



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

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June 15, 2018

County Clerk/Registrar of Voters (CC/ROV) Memorandum #18149

TO: All County Clerks/Registrars of Voters

FROM: /s/ Robert Bradshaw
Voting Services Manager

RE: General Election: Statewide Candidate Statement Package

Attached for your review and distribution is the United States Senate and constitutional office candidate statement package for the upcoming November 6, 2018, General Election. Please note that the deadline for statewide candidate statements to be included in the November 6, 2018, General Election Statewide Voter Information Guide is **no later than 5:00 p.m. on Wednesday, July 18, 2018.**

Although we ask that you provide these materials to the United States Senate and constitutional office candidates, they must file their candidate statement forms with our office.

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

Attachment

**November 6, 2018, General Election
Candidate Statement Guidelines
United States Senate and Constitutional Office Candidates**



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 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

- ❑ 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 11th Street - Fifth Floor, Sacramento, CA 95814 – Attention: Robert Bradshaw. 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 (including hats and head-coverings) 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, hats, head-coverings, 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.

Form 501 Filing – Copy (Does not apply to US Senate Candidates)

- ❑ Form 501 Candidate Intention Statement – An original Form 501 for each candidate running for statewide office **must** be filed at the Secretary of State's office, Political Reform Division, 1500 11th Street, Fourth Floor - Room 495, Sacramento, CA 95814. If you wish to have your candidate statement included in the state Voter Information Guide for the November 6, 2018, General Election, you must file your Form 501 on or before June 19, 2018.
- ❑ A copy of a properly filed Form 501 (bearing the Secretary of State's office date stamp), which indicates the candidate's acceptance of the voluntary expenditure limit, **must** accompany the candidate statement package when submitted.
- ❑ Form 501 filing requirements do not apply to candidates running for United States Senate.

Payment for Candidate Statement

- ❑ The fee for a candidate statement to be included in the Statewide Voter Information Guide for the November 6, 2018, 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 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 13, 2018), the candidate statement **will not** be printed in the state Voter Information Guide.

Further Information

- ❑ The candidate statement must be filed and received by the Secretary of State's Elections Division **no later than 5:00 p.m. on Wednesday, July 18, 2018.**
- ❑ 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 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 11th Street - Fifth Floor, Sacramento, CA 95814 – Attention: Robert Bradshaw.
- ❑ If the Secretary of State’s Elections Division has not received a candidate statement, accompanying forms, and payment 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 24, 2018, pursuant to [Elections Code section 9092](#) and [Government Code section 88006](#).
- ❑ 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 24, 2018, through August 13, 2018.
- ❑ A statement may be withdrawn, but shall not be changed once it is filed, 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 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.

Example layout of candidate statement (example is not to scale):

CANDIDATE STATEMENTS

UNITED STATES SENATE

Picture
goes here

Candidate Name | PARTY PREFERENCE

Text goes here

<p>Address 1</p> <p>Address 2</p> <p>City, CA Zip</p>	<p>Telephone</p> <p>E-mail</p> <p>Website</p> <p>Social Media</p>
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November 6, 2018, General Election Candidate Contact Information Form



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 6, 2018, 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 18, 2018.**

- 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: _____

Office Being Sought: _____

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 (limit 1): _____

Social Media Account (limit 1): _____

***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 6, 2018, General Election Candidate Statement and Checklist Form



Candidate's Name: _____

Office Being Sought: _____

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 Party Preference."**

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
- Copy of Properly Filed Form 501
- Check or Money Order payable to the *Secretary of State*

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 contact should be available regardless of day, hour, or holiday. This information will not appear in the state Voter Information Guide:**

Name: _____

Address: _____

Phone: _____ Email Address: _____

Cell: _____ Fax: _____

November 6, 2018, General Election Word Count Standards



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](#)