Xxxxx xxxxx xxxxxxxxxxx xxxxx xxxxx. X xxxx xx xxxxxxxxxxx xxxxxxxxxxx xxxxxxxxxxx xxxxxxx xxxxxxxxxxx  
xx xxx xxxxx. Xxx xxxxx xxxxxxx xxxxx xx xx.

Xxxx xxxxxxx xx x x xxxxxxxxxxx x xxxxxx xxxxx. Xxx xxxxxx xxxxxx xxxxx xx xxx xxxxx xxx xxxxxx.  
Xx xxxxx xxx.

### BLOCK PARAGRAPHS:

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

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

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

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

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

4. Do not underline or **bold** WORDS; words may NOT be all CAPITAL letters. §13307

5. Do not use *italics* or different type styles or type sizes to highlight portions of the statement. §13307

6. A 200-word statement must fit on one quarter of a voter information guide page. A 400-word statement must fit on a half page of the information guide. If your statement exceeds this limitation we will be forced to adjust your format to fit in the space allowed.

7. Do not use bullet points, stars, asterisks, or numbers that function as bullet points to off-set paragraphs. **Excessive number of paragraphs or block-indentation in a Candidate's Statement may cause the statement to not fit in the allotted space even though the word count hasn't exceeded the maximum number of words. If the statement does not fit into the box, you will be asked to edit your statement. Keep this in mind as you write and format your statement.**

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

9. All statements are printed in the voter information guide with the following titles which are not included in the word count:

NAME OF CITY  
TITLE OF OFFICE

Use these general guidelines to assist you in the preparation of your statement.

**CHECK YOUR STATEMENT CAREFULLY FOR ERRORS IN SPELLING, PUNCTUATION, AND GRAMMAR BEFORE FILING. WITH THE EXCEPTION OF THE FORMATTING REQUIREMENTS, YOUR STATEMENT WILL BE PRINTED EXACTLY AS SUBMITTED.**

Contest ID: \_\_\_\_\_  
Candidate ID : \_\_\_\_\_  
# Words: \_\_\_\_\_  
[ ] 200 [ ] 400  
November 6, 2018

# Candidate's Statement of Qualifications

CITY OF: \_\_\_\_\_  
OFFICE SOUGHT: \_\_\_\_\_  
WARD/DISTRICT #: \_\_\_\_\_ (if applicable)

NAME:

AGE:  
(Optional)

OCCUPATION:

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INSTRUCTIONS: (Elections Code § 13307)

(City to customize here)

Date \_\_\_\_\_

\_\_\_\_\_  
Candidate's Signature

**SEE BACK-SIDE OF THIS PAGE FOR CANDIDATE'S STATEMENT FORMATTING GUIDELINES.**

# ***RECEIPT FOR PAYMENT***

Received from \_\_\_\_\_, on \_\_\_\_\_ 2018

the amount of \$1123.00 as payment for the estimated pro rata share of the cost of printing, handling, translating and mailing the candidate statement.

## ***Notice***

The estimated pro rata share is an approximation of the actual cost that varies from one election to another; and may be significantly more or less than the actual cost, depending on the actual number of candidates filing statements. Accordingly, the City Clerk is not bound by the estimate and will, on a pro rata basis, bill the candidate for any additional actual expense or refund any excess paid, depending on the final actual cost.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***WAIVER***

**CANDIDATE STATEMENT**

**November 6, 2018 Election**

I hereby acknowledge that I do not elect to file a Candidate Statement for the November 6, 2018 Election.

Signature of Candidate \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_