

## CANDIDATE'S STATEMENT OF QUALIFICATIONS

A Candidate's Statement of Qualifications, published in the Voter Information Pamphlet, is optional and left entirely up to candidates to file. The Statement of Qualifications may include the candidate's age, occupation, which does not have to match the Ballot Designation that appears below the candidate's name on the ballot and a 200-word description of the candidate (250 words for candidates for legislative office who meet FPPC eligibility requirements to submit a Statement). The Statement must be filed at the same time as the Declaration of Candidacy, although the candidate may request his/her check not be cashed until a determination is made on whether the office sought will be contested. No reference to political party affiliation or any mention of political party membership or activity is permitted for candidates for nonpartisan office. No mention of political opponents is allowed; the purpose of the Statement is to provide an explanation of the Candidate's qualifications and experience to voters.

California Elections Code intends for uniformity of appearance of each Statement of Qualifications. By preparing your Statement in accordance with the above guidelines, each Statement will be uniformly printed and allowed the same amount of space in the Voter Information Pamphlet. This avoids favored composition or printing of one Candidate's Statement over another.

All Statements shall be printed in a uniform size, darkness, and with uniform spacing (EC Sec. 13307(b)). All Statements will be set in a justified format, to fit within a 1/4-page space. Entire Statements of Qualifications or phrases in all capital letters, multiple indentations, circles, or arrows are prohibited. Generally, any characters that can be produced from a standard keyboard are acceptable (i.e., !, @, \*, -, ( ), %, #).

The Elections Code mandates that all Statements must be uniform; **bolded**, CAPITALIZED, and underlined words are not acceptable. Indentations, bullets, or multiple underscoring will not be allowed. Items in a list will not be allowed unless the list is in the form of a paragraph. All Statement of Qualifications should be checked by the candidate for spelling, punctuation, and grammar prior to filing. The County elections official will not edit any material or correct mistakes. Statements with spelling, punctuation and grammatical errors will be printed exactly as submitted.

Nothing in the foregoing shall be deemed to make any such Statement or the authors thereof free or exempt from any civil or criminal action or penalty because of any false, slanderous, or libelous statements offered for printing in the Voter Information Pamphlet.

Copies of Candidate Statements will be available for public inspection at the Elections Office after the expiration of the filing deadline. (EC Sec. 13311)

**NOTE:** It is the responsibility of the candidate to request assistance or clarification regarding any questions concerning the guidelines for filing a Statement. If a Candidate Statement is submitted and found not to follow these guidelines, the County Clerk will make the necessary formatting changes to bring the statement into compliance, however, will not correct spelling or grammatical errors.

## **WORD-COUNTING GUIDELINES**

The guidelines listed below are used by the county elections official for counting words:

- Name, age, and office title (located at the top of the form) or signature (at the bottom) are not counted, only the text.
- Punctuation marks are not counted as words.
- Geographical names such as cities, towns or states are counted as one (1) word. Examples: Los Angeles, City and County of San Francisco, Sierra County
- The words “a”, “I”, “the”, “and”, “an”, are counted as individual words.
- A monetary amount such as \$1,000.00 is counted as one (1) word.
- Abbreviations are counted as one (1) word. Examples: UCLA, U.S.A.F., PTA, AFL-CIO
- Hyphenated words that appear in any generally available dictionary shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
- Numeric combinations are counted as one (1) word. Examples: 1999, 13½, 1998-99, 5%, 6/1/99
- Any number which is spelled out, such as “one” shall be considered as a separate word or words. “One” shall be counted as one word, whereas “one hundred” is counted as two words. “#1” is considered one word.

Words will be counted by the Elections Staff upon submission. If the text exceeds the word limit, the author must delete or change a sufficient number of words or sentences until the statement is within the required word limit.

A Candidate Statement must be filed no later than 5 p.m. on the last day of the nomination period and may be withdrawn, but not changed, during the period for filing nomination documents, up until 5 p.m. on the next business day. Statements will remain confidential until after the close of the nomination period.

A Candidate Statement form must be completed and signed by each candidate. An original signature is not required. *Candidates are encouraged to submit a Statement of Qualifications prior to the final filing deadline to ensure there is adequate time to correct errors or remove text exceeding the required word limit.*

A Candidate Statement may be submitted to our office by using one of the following methods:

- In person:** 100 Courthouse Square, Rm 11, Downieville, CA  
**By Mail:** P.O. Box D, Downieville, CA 95936 (USPS)  
100 Courthouse Square, Rm 11, Downieville, CA 95936 (UPS or FedEx)  
**By Email:** [clerk-recorder@sierracounty.ca.gov](mailto:clerk-recorder@sierracounty.ca.gov)  
**By Fax:** 530-289-2830