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**CALIFORNIA SECRETARY OF STATE**  
**Elections Division**

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October 11, 2023

County Clerk/Registrar of Voters (CC/ROV) Memorandum # 23097

TO: All County Clerks/Registrar of Voters

FROM: /s/ Kim Todd  
Voter Information Guide Coordinator

RE: Presidential Primary Election: United States Senate Candidate Statement Package

Attached for your review and distribution is the United States Senate candidate statement package for the upcoming March 5, 2024, Presidential Primary Election. Please note that the deadline for the U.S. Senate candidate statements to be included in the Presidential Primary Election state Voter Information Guide is **no later than 5:00 p.m. on Wednesday, November 15, 2023.**

If a candidate wishes to run for both the partial/unexpired United States Senate term and the full United States Senate term, candidates will need to submit full candidate statement packages for each office.

Although we ask that you provide these materials to the U.S. Senate candidates, they must file their candidate statement forms and payment with the Secretary of State's office.

If you have any questions regarding these documents or procedures, please email [candidate-statements@sos.ca.gov](mailto:candidate-statements@sos.ca.gov). Thank you.

Enclosures



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October 11, 2023

Thank you for your interest in submitting a candidate statement to be included in the California State Voter Information Guide for the March 5, 2024, Presidential Primary Election.

Attached are copies of the following documents for your information:

- Candidate Statement Guidelines, including the requirements for candidate statement, photo submission and payment details.
- Candidate Contact Information Form
- Signed Candidate Statement & Declaration Form
- Candidate Statement Checklist
- Word Count Standards
- United States Senate Term Descriptions

Please note that any candidates that plan to run for both the partial/unexpired term and the full term for the United States Senate office will need to submit a full candidate statement package for each office sought in order to have both statements printed in the California State Voter Information Guide.

You may also wish to review Elections Code sections 9092, 13307 - 13314 and Government Code section 88000 - 88007, which describe the Voter Information Guide and candidate statements.

If you have any questions, please contact me at (916) 657-2166 or email at [VIGarguments@sos.ca.gov](mailto:VIGarguments@sos.ca.gov).

Sincerely,

A handwritten signature in cursive script that reads "Kim Todd".

Kim Todd  
Voter Information Guide Coordinator

Enclosures



## March 5, 2024, Presidential Primary Election United States Senate Candidate Statement Guidelines

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### PLEASE NOTE:

- All deadlines are final. It is HIGHLY RECOMMENDED to submit candidate statement packages early.
- Please proofread your submission. If a statement is accepted, the information as provided on the forms is exactly how it will appear in the state Voter Information Guide.
- There is a partial/unexpired term and a full term for the United States Senate race. If candidates are running for both offices and wish a statement for each office to be printed in the guide, a full statement package with candidate statement, accompanying forms, and fees are required for each office sought.

### Candidate Statement Guidelines

- The deadline is **5:00 p.m. on Wednesday, November 15, 2023**.
- 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, or in bold, will be typeset in italics. Statements that are entirely in upper-case letters will be typeset in italics.
- The statement may not make reference to any other candidate.
- The statement shall be limited to a recitation of the candidate's own personal background and qualifications.
- 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. A declaration is provided on the Candidate Statement & Declaration Form for your convenience.
- Statements shall be printed in the state Voter Information Guide in the order determined by a randomized 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

- Candidate statements may also include a recent photograph of the candidate.
- 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 photograph should be around 300 dpi. Photographs will be printed in black and white.
- 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 their 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.
- The photo must be submitted via email at [candidate-statements@sos.ca.gov](mailto:candidate-statements@sos.ca.gov), or delivered on a CD as part of the candidate statement filing. **The photo file must be saved as the candidate's name (first\_last.jpg; example: Pat\_Smith.jpg).**

## Payment for United States Senate Candidate Statement

- The fee for a candidate statement to be included in the state Voter Information Guide for the General Election is \$25.00 per word, not to exceed \$6,250.00 (250 words).
- 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, money order, or credit card, 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 their records.
- If payment is made by postal money order, the order should include the candidate's name and be made payable to the **Secretary of State**. If multiple money orders are needed to meet the total amount due based on an estimated word count, please indicate all necessary information on each money order. The Secretary of State's office will conduct a final word count to determine the total cost. A refund will be provided, if applicable, for any overpayment.
- If payment is made by credit card, the full amount of \$6,250.00 (250 words) will be charged to the card. If the word count is less than the 250-word maximum, the

card will be charged with the per word amount and a refund will be issued. To make a payment by credit card, please contact **Kim Todd**, Voter Information Guide Coordinator, by calling **(916) 657-2166**.

- If a payment for the candidate statement is not received by **5:00 p.m. on Wednesday, November 15, 2023**, the candidate statement **will not** be printed in the state Voter Information Guide.
- If a payment is made and it does not clear the candidate's banking institution before the end of the state Voter Information Guide public display period (**December 11, 2023**), the candidate statement **will not** be printed in the state Voter Information Guide.

### Submission Information

- The candidate statement must be received by the Secretary of State's Elections Division no later than 5:00 p.m. on **Wednesday, November 15, 2023**.
- The candidate statement, photograph, and accompanying forms may also be submitted via email or fax by the deadline. Candidate statements and accompanying forms may be scanned and faxed to (916) 653-3214 or emailed to [candidate-statements@sos.ca.gov](mailto:candidate-statements@sos.ca.gov) by the deadline. The original copies of the signed forms must be received at the SOS Elections Division within 72 hours of electronic or fax submittal. **This does NOT apply to payment, which must be received by mail or in-person by the deadline.**
- The original copy of the candidate statement and accompanying forms must be submitted by mail or delivered in person using either of the following methods:

- **Express Delivery/Mail:**

- California Secretary of State  
Elections Division  
Attn: VIG Coordinator  
1500 11<sup>th</sup> Street, Fifth Floor  
Sacramento, CA 95814

- **In-person/Courier Service:**

- California Secretary of State  
1500 11<sup>th</sup> Street  
Sacramento, California 95814

Elections Division drop box located in 1<sup>st</sup> floor lobby.

Building hours: Monday through Friday, 8:00 a.m. to 5:00 p.m.

**In-person filings will NOT be accepted in the Secretary of State's Los Angeles office.**

- If the Secretary of State's Elections Division has not received a candidate statement, accompanying forms, and payment by the established deadline, the statement 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 prior to the submission deadline or within 24 hours of the notification of disqualification.
- No statement filed shall be made public or shall be available for viewing by the Secretary of State's office until the state Voter Information Guide is available for public examination, pursuant to Government Code section 88006 and Elections Code section 9092.
- A filed statement may be withdrawn and resubmitted before the deadline. However, once a statement is filed and the deadline has passed, it may be withdrawn completely, but shall not be changed nor resubmitted, unless required by the Secretary of State's office.
- Every candidate statement that is to be included in the state Voter Information Guide will include a heading consisting of the candidate's name and the candidate's qualified political party preference. If the candidate does not have a qualified political party preference, the term "no qualified party preference" will appear in the heading. The heading is not part of the candidate statement and will not count toward the 250-word count.



# March 5, 2024, Presidential Primary Election United States Senate Candidate Contact Information Form

The following form shall be used for United States Senate candidate statements submitted to the Secretary of State’s office for inclusion in the state Voter Information Guide for the March 5, 2024, Presidential Primary 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, November 15, 2023.**

- A maximum of 250 words may be used. Word count standards shall be pursuant to [Elections Code section 9](#).
- The statement may not make reference to any other candidate.
- The statement must be limited to a recitation of the candidate’s own personal background and qualifications.
- 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, or in bold, will be typeset in italics. Statements that are entirely in upper-case letters will be typeset in italics.
- Please refer to the section in this packet entitled “Candidate Statement Guidelines” for a complete list of requirements. A full statement package for each office is required to be printed in the guide.

Candidate’s Name: \_\_\_\_\_

Submission for Office (choose one):

- United States Senate full term       United States Senate partial/unexpired term

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

*\*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 Qualified 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: \_\_\_\_\_

Facebook: \_\_\_\_\_

Twitter: \_\_\_\_\_

Instagram: \_\_\_\_\_

Other: \_\_\_\_\_



## March 5, 2024, Presidential Primary Election United States Senate Candidate Statement & Declaration Form

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

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

Please indicate only one of the following:

United States Senate Partial/Unexpired Term

United State Senate Full Term

*\*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 Qualified Party Preference."*

**Please attach the Candidate Statement on a separate sheet.**

Please sign and attach this form to the United States Senate 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





## March 5, 2024, Presidential Primary Election United States Senate Candidate Statement Checklist

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- Candidate Statement (typewritten and double-spaced on separate sheet of paper)
- Candidate Photograph (submitted via email or delivered)
- Candidate Contact Information Form
- Signed Candidate Statement & Declaration Form
- Check, Money Order, or Credit Card payable to the Secretary of State
- Candidate Statement Checklist

### **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 in the state Voter Information Guide:**

Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

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

Fax Number: \_\_\_\_\_



# March 5, 2024, Presidential Primary Election United States Senate Candidate Statement 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 website addresses shall be counted as one word.

See [California Elections Code section 9](#)



## **March 5, 2024, Presidential Primary Election United States Senate Candidate Statement Terms of Office**

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### **United States Senate – Partial/Unexpired Term**

- Serves as one of the two Senators who represent California's interests in the United States Congress.
- Proposes and votes on new national laws.
- Votes on confirming federal judges, U.S. Supreme Court Justices, and many high-level presidential appointments to civilian and military positions.
- Will serve the remainder of the current term ending on January 3, 2025.

### **United States Senate – Full Term**

- Serves as one of the two Senators who represent California's interests in the United States Congress.
- Proposes and votes on new national laws.
- Votes on confirming federal judges, U.S. Supreme Court Justices, and many high-level presidential appointments to civilian and military positions.
- Will serve the 6-year term of office beginning on January 3, 2025.