

## Section 2 – Candidate Instructions

November 2, 2010 \* General Municipal Election  
**Candidate Handbook and Resource Guide**  
Presented by the City of Westminster  
City Clerk's Office

## NOMINATION PAPER INSTRUCTIONS

At the time you take out your nomination papers, the City Clerk will verify that you are a registered voter in the City of Westminster. After positive verification, your name will be typed onto the nomination paper, the paper will be signed by the City Clerk, or designee, and issued to you for circulation. Listed below are key instructions to remember.

### Circulating Your Nomination Paper:

- ◆ Nomination papers require a “Declaration of Circulator” affidavit of the person who circulated it to the effect that he or she saw written all the signatures appended thereto, and knows that they are the signatures of the persons whose names they purport to be. Only one person may circulate the document. You may circulate your own nomination paper.
- ◆ The “Declaration of Circulator” on the back of the nomination paper must contain the dates between which the paper was circulated, and the circulator’s signature.
- ◆ The nomination paper must be signed by not less than 20, nor more than 30 registered voters of the City of Westminster. It is strongly recommended that you obtain 30 signatures in order to provide for those that may be invalidated due to their registration status.
- ◆ Make sure that the voters signing your paper sign and print their complete names, as well as their residence address in the City.
- ◆ Pursuant to Elections Code Section 10220, “No voter may sign more than one nomination paper for the same office, **and in the event the voter does so, that voter’s signature shall count only on the first nomination paper filed which contains the voter’s signature.** Each seat on the governing body is a separate office.”
- ◆ You may sign your own nomination paper.
- ◆ It is recommended that you file your papers early, in order to have the opportunity to be issued a supplemental nomination paper, should you have less than 20 signatures that qualify.

### Completing the “Affidavit of Nominee and Oath or Affirmation of Allegiance”.

- ◆ It is suggested that this section of the nomination paper be completed at the time of filing in the presence of the City Clerk. Since State law strictly prohibits certain words to be used as designations, it is suggested that you confer with the City Clerk before recording your designation on the form.
- ◆ Your ballot designation is restricted to no more than three words describing your principal profession, vocation, or occupation. (Please refer to the Elections Code Sections pertaining to ballot designation in this section of the Handbook.)
- ◆ While it is suggested that the “Affidavit” be completed in the presence of the City Clerk, it may also be completed in the presence of a Notary Public.
- ◆ Your “Oath or Affirmation of Allegiance” is required to be executed in the presence of the City Clerk or a Notary Public in order to assure the voters that in the event you are elected, you will accept the office and faithfully discharge the duties of Mayor or Member of the City Council.
- ◆ You may withdraw your nomination paper up to and including the last day for filing your papers.

## **Nomination Paper Instructions (Continued)**

### **Deadline for Nomination Papers:**

Your nomination paper may only be circulated between July 12, 2010 at 7:30 a.m. and August 6, 2010 at 5:00 p.m. The deadline to submit your nomination paper is August 6, 2010 at 5:00 p.m. In the event an incumbent fails to file for nomination, the deadline is extended to August 11, 2010 at 5:00 p.m. An incumbent may not file nomination papers during the extended period.

### **Order of Candidates on Ballot:**

On August 12, 2010, the Secretary of State will conduct a random alphabetical drawing which will determine the order in which the qualified candidates' names will appear on the ballot. The same order will be used in the sample ballot pamphlet for those candidates filing a Candidate's Statement to be printed in the pamphlet. Access to the random draw will be made available on the Secretary of State's website: [www.ss.ca.gov](http://www.ss.ca.gov) and on the Registrar of Voters website at [www.ocvote.com](http://www.ocvote.com)

**BALLOT DESIGNATIONS FOR CANDIDATES**  
**(§ 13107; see also Secretary of State Ballot Designation Regulations,**  
**Cal. Code Regs. Tit.2, § 20710, et seq. – entire page)**

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, 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/she was elected by vote of the people, or to which he/she was appointed, in the case of a superior court judge. There is no word limit for the official title of the office. A candidate may choose to include the name of his/her elective office with another profession, vocation, or occupation, but that ballot designation is limited to no more than three words.
- (2) The word "incumbent" 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 Court Judge, was appointed to that office. **The word "incumbent" must be used as a noun and must stand alone.**
- (3) The phrase "appointed incumbent" if the candidate holds an office other than a judicial office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word "appointed" and the title of the office. In either instance, the candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed." **The words "appointed incumbent" must stand alone.** However, the phrase "appointed incumbent" shall not be required of a candidate who seeks reelection to an office which he/she holds and to which he/she was appointed, as a nominated candidate, in lieu of an election pursuant to Education Code sections 5326 and 5328 or Elections Code sections 7228, 7423, 7673, 10229, or 10515.
- (4) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. **For purposes of this section, all California geographical names shall be considered to be one word and shall be limited to the names of cities, counties and states. The names of school and special districts and political subdivisions are not geographical names.** Punctuation shall be limited to the use of a comma. 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.

**"Principal"**, as that term is used in Elections Code §13107 (a)(3), 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. **The term "principal" precludes any activity which does not entail a significant involvement on the part of the candidate. Involvement which is only nominal, pro forma, or titular in character does not meet the requirements of the statute.**

**The ballot designation must accurately state the candidate's principal professions, vocations, and occupations and must be factually accurate and descriptive, and neither confusing nor misleading.**

**"Profession"** means a field of employment requiring special education or skill and requiring specific knowledge of a particular discipline. The labor and skill involved in a profession is predominantly mental or intellectual, rather than physical or manual. Recognized professions generally include, but are not limited to: law, medicine, education, engineering, accountancy, and journalism. Examples of an acceptable designation of a "profession", as defined in Elections Code § 13107 (a)(3) include, but are not limited to: Attorney, physician, accountant, architect, and teacher.

**"Vocation"** means a trade, a religious calling, or the work upon which a person, in most but not all cases, relies for his/her livelihood and spends major portion of his/her time. As defined, vocations may include, but are not limited to: Religious ministry, child rearing, homemaking, elderly and dependent care, and engaging in trades such as carpentry, cabinetmaking, plumbing, and the like. Examples of an acceptable designation of a "vocation", as defined in Elections Code § 13107 (a)(3) include, but are not limited to: Minister, priest, mother, father, homemaker, dependent care provider, carpenter, plumber, electrician, and cabinetmaker.

**"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 Elections Code § 13107 (a)(3) include, but are not limited to: Rancher, restaurateur, retail salesperson, manual laborer, construction worker, computer manufacturing executive, military pilot, secretary, and police officer.

If a candidate is licensed by 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 if (a) the candidate has maintained his/her license current as of the date he/she filed his/her nomination documents by complying with all applicable requirements of the respective licensure, including the payment of all applicable license fees and (b) the status of the candidate's license is active at the time he/she filed his/her nomination documents. A candidate who holds a professional, vocational, or occupational license issued by the State of California may not claim such profession, vocation or occupation as one of his/her "principal" professions, vocations, or occupations if (a) the candidate's licensure status is "inactive" at the time the candidate files his/her nomination documents, or (b) the candidate's license has been suspended or revoked by the agency issuing the license at the time the candidate files his/her nomination documents.

A candidate may engage in multiple principal professions, vocations or occupations. If a candidate proposes a ballot designation including multiple principal professions, vocations or occupations, the proposed ballot designation must comply with the following provisions: (1) The three-word limitation specified in Elections Code § 13107 (a)(3); (2) each such proposed profession, vocation or occupation shall be separately considered and must independently qualify as a "principal" profession, vocation, or occupation; and (3) when multiple professions, vocations or occupations are proposed as a ballot designation, they shall be separated by a slash ("/").

(5) **"Community Volunteer"** means a person who engages in an activity or performs a service for or on behalf of, without profiting monetarily, one or more of the following: (1) A charitable, educational, or religious organization as defined by the U.S. 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. **The words "Community Volunteer" must stand alone.** If the volunteer work is considered an "avocation" (see below under "Unacceptable Ballot Designations"), then "Community Volunteer" may not be used as the ballot designation.

(6) The use of the word “**retired**” is generally limited for use by individuals who have permanently given up their chosen principal profession, vocation or occupation. These factors will be taken into consideration: (a) Prior to retiring from his/her principal profession, vocation or occupation, the candidate worked in such profession, vocation or occupation for more than five years; (b) the candidate is collecting, or eligible to collect, retirement benefits or other type of vested pension; (c) the candidate has reached at least the age of 55 years; (d) the candidate voluntarily left his/her last professional, vocational, or occupational position; (e) if the candidate requests a ballot designation that he/she is a retired public official, he/she must have previously voluntarily retired from public office, not have been involuntarily removed from office, not have been recalled by voters, and not have surrendered the office to seek another office or failed to win reelection to the office; (f) the candidate has not had another more recent, principal profession, vocation, or occupation; (g) the candidate’s retirement benefits are providing him/her with a principal source of income; and (h) the candidate possesses another more recent, intervening principal profession, vocation, or occupation.

### **UNACCEPTABLE BALLOT DESIGNATIONS:**

(1) The following types of activities are distinguished from professions, vocations, and occupations and are **not** acceptable as ballot designations pursuant to Elections Code § 13107 (a)(3):

(a) **Avocations:** An avocation is a casual or occasional activity, diversion or hobby pursued principally for enjoyment and is in addition to the candidate’s principal profession, vocation or occupation. Avocations may include, but are not limited to: Hobbies, social activities, volunteer work, and matters pursued as an amateur. Example: (a) If a person is a PTA President (not a paid position), and does not have a principal profession, vocation, or occupation, then that person could use “Community Volunteer” as his/her ballot designation but could not use “PTA President”. “PTA President” is considered a “status” (see #1c: Statuses); (b) If the person is a PTA President (not a paid position), and also has a principle profession, vocation, or occupation, he/she must use his/her principle profession, vocation, or occupation as his/her ballot designation; (c) If the person is a PTA President (not paid position) and also has a principle profession, vocation, or occupation, he/she **could not** use both the principle profession, vocation, or occupation and “Community Volunteer” (even if the designation meets the three-word requirement) because “Community Volunteer” must stand alone.

(b) **Pro Forma Professions, Vocations, and Occupations:** Pro forma professions, vocations or occupations are positions held by the candidate which consume little or none of the candidate’s time and which, by their nature, are voluntary or for which the candidate is not compensated. Pro forma professions, vocations and occupations may include, but are not limited to: Honorary peace officer, honorary chairperson, honorary professor, goodwill ambassador, official host or hostess, and the like.

(c) **Statuses:** A status is a state, condition, social position or legal relation of the candidate to another person, persons or the community as a whole. A status is generic in nature and generally fails to identify with any particular specificity the manner by which the candidate earns his or her livelihood or spends the substantial majority of his or her time. Examples of a status include, but are not limited to: Veteran, proponent, reformer, scholar, founder, philosopher, philanthropist, mother of eleven, activist, patriot, taxpayer, concerned citizen, Kiwanis Club President, PTA President, husband, and wife.

(2) A ballot designation which abbreviates the word “retired” or places it following any word or words which it modifies. Examples of impermissible designations include, but are not limited to: Ret. Army General; Major USAF, Retired; and City Attorney, Retired.

- (3) No title or degree shall appear on the same line on a ballot as a candidate's name, either before or after the candidate's name per Elections Code section 13106. Examples include, but are not limited to: Ph.D., M.A., B.A., B.S., and M.D.
- (4) 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, Universal Widget Inventor, Director, Smith Foundation, UCLA Professor, and the like.
- (5) Pursuant to Elections Code § 13107 (a)(2), a ballot designation which would suggest an evaluation of the candidate's qualifications, honesty, integrity, leadership abilities or character. Any laudatory or derogatory adjectives which would suggest an evaluation of the candidate's qualifications shall not be permitted. Such impermissible adjectives include, but are not limited to: Senior, emeritus, specialist, magnate, outstanding, leading, expert, virtuous, eminent, best, exalted, prominent, famous, respected, honored, honest, dishonest, corrupt, lazy, advocate, and the like.
- (6) A ballot designation which uses a word or prefix to indicate a prior profession, vocation, occupation or elected, appointed, or judicial office previously held by the candidate. These include, but are not limited to: Ex-, former, past, and erstwhile. Examples of impermissible designations include: Former Congressman, Ex-Senator, and Former Educator.
- (7) A ballot designation indicating that a candidate is a member of the state or county central committee of a political party, or an officer of a state or county central committee of a political party, are improper, as such positions do not constitute elective county or state offices as specified in § 13107(a)(1).
- (8) A ballot designation which uses the name of any political party, whether or not it has qualified for recognized ballot status.
- (9) A ballot designation which uses a word or words referring to a racial, religious or ethnic group or implies any ethnic or racial slurs or ethnically or racially derogatory language.
- (10) If the candidate is a member of the clergy, the candidate may not make reference to his/her specific denomination. However, the candidate may use his/her clerical title as a ballot designation (e.g. Rabbi, Pastor, Minister, Priest, Bishop, Deacon, Monk, Nun, Imam, etc. Neither the Secretary of State nor any other election official shall accept a designation of which any of the following would be true:
  - (a) It would mislead the voter.
  - (b) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
  - (c) It abbreviates the word "retired" or places it following any word or words which it modifies.
  - (d) It uses a word or prefix, such as "former" or "ex-," which means a prior status. The only exception is the use of word "retired."
  - (e) It uses the name of any political party, whether or not it has qualified for the ballot.
  - (f) It uses a word or words referring to a racial, religious, or ethnic group.
  - (g) It refers to any activity prohibited by law.

**IMPORTANT:** Each candidate who submits a ballot designation **shall file a Ballot Designation Worksheet** that supports the use of that ballot designation by the candidate. The Ballot Designation Worksheet shall be filed with the Registrar of Voters at the same time that the candidate files his/her

Declaration of Candidacy. The Ballot Designation Worksheet is public record and shall be available for inspection and copying. **§ 20711**

If a candidate requests a change to his or her ballot designation pursuant to Elections Code § 13107(e), that request shall be accompanied by a new Ballot Designation Worksheet. **§ 20711**

**IN THE EVENT THAT A CANDIDATE FAILS TO FILE A BALLOT DESIGNATION WORKSHEET, NO DESIGNATION SHALL APPEAR UNDER THE CANDIDATE'S NAME ON THE BALLOT.**

**§13107.3**

If upon checking the nomination documents, 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 appearing on the candidate's nomination documents.

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

No ballot designation given by a candidate shall be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the elections official to change an unacceptable designation.

**The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days prior to the general election, requests in writing a different designation which the candidate is entitled to use at the time of the request. The written request must be accompanied by a ballot designation worksheet.**

**§ 13107(e)**

In all cases, words so used shall be printed in 8-point roman uppercase and lowercase type except that, if the designation selected is so long that it would conflict with the space requirements of sections 13207 and 13211, the elections official shall use a type size for the designation for each candidate for that office sufficiently smaller to meet these requirements.

Whenever a foreign language translation of a candidate's designation is required under the Voting Rights Act of 1965 (42 U.S.C. Sec. 1971), as amended, to appear on the ballot in addition to the English language version, it shall be as short as possible, as consistent as is practicable with this section, and shall employ abbreviations and initials wherever possible in order to avoid undue length

### **BALLOT ORDER OF CANDIDATES**

The Secretary of State shall conduct a drawing of the letters of the alphabet, the result of which shall be known as a randomized alphabet. The procedure shall be as follows: Each letter of the alphabet shall be written on a separate slip of paper, each of which will be folded and inserted into a capsule. Each capsule shall be opaque and of uniform weight, color, size, shape, and texture. The capsules shall be placed in a container, which shall be shaken vigorously in order to mix them thoroughly. The container then shall be opened and the capsules removed at random one at a time. As each is removed, it shall be opened and the letter on the slip of paper read aloud and written down. The resulting random order of letters constitutes the randomized alphabet, which is to be used in the same manner as the conventional alphabet in determining the order of all candidates in all elections. For example, if two candidates with the surnames Campbell and Carlson are running for the same office, their order on the ballot will depend on the order in which the letter M and R were drawn in the randomized alphabet drawing. The drawing shall be open to the public. A drawing will take place for

each election date. The date of the drawing for the General Election will be August 12, 2010, 11:00 a.m. § 13112

The following contests use the State randomized alphabet in determining the ballot order of the candidates: State Senate, State Assembly, Municipal, School District, and Special District. Exception: If a State Senate or State Assembly District is located in more than one county, then the county randomized alphabet order is used in determining the ballot order of the candidates for that contest. For those contests, the Registrar of Voters' office will conduct a drawing of the letters of the alphabet for the General Election at the same time the Secretary of State's office is conducting its drawing – August 12, 2010, 11:00 a.m § 13111(i)

The ballot order of candidates in some contests is rotated by Assembly District. These contests include Congressional, County offices encompassing the entire county, and Judicial. § 13111(i)

RESOLUTION NO. 4306

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF WESTMINSTER, CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO CANDIDATES STATEMENTS SUBMITTED TO THE VOTERS AT AN ELECTION TO BE HELD ON TUESDAY, NOVEMBER 2, 2010

WHEREAS, Section 13307 of the Elections Code of the State of California provides that the governing body of any local agency adopt regulations pertaining to materials prepared by any candidate for a municipal election, including costs of the candidate's statement:

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WESTMINSTER, CALIFORNIA, DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1: GENERAL PROVISIONS. That pursuant to Section 13307 of the Elections Code of the State of California, each candidate for elective office to be voted for at an Election to be held in the City of Westminster on November 2, 2010, may prepare a candidate's statement on an appropriate form provided by the City Clerk. The statement may include the name and a brief description of no more than two hundred (200) words of the candidate's occupation, education and qualifications expressed by the candidate himself or herself. The statement shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement shall be filed in typewritten form in the office of the City Clerk at the time the candidate's nomination papers are filed. 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.

SECTION 2: FOREIGN LANGUAGE POLICY.

- A. Pursuant to the Federal Voting Rights Act, the City is required to translate candidate statements into the following languages: Spanish, Vietnamese, Chinese and Korean.
- B. Pursuant to state law, the candidate statement must be translated and printed in the voter's pamphlet in Spanish at the candidate's request.
- C The City Clerk shall:
  - 1. Have all candidates statements translated into the languages specified in (A) above.
  - 2. Print all translations of all candidates' statements in the voter's pamphlet; these translations shall be made available upon request in the office of the City Clerk.

### SECTION 3: PAYMENT.

#### A. Translations

- 1 The candidate shall be required to pay for the cost of translating the candidate's statement into any required foreign language as specified in (B) above pursuant to state and federal law.

#### B. Printing

1. The candidate shall be required to pay the cost of printing the candidate's statement in the voter's pamphlet in all required languages pursuant to state and federal law.

The City Clerk shall estimate the total cost of printing, handling, translating and mailing the candidate's statements filed pursuant to this section, including costs incurred as a result of complying with the Voting Rights Act of 1965, as amended, and require each candidate filing a statement to pay in advance to the local agency his or her estimated pro rata share as a condition of having his or her statement included in the voter's pamphlet. In the event the estimated payment is required, the estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. Accordingly, the Clerk is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense or refund any excess paid depending on the final actual cost. In the event of underpayment, the clerk may require the candidate to pay the balance of the cost incurred. In the event of overpayment, the Clerk shall prorate the excess amount among the candidates and refund the excess amount paid within 30 days of the election.

SECTION 4: ADDITIONAL MATERIALS. No candidate will be permitted to include additional materials in the sample ballot package.

SECTION 5: That the City Clerk shall provide each candidate or the candidate's representative a copy of this Resolution at the time nominating petitions are issued.

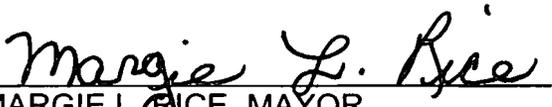
SECTION 6: That all previous resolutions establishing council policy on payment for candidate's statements are repealed.

SECTION 7: That this Resolution shall apply only to the election to be held on November 2, 2010, and shall then be repealed.

SECTION 8: That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED AND ADOPTED THIS 9th day of June, 2010, by the following vote:

AYES: COUNCIL MEMBERS: RICE, FRY, QUACH, TA, DIEP  
NOES: COUNCIL MEMBERS: NONE  
ABSENT: COUNCIL MEMBERS: NONE

  
MARGIE L. RICE, MAYOR

ATTEST:

  
ROBIN ROBERTS, MMC, CITY CLERK

STATE OF CALIFORNIA )  
COUNTY OF ORANGE ) ss.  
CITY OF WESTMINSTER )

I, Robin Roberts, hereby certify that I am duly appointed City Clerk of the City of Westminster, California; and that the foregoing resolution was duly adopted at a regular meeting of the City Council of the City of Westminister held on the 9<sup>th</sup> day of June, 2010.

  
ROBIN ROBERTS, MMC  
CITY CLERK

## CANDIDATE'S STATEMENT OF QUALIFICATIONS

Each candidate for **nonpartisan elective office** in any local agency, including any city, county, city and county, or district, may prepare a Candidate's Statement on an appropriate form provided by the elections official. The statement may include the name, age and occupation of the candidate and a brief description, of no more than 200 words, of the candidate's education and qualifications expressed by the candidate himself/herself. However, the governing body of the local agency may authorize an increase in the limitations on words for the statement from 200 to 400 words. **The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.** The candidate must sign the statement before it is filed in the office of the Registrar of Voters when his/her nomination papers are returned for filing, if it is for a primary election, or for an election for offices for which there is no primary. The statement shall be filed in the office of the elections official no later than the 88th day before the election, **August 6, 2010, 5:00 p.m.**, if it is for an election for which nomination papers are not required to be filed. **§ 13307**

The statement may be **withdrawn, but not changed**, during the period for filing nomination papers and until **August 9, 2010, 5:00 p.m.**, the next working day after the close of the nomination period. **§ 13307**

**NOTE:** In the event that the nomination period for a particular office is extended because an incumbent eligible to be elected did not file nomination papers, a Candidate's Statement for that particular office **may be withdrawn, but not changed**, during the extended nomination period and until **5:00 p.m. of August 12, 2010**, the next working day after the close of the extended nomination period. **§ 13307**

**A Candidate's Statement of Qualifications may make no reference to another candidate.** In addition to the restrictions set forth in Section 13307, any Candidate's Statement of Qualifications submitted pursuant to Section 13307 shall be limited to a recitation of the candidate's own personal background and qualifications, and **shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities.** 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 by this section. **§ 13308**

The Registrar of Voters will send to each voter, together with the sample ballot, a voter's pamphlet which contains the written statements of each candidate that is prepared pursuant to this section. The statement of each candidate will be printed in type of uniform size and darkness, and with uniform spacing. **§ 13307(b)**

All Candidates' Statements shall remain confidential until the expiration of the filing deadline. **§ 13311**

The Registrar of Voters will estimate the total cost of printing and handling of the Candidate's Statement filed pursuant to this section, and will require each candidate having a statement of pay in advance his/her estimated pro rata share as a condition of having his/her statement included in the voter's pamphlet. The candidate must also sign a deposit agreement at the time the statement is filed. A copy of the signed deposit agreement and signed statement will be given to the candidate. The Registrar of Voters will determine the cost for each candidate and

will refund any excess amount paid within 30 days of the election. An invoice will be sent if any additional amount is required to be paid by the candidate.

**If a candidate's contest does not appear on the ballot (due to being a contest whose candidates may be appointed in lieu of election if the number of candidates nominated does not exceed the number of candidates to be elected from that district), the Candidate's Statement payment will be refunded.**

In the event that a candidate pays for a statement by check and the check is returned by the bank due to insufficient funds, the candidate will have 24 hours to pay for the statement by credit, card, cash, money order or certified check, or the statement will not be printed in the voter's pamphlet. **§ 13307**

**NOTE: Pursuant to minority language provisions of the Federal Voting Rights Act, Orange County is required to provide election materials in the Chinese, Korean, Vietnamese and Spanish languages in addition to English. The materials covered by this Act include Candidates' Statements. Therefore, all estimated costs include translating and printing of Candidates' Statements in the Chinese, Korean, Spanish and Vietnamese languages. These materials will be provided to voters who have requested Chinese, Korean, Spanish and Vietnamese language election materials.**

Nothing in the foregoing shall be deemed to make any 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 or contained in the voter's pamphlet. **§ 13307**

Before the nomination period opens, the local agency for that election shall determine whether a charge shall be levied against that candidate for the Candidate's Statement sent to each voter. This decision shall not be revoked or modified after the seventh day prior to the opening of the nominating period. A written statement of the regulations with respect to charges for handling, packaging, and mailing shall be provided to each candidate or his/her representative at the time he/she picks up the nomination papers. **§ 13307**

For all Candidates' Statements filed on or before **August 6, 2010**, the public review period is **August 7, 2010 through August 16, 2010, 5:00 p.m.** For all Candidates' Statements filed during the extended filing period, the public review period is **August 12, 2010 through August 20, 2010** at the Registrar of Voters office, in conformance with Elections Code section 13313.

## CANDIDATE'S STATEMENT OF QUALIFICATIONS FORMATTING GUIDELINES

The Registrar of Voters office has a semi-automated system for Sample Ballot input/layout of Candidates' Statements of Qualifications. Due to the volume of statements and printing deadlines, it is necessary to have a standardized format for Candidate 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  
xxxxxxxx xxxxxxxxxxx xx xxx xxxxx. Xxx xxxxx xxxxxxx xxxxx xx xx.

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

### BLOCK PARAGRAPHS:

Xxxxx xxxxxxx xxxxx. Xxxx x xx xxxx xxxxxxxxxxx xxx. Xxxx xxx xxx xxxxxxxxxxx  
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  
x xx xxx xxx. Xxx xxxxx 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. **The words reflected in the "Occupation" field must follow the ballot designation guidelines listed in this handbook.**
4. Do not underline or **bold** WORDS. § 13307
5. Words may NOT be all CAPITAL letters.
6. Do not use *italics* or type styles to highlight portions of the statement. § 13307
7. Do not use different type sizes. § 13307
8. A 200-word statement must fit on one-quarter of a sample ballot pamphlet page. A 400-word statement must fit on one-half page of a sample ballot pamphlet page. If your statement exceeds this limitation we will be forced to adjust your format to fit in the space allowed.
9. To offset paragraphs, you may block indent. **However, do not use bullet points, stars, asterisks, or numbers that function as bullet points.**

10. All statements are printed in the sample ballot pamphlet with the following titles which are not included in the word count:

**NAME OF DISTRICT  
TITLE OF OFFICE**

Use these general guidelines to assist you in the preparation of your statement. There are other requirements regarding the content of your statement that are outlined in this Candidate's Handbook.

**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.**

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

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.

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.

Geographical names -- limited to cities, counties, and states.....one word  
Examples: County of Orange, Orange County, Brea, and California

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

Names of persons and things.....each word counts as one word

Gus Enright (two words); L.A. Basketball Team (three words)

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 web site addresses.....one word

If the text exceeds the word limit, the candidate must delete or change a sufficient number of words or sentences 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.

**The submitted statement must be typed. No word will be printed in "ALL CAPS", bolding or underlining. Do not use bullet points or numbers that function as bullet points to offset paragraphs. 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 sample ballot printing has some limitations; therefore, the style of a Candidate's Statement must conform to the sample you will be given. The statement may include a description of the candidate's education and qualifications expressed by the candidate himself/herself.

**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. 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.

**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. on August 9, 2010**, the next working day after the close of the nomination period.

**NOTE:** If the nomination period is extended because an incumbent, eligible to be elected, failed to file a Declaration of Candidacy, **August 12, 2010, 5:00 p.m.**, the next working day after the close of the extended filing period for the office is the last day that a Candidate's Statement may be withdrawn, but not changed.

**ALL STATEMENTS ARE CONFIDENTIAL UNTIL THE EXPIRATION OF THE FILING DEADLINE.**