

November 3, 2020, General Election Candidate Statement Guidelines



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.

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.
- ❑ The photo must be submitted via email at candidate-statements@sos.ca.gov or delivered on a CD to:
California Secretary of State
Elections Division
Attn: VIG Coordinator
1500 11th Street, Fifth Floor
Sacramento, CA 95814
The file 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 (including hats and head-coverings) which could reasonably be construed as being indicative of an 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, hats, head-coverings, 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.

Further Information

- ❑ Presidential candidate statements must be filed and received by the Secretary of State's Elections Division **no later than 5:00 p.m. on Thursday, August 27, 2020.**
- ❑ The presidential candidate statement and accompanying forms may be submitted via email or fax before the deadline. Candidate statements and accompanying forms may be scanned and emailed to candidate-statements@sos.ca.gov or faxed to (916) 653-3214. The original copies of the signed forms must be received at the Secretary of State Elections Division within 72 hours of submittal.
- ❑ The original copy of the signed presidential candidate statement forms must be mailed or delivered to:
 - California Secretary of State
 - Elections Division
 - Attn: VIG Coordinator
 - 1500 11th Street, Fifth Floor
 - Sacramento, CA 95814
- ❑ 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 prior to the submission deadline or within 72 hours of the notification of disqualification.
- ❑ Once a statement is filed, it may be withdrawn, but shall not be changed, unless required by the Secretary of State's office.
- ❑ No statement filed shall be made public or shall be available for viewing until all of the candidate statements are launched on the November 3, 2020, General Election Voter Information Guide website. All candidates who provide an e-mail address on their Candidate Information Form will be notified when the website is launched in early-September.

November 3, 2020, General Election Candidate Contact Information Form Presidential 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 website for the November 3, 2020, 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 Thursday, August 27, 2020.**

- 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: _____

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

Mailing Address: _____

Phone: () _____

Email: _____

Website: _____

Facebook: <https://www.facebook.com/>_____

Twitter: <https://www.twitter.com/>_____

Instagram: <https://www.instagram.com/>_____

**November 3, 2020, General Election
Candidate Statement and Checklist Form
Presidential Candidates**



Candidate's Name: _____

Political Party: _____

Please sign and attach this form to the Candidate Statement.

I, the undersigned author of the attached candidate statement, hereby declare that I have read, fully understand, and will comply with the requirements contained in this packet, and that the candidate statement submitted herewith is true and correct to the best of my knowledge.

Candidate Signature Date

CHECKLIST

- Candidate Statement (typewritten and double-spaced)
- Candidate photograph (submitted via email or delivered via CD)
- Candidate Contact Information Form
- Signed Candidate Statement and Checklist Form

IMPORTANT: Person to Contact Regarding Candidate Statement

The following information for the candidate's contact person is critical to ensure communication between the candidate and Elections Division staff. **This information will not appear on the state Voter Information Guide website:**

Name: _____

Address: _____

Phone: _____ Email Address: _____

Cell: _____ Fax: _____

Word Count Standards

Counting of words shall be as follows:

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.](#)