



**ALEX PADILLA** | SECRETARY OF STATE | STATE OF CALIFORNIA  
ELECTIONS DIVISION

1500 11<sup>th</sup> Street, 5<sup>th</sup> Floor, Sacramento, CA 95814 | **Tel** 916.657.2166 | **Fax** 916.653.3214 | [www.sos.ca.gov](http://www.sos.ca.gov)

July 7, 2016

County Clerk/Registrar of Voters (CC/ROV) Memorandum #16224

**TO:** All County Clerks/Registrars of Voters

**FROM:** /s/ Jennifer Curtis  
Voter Information Guide Program Manager

**RE:** General Election: U.S. Senate Candidate Statement Package

Attached is the United States Senate candidate statement package for the upcoming November 8, 2016, General Election.

Please note that candidates must file their candidate statement forms with our office **no later than 5:00 p.m. on Wednesday, July 20, 2016** in order to be included in the November 8, 2016, General Election state Voter Information Guide.

If you have any questions regarding these documents or procedures, I can be reached at (916) 695-1571. Thank you.

Attachment

**November 8, 2016**  
**General Election**  
**Candidate Statement Guidelines**  
**United States Senate Candidates**

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### **Candidate Statement Guidelines**

- ❑ The text of the statement shall not exceed 250 words. Word count standards are governed by Elections Code section 9.
- ❑ The statement should be typewritten, double-spaced, and in standard paragraph style. Do not use bullets, tables, lists, or other material requiring indentation.
- ❑ Words that are underlined, in italics, in bold, or in all upper-case letters will be typeset in italics.
- ❑ The statement may not make reference to any opponent of the candidate.
- ❑ The candidate statement shall be accompanied by a declaration that the statement being submitted is true and correct and shall be attested to and signed by the candidate.
- ❑ Statements shall be printed in the state Voter Information Guide (Ballot Pamphlet) in the order determined by a random alphabet drawn in substantially the same manner as set forth in Elections Code section 13112. The names and statements will remain in this order throughout the state and do not rotate as names do on actual ballots.

### **Candidate Photograph Guidelines**

- ❑ The statement may include a photograph of the candidate taken no more than two years prior to the filing of the statement.
- ❑ The photograph submitted must be taken on a light (not white) background, and limited to the head and shoulders of the candidate. The resolution of the photo should be around 300 dpi. Photos will be printed in black and white.
- ❑ The photo must be submitted via email or delivered on a CD to the Secretary of State's Elections Division at 1500 11<sup>th</sup> Street - Fifth Floor, Sacramento, CA 95814 – Attention: Jennifer Curtis. The files must be saved as the candidate's name (first\_last.jpg example: Jon\_Smith.jpg).
- ❑ The photograph must not depict a judicial robe, uniform, or other type of apparel which could reasonably be construed as being indicative of the occupation, profession, or organizational affiliation. However, clothing or apparel required to be worn in accordance with the candidate's religious beliefs shall be acceptable. The candidate shall not wear or display, in his or her photograph, buttons, pins, insignias, emblems, any flags, other than the flag of the United States or California State flag, or other items which would indicate a specific political, professional, or occupational affiliation.

## Payment for Candidate Statement

- ❑ The fee for a candidate statement to be included in the state Voter Information Guide for the November 8, 2016, General Election is \$25.00 per word, not to exceed \$6,250.00 (250 words).
- ❑ In order to obtain a statement in the state Voter Information Guide, payment in the amount of \$25.00 per word, not to exceed \$6,250.00, must be included with the candidate statement package by check or money order, payable to the *Secretary of State*.
- ❑ If payment is made by check, the check amount should be left blank with a note on the check indicating that the check is “Not to exceed \$6,250.00.” The Secretary of State’s office will conduct a word count to determine the cost and will forward to the candidate a copy of the executed check in the appropriate amount for his or her records.
- ❑ If a payment for the candidate statement is not received, or if the payment is made by a check and it does not clear the candidate’s banking institution before the end of the state Voter Information Guide public display period (August 15, 2016), the candidate statement **will not** be printed in the state Voter Information Guide.

## Further Information

- ❑ The candidate statement and photograph, if any, must be filed and received by the Secretary of State’s Elections Division **no later than 5:00 p.m. on Wednesday, July 20, 2016**.
- ❑ The candidate statement and accompanying forms may be submitted via fax by the deadline. Faxed copies may be sent to (916) 653-3214. Candidate statements and accompanying forms may also be scanned and emailed to [candidate-statements@sos.ca.gov](mailto:candidate-statements@sos.ca.gov) by the deadline. The original copies of faxed or emailed statements and accompanying forms must be received within 72 hours.
- ❑ The original copy of the candidate statement and accompanying forms must be mailed to the Secretary of State’s Elections Division at 1500 11<sup>th</sup> Street - Fifth Floor, Sacramento, CA 95814 – Attention: Jennifer Curtis.
- ❑ If the Secretary of State’s Elections Division has not received a candidate statement and accompanying forms by the established deadline, it **will not** be printed in the state Voter Information Guide.
- ❑ Should the Secretary of State’s office disqualify any statement or photograph based on these provisions, the Secretary of State’s office shall immediately notify the candidate of the specific objections. The candidate may address the objections by making appropriate changes.
- ❑ No filed statement shall be made public or shall be available for viewing until the entire state Voter Information Guide is available for public examination, beginning July 26, 2016, pursuant to Government Code section 88006 and Elections Code section 9092.

- All statements filed shall be subject to examination and challenge pursuant to the provisions of Elections Code section 9092 and Government Code section 88006 July 26, 2016 through August 15, 2016.
- A statement may be withdrawn, but shall not be changed once it is filed, unless required by the Secretary of State's office.

**November 8, 2016  
General Election  
Candidate Contact Information Form  
United States Senate Candidates**



The following form shall be used for candidate statements submitted to the Secretary of State's office for inclusion in the state Voter Information Guide for the November 8, 2016, General Election. This form must be submitted to the Elections Division of the Secretary of State's office **no later than 5:00 p.m. on Wednesday, July 20, 2016.**

- A maximum of 250 words may be used. Word count standards shall be pursuant to Elections Code section 9.
- All statements should be typewritten, double-spaced, and in standard paragraph style. Do not use bullets, tables, lists, or other material requiring indentation.
- Words that are underlined, in italics, in bold, or in all upper-case letters will be typeset in italics.
- The statement may not make reference to any opponent of the candidate.
- Please refer to the section in this packet entitled "Candidate Statement Guidelines" for a complete list of requirements.

Candidate's Name: \_\_\_\_\_

Political Party Preference\*: \_\_\_\_\_

The following optional information will appear with your candidate statement **(this information is not included in the 250 word count)**:

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: (    ) \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

**\*Please list your political party preference as it is reflected on your current affidavit of registration. If you are not registered with a qualified political party, your political party preference will be indicated in the Voter Information Guide as "No Party Preference."**



# November 8, 2016 General Election Word Count Standards

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Each word shall be counted as one word except as specified below.

1. Punctuation is not counted.
2. Each word shall be counted as one word except as specified in this section.
3. All proper nouns, including geographical names, shall be considered as one word; for example, "City and County of San Francisco" shall be counted as one word.
4. Each abbreviation for a word, phrase, or expression shall be counted as one word.
5. 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.
6. Dates shall be counted as 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.
8. Telephone numbers shall be counted as one word.
9. Internet Web site addresses shall be counted as one word.

See California Elections Code section 9